
SUPPLIES: Calculator with a square root key. You will not be allowed to use a calculator on your cell phone or other electronic device during the exams, so invest in a proper calculator.

COURSE DESCRIPTION: Survey of descriptive and inferential statistical concepts commonly used in the treatment of data in social science research. The understanding and application of the concepts will be emphasized. Topics covered will include: measures of central tendency, measures of variability, correlation methods, hypothesis testing and simple analysis of variance.

COURSE REQUIREMENTS:

1. Weekly Assignments* (Averaging approximately 25 points each) ~280
2. 1st Exam (Proctor required. See Blackboard link to schedule a proctor.) 100
3. 2nd Exam (Proctor required. See Blackboard link to schedule a proctor.) 100
4. 3rd Exam (Proctor required. See Blackboard link to schedule a proctor.) 100
5. 4th Exam (Proctor required. See Blackboard link to schedule a proctor.) 100

TOTAL POSSIBLE POINTS 680

*WEEKLY ASSIGNMENTS: You will have an assignment due every week in this course. The due dates for assignments are NOT “estimates” or “suggested” due dates. Late assignments are not accepted. Please organize your time accordingly. One of the best ways to avoid late assignments is not waiting until the last minute to submit them. Technical issues do come up from time to time. You need to allow for these real-world circumstances and prepare accordingly. Employer’s like employees who can meet deadlines. Let’s get you ready for a career😊. ***WARNING: Aplia will time out and NOT save your work. Be sure to save your work OFTEN so as not to lose time and effort.

Assignments can be found on the “Gravetter Essentials of Statistics for the Behavioral Sciences 8e Aplia” link on the Assignments Blackboard or directly at http://login.cengagebrain.com/cb/entitlement.htm?code=3YBU-TQU4-FB62. Be sure to read the “Assignment Helpful Hints” on Blackboard FIRST before logging on to Aplia for the assignment.

We will cover one chapter per week. We will stay together as a class. You will not be allowed to work ahead.

Technical support for the Aplia program can be found at http://www.aplia.com/support/.
The best way to prepare yourself for learning is to:

a. Carefully read and re-read your text. Many people say that learning statistics is like learning a new language. The terms will seem foreign to you at first. Take the time to become familiar with this new terminology. It will go a long way in helping your understanding in this course. There is a “Free Resources” link for students in Aplia (after you sign-in) that includes vocabulary flashcards and a glossary of terms for each chapter. http://login.cengagebrain.com/cb/entitlement.htm?code=3YBU-TQU4-FB62

b. Highlight text and/or write down important information that will help you remember the main points of the section you are reading. You can both highlight and type notes to yourself in the MindTap Reader link on Aplia (http://login.cengagebrain.com/cb/entitlement.htm?code=3YBU-TQU4-FB62).

c. Review the “Assignment Helpful Hints” link in Blackboard for each chapter.

d. Do the “Learning Checks” throughout the chapters to self-check that you are understanding the concepts presented. Practice makes permanent.

e. Review the “Demonstrations” at the end of every chapter. They provide step-by-step solutions to problems covered in the chapter, to help you tackle the end of chapter problems.

f. Review the “Course Materials” link on Aplia. It provides step-by-step tutorials for example problems in each chapter.

g. The answers to the odd numbered questions are provided at the end of each chapter in the Mindtap Reader, and in the back of your textbook. You may want to do some of the odd numbered questions from time to time to self-check that you are understanding the concepts. There are also “practice” problems each week that don’t count towards you grade, but allow you to work through a problem a few times to try and get it right. This is the main reason I chose the Aplia program. It allows you to do practice problems, and immediately provides feedback about what you understand well, and what specifically needs more of your attention, instead of waiting until after your graded assignment is returned to you with an explanation.

h. “Always be sure to pay attention to whether assignments are "Graded" or if they are "Practice". The practice questions you can do and get automatic feedback on them, but they are not included in your grade. The graded questions will be graded after they are submitted.

i. I am always happy to provide you specific instructions and feedback if something is hanging you up.

EXAMS - All exams require a proctor. Go to http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/ to view pre-approved testing sites (outreach centers). If you can access one of the pre-approved sites, just call them to make a proctored exam appointment.

If you need to set up an exam in a non-outreach center location, you will need to secure an off-site proctor. First, go to the http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/ link and review the Proctor Qualifications page and then submit a Proctor Request Form to request a proctor for your exams. Please note: A new form must be submitted for each exam to be proctored. You need to remit a proctor request form at least one week prior to opening exam date. Please contact the LCSC Testing Center with any questions you have about test proctoring. They are in charge of that process, not the instructor. They can be reached at: testing@lcsc.edu, 208-792-2100 or 1-800-879-0453.

There are four (4) sections in this course, each made up of 3 to 4 chapters. You will need to take the exam for each section during the 5-day window outlined in the syllabus. I chose the exam windows to try and provide enough variety to suit everyone’s schedule.
Exams will be timed (2 hour maximum). The best way to prepare for the exams is to review your graded assignments. You will be allowed to bring in a stand-alone calculator (not a calculator on your cell phone or other networking device), and ONE 1-sided page of typewritten notes for the exam. See EXAM NOTE PAGE REQUIREMENTS in the syllabus and on the Assignments link in Blackboard. into the exam with you. Formulas needed for the exam will be provided for you by the proctor. No formulas can be on your notes page. You will lose a substantial amount of points for including formulas in your notes.

Exam and Assignment Due Dates Overlap. The exams will be taken in the days between one assignment due date and the next. Therefore, you likely need to begin working on your next assignment before you take the exam that week. You will cause yourself problems if you delay starting the next assignment until you take the exam (Just offering a "best practice" for your success 🙂). Ideally, the knowledge you gain from your graded assignments in each section will prepare you for the exams, so you should not need a lot of "study prep" time for each exam.

COURSE OUTLINE

ALL ASSIGNMENTS ARE DUE BEFORE MIDNIGHT ON THE DUE DATE (Mondays). Please remember that late assignments are not accepted. Plan your time accordingly. One of the best ways to avoid late assignments and losing points is not waiting until the last minute to submit them on Blackboard. Technical issues do come up from time to time. Students trying to submit their assignments at 11:55 pm or later run the risk of having their assignments blocked from submission. You need to allow for these real-world circumstances and prepare accordingly. ***WARNING: Aplia will time out and NOT save your work. Be sure to save your work OFTEN so as not to lose time and effort.

8/24 Post you introductions on the Blackboard Discussion Board this Thursday (8/27) before midnight. This will assure everyone is counted in time as attending class for financial aid purposes.

SECTION I: Introduction and Descriptive Statistics

8/31 “Introduction to Aplia Problem Sets” assignment due.
“Rounding in Aplia” assignment due.
Chapter 1 – “Introduction and Statistics” end of chapter assignment due.

9/7 Chapter 2 – “Frequency Distributions” end of chapter assignment due (even though it’s Labor Day).

9/14 Chapter 3 – “Measures of Central Tendency” end of chapter assignment due.

9/21 Chapter 4 – “Measures of Variability” end of chapter assignment due.
Take EXAM 1 this week (9/25 – 9/29). All exams require a proctor. Go to http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/ to request a proctor for your exams.
<table>
<thead>
<tr>
<th>Date</th>
<th>Section</th>
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<tbody>
<tr>
<td>9/28</td>
<td>Chapter 5 – “z-Scores: Location of Scores and Standardized Distributions” end of chapter assignment due.</td>
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<tr>
<td>10/5</td>
<td>Chapter 6 – “Probability” end of chapter assignment due.</td>
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<td>10/12</td>
<td>Chapter 7 – “Probability and Samples: The Distribution of Sample Means” end of chapter assignment due.</td>
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<td>10/19</td>
<td>Chapter 8 – “Introduction to Hypothesis Testing” end of chapter assignment due.</td>
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<td><strong>Take EXAM 2 this week (10/23 – 10/27). All exams require a proctor. Go to <a href="http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/">http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/</a> to request a proctor for your exams.</strong></td>
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<td>10/26</td>
<td>Chapter 9 – “Introduction to t Statistic” end of chapter assignment due.</td>
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<td>11/2</td>
<td>Chapter 10 – “The t Test for Two Independent Samples” end of chapter assignment due.</td>
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<td>11/9</td>
<td>Chapter 11 – “The t Test for Two Related Samples” end of chapter assignment due.</td>
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<td><strong>Take EXAM 3 this week (11/13 – 11/17). All exams require a proctor. Go to <a href="http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/">http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/</a> to request a proctor for your exams.</strong></td>
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<td>11/16</td>
<td>Chapter 12 – “Introduction to Analysis of Variance” end of chapter assignment due.</td>
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<td>11/23</td>
<td><strong>Thanksgiving Break – no assignments due</strong> (Skip Ch. 13)</td>
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<td>11/30</td>
<td>Chapter 14 – “Correlation” end of chapter assignment due.</td>
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<td>12/7</td>
<td>Chapter 15 – “The Chi-Square Statistic: Tests for Goodness of Fit and Independence” end of chapter assignment due.</td>
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<td><strong>Take EXAM 4 this week (12/11 – 12/15) - All exams require a proctor. Go to <a href="http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/">http://www.lcsc.edu/testing-center/proctored-exams/outreach-centers/</a> to request a proctor for your exams.</strong></td>
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<tr>
<td>12/14</td>
<td>Final Exams week. No final exam in this class – you’re done!</td>
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**GRADING** - Your grades are based on the common grading scale (90% = A; 80% = B; 70% = C, etc.). Because this is an upper division course, mid-term grades will not be posted. Use your returned, graded assignments and the Aplia website [http://login.cengagebrain.com/cb/entitlement.htm?code=3YBU-TQU4-FB62](http://login.cengagebrain.com/cb/entitlement.htm?code=3YBU-TQU4-FB62) to track your grade in the class throughout the semester.

**Communicating with the Instructor:** The best way to get ahold of me is through email. I can generally respond to student emails within a 24 hour period. I highly recommend that you do not wait to send me questions on Sunday night for an assignment that is due Monday evening. You may not get feedback in time. **This is a fast-paced class.** You need to plan ahead and keep up in order to successfully navigate this course. Don’t set yourself up to get behind or lose points on assignments.

I am happy to help you learn the material. Please understand that if you ask me a question that indicates you have not carefully read the syllabus or the course material, you will be referred back to these sources. I am happy to clarify information that is not clear to you, however, I will not act as “your eyes” and read the material for you.

This is an **online course.** All assignments and course material will be available/submitted to Aplia. Students will be able to find class materials including the syllabus, helpful hints on the LCSC Blackboard website at [http://lcsc.blackboard.com](http://lcsc.blackboard.com). Since this course is cross-listed, the “parent” course where all the content is posted is PSYC 300-60/61/63. If you signed up for the ECON or SS sections, the course will show up on your transcript as such.

I have set up a **Discussions link** in each Blackboard section for students to be able to help each other out. Optimal learning happens when we all pitch in to help each other’s understanding. Please keep communication in the Discussions link professional and helpful. Do not use this forum to “chat”. Please do not share your “answers” with anyone. This does not help students learn. The discussion forums are meant for you to help each other with strategies for successfully learning the material.

**Student Decorum:** The best learning occurs in an environment of respect. Please remember that you are in a professional program and in addition to class content, you are expected to learn and exhibit professional behavior towards one another. This includes respectfully receiving feedback from instructors, administrators, supervisors, etc.

Students may not always understand, or agree with the instructor’s evaluation of their work. If you would like to approach me with a genuine interest in how you can improve your work, I am happy to spend as much time as you need helping you do that. Conversely, please understand that ill-mannered confrontations (either in person, over the phone, through emails, etc.) will not be tolerated or responded to by this instructor. You will find similar responses by employers and co-workers when you become part of the professional workforce, so it is best to develop your professional persona now. College is a particularly stressful, albeit rewarding event in your life. Should you need assistance with managing your stress, I encourage you to contact the **LCSC Student Counseling Center at (208) 792-2211.** NIC offers free counseling services to all **LCSC Coeur d’Alene students.** Call NIC at 769-3445.
**Code of Conduct:** You are expected to conduct yourself in a professional, ethical manner. From the LCSC Student Handbook, Code of Conduct regarding Academic Dishonesty (http://webdev.lcsc.edu/catalog/Page.aspx?pageID=70&pane2Index=1):

Cheating or plagiarism in any form is unacceptable. The College functions to promote the cognitive and psychosocial development of all students. Therefore, all work submitted by a student must represent his/her own ideas, concepts and current understanding. Academic Dishonesty includes:

a) **Cheating**—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit hours.

b) **Fabrication**—intentional and/or unauthorized falsification or invention of any information or the source of any information in an academic exercise.

c) **Collusion facilitating academic dishonesty**—intentionally or knowingly helping or attempting to help another to commit an act of Academic Dishonesty.

d) **Plagiarism**—the deliberate adoption or reproduction of ideas or words or statement of another person as one’s own without acknowledgment.

Any form of academic dishonesty can result in an F on the assignment, an F in the class, academic suspension, and/or academic dismissal. **Do your own work.**

**Workload - What is a credit hour?** For a typical LCSC semester (15 weeks), 1 credit hour corresponds to 3 hours of student work per week (e.g. 50 minute lecture w/ 2 hours of homework/study).

**LCSC Student Email Account:** According to college policy, your LC student email account is the only email we can use to communicate with you. We send you important information in emails that must be viewed in a timely manner. **Please check your email regularly!** Another simple option is putting a forward on your LCMail to an account that you check more regularly. To do this:

1. Get logged into your LCMail account
2. Go into your inbox
3. Click on “mail settings” (upper right hand corner by your email address)
4. Click on “Forwarding and POP/IMAP”
5. Click on “Forward A Copy of Incoming Mail to:"
6. Insert your other email address into the blank field
   - A code will be emailed to this account
   - Copy and paste the code into the box
7. Select “Keep LCSC Mails Copy in the Inbox” (if you choose)
8. Scroll to bottom and Save Changes

**IT Issues** (WarriorWeb), LCSC email account) email helpdesk@lcsc.edu or call 1-888-527-2445.

For issues with Blackboard you can call the LCSC Blackboard Help Center at 1-855-671-6899 or visit their website at http://lcsc.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=lewisclark.
Technical support for the Aplia program can be found at http://www.aplia.com/support/.

EXAM NOTE PAGE REQUIREMENTS FOR
PSYC/ECON/SS 300-60

1. Each student will be allowed up to ONE 1-sided page of typewritten notes for the exam.

2. The ONE (1) typewritten page must be in Times New Roman 12-font, and have 1-inch margins on all sides of the text. The notes page can be single-spaced.

3. Note pages must consist of generally accepted text format, with spaces between each word and punctuation (NoTypingLikeThis). Lists are an acceptable form of text. Note pages may NOT have any handwritten notes on them.

4. The purpose of your notes page should be to remind yourself of key terminology to aid you in answering your exam questions. Statistical Terms and their definitions are the only content that is allowed on your notes page. It should in no way substitute for your knowing the material.

5. Note pages CANNOT contain any statistical or mathematical formulas or their descriptors. This information will be included on the exam.

6. The proctor will inspect each student’s notes page prior to administering the exam. This may decrease the amount of time allowed for the exam.

7. ANY DEVIATION FROM THE ABOVE SPECIFICATIONS, OR BAD FAITH ATTEMPTS TO GAIN AN UNFAIR ADVANTAGE WILL RESULT IN THE LOSS OR PARTIAL CONFISCATION OF YOUR EXAM NOTES.

8. The proctor will return your notes page, along with your scratch paper and completed exam to the instructor for review.
Consumer Information
In 2008, the federal government required all post-secondary institutions offering federal financial aid programs to provide key data to both prospective and current students. To comply with this requirement, Lewis-Clark State College has developed a consumer information page, which may be accessed at http://www.lcsc.edu/consumer-information/

Disability Accommodations
Students requiring special accommodations or course adaptations due to a disability and/or a health-related issue should consult their course instructors and the LCSC Student Counseling Center immediately (RCH 111, 792-2211). Official documentation may be required in order to provide an accommodation and/or adaptation.

Student Rights and Responsibilities
Students have the responsibility for knowing their program requirements, course requirements, and other information associated with their enrollment at LCSC. Students should review the LCSC General Catalog (http://webdev.lcsc.edu/catalog) and the LCSC Student Handbook (http://www.lcsc.edu/media/2157659/Student-Handbook.pdf) for more information.

Accidents/Student Insurance
Students participating in LCSC classes normally must look to their personal health insurance policy (Student Health Insurance Plan or comparable private coverage) should an accident occur. In the event of an accident, please seek medical help, if necessary, and report the incident to LCSC Security (792-2226). Fieldtrips or other special student activities may also require students to submit a signed participation waiver (forms can be obtained from the supporting Division Office).

Enrollment Verification/Attendance
Students who are not actively pursuing their classes may have to repay part or all of their financial aid awards depending upon the circumstances.

Academic Dishonesty
Academic dishonesty, which includes cheating and plagiarism, is not tolerated at LCSC. Individual faculty members may impose their own policies and sanctions regarding academic dishonesty after offering the student an opportunity to explain his or her actions. Sanctions imposed by the faculty member are limited to grades on the assignment(s) in question and/or on the course grade. On matters of academic dishonesty, faculty members do not have the authority to dismiss a student from class indefinitely nor to disenroll a student from a program without corroboration from a Division Chair (or program ethics committee where applicable), the appropriate instructional dean, and the Vice President for Student Affairs. Students who are accused of being academically dishonest may be referred to the VP for Student Affairs for official disciplinary action.

Illegal File Sharing
Students using LCSC’s computers and/or computer network must comply with the college’s appropriate use policies and are prohibited from illegally downloading or sharing data files of any kind. Specific information about the college’s technology policies and its protocols for combating illegal file sharing may be found on the VP for Student Affairs’ web page (http://www.lcsc.edu/student-affairs/student-code-of-conduct/).

Diversity Vision Statement
Regardless of race, color, age, sex, religion, national origin, disability, veteran status, or sexual orientation, you will be treated and respected as a human being.

Disclosures
During this course, if you elect to discuss information with me which you consider to be sensitive or personal in nature and not to be shared with others, please state this clearly. Your confidentiality in these circumstances will be respected unless upholding that confidentiality could reasonably put you, other students, other members of the campus community, or me in danger. In those cases or when I am bound by law to report what you have told me,
such as incidents involving sexual assault or other violent acts, I will submit a report to appropriate campus authorities.

**Student Feedback**
Students shall be provided the opportunity to formally evaluate each course in which they are enrolled. Notification of student feedback opportunity and timelines will be made through the official LCSC student email (currently LCMail) or online course learning management (currently Blackboard Learn) systems.

**Student Work**
Student work for this course (assignments, quizzes, exams, projects, etc.) may be copied and retained for program assessment or accreditation purposes. For more information, speak with the instructor or division chair.

Approved by VP for Student Affairs & Provost 7/07/2015