



STAT 1350: Elementary Statistics

Autumn 2018

“Statistical thinking will one day be as necessary for efficient citizenship as the ability to read and write.” --H.G. Wells

Lecture Instructors	Lecture Times and Locations	Office Hours and Locations	Email
Dr. Michelle Everson (Course Coordinator)	TR 12:40-1:35 p.m. in EA0160	TR 11 a.m.-12 p.m. in 304C Cockins Hall, and by appointment (292-3593)	everson.50@osu.edu
Michelle Duda	MW 5:20-6:15 p.m. in EA 0160	MW 3-4 p.m. in 212B Cockins Hall, and by appointment	duda.35@osu.edu
Keith Rodgers	TR 8-8:55 a.m. in CM 0200 and TR 4:10-5:05 p.m. in DL 0113	MW 4-5 p.m. in 212C Cockins Hall, and by appointment	rodgers.277@osu.edu

My recitation instructor is: _____.

My recitation instructor’s email address is: _____.

Course Description and Course Goals

STAT 1350 is a 3-credit course. You will meet twice per week for lecture and one time per week for recitation. Each class meeting is 55 minutes in length. This is a statistical literacy course designed to help you become thoughtful and critical consumers of statistics in everyday life. You will learn in this course about how data is produced, organized, and summarized. You will also learn about how samples of data can be used to make inferences about populations. This course satisfies the learning goals of the *GE Data Analysis requirement*, which are to develop an understanding of the basic ideas of statistical reasoning, to comprehend methods needed to analyze and critically evaluate statistical arguments, and recognize the importance of statistical ideas. The course seeks to encourage students to actively think about statistical issues arising in real problems and to understand the basic statistical techniques used to generate, summarize, and draw conclusions from data.

Tutor Room

The Math and Statistics Learning Center (MSLC) in 132 Cockins Hall will be open beginning on Monday, August 27th. Hours are from 9:10 a.m. until 6:20 p.m. Monday-Thursday, and from 9:10 a.m. until 1:40 p.m. on Friday. Graduate teaching assistants will be in this Tutor Room throughout the day if you need help with STAT 1350 content. We strongly encourage you to stop by with questions. **Please keep in mind that the Tutor Room is not a place for you to go in order to have someone check your homework answers for correctness before you submit them, or for you to get answers to homework problems. It’s a place where you can get extra help if you are not understanding particular concepts and ideas from class.** For more details on the Tutor Room schedule (to be posted by August 24th), see the **Syllabus** section on our Carmen course site.

Communication and Email Correspondence

Communication is critical in this course, and we always welcome your feedback. We will communicate with you often via email—both through your regular OSU account and through the Carmen course site—in addition to posting important announcements within Carmen. We understand it is not always easy to ask for help when you need it, but we want you to seek us out to share problems, concerns, or frustrations. We are always available for help, but we cannot help you, intervene, or clarify something if we do not know what is wrong or confusing. It is much easier to deal with and resolve a situation if you share it with the Course Coordinator, or your lecturer and/or recitation instructor, earlier rather than later. **You are ultimately responsible for your own learning, but we are here to support you in any way that we can.** In order to protect your privacy, all course email correspondence *must* be done through a valid OSU name.number or Buckeyemail account, or through the course website (Carmen). It is your responsibility to make sure that any email messages you send to us are received, and you need to carefully read through all correspondence sent to you by your recitation instructor, lecturer, or course coordinator (and make sure this does not end up in your Junk folder!). If you send an email message and get no reply within 48 hours, please send that message again.

Required Materials

Text: *Statistics Concepts and Controversies* 9th edition by David Moore and William Notz

Note: Ideally, we'd like you to have the latest edition of the textbook. However, an earlier edition of the book (no earlier than the 7th edition) is okay to use if necessary. It's expected that everyone has a textbook. Although we attempt to elaborate on important ideas in lecture, our lectures are not meant to be a substitute for reading the textbook. If you purchase a new textbook through the campus bookstore, it will come with LaunchPad access. *This is **not** a required element for this course.* If you have any questions about using LaunchPad, please direct them to the Course Coordinator, Dr. Everson.

Software: You will use JMP software to complete some recitation activities. JMP will not be required outside of class time. All lab activities that involve the use of JMP will include detailed instructions about how you can use this software program.

Calculator: A simple calculator (with a square root key) will be necessary for STAT 1350. Please bring this calculator to lecture, recitation, and to each exam.

Top Hat: Some of the lecturers may use *Top Hat* during lecture, as a way of keeping track of your attendance, encouraging class participation, and awarding extra credit points. *Top Hat* is a system that allows you to answer questions and participate during lecture by using your smartphone or laptop. Go to <https://resourcecenter.odee.osu.edu/top-hat/using-top-hat-students> in order to learn more about *Top Hat* and to make sure you are registered to begin using it. You can even download a *Top Hat* app to your phone to make it easier for you to use *Top Hat* during class. If you have any difficulties with the registration process, let your instructor know.

Carmen Course Web Site

Additional materials such as lab (or recitation) activity handouts, homework assignments, lecture notes, and review materials and problems, will be available on Carmen (also sometimes referred to as Canvas), and you can also keep up with your grade in the course through Carmen. You are expected to check Carmen on a regular basis (<https://carmen.osu.edu/>). Please visit the following site if you encounter difficulties with Carmen: <https://resourcecenter.odee.osu.edu/canvas/>



- **Syllabus:** Here you'll find the syllabus, Tutor Room hours, and other information about course logistics.
- **Meet Your Instructors:** Learn more here about your lecturer and your recitation instructor.
- **Lecture Materials:** Your lecture instructor will post outlines of lecture notes for you to download before lecture and use for note-taking. It's up to you to get notes from a peer if you miss lecture.
- **Homework:** Links to homework assignments can be found here, in addition to PDF files that include homework questions.
- **Lab Activities:** Materials needed for recitation will be placed here, including answer keys to lab activities.
- **Other Resources:** Exam review materials, a Mathematics Review Guide, links to tutorials, etc. will be placed in this section.

Tip for Success: Download the Canvas app (<https://resourcecenter.odee.osu.edu/carmencanvas/canvas-mobile-app-students>) so that you can stay on top of important announcements in the course and even read materials from the course site or work on assignments. Also, when you log on to the course site from your computer for the first time, click on the **Account** icon on the far left, and then select **Notifications**. You can choose to be notified—via email and/or messages sent to your phone—about important announcements, discussion postings, grades on assignments, etc. We strongly recommend this!

Grading

Final grades in the course will be determined based on the following scale, and based on the percentage of total points that you earn during the semester. **There is no grading curve in STAT 1350.**

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	E
Min %	93%	90%	87%	83%	80%	77%	73%	70%	67%	60%	≤59%

Your final grade in this course will depend on the following.

Assignment	Points
Lab Activities (14 Lab Activities for a total of 140 points; lowest score is dropped)	130 points
Homework Assignments (12 Homework Assignments for a total of 120 points; lowest score is dropped)	110 points
Midterm Exam (Monday, October 15th, 5:20-6:15 p.m.)	100 points
Final Exam (Friday, December 7th, 6-7:45 p.m.)	140 points
Total	480 points

More Details about Course Assignments

Lab Activities

Lab activities are meant to supplement and extend lecture and textbook material, provide you with opportunities to discuss and apply your understanding of course content, and prepare you to complete homework assignments. These activities will be handed out and collected during recitation, and the answer key for each activity will be posted on Carmen (in the **Lab Activities** section) by noon on Saturday so that you can refer to the key as you are finishing up your homework assignment for the week. Recitation is a big part of STAT 1350 and counts approximately 27% toward your final grade. You are expected to attend recitation weekly (with the exception of Week 9, when you complete the Midterm Exam). We also expect that you show up to recitation on time and do not leave recitation early. If you cannot be on time or have to leave early, please talk to your recitation instructor about this. **Further, cell phones should be put away during recitation.**

We automatically drop your lowest lab activity grade. **If you have to miss a recitation, we will automatically take your first missed lab activity to be your lowest grade (in that you will receive 0 for not completing this assignment), no matter what your reason for missing the assignment. For this reason, please do not ask us to make up your first missed lab activity.** *Also, please note that if you add the course late and miss the first graded lab activity as a result, this is the lab activity that will automatically be dropped from your grade WITHOUT EXCEPTION.* If you have to miss additional work after the first missed lab activity, we will work with you to help you make up that additional missed work, provided that you discuss this with the Course Coordinator immediately (and no later than one week after the missed deadline). We allow for one lab activity to be automatically dropped from your grade because we recognize that sometimes, unavoidable things happen that might affect your ability to complete your work and we do not want you to worry about having to make up work in these situations.

Grading: For the lab activities you complete and submit during recitation (Labs 2 through 13), we will choose some questions at random from each activity to grade for correctness. Half of your lab activity grade (5 points) will be based on the questions we choose to grade for correctness, and the other half (5 points) will be based on completeness. Thus, even if you attend recitation and complete the lab activity, you may not get full credit if you have not followed directions, or if some of your answers are incorrect. It is for this reason that you need to ask questions when you are in recitation so that you can earn as much credit as possible!

Although you will complete and submit most lab activities during recitation, the exception to this is the first and the final lab activities, both of which will be submitted online (and worked on outside of recitation time). Information about Lab Activity #1 can be found below, and information about the final online lab activity (Lab Activity #14) will be shared with the entire class closer to the end of the semester.

Lab Activity #1 is a multiple-choice syllabus quiz. You can find this quiz by clicking on the **Lab Activities** link on the course homepage, or by clicking on the **Quizzes** link on the left side of the course page. You will have just one attempt at taking the syllabus quiz, and you will get credit for each question correctly answered. You can take as much time as you need to complete the syllabus quiz, provided that you submit your answers no later than Friday, August 24th, at 11:55 p.m. In addition to completing a syllabus quiz, we will also be asking you to complete a **Pre-course Assessment** during Week 1. We do not anticipate this will take a lot of time, but it's important for you to complete this since it will help us better tailor our instruction in the course. We will share more information about this assessment during recitation and through email correspondence.

Homework

Homework assignments are posted on the Carmen course site, in the **Homework** section (or you can get to each homework assignment by clicking on the **Quizzes** link on the left side of the course site). Each homework assignment consists of 10 multiple-choice questions, and there are weekly homework assignments in the course in order to help you stay on top of course material. We automatically drop your lowest homework grade, and if you miss an assignment, we consider the first missed homework assignment to be the lowest grade, so please do not ask to make this up. Further, *if you add the course late and miss the first homework assignment as a result, this is the homework score that will be dropped from your grade WITHOUT EXCEPTION.*

Each homework question is worth 1 point, and you will complete these assignments through Carmen by the appropriate deadline. The homework assignments are meant to give you practice applying what you have been learning, and they are also meant to give you practice with the types of multiple-choice questions you will see on exams. Although the assignments are set up using the Quiz tool in Carmen, they are not technically quizzes. You can have as much time as you need to complete assignments before the deadline (i.e., you can start answering questions and then return later to finish or change your answers), but once you submit your work to be graded, you cannot change any of your answers, and you only get one attempt to submit each homework assignment.

Please read carefully through the document “**Completing Homework Assignments and Reviewing Feedback**” in the **Homework** section of the Carmen course for details on how you can see feedback on your homework assignment. If you do not open or attempt to complete a homework quiz at all, you will NOT have any access to assignment feedback or to the correct answers for each homework question. For this reason, it’s strongly encouraged that you at least open and attempt every single homework assignment. Once the homework due date has passed, the assignment will be automatically graded and you will receive feedback on your performance. Homework assignments will always be due on **Sundays** by **11:55 p.m.**

We have learned that it is not always easy to re-set a homework assignment in Carmen if you make a mistake and submit the assignment before you are ready. If this ever happens, please contact the Course Coordinator, Dr. Everson, so we can work with you in order to help you successfully submit your answers.

Exams

This course has one common midterm exam and a common non-comprehensive (or non-cumulative) final exam, and these exams **MUST** be completed in a proctored setting, even if you are registered for the online section of STAT 1350. By “common,” we mean that the exam time is the same for all STAT 1350 students, regardless of which lecture and/or recitation sections you are registered for. The **Midterm Exam** will take place on **Monday, October 15th**, at **5:20 p.m.**, and you will have 55 minutes to complete that exam. More details about the exact location of the exam will be sent out via email, posted on Carmen, and shared in lecture and recitation as we get closer to exam time. The **Final Exam** will take place on **Friday, December 7th**, at **6 p.m.**, and you will have one hour and 45 minutes to complete that exam. Again, more details about locations will be shared later in the semester.

It is important that you attempt to make preparations to be available during the common exam times listed above. We always have at least one or two formal make-up times for each exam. For the midterm exam, the make-up times are on Wednesday, October 17th, from 12:40 to 1:35 p.m., and on Thursday, October 18th, from 7 to 7:55 a.m. Make-up times for the final exam will be announced later in the semester. **If you know early in the semester that you cannot be available during our common exam times, please get in touch with Dr. Everson to discuss taking a make-up exam or making other exam arrangements.** Students who have an unavoidable conflict with a common exam time should plan to email Dr. Everson no later than two weeks prior to each exam in order to provide documentation explaining the conflict and to make appropriate arrangements for taking an alternate or make-up exam.

More Important Exam Details

- Students who are local to OSU but who cannot come to our common exam time or our designated make-up times will be required to schedule appointments with the campus **Testing Center** (<http://registrar.osu.edu/testing/>). The testing center offers appointments Monday-Friday 7:30 a.m. until 4:30 p.m. If you fall into this category, please consult with Dr. Everson as soon as possible for more details about how this will work. You **MUST** talk with Dr. Everson before you can schedule a testing appointment. **Failure on your part to make an appointment with the Testing Center in a timely manner will NOT be a valid excuse for missing an exam and could result in an exam grade of zero.**
- If you need to take the midterm and/or the final exam in a location away from the OSU campus (e.g., at one of the regional campuses or in other parts of Ohio or out-of-state), **you must speak with Dr. Everson immediately, during the first week of classes**, so we can begin making appropriate preparations. Note that taking the exam away from OSU means there will very likely be test proctoring fees that you will be responsible for. We **DO NOT** use ProctorU in this course, so please do not ask for that option. We also do not have easy ways to proctor exams outside of the United States, so you must take exams in the United States.
- For each exam, you are required to bring a picture ID (a driver's license or your Buck ID) along with writing instruments and a calculator. Any type of calculator is fine as long as it is not attached to your phone!
- All exams are closed book. For each exam, you may use one 8.5 inch x 11 inch page of notes that you prepare (front and back, typed and/or handwritten).
- Each exam will consist predominantly of multiple-choice questions similar to the types of questions you will work through as part of homework and lab assignments; there will also be a few short-answer questions similar to the types of examples and problems that appear in lectures, lab activities, or review problem sets.
- If you are late to an exam, had the wrong day on your schedule, or missed the exam for any unexcused reason, you might not be allowed to make it up and will receive a zero. Any missed exams with no communication to us within 24 hours (except for extreme emergencies) will receive a zero. If you have an emergency and are going to miss an exam, please notify Dr. Everson as soon as possible so arrangements can be made. Please also have documentation (doctor's note, etc.) as to why you missed the exam. Your documentation must be approved prior to your being allowed to take a make-up exam
- Although fewer chapters are covered on the final exam, the final exam is often more challenging for students than the midterm exam, and the final exam will count more toward your course grade than the midterm exam.

Disputes about Grades

If you feel that any course assignment has been graded incorrectly or unfairly, you must speak with your recitation instructor or Dr. Everson within one week of getting your grade on that assignment. We will not re-grade assignments at the end of the semester if you are not satisfied at that time with your final course grade. It's your responsibility to keep up with your grades in the course on a regular basis, and you can do this in Carmen by clicking on the **Grades** option on the left side of the course homepage.

Extra Credit

You will each have the opportunity to earn up to 10 extra credit points this semester, and we strongly encourage you to take advantage of these opportunities while they are available. Each lecturer has 10 extra points to give out in any way he or she likes, and this will be explained to you in lecture. Extra credit points may not be entered into the grade book until close to the end of the semester, but we will definitely post them before you take the final exam.

Policy on Late and Missed Assignments

You should allow sufficient time to complete all required assignments so that you can get help if you need it. You should also plan to be in recitation every week so you can complete lab activities. Computer failures, lost files and other technical difficulties are not valid excuses for submitting an assignment late. It is for this reason that we allow you to drop one lab activity and one homework assignment from your grade. **No matter what the reason, the first lab activity and the first homework assignment you miss will be considered your dropped assignments, so please do not ask to make up these assignments.** If you have to miss subsequent work beyond the lab and homework assignments that are dropped from your grade, and you have documented reasons for missing this work, we will consider allowing you to make up that work. You will need to contact Dr. Everson as soon as possible (and no later than one week after missing the assignment) to discuss making up missed work. As noted above, a student who is unable to attend an exam for a legitimate unavoidable reason may take a make-up exam only if the student provides suitable documentation of the absence and takes the make-up in a timely manner. It is serious if you fail to show up to an exam without contacting us ahead of time. We will only allow you to make up the missed exam if you communicate with us immediately and provide appropriate documentation.

Addressing Issues of Differing Abilities

The University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on a disability (including mental health, chronic or temporary medical conditions), please let your instructor and Dr. Everson know immediately so that we can privately discuss options. To establish reasonable accommodations, we may request that you register with Student Life Disability Services. After registration, make arrangements with your instructor and Dr. Everson as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. SLDS contact information: 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Course Outline

The following is a general outline of the course, and it is subject to change at the discretion of the Course Coordinator. Any changes will be announced in lecture and recitation, and on the Carmen site. Ideally, you should attempt to complete textbook readings before attending lecture/recitation for the week.

Date	Week	Topic	Textbook Readings	Assignments due*
8/21-8/26	1	Data/Samples	Chapters 1 and 2	Lab 1 (online—due 8/24 at 11:55 p.m.)
8/27-9/2	2	More on Sampling/Surveys	Chapters 3 and 4	Lab 2/Homework 1 (9/2)
9/4-9/9	3	Experiments	Chapters 5 and 6	Lab 3/Homework 2 (9/9)
9/10-9/16	4	Graphs	Chapters 10 and 11	Lab 4/Homework 3 (9/16)
9/17-9/23	5	Summary Statistics	Chapter 12	Lab 5/Homework 4 (9/23)
9/24-9/30	6	Normal Distributions	Chapter 13	Lab 6/Homework 5 (9/30)
10/1-10/7	7	More Normal Distributions	Chapter 13	Lab 7/Homework 6 (10/7)
10/8-10/14	8	Review/ Autumn Break (10/11-10/12)	Chapters 1-6, 10-13	Lab 8
10/15-10/21	9	Midterm Exam** (Monday, October 15 th , 5:20-6:15 p.m.)/Probability	Chapter 17	Homework 7 (10/21)
10/22-10/28	10	Sampling distributions/Confidence Intervals	Chapter 18/Chapter 21	Lab 9/Homework 8(10/28)
10/29-11/4	11	Confidence Intervals	Chapter 21	Lab 10/Homework 9 (11/4)
11/5-11/11	12	Hypothesis Testing	Chapter 22	Lab 11/Homework 10 (11/11)
11/12-11/18	13	More Hypothesis Testing	Chapter 23	Lab 12/Homework 11 (11/18)
11/19-11/25	14	Correlation and Regression/ Thanksgiving Break*** (11/21-11/23)	Chapters 14 and 15	Enjoy your break! ☺
11/26-12/2	15	More Correlation and Regression/Review	Chapters 14 and 15	Lab 13/ Homework 12 (12/2)
12/3-12/7	16	More Review: Last day of instruction is December 5 th / Final Exam (Friday, December 7 th , 6-7:45 p.m.)	Chapters 14-15, 17-18, 21-23	Lab 14 (online—due 12/5 at 11:55 p.m.)

* Lab activities (with the exception of Labs 1 and 14) will be submitted during recitation. Homework assignments are always due Sunday at 11:55 p.m. and will be completed through Carmen.

Because of the timing of the **Midterm Exam, there will be NO recitation during Week 9. There will also be no lectures taking place on Monday, October 15th or Tuesday, October 16th. Lectures will resume that week on Wednesday, October 17th. Those students who normally have lecture on Mondays at 5:20 p.m. will instead be taking the Midterm Exam during normal lecture time on October 15th (but not in the same room where you meet for lecture).

***There are no recitations during Week 14 because of Thanksgiving break, but there **WILL** be lectures on Monday (11/19) and Tuesday (11/20).

Academic Misconduct: It is the responsibility of the Committee on Academic Misconduct (COAM) to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term “academic misconduct” includes all forms of student academic misconduct wherever committed; illustrated by, but not limited to, cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct <http://studentlife.osu.edu/csc/>. We take academic misconduct very seriously in this course. If you are suspected of behaving dishonestly during an exam (e.g., copying from another student’s exam, allowing another student to copy from your exam, using materials or devices that are prohibited) or when completing any other required course assignment, this is grounds for us to file a COAM report, and this may result in a failing grade in this course or an even more severe penalty.

Creating a Respectful and Safe Class Environment

We want STAT 1350 to be an environment where you can feel safe to express your thoughts and ideas. You can expect fair, consistent, and respectful treatment from the entire STAT 1350 teaching team. We expect all students to treat fellow students, recitation instructors, and lecturers, with respect in your behavior, attitude and communications, be they in-person or through online communication. Again, please see the OSU Code of Student Conduct at <http://studentlife.osu.edu/csc/>. The Ohio State University affirms the importance and value of diversity in the student body. Our programs and curricula reflect our multicultural society and global economy and seek to provide opportunities for students to learn more about persons who are different from them. We are committed to maintaining a community that recognizes and values the inherent worth and dignity of every person; fosters sensitivity, understanding, and mutual respect among each member of our community; and encourages each individual to strive to reach his or her own potential. Discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited.

The Importance of Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student’s ability to participate in daily activities. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing. If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life’s Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling [614-292-5766](tel:614-292-5766). CCS is located on the 4th Floor of the Younkin Success Center and 10th Floor of Lincoln Tower. You can reach an on call counselor when CCS is closed at [614-292-5766](tel:614-292-5766) and 24 hour emergency help is also available through the 24/7 National Suicide Prevention Hotline at 1-800-273-TALK or at suicidepreventionlifeline.org.

Other Resources: Students can find information about academic services available at OSU on this website: <http://artsandsciences.osu.edu/academics/current-students/resources>, and about general student services on this website: <http://ssc.osu.edu>.

Tips for Success in the Course

- This is NOT a math class, but some math will be used in the course. We have a **Mathematics Review Guide** posted on our Carmen course site (see the **Other Resources** section) if you are concerned about your math skills.
- Material will get more challenging as we go through the semester. Because of this, you may need to spend more time studying material that is covered later in the semester versus material covered earlier in the semester. We say this to warn you, not to scare you.
- A good portion of your grade depends on being present during lecture and during recitation. Do not assume the recitation instructors will re-teach the material that is covered during lecture. The recitation instructors assume you have attended lecture. If you have to miss a lecture, it is up to you to get notes from a classmate, or to talk with your lecture instructor about what you missed. Recitation is a time for you to apply what you have learned in lecture and to ask questions about material that is confusing or unclear.
- Take advantage of opportunities to participate in class discussion and to ask questions. If you find that you do not feel comfortable asking questions in front of your peers, please contact us via email, or come to see us during our office hours or Tutor Room hours.
- Your peers can be an excellent source of information. We encourage you to collaborate with your peers on certain course assignments (e.g., homework and lab activities) and to form study groups in order to help each other learn course material. Keep in mind, however, that you must submit your own individual work, and you must work independently on all exams.
- Please avoid waiting until the last minute to work on homework assignments. We want to help you if you run into problems, but it can be challenging for us to help if you do not ask questions in a timely manner. Note a **General Questions** discussion forum has been set up on Carmen (see a link by clicking on **Discussions** on the left-hand side of the page) for you to post questions outside of class time if you need extra help.
- We believe strongly that grades are earned, not given. If you need to achieve a certain grade in this course, be careful to complete all assignments, plan appropriate time for studying, and get help as needed in order to achieve your goal. We hope your grade in the course will be just as important to you on Day 1 as it is at the end of the semester, especially since you will have known the expectations of this course all semester and are in control of deciding what grade to earn.