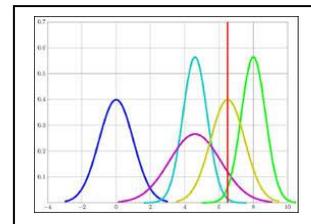


# STAT 1350: Elementary Statistics

Spring 2019



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

**Instructor and Course Coordinator:** Dr. Michelle Everson ([everson.50@osu.edu](mailto:everson.50@osu.edu))

**Office Location and Phone:** 304C Cockins Hall, 614-292-3593

**Office Hours:** Tuesdays and Thursdays, 11 a.m. to 12 p.m., and by appointment.

The instructor will respond to email as quickly as possible, no later than 24 hours after the email has been sent, and email is the preferred means of communication. The instructor and teaching assistants will also carefully monitor discussion boards and respond to posted questions within 24 hours. Please also note that there are many ways for us to meet (e.g., over the phone, using the Chat rooms in Carmen, via email) if you need extra help and are not able to come to office hours or visit our Tutor Room.

## Teaching Assistants:

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More information about Teaching Assistant office hours will be shared during the first and second weeks of the semester. To learn more about the Teaching Assistants and the course instructor, please visit the **Meet your Instructors** page, found by clicking on the **Course Logistics** button on the course homepage. Also, at the beginning of the semester, please look for an email message from one of the teaching assistants. You will each be assigned to a particular teaching assistant who will grade your work and attempt to help answer questions for you. This teaching assistant is the first person you should talk to when you have questions or concerns. If he or she cannot help you, the instructor will intervene.

## Course Description and Course Goals

STAT 1350 is a 3-credit course. The online section of the course meets almost entirely online, with the exception of exams that must be completed in a proctored setting (more details about this are shared later in the syllabus). 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, January 14<sup>th</sup>. 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 January 11<sup>th</sup>), see the **Course Logistics** 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 please 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* 9<sup>th</sup> edition by David Moore and William Notz

**Note:** 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 or concerns about the textbook, or about using LaunchPad, please direct them to Dr. Everson.

**Software:** You will use a free online program called StatKey to complete certain lab activities. All lab activities that involve the use of StatKey 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 each exam.

## Getting Started with the Online Course

The best way to get started with the course is to spend some time exploring the course website. Go to [www.carmen.osu.edu](http://www.carmen.osu.edu) to log on to Carmen (note we might sometimes refer to Carmen as Canvas). You should then see a link for the STAT 1350 site. Look carefully at the way the course site is set up. On the homepage of the course site, there are links to the different weeks of the semester, and clicking on those links takes you to a detailed overview that contains all materials you need for any given week. We suggest you start each new week by reading through the weekly overview, reading assigned textbook chapters, and watching lecture videos. *Although several things will be available to you on the course site at the beginning of the semester, not all assignments have been created or posted. We will slowly add to the course site in the coming weeks.* We hope the course site will be relatively easy for you to navigate, but if you are ever in doubt about anything, let us know! We also encourage you to watch our introductory video about navigating the course website (found in the **Course Logistics** section).

The baseline technical skills necessary for this online course are as follows:

- Successful students will possess basic computer and web-browsing skills
- Students will be familiar with navigating Carmen (the following website may help you if you encounter difficulties with Carmen: <https://resourcecenter.odde.osu.edu/canvas/>)
- Students will need to be proficient with the MS Office Suite

Necessary equipment and technology:

- Computer: current Mac or PC
  - Mac minimum requirements: OSX 10.6 or later, 1GB RAM, 500MB free hard disk space
  - PC minimum requirements: Pentium 4 or higher, Windows XP or later (Home Basic Editions not supported), 1GB RAM, 500MB free hard disk space, and True (24bit+) color with resolution 1024x768 or greater.
- Internet Browser: We suggest that you use Chrome or Firefox. If you choose to use Carmen Connect, please go to the following site to make sure your computer is correctly configured to use this tool: <http://resourcecenter.odde.osu.edu/carmenconnect/quickstart-checklist>
- Robust high-speed internet connection
- It is assumed that all students have access to Adobe Reader (to view PDF files: <http://get.adobe.com/reader/>) and to the MS Office Suite (in order to use Word and Excel). You should also have Adobe Flash Player installed (<http://get.adobe.com/flashplayer/>).

## 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, February 25 <sup>th</sup> , 5:20-6:15 p.m.)	100 points
Final Exam (Thursday, April 25 <sup>th</sup> , 6-7:45 p.m.)	140 points
<b>Total</b>	<b>480 points</b>

### More Details about Course Assignments

Again, you should start each new week by reading through the weekly overview, and you'll find that the overview contains lots of details about assignments and links to all activities, assignments, and resources you will need to work through for that week. We will also send you an email announcement at the start of each week with reminders about assignments and deadlines. There are weekly deadlines that need to be met within the online course, but there is flexibility in terms of when you can do your work, and we will consistently monitor the course site and jump in whenever necessary to help you.

#### Lab Activities

Lab activities are meant to supplement and extend lecture and textbook material, in addition to providing you with opportunities to discuss and apply your understanding of course content. You will be asked to complete lab activities on a weekly basis, and most will be due on Friday by 11:55 p.m. The answer keys for each lab activity will be posted on Carmen (in the **Course Logistics** section) by noon on Saturday so that you can refer to the key as you are finishing up your homework assignment for the week. Lab activities are a big part of STAT 1350 and count approximately 27% toward your final grade.

We automatically drop your lowest lab activity grade. **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 instructor 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 most lab activities in this course (Labs 2 through 13), we will choose some questions 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 answer all questions on 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 question as you are working on these assignments so we can help you earn as much credit as possible! The teaching assistants will grade your lab activities and you can generally expect feedback within 7 days.

Keep in mind that we do attempt to provide detailed feedback on each of your lab activities. It is up to you to look carefully through that feedback and ask questions if you have concerns. Further, if you get full credit on a lab activity, this only means that you completed the activity and did well on the questions we selected to grade. You might have missed other, non-graded questions. For this reason, it's extremely important to look through the lab

answer keys which will be posted by noon the Saturday after the lab deadline. You might see questions (graded or non-graded) from the labs on your exams!

**Clarification about Lab Activity #1:** Your first lab activity is a 20-item, multiple-choice quiz about the syllabus. You can find the quiz by going to the Week 1 link on the homepage and reading through the Week 1 Overview, or by clicking on the **Quizzes** link on the left side of the screen. You will have one attempt at taking the syllabus quiz, and you will get credit for each question you get right on this quiz. You can take as much time as you need to complete the syllabus quiz, provided that you submit your quiz no later than Friday, January 11<sup>th</sup>, at 11:55 p.m. We strongly encourage you to carefully read through this syllabus (or have it handy) before taking the syllabus quiz, and to take time to explore the course website, just to ensure that you get the highest grade possible. If it helps, we do have the **Syllabus Quiz** questions saved in PDF format (for you to look at and answer before submitting your answers through the Carmen quizzes tool). You can find a PDF copy of the questions when you click on the link for the Syllabus Quiz, or by going to the Week 1 Overview. We encourage you to complete the syllabus quiz as early as you can during the semester. 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.

## **Homework**

Links to homework assignments can be found within the weekly modules, by going to the **Quizzes** link on the left side of the Carmen course page. To make sure you stay on top of the material in the course, there are WEEKLY homework assignments.

Each homework assignment consists of 10 multiple-choice questions. 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 must 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 **Course Logistics** section of the Carmen course site 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 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 sections you are registered for. The **Midterm Exam** will take place on **Monday, February 25<sup>th</sup>**, 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 and posted on Carmen as we get closer to exam time. The **Final Exam** will take place on **Thursday, April 25<sup>th</sup>**, 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 arrange 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, February 27<sup>th</sup>, from 12:40 to 1:35 p.m. (in 240 Cockins Hall), and on Thursday, February 28<sup>th</sup>, from 7 to 7:55 a.m. (again in 240 Cockins Hall). 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 8 a.m. to 5 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 the exam 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 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 each have the ability to earn up to 10 points of extra credit this semester by working on a Statistics Journal Assignment. You can read more about this assignment in a handout posted within the **Week 1 Overview** and in the **Course Logistics** section. Note this will be the **ONLY** opportunity you have to earn extra points toward your grade. **Please do not ask to complete any additional extra credit assignments at the end of the semester to boost your grade because we do not allow for this in STAT 1350.**

## 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. 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 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 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](http://slds.osu.edu); 098 Baker Hall, 113 W. 12<sup>th</sup> 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 ahead of time. Ideally, you should attempt to complete textbook readings before watching lecture videos and working through other weekly assignments.

Date	Week	Topic	Textbook Readings	Assignments due
1/7-1/13	1	Data/Samples	Chapters 1 and 2	Lab 1 (1/11)
1/14-1/20	2	More on Sampling/Surveys	Chapters 3 and 4	Lab 2 (1/18)/Homework 1 (1/20)
1/21-1/27	3	Experiments	Chapters 5 and 6	Lab 3 (1/25)/Homework 2 (1/27)
1/28-2/3	4	Graphs	Chapters 10 and 11	Lab 4 (2/1)/Homework 3 (2/3)
2/4-2/10	5	Summary Statistics	Chapter 12	Lab 5 (2/8)/Homework 4 (2/10)
2/11-2/17	6	Normal Distributions	Chapter 13	Lab 6 (2/15)/Homework 5 (2/17)
2/18-2/24	7	More Normal Distributions/Review	Chapters 1-6, 10-13	Lab 7 (2/22)/Homework 6 (2/24)
2/25-3/3	8	<b>Midterm Exam</b> (Monday, February 25 <sup>th</sup> , 5:20-6:15 p.m.)/Probability	Chapters 17 and 18	
3/4-3/10	9	Sampling distributions/Confidence Intervals	Chapters 18 and 21	Lab 8 (3/8)/Homework 7 (3/10)
3/11-3/17	<b>Happy Spring Break!!!!</b> 😊			
3/18-3/24	10	Confidence Intervals	Chapter 21	Lab 9 (3/22)/Homework 8 (3/24)
3/25-3/31	11	Hypothesis Testing	Chapter 22	Lab 10 (3/29)/Homework 9 (3/31)
4/1-4/7	12	More Hypothesis Testing	Chapter 23	Lab 11(4/5)/Homework 10 (4/7)
4/8-4/14	13	Correlation and Regression	Chapters 14 and 15	Lab 12(4/12)/Homework 11 (4/14)
4/15-4/21	14	More Correlation and Regression/Final Exam Review	Chapters 14-15, 17-18, 21-23	Lab 13 (4/19)/ Homework 12 (4/21)
4/22-4/26	15	More Review: Last day of instruction is April 22nd / <b>Final Exam</b> (Thursday, April 25 <sup>th</sup> , 6 to 7:45 p.m.)	Chapters 14-15, 17-18, 21-23	Lab 14 (due 4/22 at 11:55 p.m.)

**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, teaching assistants, and the instructor 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](http://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](http://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 STAT 1350

- **If you are taking this course from a location outside of Ohio, please note that all times listed in the syllabus are in Eastern Standard Time (EST). Not being aware of different time zones is no excuse for submitting late work!**
- Download the Canvas app (<https://resourcecenter.odde.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!
- 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.
- You are responsible for your learning. Distance courses afford flexibility in how you learn, where you learn, and when you learn, but it is critical that you manage your time wisely. You should expect to spend a minimum of 9 hours weekly in this course. **You should also expect to log on to Carmen at least two or three times per week to review weekly overviews, watch and listen to recorded lectures, complete lab activities, complete homework assignments, and review feedback on your progress in the course.**
- We realize you might be tempted to work ahead, but keep in mind that our ultimate goal is for all students to get through the material at a similar pace. You are free to complete assignments earlier than the posted, but we will not be able to grade your work and give you feedback until after official assignment deadlines. We also will not be able to have all assignments ready to go at the very beginning of the semester (we will work hard to be several weeks ahead of you, however, in terms of our posted content!).
- On a weekly basis, the instructor will send out an email message to the entire class to remind you about important due dates and to make critical announcements. You are responsible for these email messages, and they will be sent at the start of each week (Monday or Tuesday), to your OSU email account. We will also post these announcements in Carmen and send out messages about them through Carmen so that we can ensure that everyone sees these messages.
- This is NOT a math class, but some math will be used in the course, and we have a Mathematics Review Guide posted in the **Course Logistics** section of the course site if you are concerned about your math skills.
- Some of you might be nervous about the course, but we want you to know that we are here to help you. Please take advantage of opportunities to post questions in discussion forums and to answer questions posted by your peers. Teaching others can be a great way to help you learn important material. Also, please do not hesitate to contact the instructor or teaching assistant if you feel you need extra help or if you want to arrange times to meet in person. We also hope you will take advantage of our Tutor Room!
- Your peers can be an excellent source of information. We encourage you to collaborate with your peers on different assignments and help each other, but keep in mind that you must submit your own individual work. Also, you cannot collaborate on exams!
- Avoid waiting until the last minute to start assignments. We want to help if you run into problems, but it can be challenging for us to help if you do not ask questions in a timely manner. If you choose to start a lab activity or a homework assignment shortly before the due date, you take the risk that we might not be available to help you.
- Try to find ways to organize the material you will see on the course website. This can be incredibly helpful when it comes time to studying for exams. Print out the slides that accompany each lecture video (these slides are saved as PDF handouts (which we link to in our weekly overviews) so you can take notes as you are watching and listening to lectures), and print out your graded lab assignments. Review your answers to homework questions and contact us to talk about any problems you missed. Purchase a binder where you can sort your printed notes and assignments by chapters or topics.
- Material will get more challenging as we go through the semester. We say this to warn you, not to scare you. You may need to spend more time studying material that is covered later in the semester versus material covered earlier in the semester. This also means you might find the Midterm Exam to be easier than the Final Exam.