

**PSYC/ECON/SS 300-60 & 61 – Statistical Methods**  
**Lewis-Clark State College**  
**Fall 2022**

**Professor:** Heidee McMillin, PhD  
**Office:** Harbor Center, Coeur d'Alene

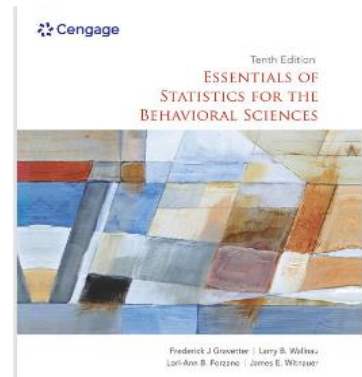
**Email:** [hemcmillin@lcsc.edu](mailto:hemcmillin@lcsc.edu)  
**Virtual Office Hours** – W 4:00 – 6:00 pm or by appointment via Zoom

**Course Description:** Survey of descriptive and inferential statistical concepts commonly used in the treatment of data in 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 Materials:**

**Recommended Bundle:** *Essentials of Statistics for the Behavioral Sciences*, Printed Text, **Loose-Leaf Version**, 10th + **Cengage MindTap 1-term Instant Access** or **Printed Access Card**.

ISBN: 9780357585030 (*Many students find it helpful to have a paper copy of the text. However, an electronic version of the text is available in Cengage MindTap with the required access card below.*)



**Required:** You must at least purchase the **Cengage MindTap 1-term Instant Access from the Cengage website** ISBN: 9780357035528 or **Printed Access Card from the bookstore**. E-text is available with this access card.

Cengage MindTap is integrated into your Canvas course. See the [Cengage start and resource page](#). *There is more information about Cengage on the last page of this syllabus.*

**Course Objectives**

**Upon completion of the course, the student will be familiar with:**

1. The various scales of measurement
2. The calculations, uses, and interpretations of the three measures of central tendency
3. The calculations, uses, and interpretations of measures of variability
4. The uses and interpretations of percentile ranks
5. The normal curve model, using the normal curve table, and the basics of probability
6. The basic theory behind hypothesis testing, including the concept of statistical significance
7. The steps to carry out different types of t-tests and interpret the results
8. The concepts of Type I and Type II errors

**Be able to:**

9. Demonstrate an understanding of correlation, including the limitations of conclusions that can be drawn
10. Follow the steps to carry out one-way and two-way chi square analyses and interpret the results
11. Follow the steps to carry out a one-way ANOVA and interpret the results
12. Select the appropriate inferential analysis

<b>Course Requirements:</b>	
Weekly Assignments (Averaging approximately 17 points each)	235
1 <sup>st</sup> Exam (Proctor required. See Canvas Quizzes link to schedule a proctor.)	100
2 <sup>nd</sup> Exam (Proctor required. See Canvas Quizzes link to schedule a proctor.)	100
3 <sup>rd</sup> Exam (Proctor required. See Canvas Quizzes link to schedule a proctor.)	100
4 <sup>th</sup> Exam (Proctor required. See Canvas Quizzes link to schedule a proctor.)	100
<b>Total Possible Points</b>	<b>635</b>

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**Preferred Method of Contact**

The best way to reach me is through email at [hemcmillin@lcsc.edu](mailto:hemcmillin@lcsc.edu). **Questions about how to solve particular problems should be submitted via email.** *Chances are good that if you contact me live, I will need to get to where you are, work through the problem and then advise you. Since I work several weeks ahead of the class, and teach four different classes, the answer to your question will not be at the forefront of my mind.* Allow at least 24 hours for a response during the week and 48 hours during the weekend.

**Course Format:** This is an **online course**. All **exams**, instructor **Helpful Hints videos** and instructions are posted on [Canvas](#)<sup>1</sup>. All **assignments, practice problems, and Demonstration/Tutorial videos** can be found through the “**Cengage Link**” in the Canvas modules. Since this course is cross-listed, the “**parent**” course where all the content is posted is **PSYC 300-60**. If you signed up for the ECON or SS sections, the course will show up on your transcript as such.

**Weekly Assignments:** Weekly assignments can be found through the “**Cengage Link**” in the Canvas modules. You will have an assignment due every week in this course (**Mondays before 11:45 pm Pacific Standard Time**).

Students trying to submit their assignments at 11:40 pm or later run the risk of having their assignments blocked from submission. *Please do not contact the instructor to ask for an extension if you have waited until the last minute to submit your assignments.* Employers like employees who can meet deadlines. Let’s get you ready for a career😊.

The due dates for assignments are **NOT** “estimates” or “suggested” due dates. **Late assignments are not accepted.** 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. Please allow for these real-world circumstances and prepare accordingly.

**Technology:** Minimum required technology skills include the ability to:

1. **Send and receive email via your [lcmail.lcsc.edu](mailto:lcmail@lcsc.edu)**
2. **Navigate the [Canvas online learning system](#)**
3. **Navigate the Cengage MindTap website**

**Accessing online courses from a tablet or other mobile device is NOT sufficient to perform certain Canvas functions.** LC State has established the following technology recommendations for students taking online courses.

- **Internet Connection** - Consistent, reliable access to a high-speed internet connection is required to successfully participate in remote and online instruction.
- **Hardware**
  - Webcam with microphone is strongly recommended
  - Speakers/headphones/earbuds for listening to audio or video
- **Operating System Minimum Requirements**
  - **Windows:** Windows 10; 800-MHz or faster 32-bit (x86) or 64-bit (x64) processor; 2 GB of RAM
  - **Mac (Apple):** Mac OS X 10.8; Intel Core™ Duo 1.83GHz or faster processor; 2 GB of RAM

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<sup>1</sup> It is the responsibility of the student to learn how to use Canvas. All LC State students are enrolled in “**Passport to Canvas**,” which is a self-paced training on how to use Canvas. **Passport to Canvas** consists of nine modules that guide students through everything they need to know about using Canvas as a student. Students should see “**Passport to Canvas**” on their Dashboard when they [sign into Canvas](#).

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**Important Note**

CHROMEBOOKS ARE **NOT** ADEQUATE AS YOUR MAIN COMPUTER AT LC STATE. **Certain Canvas features and some software programs used by campus departments will not run on the Chromebook operating system** (ex. Microsoft Office Suite).

**The best way to prepare yourself for learning is to:**

1. 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 are vocabulary flashcards and a glossary of terms for each chapter in Cengage MindTap.
  - a. 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 (the online version of your text) in Cengage MindTap.
  - b. Some students find it helpful to review the chapter **"Powerpoint Slides"** posted in each weekly Module in Canvas.
2. Do the **"Learning Checks"** throughout the chapters to self-check that you are understanding the concepts presented. Practice makes permanent.
3. Review the chapter **"Helpful Hints"** in in each module on [Canvas](#) **before** doing the problems in Cengage MindTap.
  - a. Watch the **"Instructor Videos"** for chapters in which they are available. Please ask if you would like additional videos covering specific topics ([hemcmillin@lsc.edu](mailto:hemcmillin@lsc.edu)). Please understand it can take up to 3 full days to create, process, and closed-caption a video.
4. For more practice, do the *practice problems* found in the **"Learn It"** folder" on the Cengage MindTap website. You can get automatic feedback on the practice problems, but they are not included in your grade.
  - a. In the "Problem Set" in the **"Learn It"** folder, I have selected (odd-numbered) End-of-Chapter Problems practice problems that closely match the graded problems you will do so you can test your skills without any penalty to your grade.
  - b. Answers to the odd-numbered End-of-Chapter Problems in the "Problem Sets" are provided at the end of the text in (Appendix C). Problems in each chapter's **"Problem Set"** that are **not** listed as "End-of-Chapter" are supplemental problems that you can use for more practice or ignore. As explained in the [Cengage Instructor Tour for Students](#), the **Chapter Review, Supplemental Problems, and Mastery Training** items in the "Learn It" folder are simply additional opportunities for practice before attacking the graded problems.
5. **Graded "End-of-Chapter Problems"** are found in the **"Apply It"** folder in each chapter on the Cengage MindTap website. These (even-numbered) End-of-Chapter Problems count towards your grade. The graded questions will be scored after they are submitted. **You will be able to view your fully graded assignments after their respective due dates.**
6. Email me ([hemcmillin@lsc.edu](mailto:hemcmillin@lsc.edu)). I am always happy to provide you specific instructions and feedback if something is hanging you up.

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

<b>Course Schedule</b>	
8/29	<b>Chapter 1 – Introduction and Statistics</b> end of chapter <b>assignment due</b>
9/1	<i>The <b>three (3)</b> items below will close <b>Thursday, September 1<sup>st</sup> at noon</b>, so be sure to get them done before then. Students completing all of the entry tasks <b>before Thursday, August 25<sup>th</sup> at noon</b> will have their attendance posted in the first week of class for financial aid purposes.</i>

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<b>Course Schedule</b>	
	<p><b>In order to be considered “attending” class you must complete the following tasks:</b></p> <ol style="list-style-type: none"> <li>1. Post your introductory post in the "Discussion" link on <a href="#">Canvas</a>. Some ideas of things to include - your year in college, major, which campus you are closest to, future goals, jobs, or anything else you are comfortable sharing.</li> <li>2. Take the <b>Syllabus Knowledge Quiz</b> in the "Quizzes" link in <a href="#">Canvas</a> for 7 extra credit points. You must take it as many times as you need to, to get 100%. It is all or nothing. Any score less than 100% will earn a "0".</li> <li>3. Go to "<a href="#">Rounding Numbers</a> - Practice Quiz" in <a href="#">Canvas</a> and complete one of the 6-point quizzes on rounding. <b>Be sure to include commas (,) in answers that require them (thousands, on up)</b> or it will be marked as incorrect. This is a skill you will need to have mastered before taking this class.</li> </ol> <p>Take it as many times as you need to, to get 100%. Once you have achieved 100% on one of the quizzes, <b>upload a screenshot into the <a href="#">Canvas</a> assignments to earn 6 extra credit points.</b></p> <p style="text-align: center;"><b>These entry tasks are your only opportunities for extra credit this semester.</b></p>
<b>SECTION I: Introduction and Descriptive Statistics</b>	
9/5	<b>Chapter 2 – Frequency Distributions</b> end of chapter assignment due (Yes, even though it is a holiday☺).
9/12	<b>Chapter 3 – Central Tendency</b> end of chapter assignment due
9/19	<b>Chapter 4 – Variability</b> end of chapter assignment due <b>Take EXAM 1 in Canvas (Tuesday 9/20 – Monday 9/26)</b> for Chapters 1 through 4. <b>All exams require a proctor.</b>
	<p><b><u>Choose the best proctor option for your circumstance:</u></b></p> <ol style="list-style-type: none"> <li>a. <b>Lewiston Students:</b> (“LC State Local Students: Requesting an Appointment”)</li> <li>b. <b>Coeur d’Alene students</b> contact the <a href="#">NIC Testing Center</a></li> <li>c. <b>Other pre-approved Outreach Centers</b> (i.e., Sandpoint)</li> <li>d. <b>Non-preapproved proctors:</b> (“Proctor Request”)</li> </ol>
<b>SECTION II: Foundations of Inferential Statistics</b>	
9/26	<b>Chapter 5 – z-Scores: Location of Scores and Standardized Distributions</b> end of chapter assignment due
10/3	<b>Chapter 6 – Probability</b> end of chapter assignment due

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<b>Course Schedule</b>	
10/10	<b>Chapter 7</b> – <i>Probability and Samples: The Distribution of Sample Means</i> end of chapter assignment due
10/17	<b>Chapter 8</b> – <i>Introduction to Hypothesis Testing</i> end of chapter assignment due. <b>Take EXAM 2 in Canvas (Tuesday 10/18 – Monday 10/24) for Chapters 5 through 8. All exams require a proctor.</b>
	<p><u>Choose the best proctor option for your circumstance:</u></p> <ul style="list-style-type: none"> <li>a. Lewiston Students: (“LC State Local Students: Requesting an Appointment”)</li> <li>b. Coeur d’Alene students contact the <a href="#">NIC Testing Center</a></li> <li>c. Other pre-approved Outreach Centers (i.e., Sandpoint)</li> <li>d. Non-preapproved proctors: (“Proctor Request”)</li> </ul>
<b>SECTION III: Using <i>t</i> Statistics for Inferences about Population Means and Mean Differences</b>	
10/24	<b>Chapter 9</b> – <i>Introduction to <i>t</i> Statistic</i> end of chapter assignment due
10/31	<b>Chapter 10</b> – <i>The <i>t</i> Test for Two <b>Independent</b> Samples</i> end of chapter assignment due
11/7	<b>Chapter 11</b> – <i>The <i>t</i> Test for Two <b>Related</b> Samples</i> end of chapter assignment due. <b>Take EXAM 3 in Canvas (Tuesday 11/8 – Monday 11/14) for Chapters 9 through 11. All exams require a proctor.</b>
	<p><u>Choose the best proctor option for your circumstance:</u></p> <ul style="list-style-type: none"> <li>a. Lewiston Students: (“LC State Local Students: Requesting an Appointment”)</li> <li>b. Coeur d’Alene students contact the <a href="#">NIC Testing Center</a></li> <li>c. Other pre-approved Outreach Centers (i.e., Sandpoint)</li> <li>d. Non-preapproved proctors: (“Proctor Request”)</li> </ul>
<b>SECTION IV, Part I: Analysis of Variance: Tests for Differences Among Two or More Populations Means</b>	
11/14	<b>Chapter 12</b> – <i>Introduction to Analysis of Variance</i> end of chapter assignment due
<i>(Skip Ch. 13) - (Advance Registration for Spring, November 8 - 11)</i>	

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<b>Course Schedule</b>	
<b>SECTION IV, Part II: Correlations and Nonparametric Tests</b>	
11/21	<b>Thanksgiving break – no assignments due</b> 😊
11/28	<b>Chapter 14 – Correlation and Regression</b> end of chapter assignment due
12/5	<b>Chapter 15 – The Chi-Square Statistic: Tests for Goodness of Fit and Independence</b> end of chapter assignment due <b>Take EXAM 4 in Canvas (Tuesday 12/6 – Monday 12/12) for Chapters 12, 14 &amp; 15. All exams require a proctor.</b>
	<b>Choose the best proctor option for your circumstance:</b> <ul style="list-style-type: none"> <li>a. <b>Lewiston Students:</b> (“LC State Local Students: Requesting an Appointment”)</li> <li>b. <b>Coeur d’Alene students</b> contact the <a href="#">NIC Testing Center</a></li> <li>c. <b>Other pre-approved Outreach Centers</b> (i.e., Sandpoint)</li> <li>d. <b>Non-preapproved proctors:</b> (“Proctor Request”)</li> </ul>
12/12	Final Exams week. No final exam in this class – you’re done!

**EXAMS** – 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 on Canvas with a proctor during the 7-day window outlined in the syllabus.**

**Exams will be taken on Canvas.** See the Modules in Canvas for the schedule and requirements for exams. **All exams require a proctor. All Testing Centers require an appointment for proctored exams, usually a week in advance.**

If you need to set up a proctored exam in a **non-pre-approved** site (other than the Outreach Centers on the Testing Center’s list), you will need to **secure an off-site proctor**. To do this, you must fill out and submit a **Proctor Request Form** to the LC Testing Center. Be sure to review the “**Proctor Qualifications**” page before submitting your request. **Please note:** A new form must be submitted for each exam to be proctored. *Again, you only need to submit a Proctor Request Form if you are not taking your exams at the LC Testing Center or Outreach Centers (i.e., NIC or Sandpoint).* **You need to remit a proctor request form at least ONE WEEK PRIOR to the 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](mailto:testing@lcsc.edu), 208-792-2100 or 1-800-879-0453.

Exams will be timed (2-hour maximum). The best way to prepare for the exams is to review your graded assignments. *Therefore, it is important that you write down your calculations for each problem in your weekly assignments, to help you remember how you arrived at your answers.* **You will be allowed to bring in:**



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- a. A simple stand-alone calculator<sup>2</sup> (not a calculator on your cell phone or other networking devices), and
- b. ONE 1-sided page (8½" x 11") of typewritten notes of **definitions (NOT formulas nor their descriptors)**  
**\*Formulas and scratch paper needed for the exam and will be provided to you by the proctor or instructor.**

As previously stated, **no formulas, nor their descriptors can be on your notes page**. Formulas are provided to you in each exam instruction. The instructions with formulas can be found in each module in Canvas. If you find yourself using terms like "then" (indicating which steps to take next), or "the sum", "divide", "add", "multiply", "subtract", etc.), DELETE them from your exam notes page. **You will lose a substantial number of points for including formulas, or steps to solving the formulas in your exam notes.** *Practicing the formula steps during weekly assignments is your best preparation for the exams.*

Carefully review the **EXAM NOTE PAGE REQUIREMENTS** towards the end of this syllabus and on the Quizzes link in Canvas. *Examples of "good" and "bad" note pages can also be found there.*

**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.

**How to View Feedback on Your Graded Exams.** After all of the exams are graded, you will be able to view your exam grades and feedback in the "Grades" link on [Canvas](#). Please review **all** the feedback (including comments on individual questions in the body of the exam) **before** emailing me any questions you have.

I will not be responding to questions based solely on your review of the summary comments posted with your grade. I provide in-depth feedback on individual questions in the exam, so it is important to review that feedback.

**GRADING** - Your grades are based on the common grading scale:

**LC State Grading Scale**

Letter	Percentage	Letter	Percentage
<b>A</b>	<b>93 - 100</b>	<b>A-</b>	<b>90 - 92.99</b>
<b>B+</b>	<b>87 - 89.99</b>	<b>B</b>	<b>83 - 86.99</b>
<b>B-</b>	<b>80 - 82.99</b>	<b>C+</b>	<b>77 - 79.99</b>
<b>C</b>	<b>73 - 76.99</b>	<b>C-</b>	<b>70 - 72.99</b>
<b>D+</b>	<b>67 - 69.99</b>	<b>D</b>	<b>60 - 66.99</b>
<b>F</b>	<b>Below 60</b>		

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<sup>2</sup> \*A "standard" (simple) calculator includes the four basic arithmetic functions (addition, subtraction, multiplication, division), and maybe buttons for things like memory (M+, MC), percentages (%) and square roots ( $\sqrt{\quad}$ ). **This is the only type of calculator allowed during the exams.**

A "scientific" calculator includes everything found on a standard calculator, along with a number of special mathematical functions. Not all scientific calculators have the same exact features, but they do all include the trigonometry functions (SIN, COS, TAN), and exponential functions ( $x^y$ , log, etc.). **This type of calculator CANNOT be used during the exams.**  
<https://answers.yahoo.com/question/index?qid=20090818154025AAfZ1Q6>.

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Because this is an upper division course, mid-term grades will **not** be posted. However, the **Canvas “Grades” link** will help you track your grade in the class throughout the semester.

To calculate your grade at any point in the semester:

1. Add all of your graded scores (**points you earned**) together
2. Add all of the **possible points** for each assignment together
3. Divide your total points earned (#1 above), by the total points possible (#2 above).

**Communicating with the Instructor:** The best way to get ahold of me is through email ([hemcmillin@lcsc.edu](mailto:hemcmillin@lcsc.edu)). I can generally respond to student emails within a 24-hour period (48 hours during weekends). 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.

### **Student Decorum**

The best learning occurs in an environment of respect. Please remember that this is 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 e-mails, 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, you can [contact an LC Counselor](http://www.lcsc.edu/student-counseling/meet-our-staff/) (full address: <http://www.lcsc.edu/student-counseling/meet-our-staff/>).

**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 (full address: <http://www.lcsc.edu/student-affairs/student-code-of-conduct/prohibited-conduct/>):

*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.



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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. **My expectation is that you do not share your answers with others as this does not help the learn. 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 with 2 hours of homework/study). Therefore, 3 credit hours corresponds to approximately 6 hours of student work per week (From LC Policy #2.127).

**LC 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"

LC [IT Issues](#) (WarriorWeb, LCSC email account) email [helpdesk@lcsc.edu](mailto:helpdesk@lcsc.edu) or call **1-888-527-2445**.

For issues with Canvas you can start a [live chat with Canvas Support](#) at call them on the Canvas Support Hotline at **1-866-691-2781**.

**Technical support for the Cengage MindTap program can be found at <http://www.CengageMindTap.com/support/>.**

### **MindTap Tips & Training Tools**

[Learn more about navigating your MindTap course:](https://help.cengage.com/mindtap/mt-student/introduction.html) (<https://help.cengage.com/mindtap/mt-student/introduction.html>)

### **Technical Support & Troubleshooting**

Our US-based support team delivers answers and advice via 24/7 [online chat](#), [Twitter](#), live phone support (1-800-354-9706) and through [support.cengage.com](http://support.cengage.com), which includes helpful articles, and tutorials.

If you are having trouble loading *MindTap*, run the [MindTap browser check](#) (<https://ng.cengage.com/static/browsercheck/index.html>) to make sure your browser is compatible or refer to the [MindTap System Requirements](https://help.cengage.com/mindtap/MindTap-System-Requirements.pdf) (<https://help.cengage.com/mindtap/MindTap-System-Requirements.pdf>).

If *MindTap* isn't loading, be sure to visit [Techcheck](https://techcheck.cengage.com) (<https://techcheck.cengage.com>) to see if there is an outage.

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**Accessibility Services**

In compliance with the Americans with Disabilities Act of 1990 and Section 504/508 of the Rehabilitation Act of 1973, Lewis-Clark State College provides services and accommodations to students who experience barriers in the educational setting due to learning, emotional/psychiatric, physical, visual, or hearing disabilities. For more information, please contact [Accessibility Services](#). Their email is [accessibilityservices@lcsc.edu](mailto:accessibilityservices@lcsc.edu), **phone: 208-792-2677**. Please also let your instructor know of any special needs you may have to achieve a successful learning environment.

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**EXAM NOTE PAGE REQUIREMENTS**

1. Each student may bring ONE, 1-sided page of typewritten notes into the exam.
2. The ONE (1) page (8 1/2" x 11") of notes, must be in 12-font (or larger), and have 1-inch margins on all sides of the text. The notes page can be single-spaced.
3. Your notes page must be in **list format** (NOT paragraph format – see “good” and “bad” examples of note pages posted on the Quizzes link in Canvas), with spaces between each word and punctuation (NoTypingLikeThis).
4. **One term per line**, not multiple terms on one line to try and fit more on the page. Be thoughtful and selective about what goes in your notes page. Note pages may NOT have any handwritten notes on them. (See the attached “Good” and “Bad” examples of notes pages).
5. **Note pages CANNOT contain any statistical or mathematical formulas, their descriptors, nor steps to completing the formulas.** If you find yourself using terms like “then” (indicating which steps to take next), or “the sum”, “divide”, “add”, “multiply”, “subtract”, etc.) - **DELETE them from your notes page.** You are expected to be able to use the Statistical Formulas provided with each exam to solve the exam problems. You will lose substantial points for including formulas, or steps to solving the formulas in your notes.
6. The purpose of your notes page should be to remind you of key terminology to aid you in answering your exam questions. Statistical Terms and their definitions are the only content allowed on your notes page. It should in no way substitute for your knowing the material. **Hint:** Just copying the definitions from the text often does not help your test-stressed brain during the exam. Try to put definitions in your own words so you understand what the term means. Some students have found it helpful to copy and paste the relevant “**Statistical Symbols**” from the link provided in Canvas into their notes page.
7. 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, so try to arrive early to accommodate this.
8. **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 BY THE PROCTOR, AND A “0” GRADE ON YOUR EXAM. I am happy to review your notes page if you email it to me a few days prior to you taking the exam.**

When turning in your notes page and scratch paper to the proctor at the end of the exam, be sure to remind them **NOT to shred any of your paperwork.**

All of your papers are to be scanned and emailed to the LCSC Testing Center. The Testing Center will forward your notes page, along with your scratch paper and completed exam to me for review.

**REMINDER: Allowed exam materials are:**

- a. The **exam instructions with statistical formulas** provided to you
- b. **BLANK sheets of scratch paper** provided to you
- c. Your **exam notes page**
- d. A **4-function calculator** (NOT a scientific calculator, and NOT your phone). A calculator is also embedded in the exam on Canvas for your use.

**PSYC/ECON/SS 300-60 & 61 – Statistical Methods  
Lewis-Clark State College  
Fall 2022**

**How to access your MindTap course:**

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**Course:** Statistical Methods Fall 2022

**Instructor:** Heidee McMillin

**Start Date:** 08/22/2022

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important.

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2. **Bookstore:** You may be able to purchase access to MindTap at your bookstore. Check with the bookstore to find out what they offer for your course.
3. **Free Trial (ends 9/4/20):** If you are unable to pay at the start of the semester *you may choose to access MindTap until 11:59 PM on 09/04/2022 during your free trial.*

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