

McLennan
C O M M U N I T Y
C O L L E G E

WACO, TEXAS

COURSE SYLLABUS
AND
INSTRUCTOR PLAN

ELEMENTARY STATISTICS
MATH 1342.05

STACY KUEHN

NOTE: This is a 16-week course

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

ELEMENTARY STATISTICS
MATH 1342.05

Course Description:

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Prerequisites and/or Corequisites:

Prerequisite: MATH 0307, Math 0308 or credit for a college-level math course or consent of division chair.

Instructor Information:

Instructor Name: Stacy Kuehn

MCC E-mail: skuehn@mclennan.edu

*When contacting me through email, include the COURSE NUMBER in the subject line and YOUR NAME somewhere within the body of the email. Please review the **Email Policy** found at the link Academic Resources and Policies in the CONTENT section of our Brightspace class.*

Office: M 211

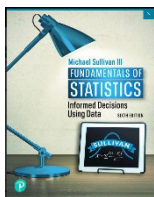
Office Hours: MW 1:30-3 pm
TTH 1:30-2:30 pm
F by appointment

** feel free to contact me via email or phone with any questions and I will get back with you within 24 hours Monday through Friday.

Your McLennan student email address is the preferred email address for official college information or business. You are expected to read and, if needed, respond in a timely manner to college emails. The College recommends that you set up your mobile device to receive McLennan emails.

Required Text & Materials:

The cost of the textbook and access code are already **included in the price of the tuition**, so you do not need to make any additional textbook purchases. For your information, the textbook we are using is given below.



Fundamentals of Statistics: Informed Decisions Using Data, 6th ed.

Author: Michael Sullivan III

Additional supplies include (but are not limited to):

1. Reliable internet (please see the MCC website for more suggestions on internet).
2. Microsoft Office 365 (free as an MCC student) installed and running on your computer.
3. Printing capabilities to a pdf writer. This is free with the student version of Office 365 found in the Technical Support portion of our McLennan website (www.mclennan.edu/tech-support). If you use a MAC or Chrome Book, be sure to install download and install Adobe.
4. A scientific calculator or higher such as a TI-30XIIS or XS. You may also download for free the Desmos Test Mode app from Apple, Google Chrome, and Google Play that may be use both in class and on tests.

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

The Elementary Statistics course by nature leans more heavily on reading and interpretation as opposed to a traditional math course where the focus is more algebraic. For this reason, it is extremely important for you to read and take notes from the textbook **before class**. This reading serves as your “introduction” to the material and will help to lay a foundation for the lecture and activities that follow during class. Together in class, we will go over the important ideas from the reading giving you a chance to clarify and ask questions over any topics you did not understand. Following this discussion period, the remaining class time will be used to work through additional examples as well as activities meant to strengthen your understanding. At this point you should be prepared to reinforce our classwork with online homework problems assigned for each section. I would encourage you to work the homework as close to a lecture as possible, giving you time to ask for additional help from either me, your classmates, or through the Math Lab.

Preparing for a possible virtual class:

As students and teachers, we have learned a lot about the virtual classroom and how it functions with Zoom. Zoom has allowed us to maintain some semblance of a traditional classroom through the use of video cameras and the internet. And while I do not anticipate the use of transitioning our class to a virtual setting, we need to be prepared in case it does happen. As such, I ask you to consider the following along with some rules and etiquette to ensure that you are fully engaged in class discussions.

- Does your computer have a webcam? If not, do you have access to an external webcam?
- During the virtual class (Zoom meeting)
 - Maintain the same level of civility and professionalism that would be expected in a face-to-face classroom setting.
 - Dress appropriately to be on camera (ask yourself if you would come to class like that 😊).

- Attend all classes regularly.
- Log into the meeting on time and remain logged in for the duration of the class period.
- Activate your camera so that you are visible to both me and the other students.
- Refrain from engaging in non-class related activities during class time that create a distraction for other students in the class and/or limit your ability to engage in the course.
- Expect to be called on at any time during the class to engage discussions with the entire class or in smaller groups.

Course Grading and Information:

Homework: As explained above, homework is meant to be additional practice for the topics read in the textbook and discussed in class. For that reason, you should expect online (MSL) assignments for most sections covered during the semester to be completed **after** each class meeting. Due dates can be found on the ‘Homework, Quizzes, and Tests’ tab where assignments are completed. For online assignments only, there is a two-day grace period to turn in homework with a 5% penalty per day. *I drop your two lowest homework grades at the end of the semester.*

Quizzes/Activities: At the end of most chapters, expect a quiz or case study over the covered topics to help both you and I assess your knowledge and understanding of the material. In addition to quizzes, we will occasionally complete activities to further enhance our learning. More information about various activities will be given at the appropriate time. *I drop the lowest grade in this category at the end of the semester.*

Tests: There are three tests during the semester ranging in format from traditional pencil/paper to online (coming from the online homework and class quizzes). More information on each test will be given at the appropriate time. Be sure to check the Course Calendar for the approximate test dates and material covered. *I replace your lowest test grade with the final exam if it is higher.*

Final: The final exam is comprehensive, multiple-choice and given during the campus wide exam week.

It should be noted that the final responsibility for learning lies with the student. The average will be determined by the following guidelines:

Homework	15%
Quizzes/Activities	20%
Tests	45%
Final exam	20%

Having someone else do your online assignments is a violation of the academic integrity policy and either may result in failing grades and/or being dropped from the class. Infractions such as these will be reported to the administration for tracking and possible college action.

There is no extra credit. Active participation in class (asking/answering questions through the discussion board, completion of homework) leads to improved test scores, rendering extra credit unnecessary.

Late Work, Attendance, and Make Up Work Policies:

Due dates for assignments are clearly stated so no extensions are given, unless otherwise noted. Test dates are posted on the Course Calendar and any adjustments will be discussed in class. If you miss a test, you **must notify me prior to the class** either in person or through email for a makeup test to be granted. Otherwise, a missed test will be recorded as a 0 and then replaced with the final exam at the end of the semester. The instructor has the right to adjust this policy under special circumstances.

Course Attendance Policy: Attendance will be taken every day but I understand that sometimes it is necessary to miss class. It is your responsibility to reach out to other classmates to verify what was missed, get a copy of the day's notes, as well as turning in missed assignments for excused absences. Excused absences are defined in the MCC Attendance Policy.

Campus Attendance Policy: [Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)
(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Course Objectives and/or Competencies:

- Explain the use of data collection and statistics as tools to reach reasonable conclusions.
- Recognize, examine and interpret the basic principles of describing and presenting data.
- Compute and interpret empirical and theoretical probabilities using the rules of probabilities and combinatorics.
- Explain the role of probability in statistics.
- Examine, analyze and compare various sampling distributions for both discrete and continuous random variables.

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- Describe and compute confidence intervals.
- Solve linear regression and correlation problems.
- Perform hypothesis testing using statistical methods.

Course Outline or Schedule:

This is a TENTATIVE weekly schedule. Changes will be announced in class and/or in the student's online announcement portal.

Week #	Day 1	Day 2
1	Intro	1.1 1.2
2	1.3/1.4 1.5 (outside reading)	1.6 2.1
3	HOLIDAY	Quiz: Ch 1 2.2
4	2.3 Quiz: Ch 2 – Case Study	3.1 3.2
5	3.4	3.5 Review for test
6	Test 1: Ch 1-3	5.1 5.2
7	5.3 5.6	Quiz: Ch 5 6.1
8	6.2 Quiz: Ch 6 – Case Study	7.1
9	7.2/7.3	Review for online test 8.1
10	8.2 **Test 2: Ch 5-7 due ONLINE	10.1 10.2
11	Quiz: Ch 8 10.1/10.3	Quiz: Ch 10 - Lab
12	9.1	9.2 Quiz: Ch 9 - Informed Decision
13	Review for test	Test 3: Ch 8-10
14	4.1	HOLIDAY
15	4.2	Review for final exam
16	No Class	FINAL EXAM 8-10 am

* You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.

I reserve the right to change any term on this syllabus at any time during the semester



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/student-email.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-an-outlook-account-in-the-ios-mail-app-b2de2161-cc1d-49ef-9ef9-81acd1c8e234?ui=en-us&rs=en-us&ad=us>)
- [Email Setup for Androids](https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us) (<https://support.microsoft.com/en-us/office/set-up-email-in-android-email-app-71147974-7aca-491b-978a-ab15e360434c?ui=en-us&rs=en-us&ad=us>)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.