STAT 301 (Traditional and Online)  
SYLLABUS for Spring 2012

INSTRUCTOR: 
EMAIL: 
OFFICE: 
OFFICE HOURS: 
FRIDAY LAB T.A.: 

Any student may attend the office hours of any STAT 301 instructor. A master schedule of all STAT 301 office hours will be posted on the course website. STAT 301 T.A.s will also be available in a computer lab on most evenings on which an assignment is due (see schedule and room on course webpage).

COURSE WEBSITE:  http://www.stat.purdue.edu/~csorola/stat301/  
COURSE COORDINATOR:  Christa Sorola, csorola@purdue.edu

COURSE GOALS:  
1) Choose and identify appropriate experimental and sampling designs.  
2) Use elementary statistical methods to analyze data.  
3) Draw conclusions from these statistical analyses.  
4) Use SPSS statistical software, which will give you the skills needed to use many other types of statistical software.  
5) Critically evaluate statistical reports written by other people, including other students, researchers, businesses, and reporters.  
6) Write statistical reports using correct terminology, analyses, and graphs.

REQUIRED MATERIALS:  
1) The textbook (Moore, McCabe, and Craig, Introduction to the Practice of Statistics, 7th edition, W.H. Freeman), also on reserve in Math library on the 3rd floor of the MATH building. You can use either the regular paper copy or the less expensive e-Book. We will not ask you to do homework problems from the book, so a cheaper 5th or 6th edition version of the book would be good enough for reading purposes, but note that in Chapters 2, 3, 5, and 9 the section numbers don’t match up well. Check the section titles, not the section numbers if you use an older edition of the book.  
2) Access to SPSS program (see note later in syllabus).  
3) Registration with Perdisco online homework and tutoring company ($35.81 fee).  
4) A scientific calculator (graphing calculator is ok but not necessary).  
5) An activated Purdue University Computing Center career account.  
6) A stapler for labs and any other papers you may turn in.  
7) Recommended, but not required: StatsPortal (web resource that accompanies the textbook from W.H. Freeman). Access can be purchased with the textbook or e-Book. StatsPortal contains an online SPSS Manual, applets, study help, etc.
STAT 301 ONLINE:
There is an online version of STAT 301 available, and you may use Banner to switch into the online section within the first week of classes if there are any spots available. If you are a traditional STAT 301 student who would like to be able to listen/watch the online lectures on Blackboard Open Campus for reinforcement (without changing sections), see the course website’s Additional Resources page.

What is the difference between traditional 301 and the online 301?
These courses will be run in a very coordinated way. The schedule, syllabus, homework, and Calibrated Peer Reviews (CPRs) are exactly the same for both courses. Here are some of the minor differences:

<table>
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<tr>
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<th>Traditional 301</th>
<th>Online 301</th>
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<tr>
<td><strong>Lectures</strong></td>
<td>MW in a classroom with a lecturer, group work, hands-on activities, and opportunities to ask questions in real-time.</td>
<td>Watch online lectures during the week according to schedule. Lectures are presented by Ellen Gundlach, a former instructor and course coordinator for Stat 301.</td>
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<tr>
<td><strong>Labs</strong></td>
<td>In an ITaP computer lab with a t.a. and other students to help. Submit lab in person at end of the class time.</td>
<td>On your own using detailed instructions. Submit electronically through Blackboard Open Campus.</td>
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<tr>
<td><strong>HW and CPR</strong></td>
<td>Assignments and deadlines are the same for traditional and online students.</td>
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<tr>
<td><strong>Class Participation</strong></td>
<td>Students earn participation points through in class activities, attendance, quizzes, etc.</td>
<td>No class participation points.</td>
</tr>
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<td><strong>2 Evening Exams and Final Exam</strong></td>
<td>As listed on course website.</td>
<td>Lafayette-area students are treated just like traditional 301 students. Off-campus distance learning students have the option of registering a proctor with your instructor during the first week of classes.</td>
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<tr>
<td><strong>Office hours (and evening help sessions)</strong></td>
<td>Can visit any instructors’ office hours, posted on course website. Evening help sessions are available to all Stat 301 students.</td>
<td>Can visit any instructors’ office hours, posted on course website. Evening help sessions are available to all Stat 301 students. Also e-mail course coordinator, Christa Sorola, with any questions.</td>
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<tr>
<td><strong>Grading scale</strong></td>
<td>See below.</td>
<td>Homework, lab and CPR grades are worth a slightly greater percentage each, since there are no class participation points. See below in parentheses for adjusted percentages.</td>
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SECTION CHANGES:
In the first week of classes, all section changes and adds should be done through the Banner system on your own. The only section changes and adds which will be accommodated after this time are for extreme extenuating circumstances (such as the registrar dropping all of your classes due to delayed financial aid disbursement), and you should then contact the course coordinator, Christa Sorola by e-mail (csorola@purdue.edu). If you change sections, it is YOUR responsibility to print off your grades from your old Blackboard site and give them to your new lecturer within a week of the section change. No student will be allowed in to a section that is already full, and this includes the online section.

HONORS STAT 301:
To receive Honors credit for STAT 301, a student may submit an honors contract to the UHP or their College of major. In addition to taking the STAT 301 class, you must also complete 3 extension projects with 3 specific due dates during the semester. The description of these projects is listed on the course website. Christa Sorola, the course coordinator, will handle the honors component of the course. If you want STAT 301 honors credit, make sure you fully understand all that is required of you by reading over the course website and asking questions during the first week of classes.

MINORING IN STATISTICS:
If you earn an A in STAT 301, you are on your way to earning a Minor in Statistics! For more information, contact Professor Mark Daniel Ward (mdw@purdue.edu), our department’s Undergraduate Studies Chair. We would love to have the opportunity to talk with you about why minoring in Statistics could be a great boost to your future career.

GRADES: Final course grades are determined by the following weights:

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<tr>
<th>Component</th>
<th>Weight</th>
<th>Online Weight</th>
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<tr>
<td>HW</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>Labs</td>
<td>10%</td>
<td>11%</td>
</tr>
<tr>
<td>CPR assignments</td>
<td>10%</td>
<td>11%</td>
</tr>
<tr>
<td>Class participation</td>
<td>5%</td>
<td>0%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>20%</td>
<td>21%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>20%</td>
<td>21%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20%</td>
<td>21%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>Total Semester %</strong></td>
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The final grade will be calculated according to this formula for traditional students:

\[ 0.15 \cdot \text{HW\%} + 0.10 \cdot \text{Lab\%} + 0.10 \cdot \text{CPR\%} + 0.05 \cdot \text{CP\%} + 0.20 \cdot \text{Exam1\%} + 0.20 \cdot \text{Exam2\%} + 0.20 \cdot \text{Final Exam\%} = \text{Total Semester \%} \]

You should assume that the letter-grade cutoffs for this course are the typical 90-100 for an A, 80-89 for a B, etc. We do not curve grades. Plus and minus grades may be given for borderline cases below these cut-offs. Grades will be posted using Blackboard. We reserve the right to change the grading scheme and course layout should unusual circumstances demand it.

GRADES ON BLACKBOARD:
It is your responsibility to make sure the grades recorded on Blackboard are correct. You should also let your lecturer know if you think something was graded incorrectly. However, all of this
should be done in a timely manner. (You shouldn’t wait until finals week to let us know that you need more points on Lab #1.) All grades in Blackboard (other than the final exam) should be finalized by the end of Dead Week. Any mistakes or omissions in Blackboard need to be shown to your MW lecturer before then.

EMERGENCIES:
Campus Emergencies: In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Here are ways to get information about changes in this course: course webpage, Blackboard, or by e-mail from the course coordinator or your instructor. General information about a campus emergency can be found on the Purdue website: www.purdue.edu.

Illness and Other Student Emergencies: Students with extended illnesses or other emergencies should contact their lecturer and the course coordinator as soon as possible so that arrangements can be made for keeping up with the course. It is possible to temporarily switch to the online section if necessary due to health-related issues.

SPSS:
There are four main ways to get SPSS.
1. Every ITaP computer lab has SPSS installed. You get to it by doing: Start\All Programs\Standard Software\Statistical Packages\SPSS 19.0
2. Buy your textbook new from a Purdue bookstore. An SPSS Student Version program disk will be included in the shrink-wrapped package.
3. Use SPSS online through ITaP’s Software Remote. (Be warned, we have had some problems with this in the past. Make sure you save your work often.) You get to it by going to: https://goremote.itap.purdue.edu/Citrix/XenApp/auth/login.aspx and logging in with your Purdue username and password. You may have to download some Citrix software to get this to work. This only works for Purdue students. SPSS online can be found under the Standard Software folder, in Statistical Packages.
4. If none of the above methods work for you, you can always purchase the software yourself, but you’ll probably have to buy it online. The student version of SPSS is pretty cheap.

Make sure you can get access to SPSS during the first week of classes. Not having access will not excuse you from getting the work done. The first lab, due the first Friday of the semester, requires you to have SPSS. The homework also requires you to use SPSS.

HOMEWORK:
Homework assignments are turned in through Perdisco, an online homework provider.

Why do we want you to do homework this way? In order to master these concepts and be able to use them after you leave this course, you need to PRACTICE. You need to analyze data sets and see stories that aren’t exactly like what you have seen in class. You need the chance to think through some problems independently. The online homework company that we use lets us custom-select and edit the homework problems that you see, so each problem has been approved by us. The feedback given to you by Perdisco has been edited by us as well. Save and/or print
off the feedback you get. You will want it for exam studying later, and once an assignment ends, you can’t go back for it later.

- Instructions for registering with and using Perdisco are on the course website on the “Homework and Labs” page.
- Homework will be due according to the posted schedule. The assignments are to be done through Perdisco. During the first week of classes you should register by going to www.perdisco.com/students, clicking on “Create a new account,” and paying $35.81. See the course website for further details about using this system.
- Late homework cannot be accepted by the instructor. Homework is rarely excused.
- You have 2 attempts on each homework assignment, and your higher score counts. Problems in the two attempts will not be identical.
- One HW score will be dropped at the end of the semester. If you have an excused HW, this is the one which will be dropped. If you have two excused HWs (very rare), then these two will be dropped. You do not get to drop an additional low HW score just because you have one excused absence. We recommend you start the homework early in the week so that you can make the most of your two attempts. Each HW is scored out of 1.00 point.
- Computer difficulties are not a valid excuse for having late homework. It is your responsibility to start the homework early in the week so that you will have time to finish it even if computer difficulties arise.

LABS:
Labs will be completed during the Friday lab class for traditional students. Wednesday evening students will complete their labs Wednesday evening following the lecture period.

Why do we want you to do labs this way? In lecture, you will see us interpret SPSS statistical output. In the homework you will be on your own to use SPSS to analyze data. In the labs, you get the chance to try SPSS with a data set and step-by-step instructions with the help of your peers and a t.a. in a computer lab. Your major department is expecting you to be able to use statistical software and interpret the results by the time you finish this course.

- The labs will consist of a computer assignment related to the material from lecture that week. Labs will go more smoothly if you have tried some of the homework questions and reviewed your lecture notes ahead of time. Labs are written so that they can be completed in 50 minutes or less if you work efficiently and are familiar with the material.
- Arrive on time to lab so that you can begin immediately.
- You must leave the lab at 20 minutes after the hour. It is unfair to the t.a. and to students in other classes if you stay late.
- There are no make-up labs. If you are on an athletic team, have a job interview, or have some other valid documentable reason for missing multiple labs, contact your MW lecturer in advance for a discussion of your options.
- Each lab is worth 20 points, and one lab score will be dropped.
- For each of the labs, you are allowed to use your online SPSS manual and other course materials such as lecture notes and your textbook. You are allowed to discuss the lab
assignment with the instructor (although your instructor will not DO the lab for you) and
with other students, however you are expected to turn in your own independent work.
Conversation in lab should be limited to the lab assignment or course material.

CALIBRATED PEER REVIEW (CPR) ASSIGNMENTS:

Why do we want you to use CPR? In the real world, you will often read and write about
statistics in context. You won’t just be given a data set and asked to report a number with a box
around it. You will be asked to write about your results. CPR gives you the opportunity to read
and write about statistics in context in the same way that you will when you leave this class.
Statistical literacy requires good communication skills. Peer review is also an important
professional skill.

• There will be 3 CPR online writing and reviewing assignments over the semester. Please
  check the schedule carefully. Each CPR assignment has 2 deadlines: the first is for the
  written report you submit, and the second is for the reviewing part of the assignment. See
  the course website for further instructions. CPR has you submit a written report, learn
  how to evaluate these reports, and then evaluate the work of your peers. When you leave
  STAT 301, the skills you use in these assignments will be extremely valuable in your
  future coursework and career.

• NO CPR GRADES WILL BE DROPPED. ALL CPR ASSIGNMENTS COUNT.

• Start your CPR assignments well before the deadlines. Technical difficulties will not
  excuse you from an assignment.

• It is impossible to do the assignment late, no matter how important your emergency
  is.

• All work on the CPR assignments must be your own independent work, in your own
  words. Any suspicions of plagiarism, whether from a published or online source or from
  another student will be turned over to the Office of the Dean of Students. We send
  several of these cases to the dean every semester.

CLASS PARTICIPATION:

• Your lecturer will decide how this part of your grade will be determined. This is the one
  portion of the course which will be different depending on whom your lecturer is;
  everything else is very consistent between the sections.

• Online students do not have a class participation component to their grade.

• You are expected to attend each class (or listen to each lecture for the online students)
  and to participate in the discussion and activities.

• Class participation is worth 5% of your final grade for traditional students.

• If you are absent due to illness or other documentable emergency, it may be possible to
  work out a way to make up class participation points. Timely documentation for your
  absence is very important. Do not wait until the end of the semester to turn in
  documentation for your absence.

EXAMS:

• The exams will be closed book/closed notes exams.

• You will be allowed to bring pencils, a calculator, and ONE one-page cheat sheet to each
  exam, including the Final Exam.
• Cheat sheets must be at most 8 1/2” x 11”, must be handwritten in the student’s handwriting, and may use both sides of the paper. Cheat sheets that do not meet these requirements will be confiscated at the exam, resulting in the student completing the exam without a cheat sheet.
• This one-page handwritten cheat sheet will be worth 1 point on the exam.
• Exam 1 and Exam 2 will last exactly one hour, with all STAT 301 students taking the exam together in the evening.
• The Final Exam lasts two hours, with the date and time announced later. Students should plan to be available for any final exam time that may be scheduled during final exam week.
• See the course website for review problems and other exam information.

MAKE-UP EXAMS:
• Valid reasons for missing an exam include university documented absence, illness, and/or a death in your family. Work is not a valid excuse.
• If you must miss an exam due to a class conflict or school trip, you need to print off a “Make-up Exam Form” from the course website, complete the form, and turn it in to your lecturer at least a week in advance with appropriate documentation stapled to the make-up exam form.
• If you are missing the exam due to an emergency, you must e-mail your lecturer AND the course coordinator with details of your situation and the information requested on the Make-up Exam Form from the course website no later than 9 am the day after the scheduled exam.
• Your lecturer will need to approve your documentation (university or doctor’s note, obituary, etc.) before your exam grade will be recorded.
• Failure to meet these deadlines may result in a score of 0 points for the exam.
• We make every effort to accommodate student schedules while also protecting the integrity and security of the exam. The make-up exam time will be chosen based on the schedules turned in to us by the students sometime early in the week of the exam. If you turn in your form after the exam has been scheduled, then you will have to adjust your schedule to the time that has already been chosen. Usually only one make-up exam time will be scheduled following each regular exam.
• No exam will be given earlier than the scheduled time.

SPECIAL NEEDS:
• If you have been certified by the Office of the Dean of Students as someone needing a course adaptation or accommodation because of a disability OR if you need special arrangements in case the building must be evacuated, please contact your instructor during the first week of classes. You will also need to fill out the Academic Accommodations form on the course website.
• If you have a letter from ODOS stating that you may have extra time on the exams or use the testing center, you will also need to e-mail the course coordinator (csorola@purdue.edu) at least a week before each scheduled exam to let us know your appointment time at the ODOS testing center. We cannot accommodate the extra time during the regularly scheduled exams.
COURSE EVALUATION:
During the last two weeks of the semester, you will be provided an opportunity to evaluate this course and your instructors using an online evaluation. On Monday of the fifteenth week of classes, you will receive an official email from evaluation administrators with a link to the online evaluation site. You will have two weeks to complete this evaluation. Your participation in this evaluation is an integral part of this course. Your feedback is vital to improving education at Purdue University.

SI STUDY SESSIONS:
There are Supplemental Instruction (SI) study sessions available for this course. These study groups are open to anyone enrolled in this course who would like to stay current with the course material and understand the material better. Attendance at these sessions is voluntary. Times and locations for the help session can be found here: www.purdue.edu/sats/si. Students who attend these interactive sessions will find themselves working with peers as they compare notes, demonstrate and discuss pertinent problems and concepts, and share study and test-taking strategies. Students are asked to arrive with their student ID card, lecture notes and questions to these informal, peer-led study sessions.

Our statistics philosophy: This is NOT a math class. This is a critical thinking class. Our goal is to help you make wise and educated decisions at work and in life.

“Statistical thinking will one day be as necessary for efficient citizenship as the ability to read and write.” H.G. Wells
Collaborating or Working in Groups for STAT 301

In STAT 301, we encourage students to work together. However, there is a difference between good collaboration and academic misconduct. We expect you to read over this list, and you will be held responsible for violating these rules. We are serious about protecting the hard-working students in this course. We want a grade for STAT 301 to have value for everyone. We punish both the student who cheats and the student who allows or enables another student to cheat (even by not keeping an exam covered). Make sure that you are doing everything you can to protect the value of your work on homework, CPR assignments, labs, exams, and even group work in class.

Good Collaboration:
- Try all of the homework problems yourself, on your own.
- After working on every problem yourself, then get together with a small group of other students who have also worked on every problem themselves.
- Discuss ideas for how to do the more difficult problems.
- Finish the homework problems on your own so that what you turn in truly represents your own understanding of the material.
- Work the review problems individually, and then use the group for discussion.
- Discuss concepts or practice problems in the group.
- Explain concepts or practice problems to each other.
- If the assignment involves writing a long, worded explanation (like an essay question), you may proofread somebody’s completed written work and allow them to proofread your work. Do this only after you have both completed your own assignments, though.
- If you are working on a group quiz, everyone should work all of the problems themselves before getting together to talk through their reasoning and decide on the best final answers.
- Ask a tutor or t.a. for help on a problem related to a homework problem, but do the actual homework problem yourself. The odd-numbered problems in the book have answers in the back, so they’re great for examples.
- Proofreading another student’s CPR text after both of you have done your writing. Only minor changes should be made after this proofreading.

Academic Misconduct:
- Divide up the problems among a group. (You do #1, I’ll do #2, and he’ll do #3: then we’ll share our work to get the assignment done more quickly.)
- Attend a group work session without having first worked all of the problems yourself.
- Participate in group work in class without coming to class prepared, allowing your partners to do all of the work while you copy answers down, or allowing an unprepared partner to copy your answers.
- Start the problem yourself but then copy somebody else’s solution for the rest of the problem after you got stuck.
- Read someone else’s answers before you have completed your work.
- Have a tutor or t.a. work though all (or some) of your HW problems for you.
- Share SPSS work, print off two copies of the output, or two people use the same computer to do SPSS.
- Not keeping your exam covered.
- Writing the CPR text with another student. Making major changes to your CPR text after reading another student’s CPR text.
- Sharing CPR calibration answers with another student.
Tips from former STAT 301 students on how to succeed in this course

General suggestions:
- Go to class, go to lab, do your HW, and everything will work out.
- Attend every lecture, and take good notes.
- Always print out the notes and bring them with you to fill out in lecture.
- Don’t buy the book. You don’t need it.
- Bring your lecture notes to lab, and read over your notes before you get to lab.
- Go to lecture.
- Don’t skip labs, class, or any assignments. All of the points are valuable, and none should be taken for granted.
- Stay on top of all the class work.
- Go to office hours and help sessions and buddy up with others taking the course.
- Make use of office hours, whether you’re only having a little bit of trouble or just not getting any of it.
- Really learn the Normal distribution the first time it is taught. It will only help you in the long run. I know we heard that in class, but it is very true!
- Bring all tables (Normal, t) to class all year. These are always needed.
- Use common sense when approaching statistical problems. Think logically.
- If you don’t understand a certain topic, ask someone right away before you get too far behind.
- Don’t hesitate or be embarrassed to discuss problems such as learning disabilities, ADD/ADHD, depression, low grades, etc. with instructors. Often, well-informed instructors can offer suggestions regarding exam preparation.

Homework and CPRs:
- Print out all of your Perdisco feedback when you do the assignment. It’s not available later, and you’ll need it for studying.
- Don’t be afraid to do some of those practice questions in Perdisco before doing the actual homework; they help.
- Use both HW attempts on every assignment. The second attempt can’t hurt you, and you will want all the points you can get as the semester goes on.
- Do the homework in an ITaP lab. The online version of SPSS is a pain.
- Do CPRs and HW as soon as you learn the material it covers. Right after you do the lab is a good time. It really sucks when you wait till the due date at 11 pm and have an hour to re-learn and apply!
- Do the HW and CPR assignments and put effort into them! I feel as though I adequately know the material now, but if I would have spent the time to learn from the HW, I believe I could have mastered the material.
- Use spell-check in Word before you submit your CPR.
- Grade the CPRs critically or else you will lose points on the calibrations and reviews.

Exams:
- Make a good cheat sheet for the tests, and use both sides.
- Prepare your cheat sheet early, and do the practice exam questions in the review packets.
- Put examples on your cheat sheet, not just formulas.
- Don’t underestimate how much you should study for the exams.
- Don’t rely on just your cheat sheet for the exams. You need to know the material even without the cheat sheet.
- Make your cheat sheet your “last line of defense.” Make sure you know the material in your own head so that you only use your cheat sheet as a last resort during the exam. You may not have enough time to finish the test if you spend a lot of time looking at your cheat sheet.
- Do the exam review packets, the lecturers are not lying; it tells you everything you need to know. Do them with your own cheat sheet. Don’t over-clutter your cheat sheet, make it organized and simple.