Syllabus

Fall Semester 2015
Tuesday 6:00 pm – 9:50 pm
Room: UR 351

Instructor: Dwayne Keeney
Phone: 216-526-6660
Email: D.Keeney@csuohio.edu
Office Hours: By appointment

Course Description:
This course is a four credit course designed to introduce the student to the basic principles, techniques and the logic of data analysis. It also will familiarize the student with statistical reasoning. This course focuses on core statistical concepts and techniques that are used in many fields.

Course Objective:
This course focuses on knowledge and skill development in the statistical area. The course is designed to meet the following learning objectives:

Knowledge
♦ Understand mathematical models, graphs, tables and schematics and how to interpret and draw inferences from them.
♦ Recognize and interpret mathematical information when presented symbolically, visually, numerically or verbally.
♦ Understanding of alternatives that can be used in mathematical or statistical analysis and how to achieve optimal results.
♦ Recognize the limits of mathematical and statistical models and be able to explain how those limits affect everyday decision making.
♦ Understanding of how mathematical and statistical information can assist in analysis, synthesis and evaluation of complex problems.

Skills
♦ Use of arithmetic, algebraic, geometric, and statistical models to solve problems.
♦ Understanding of how to calculate formulae.
♦ Use of technology to solve mathematical and statistical problems as well as to prepare graphs and charts.
♦ Development of the means used to estimate and check answers to mathematical problems.
♦ Representation of mathematical information in a symbolic, visual, or verbal manner that has clarity of result.
Required Text:

Course Design:
The course will use a series of in-class exercises, practice activities, homework assignments, quizzes as well as in-class and take-home exams to help you build skills in analytical reasoning. Three exams during the semester will test your understanding of the concepts covered in class. Each will be preceded by a take home version meant to familiarize you with the material and method.

You should prepare for each class by reading the chapter assignments in advance and identifying those elements that may require additional clarification. As the course progresses, understanding the lectures without having read the chapter in advance will become more difficult.

Required and supplemental course materials will be made available via the course Blackboard site. It is expected that students will take advantage of this functionality.

Always feel free to raise questions as a means of making sure you understand the material. Never feel that you are the only one with a question. It’s rarely, if ever the case.

Expectations:
1) Time Required - This course will require a significant time commitment on your part. If the general understanding is that Master’s level college courses will require 2 to 3 hours of time for each credit hour of instruction, then you should anticipate spending 12 hours each week in preparation for class, homework completion and studying for exams. Some weeks will require more, some less. But this course does require a significant time commitment in order to succeed.

2) Academic Misconduct – Academic misconduct (plagiarism, cheating or in any other form) will result in a final course grade of “F”. Obviously the group exercises require collaboration. I encourage you to study together, and you can work through homework problems in groups if you find doing so helpful. But each student must turn in his or her own original homework for grading. With the exception of group exercises, all course components must be completed individually and not as part of a collaborative effort. No collaboration, sharing of resources or notes is acceptable during the taking of any exam component or quiz. If you ever have questions as to what is acceptable, please ask.

3) Exam Scheduling – Exams for this course are scheduled in advance and dates are clearly noted in the syllabus. Make-up exams are given only in emergency cases, with proof required. If necessary we will work through the College staff to document cases of illness or legitimate emergency. Vacations are not emergencies.
Attendance:
Attendance and participation at each class are expected. Lectures will provide the basis for exam material and showcase skills needed for the completion of the weekly assignments. If you miss a class, it is your responsibility to obtain notes and necessary course materials from someone in class in order to complete the next assignment on time. Attendance is reflected in your grade by way of scores on in-class exercises.

Tutors:
During most semesters, the College sponsors a tutor to help students enrolled in all sections of 504. You should schedule with Matthew Ginn through his email at m.ginn@vikes.csuohio.edu. Additional details are provided via Blackboard.

Reaching Me:
As a part time instructor, I do not have an office on campus, nor do I keep regular office hours in this building. I am however available as needed. Please call or email me with questions throughout the week. I try to arrive before the start of class each week and usually am available afterwards. I am always willing to make an appointment to discuss issues requiring more in depth discussion.

Special Needs:
If you require special accommodations in this course, either for homework assignments, taking exams, or to in any way be able to completely actively take part in class, please let me know as soon as possible. Educational access is the provision of classroom accommodations, auxiliary aids and services to ensure equal educational opportunities for all students regardless of their disability. Any student who feels he or she may need an accommodation based on the impact of a disability should contact the Office of Disability Services at (216)687-2015. The Office is located in MC 147. Accommodations need to be requested in advance and will not be granted retroactively. Further information regarding the office can be accessed on the web at http://www.csuohio.edu/offices/disability/

Course Policies:
♦ Refer to the CSU Bulletin for add, drop, and withdrawal procedures.
♦ Please turn off ringers to all phones and pagers before class begins.
♦ Elements of the course schedule and homework schedule are subject to change, with notice, if circumstances in the course warrant.
♦ All submitted work is to be written according to academic standards with appropriate citations. The student should contact the instructor before submitting work if unsure about how to paraphrase material or how to cite correctly, The Writing Center at Cleveland State is available to assist the student with writing issues. Information on the writing center is found at http://www.csuohio.edu/writingcenter/index.html.
♦ Questions regarding the university calendar (holidays and finals week schedule) can be resolved by using the following link to the registrar’s office. http://www.csuohio.edu/enrollmentservices/registrar/calendar
  Last day to Drop – September 4, 2015
  Last day to Withdraw – October 30, 2015
Grading:

<table>
<thead>
<tr>
<th>Course Element</th>
<th>Date</th>
<th>Weight</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework assignments</td>
<td>As scheduled</td>
<td>15%</td>
<td>10 x 15 = 150</td>
</tr>
<tr>
<td>In-class practice activities</td>
<td>As scheduled</td>
<td>5%</td>
<td>10 x 5 = 50</td>
</tr>
<tr>
<td>In-class group exercises</td>
<td>As scheduled</td>
<td>5%</td>
<td>10 x 5 = 50</td>
</tr>
<tr>
<td>Quizzes</td>
<td>As scheduled</td>
<td>15%</td>
<td>10 x 15 = 150</td>
</tr>
<tr>
<td>Exam Review #1</td>
<td>Sept. 29</td>
<td>15%</td>
<td>3 x 50 = 150</td>
</tr>
<tr>
<td>Exam Review #2</td>
<td>Oct. 27</td>
<td>15%</td>
<td>3 x 50 = 150</td>
</tr>
<tr>
<td>Exam Review #3</td>
<td>Dec. 01</td>
<td>45%</td>
<td>3 x 150 = 450</td>
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<tr>
<td>Exam I</td>
<td>Oct. 06</td>
<td></td>
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<tr>
<td>Exam II</td>
<td>Nov. 03</td>
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<tr>
<td>Exam III</td>
<td>Dec. 08</td>
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- Minimum Grading scale: 95-100 A  90-94 A-  87-89 B+  83-86 B  80-82 B-  70-79 C

- All assignments have strict due dates associated with them. Late submissions will not be accepted, since answers are made available following the due date. If you must miss a class, make arrangements to submit your assignments before the scheduled meeting time for credit.

- In-class practice activities and group exercises are completed in weeks where new material is presented. Attendance is required for participation and credit.

Course Schedule:

Aug. 25   Introduction
Sept. 1   Chapter 1
Sept. 8   Chapter 2
Sept. 15  Chapter 3
Sept. 22  Chapter 4
Sept. 29  Chapter 5
Oct. 6    Exam #1 (chapters 1-4)
Oct. 13   No class scheduled – Columbus Day
Oct. 20   Chapter 6
Oct. 27   Chapter 7
Nov. 3    Exam #2 (chapters 5-6)
Nov. 10   Chapter 8
Nov. 17   Chapter 9
Nov. 24   Chapter 10
Dec. 1    Special Topics & Review
Dec. 8    Exam #3 (chapters 7-10)

Class meeting date followed by material to be covered READ IN ADVANCE

This schedule may change as needed. Notice of changes will be given as far in advance as possible.