1. Syllabus and Textbook

The Department of Mathematics and Statistics chooses the textbook and makes out a syllabus for the course. There is a link to the syllabus on the class web page.

The textbook is *Introductory Statistics*, by Douglas S. Shafer and Zhiyi Zhang, published by Flat World Knowledge, 2013. It is available in the following formats: online (i.e., on the web), pdf, e-reader (Kindle, Nook, etc.), tablet, smartphone, and print.

At the bookstore you can buy the digital versions (pdf, e-reader, tablet, smartphone) in a single bundle (this is in fact an access code); the price listed on the bookstore website is $35.90 for “used” and $47.85 for “new.”

At the publisher’s web site (flatworldknowledge.com) by one of the following options:
- just online access for $24.00
- online access plus all the digital versions for $39.00
- online access, all the digital versions, and a black and white print copy for $59.00

A solutions manual that gives detailed solutions of all the odd numbered problems, as well as other study aids, are also available.

All royalties from the sale of the textbook and study aids, in any form, to students at UNC Charlotte are donated by the authors to the university.

2. Grading

Your grade will be computed from three components, weighted as shown, and an attendance adjustment.

1. Weekly homework \( \frac{1}{2} \). Beginning Wednesday, September 3, a ten-problem homework set will due at class time each Wednesday that class meets. It will be assigned by email, typically on the Wednesday afternoon one week before the due date, to your name@uncc.edu email address as supplied by the registrar. You are encouraged to work on these together or get help from a tutor.

   **Homework: every Wednesday class day**  
   *(beginning September 3)*
The two lowest homework grades will be dropped (including zeros on late or unsubmitted assignments), except that the last two assignments always are counted.

2. In-class exams \([\frac{1}{2}]\). As indicated in the syllabus, there are three in-class exams, each one on a Monday.

**In-class Exams: September 22, October 27, November 24**

The lowest grade will be dropped. There are no substitute or make-up exams except for religious observance as detailed at the end of this file: if you miss an in-class exam for any other reason, the missed test is automatically the grade that is dropped.

3. Final exam \([\frac{1}{2}]\). All sections of STAT 1220 take the same final exam, at the same time:

**Common Final Exam, Friday, December 5, 3:00–6:00 pm**

Location to be announced.

This exam is made out by the Department of Mathematics and Statistics (not by individual instructors), and is typically 60% multiple choice and 40% free response. It will cover all the material in the course. Based on the performance of all students in all sections the department issues a grading scale for the exam. Make-ups or substitute times for taking the final exam are handled by the department, not the instructor.

4. Attendance adjustment. On-time class attendance is mandatory and figures into your grade as follows. Attendance will be recorded at the beginning and end of class on all 25 non-exam, lecture days beginning Wednesday, August 20; you receive \(\frac{1}{2}\) attendance point each time attendance is recorded. At the end of the semester your course average will be multiplied by the fraction (attendance point total)/24. Thus:

- perfect on time attendance: \(\frac{25}{24} \approx 1.04\) 4% bonus
- late for class once: \(\frac{24.5}{24} \approx 1.02\) 2% bonus
- miss once or late twice: \(\frac{24}{24} = 1\) no adjustment
- miss twice: \(\frac{23}{24} \approx 0.96\) 4% reduction

Absence or tardiness can generally be excused (hence lost attendance points awarded) provided

(a) I judge the reason to be adequate (for example, sickness, traffic accident, wedding or funeral, court date, previous class held over, but not, for example, heavy traffic, exam in a previous class),
(b) you provide what I regard as adequate documentation (dated doctor’s bill or charge slip for medicine, accident report, program, court document), and
(c) the matter is settled within one week of class days.

However, the total number of days absent or tardy, whether excused or not, must not exceed six. Note that you must be present on exam days, no matter what, although attendance is not taken on those days and does not in itself figure into your grade. Note secondly that it is your responsibility to find out what material was covered, what assignments were made, and what announcements were made in any class that you missed.

Students who add the class during the drop-add period are awarded one attendance point for each day that class met after August 18 but before the first class meeting after they registered.

The grading scale is 90% for an A, 80% for a B, and cut-offs for the grades of C and D that depend on the performance of all students in all sections of STAT 1220 on the common final exam.

3. Classroom standards and attendance procedure.

1. The bar code on your UNC Charlotte student ID will be scanned at the beginning and at the end of class. The time stamp on the bar code scanned determines whether or not you are on time. If your card is not recorded as scanned at the end of the class then you are absent. If you do not have your ID card with you then you are absent. You are also counted as absent if you leave the classroom once class has started, even if you return.

2. This class is listed as MWF but will regularly meet only on Mondays and Wednesdays. Friday meetings will be announced in advance and will be reserved for make-up days and the like. Attendance in announced Friday class meetings is mandatory and will figure into the grade adjustment based on attendance.

3. Bring with you to class a pencil or pen, calculator, formula sheet, and tables that will be sent to you.

4. Do not bring food or drink to class; turn off cell phones, beepers, pagers, and so on. Do not wear headphones. Do not use a laptop or other electronic device, except a handheld calculator. You may not use a cell phone as a calculator either in class or during exams.

5. Be attentive to the lecture, not talking while anyone is addressing the class, and stay seated the entire period.

4. Homework policy.

1. You are strongly encouraged to form a study group and work together with a classmate on the homework. If you have trouble with a problem, or are not sure of your answer, then get help on the homework from
tutorial sessions run by the Department of Mathematics and Statistics (no appointment necessary) and the Center for Academic Excellence (by appointment), or from any other source. The only restriction is that you must write up your own solutions.

2. Homework is due by the end of the class period on the due date, unless called for earlier. You don’t have to give it to me personally, but can bring it to the Department Office (third floor, Fretwell) and give it to the receptionist, slide it under my office door, have a friend deliver it, and so on, although if it does not reach me in time it will not be graded. Whatever the case, the absolute deadline for it to be graded is that it be in my hand the moment that I give the stack of of homework papers to the grader. After that it will not be accepted for any reason.

3. A typical homework assignment consists of ten five-point problems. The grader chooses five of them to grade, and assigns a number to each based on the following scale: 5 for perfect (or near perfect), 1 for awful, and 3 for anything else. (Of course an unsubmitted problem receives a 0.) He is instructed to write the grade in the left margin beside the problem, so you will be able to easily identify the ones that were graded. Occasionally there may be a problem worth double, i.e., ten points, which will then be assigned a grade of 10, 6, or 2. The total possible on each problem set is 25 points.

4. Worked problems are to be submitted in the order in which they appear in the text, from top to bottom of the sheet, in one column, left justified. If the grader looks for a problem and it is not in the place it is supposed to be, he is instructed to write the problem number and award a 0 for that problem. Work is to be not just legible, but presented in a neat and organized manner. The grader is instructed to award at most 3 for work that is difficult for him to read, follow, or interpret.

5. Because you have about a week to work the problems, and may get help from any source on the homework, the grading is strict. See the sample problem on the web-page for this section of the course for examples of how problems are graded.

5. Additional comments.

1. Only the top homework grades are used. There will be twelve homework assignments. Your top ten will be used to figure your homework average. Thus missing an assignment will not automatically hurt your grade; it simply means that you have fewer to drop.

2. Get help on the homework. The intention is that you work together on the homework assignments with other students, helping one another and getting assistance from tutors so that you can turn in a perfect or nearly
perfect paper each time. In fact, it is not cheating even to copy someone else’s paper, although to do so would pretty much short-circuit the whole learning process. The point of the homework assignments is to encourage you to work together with other students outside class, figure out the ideas in a non-threatening environment, and give you an opportunity to improve your grade, if you’re willing to put the time in.

3. *Only the top two exam grades are used.* This policy is in place so that if you have to miss an exam, it will not hurt your grade, even though there is no make-up policy (see the following point). Thus if you take all three exams as you should, you get to drop the lowest score.

4. *No make-up exams.* You must take each regularly scheduled exam at the announced exam period, or not at all, even if you have a good reason for being absent, such as participation in a university sponsored event (except for religious observance as indicated at the end of this file). The reason is simple: I teach over 100 students in this course, making it too difficult to sort out the validity and relative merit of all the excuses that are given for not taking an exam at the scheduled time. So what happens if you can’t take an exam? There is no real penalty: it is simply the grade that is dropped.

5. *Be on time; stay seated the whole time.* It is disruptive, not to mention impolite, to walk in late or to get up out of your seat and walk around during class. This is part of the reason for the strict attendance and tardiness policy: experience has shown that it makes a significant difference in the learning environment of the classroom. If you leave your seat in the middle of the class and return you will be recorded as absent for that day.

6. *Common final exam.* The common final exam for this course is scheduled to be given Friday, December 5, 3:00–6:00 pm, which is earlier than the final exam time for our class’s meeting time. Make sure now that you can take the exam at that time. Make-ups are arranged only through the Department of Mathematics and Statistics, not by the instructors. The location of the exam will be announced later in the semester.

7. *Technology.* A calculator is a must for this course, one with a statistics package is preferable, and a TI-83+ or TI-84+ is highly recommended. These are the same as far as our class is concerned, are easy to use, and are the ones I will be demonstrating in class from time to time. You may not use a cell phone or other such device as a calculator in this class.

8. *Communication by email.* Homework assignments and other announcements are sent to your name@uncc.edu email address. The class is run on the assumption that you read this mail daily. I answer all emails promptly, with one exception: I do not answer emails that pertain to matters addressed on the class web page or in class (because there are so many of them).
9. **Practice problem notebook.** Problems for practice are assigned almost every class period. I suggest that you purchase a spiral bound notebook and do your work on the practice problems in it, working them in numerical order and leaving space as necessary for the ones you skip or have trouble with. This makes it easy to find your work for review.

10. **Students with disabilities.** If you have a disability that impinges on your ability to take this course in the manner described above, then typically accommodation can be made. All such accommodations are handled in conjunction with the Office of Disability Services. You should contact them immediately if you have such a disability.

11. **Religious Observance Law.** By North Carolina law a student is allowed two excused absences each academic year for religious observances. This does not affect the attendance policy since the limit on excused absences without penalty is so high. This does not affect problem sets because they are assigned a week in advance, may be submitted early, and need not be submitted in person. In order to take advantage of this allowance the student must submit the appropriate form to the university by the census date, August 29.