

STAT 30100 – Elementary Statistical Methods

TRADITIONAL SECTION

Instructor: Jiwon Jung

Office: MATH 507

Office Hours: Tuesday 2:30 pm – 3:30 pm

Email: jung320@purdue.edu

Course Coordinator: Christina Munson MPH, PhD

Office: Mathematical Sciences Building 210

Online Office Hours/Live Work Sessions: (Note: Private online meetings available by appointment)

Email: munsonc@purdue.edu

Course Description

Introduction to statistical methods with applications to diverse fields. Emphasis on understanding and interpreting standard techniques. Data analysis for one and several variables, design of samples and experiments, basic probability, sampling distributions, confidence intervals and significance tests for means and proportions, correlation and regression. Software is used throughout. For statistics majors and minors, credit should be allowed in no more than one of STAT 30100, 30301, 35000, 35500, 50100, and in no more than one of STAT 50300 and STAT 51100.

Course Learning Outcomes

By the end of this course students will be prepared to:

- Explain the relevance of a well-planned research study
- Extract the information contained in a data set
- Evaluate the results of a statistical analysis

Technical Requirements

The following information has been provided to assist you in preparing to use technology successfully.

- Internet access/connection: high speed recommended
- Headset/Microphone (required for synchronous sessions)
- Access to SPSS program (see note later in syllabus)
- Registration with Perdisco online homework and tutoring company (fee of ~\$40.00).
- A scientific calculator (graphing calculator is not necessary).
- For online exams (check course schedule to confirm if there are any online exams the current semester) – Online proctoring requires students to have:
 - Windows: 10, 8, 7. / Mac: OS X 10.12 or higher./ iOS: 10.0+ (iPad only – must have a compatible LMS integration).
 - Web camera (internal or external) & microphone
 - A broadband internet connection

Learning Resources and Texts

Required Textbook

Introduction to the Practice of Statistics by Moore, McCabe and Craig (Freeman). No need to purchase online access from publisher (just the book, none of the extras).

Optional Resources

- Your own personal copy of SPSS
- Sorenson's "SPSS Manual for Introduction to the Practice of Statistics," 5th ed., published by W. H. Freeman. Notice that a SPSS manual specifically covering tests done in this course is posted in Brightspace.
- Study Guide/Solutions Manual for Introduction to the Practice of Statistics, 9th ed. By Darryl K. Nester, published by W. H. Freeman

SECTION CHANGES

In the **first week of classes**, all section changes and adds should be done through the Banner system on your own. *Adds will not be allowed after the first week of classes. Section changes will not be allowed after the second week of classes.* The only section changes and adds which could potentially be accommodated after this time are for extreme extenuating justified circumstances (such as the registrar dropping all of your classes due to delayed financial aid disbursement), and you should then contact the course coordinator by e-mail (munsonc@purdue.edu). If you change sections, Brightspace will drop all your grades. It is YOUR responsibility to print off your grades from your old Brightspace site and give them to your new lecturer within a week of the section change. No student will be allowed into a section that is already full, and this includes the online section.

HELP

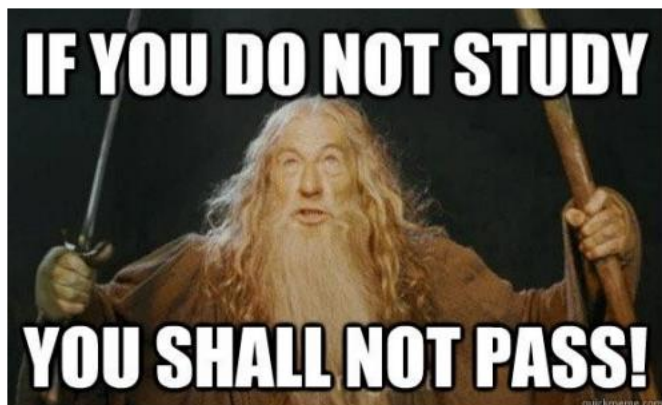
Lecturers' office hours and Help room (Math 211) + Review sessions before exams. Full schedule posted in Brightspace. Instructors in the STAT 301 team are committed to respond to your emails (an identifiable subject needed) within 24 hours during the work week (M-F 8am – 5pm) and by the end of the next working day if you send an email over the weekend or during a Purdue holiday. Your first contact is your instructor (for technical issues you will need to contact different teams – see Brightspace for details). If an email is to be sent to the course coordinator stat301coordinator@stat.purdue.edu it needs to have "STAT 301 student" in the subject.

GRADES

Course grades are determined according to the following components, which are weighted as shown.

Homework	12%
Labs	25%
Peer Review Written Assignment (3%,7%)	10%
Course Participation (Instructor Discretion)	5%
<u>Exams(15,15,20)</u>	<u>50%</u>
Total	102%

Your grade will be calculated strictly from your official scores on Brightspace.



Percentage	Letter Grade
100–97 = A+	4.0 = A
96–94 = A	3.7 = A-
93–90 = A-	3.3 = B+
89–87 = B+	3.0 = B
86–84 = B	2.7 = B-
83–80 = B-	2.3 = C+
79–77 = C+	2.0 = C
76–74 = C	1.7 = C-
73–70 = C-	1.3 = D+
69–67 = D+	1.0 = D
66–64 = D	0.7 = D-
63–60 = D-	0.0 = F
59% or below = F	

We reserve the right to change the grading scheme and course layout should unusual circumstances demand it.

GRADES ON BRIGHTSPACE

It is your responsibility to make sure the grades recorded on Brightspace 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 Brightspace (other than the final exam) should be finalized by the end of Dead Week. Any mistakes or omissions in Brightspace need to be shown to your lecturer before then. It is YOUR responsibility to keep up with your grades on Brightspace throughout the semester.

SPSS

Lab activities and some homework assignments utilize the statistical package SPSS. You will need to have access to this program to complete labs and some homework assignments. **Attempt to get access to SPSS immediately. Failure to be ready and have access to SPSS does not excuse you from deadlines.**

There are four ways to access SPSS:

1. Computer Labs: SPSS is installed in every ITaP computer lab on campus.
2. Remote access: Accessing SPSS remotely first requires the installation of the VPN client used by Purdue. Files and instructions are found at <https://www.itap.purdue.edu/connections/vpn/>. Once connected to the VPN, log into the GoRemote website at <https://goremote.itap.purdue.edu/> and use the "light version" option. Video and pdf instructions are posted in the Lab module of Brightspace.
3. Personal install: SPSS can be installed on a personally owned computer via Community Hub at: <https://communityhub.purdue.edu/storefront/>.
4. Personal Copy: While NOT REQUIRED, you can download a student copy of the software. This will need to be done online through ITaP. The student version of SPSS is free.

Contact itap@purdue.edu for problems using SPSS on Software Remote, or issues with downloading and installing the software on personally owned computers.

HOMEWORK 12% of final grade

Homework assignments are completed online through the Perdisco homework system and are due by 11:50pm Eastern Time (ET) on the dates listed in the course schedule. You must register with Perdisco (there is a registration fee) to complete the homework.

- **Late homework is not accepted.** You are responsible for starting and submitting homework assignments by the deadline. Homework is not excused for computer related issues.
- Homework extensions are rare and might only be considered if requested in a timely manner before the deadline. Last minute issues are not, in general, grounds for any consideration.
- Your lowest **homework score is dropped** from your final grade calculation. The Brightspace gradebook removes your lowest score when calculating your current grade.
- Be sure to complete the **Graded Homework Questions**, as only these count toward your grade. The Practice Questions are available only for additional assistance.

Why do we use Perdisco?

Mastering course concepts to use them after leaving this course requires PRACTICE. You need to analyze data sets and see stories that aren't exactly like those discussed in class. You need the chance to think through some problems independently. Perdisco lets us custom-select and edit the homework problems that you see, so each problem has been approved by us. Perdisco additionally provides you feedback after each assignment that has been edited by us as well.

How to register

- Go to www.perdisco.com/students/. Click on NEW USERS: Register. Type in "Purdue University". Click on "Purdue University" (towards the bottom of the list). Type in your e-mail address. You will then receive an e-mail from Perdisco describing how to set up your account.
- Please use your Purdue username as your login so we can easily match up your HW grades to Brightspace. You can choose any password you wish. If you are not able to use your Purdue user ID, use a modified user ID (such as first name last name) and report this to your lecturer so that the HW scores can be posted correctly. If you have used Perdisco before, just log in with your Perdisco username and password that you previously created.

Best way to complete homework

- Open the graded homework assignment.
- Print the assignment to work on it offline and **Bookmark** the questions before closing the page.
 - Bookmarking saves your questions so they don't change when you log-in later.
- Complete the assignment and get assistance during virtual office hours if needed.
- Log back into Perdisco, open the assignment, and input your final answers.
- When satisfied, Save and Submit the assignment. • Review and print the feedback.
 - Feedback **cannot** be accessed after closing the assignment. You must print it immediately if you wish to use it while preparing for exams.
- You have 2 attempts on each homework assignment, and your higher score counts. Problems in the two attempts will not be identical.

Help with technical difficulties: Contact Perdisco's support (support@perdisco.com)

LABS. 25% of final grade

Labs will be available on Brightspace to be downloaded from the Lab module by 6am on the Thursday of each week. They must be completed and submitted online through Brightspace by Friday at 11:50 pm ET. Any lab

submitted after the deadline but within 24 hours will have a **30% deduction**. No labs will be accepted after Saturday at 11:50 PM ET.

Why do we want you to do labs this way?

In video lectures, interpretation of SPSS statistical output is demonstrated. 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. 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**.
- You should have access to your notes or textbook while working on the labs. The TA will be available by email to answer questions for you. The Stat help room is also available if you have questions.
- Some labs will require for you to attach SPSS outputs to show full completion of the lab. Please attach SPSS outputs to the lab file that you will submit via Brightspace (under the "Lab" module) by 11:50 pm ET on the evening of the scheduled lab. *Two points will be deducted for each SPSS requested output that is not included in the submitted lab document.*
- **There are no make-up labs.** You are responsible for making necessary arrangements to submit work on time even if you have a valid documentable reason conflicting with the due date. For example, if you are on an athletic team or have a job interview.
- Each lab is scored out of 20 points, and **one lab score will be dropped**. If you miss the lab due to illness or another excused absence, this is the lab that will be dropped for you. For each of the labs, you are allowed to use an 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.
- You are responsible for starting and submitting labs by the deadline. Lab is not excused for computer related issues.

NOTE REGARDING HW/LAB

If you miss a HW/lab, it is your responsibility to make sure you understand the concepts and the results that were covered. Graded labs/HWs should be retained for study and possible uses in other assignments.

PEER REVIEWED WRITTEN ASSIGNMENTS (PRWA). 10% of final grade

Why do we want you to use peer reviewed written assignments?

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. The peer reviewed written assignment 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 two peer reviewed written assignments over the semester.
- The peer reviewed written assignments will be done online using a software package.
- Two parts to each peer reviewed written assignment (each with its own deadline – detailed in course schedule).
 1. Text writing
 2. Reviews and self-review

- Peer reviewed written assignment questions might refer not only to the paper that you will read but also to results obtained in Labs.
- Please check the schedule carefully. Each peer reviewed written assignment has 3 deadlines: the first is for the written report you submit; the second is for the reviews and self-review part of the assignment; and the third deadline is for making sure that the grade you received is correct. See Brightspace for further instructions. The peer reviewed written assignment software has you submit a written report, and then evaluate the work of your peers as well as your own writing. When you leave STAT 301, the skills you use in these assignments will be extremely valuable in your future coursework and career.
- **NO PEER REVIEWED WRITTEN ASSIGNMENT GRADES WILL BE DROPPED. ALL PEER REVIEWED WRITTEN ASSIGNMENTS COUNT.**
- Start your peer reviewed written assignments well before the deadlines. Technical difficulties will not excuse you from an assignment.
- **Peer reviewed written assignment scores are based on three things:**
 1. 60% - quality of your text writing as determined by other students who peer review your essay.
 2. 30% - whether your review of other students' essays is consistent with the other reviewers of the papers.
 3. 10% - whether your evaluation of your own essay is close to the overall text score your reviewers assign to your essay.
- **You will receive a ZERO in the peer reviewed written assignment if you DO NOT SUBMIT THE FIRST PART BY THE DEADLINE. You will not be able to join the assignment once the first part closes.**
- **It is impossible to do the assignment late and receive full credit, no matter how important your emergency is.**
- **All work on the peer reviewed written 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.
- **Technical difficulties with the online software**, contact tlt@purdue.edu

NOTE REGARDING MATERIALS POSTED ON COURSE SITE/DISTRIBUTED BY INSTRUCTORS

Notes (Including copies of lecture slides, videos, summaries, etc.) are “considered to be ‘derivative works’ of the instructor's presentations and materials, and they are thus subject to the instructor's copyright in such presentations and materials.” As such, they cannot be sold or bartered without instructor’s express written permission.

COURSE PARTICIPATION5% of final grade

Please ask your instructor how they will track course participation.

EXAMS.50% of final grade

There are two exams during the semester and one final exam (a portion of it is cumulative) at the end of the semester. Dates for Exam 1 and 2 are listed in the schedule, while the Final Exam date will be posted in Brightspace once announced by the registrar. Make no plans that could conflict with the Final Exam date (see schedule).

- Anyone caught cheating on an exam will be awarded an F grade in the course.

Exam details:

- All exams are closed book/closed notes exams.

- Exam duration
 - Exam 1 and Exam 2 are both one hour in duration.
 - Final Exam is one and a half or two hours in duration
- Exam location – It will be announced in Brightspace whether exams will be given in person or online.
 - In Person: All STAT 301 students take the exam together in the evening at the time, date, and location listed in the course schedule or communicated by your instructor. Exams start promptly and last exactly their duration.
 - Students are expected to arrive early to find a seat in the exam room and receive a copy exam before the start time.
 - Anyone arriving 15 minutes or more late will not be permitted to take the exam at that time and the make-up exam score will be penalized.
 - Online: A link to each exam becomes available in the Exam module of Brightspace at 6:00 am Eastern Time (this might change depending on University rules) on the date listed in the schedule. Each exam must be completed within 24 hours of opening.
 - Exams are taken online in Brightspace.
 - Access each exam using a link in the Exam module on the exam date (see schedule).
 - Exam must be completed in a single uninterrupted session within 24 hours of becoming available.
 - Exams must be submitted by the end of the exam’s duration or it will be scored as zero.
 - All exams must be proctored by Respondus Monitor (see below).
- Exam materials
 - Students must have an official form of photo identification to take the exam.
 - In Person exams: Present your ID and sign out when submitting your exam. Failure to sign out will result in a score of 0 on the exam.
 - SPSS is not needed during exams but you should be able to interpret SPSS output.
 - The standard normal and t-tables are provided with the exam.
 - Students are permitted the following additional materials for each exam.
 - Pencil and non-internet accessible calculator
 - SINGLE one-page reference sheet
 - Criteria for a valid reference sheet
 - At most 8 1/2" x 11" in size
 - Both sides may include material
 - Handwritten in the student’s handwriting. Photocopying or sharing of reference sheets is not allowed.
 - In person exams: Students with a reference sheet that fails to meet these criteria will have it confiscated and be unable to have a reference sheet during the exam.
 - In person exams: Submit the reference sheet with your exam for 1 point of credit.
 - Online exams: Students with a reference sheet that fails to meet these criteria may have their exam invalidated, resulting in a zero.
 - Online exams: SINGLE blank sheet for scratch work
 - At most 8 1/2" x 11" in size

Preparing for exams

Review packets that include exam style questions and answers are available for each exam in the Exams module of Brightspace.

Exam Feedback

Online exams: Feedback for Exam 1 and 2 becomes available within Brightspace at most two weeks from the exam date. Feedback for the Final Exam will not by default be available. Please speak with your instructor to if you wish to review your performance.

- Accessing Feedback: Log into Brightspace and select Quizzes from the Course Tools menu. Use the drop-down menu for the desired exam to review your exam and feedback.

Respondus Monitor

Respondus monitor is implemented in the online learning environment of this course to help ensure exam integrity. Students are monitored by webcam during an exam, and videos are reviewed.

- Technical Requirements
 - **Windows**: 10, 8, 7. / Mac: OS X 10.12 or higher./ iOS: 10.0+ (iPad only - must have a compatible LMS integration).
 - **Web camera** (internal or external) & **microphone**
 - A **broadband internet** connection.
- Download and install Lock Down Browser <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/respondus-browser.aspx>
- Respondus Trial Exam
 - A trial exam will be taken to familiarize students with Respondus Monitor system
 - The trial exam will not evaluate students on course material.

Make-up Exams

Students may request to re-scheduling an exam due to a valid reason.

- Requests are considered under two conditions.
 - The request is made at least one week in advance of the exam date.
 - Your instructor receives a “Make-up Exam Form” and all justifying documentation.
 - Make-up Exam Form is located the “Forms” module in Brightspace
- Examples of valid reasons to request a make-up exam date.
 - University documented absence, class/exam conflicts.
 - Circumstances that include illness, death in the family, etc.
- Report personal issues to your instructor and to the Office of the Dean of Students (<http://www.purdue.edu/odos/>) promptly and beforehand when possible. o Approving a request may require documentation from the Office of the Dean of Students.
- **NO** make-up exam is given prior to the regularly scheduled exam time, including the final exam.
 - Online exams: Your instructor will coordinate with you on a day for the make-up exam, which can be no more than 6 days after the regular exam.
 - Make-up exams cannot be taken **SIX** days after the date of the regularly scheduled

SPECIAL NEEDS

Purdue University strives to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let me know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: drc@purdue.edu or by phone: 765-494-1247.

- 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 and provide the corresponding documentation during the first week of classes.

- If you have a letter from ODOS stating that you may have extra time on the exams or use the DRC testing center, you will need to contact the DRC at least a week prior to the regular exam date in order to schedule a time for your exam.
- **NO** exams will be given prior to the regularly scheduled exam time, including the final exam. The last day to take an exam is SIX days after the date of the regularly scheduled exam.

NONDISCRIMINATION

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, genetic information, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran. Any student who believes they have been discriminated against may visit www.purdue.edu/report-hate to submit a complaint to the Office of Institutional Equity. Information may be reported anonymously.

OTHER RESOURCES OFFERED BY PURDUE

If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try WellTrack, <https://purdue.welltrack.com/>. Sign in and find information and tools at your fingertips, available to you at any time.

If you need support and information about options and resources, please see the Office of the Dean of Students, <http://www.purdue.edu/odos>, for drop-in hours (M-F, 8 am- 5 pm).

If you're struggling and need mental health services: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or by going to the CAPS office of the second floor of the Purdue University Student Health Center (PUSH) during business hours.

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: Brightspace announcements 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. **See also the "Emergency Preparedness Syllabus Attachment" at the end of the syllabus information.**

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 may be possible to temporarily switch to the online section if necessary due to health-related issues. In the case where short-term illness requires a student to miss a lab or HW assignment, this will count as the student's dropped assignment for the semester. Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at (765)494-6995 and <http://www.purdue.edu/caps/> during and after hours, on weekends and holidays, or through its counselors physically located in the Purdue University Student Health Center (PUSH) during business hours.

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 our department's Undergraduate Studies Chair (check Department of Statistics website). 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.

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, peer reviewed written assignments, labs, exams, and even group work in class.**

From the "Academic Integrity: A Guide for Students":

"Students who cheat gain an unfair advantage over honest students. Although reporting suspected or observed cheating may seem difficult, failure to do so hurts you as well as Purdue. Observations or knowledge of academic dishonesty should be reported immediately to course instructors. Even if your observations are reported anonymously, such information may encourage instructors to do further investigation, detect patterns of cheating or impose effective preventive measures."

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breeches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information that is submitted provides the greatest opportunity for the university to investigate the concern.

Our discretion to report academic dishonesty to the Office of Student Rights and Responsibilities.

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.
- Ask a tutor or TA 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 peer reviewed written assignment 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 TA work though all (or some) of your HW problems for you.
- Sharing SPSS work, printing off two copies of the output, or two people using the same computer to do SPSS. (Exception: If the lab T.A. expressly asks you to share a computer in lab due to computer problems in the lab, then two people may share the same computer.)
- Not keeping your exam covered.
- Writing the peer reviewed written assignment text with another student. Making major changes to your written text after reading another student's text.

Always remember Purdue Honors Pledge

"As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue."

Assignments

The due dates for the assignments posted on the course website are in Eastern Standard Time (the local time zone of West Lafayette, Indiana).

Assignments	Percentage of Final Grade
Homework (HW)	12%

Labs	25%
Peer-Reviewed Written Assignments (PRWA) Graph – 3%, Article – 7%	10%
Course Participation	5%
Exams (Midterm 1 15%, Midterm 2 15%, Final 20%)	50%
Total	102

Assignment Deadlines

Plan ahead rather than waiting until the last minute to submit an assignment, so that you will make the deadline even if computer difficulties arise.

Netiquette

Working as a community of learners, we can build a polite and respectful course ambience. You are encouraged to comment, question, or critique ideas. However, be mindful that sarcasm and humor can be easily misconstrued in online interactions. Please read the Netiquette guidelines for this course found in the **Start Here** area of the course site.

Course Evaluation

During the last two weeks of the course, you will be provided with an opportunity to evaluate this course and your instructor. Purdue now uses an online course evaluation system. You will receive an official email from evaluation administrators with a link to the online evaluation site. You will have up to two weeks to complete this evaluation. Your participation is an integral part of this course, and your feedback is vital to improving education at Purdue University. I strongly urge you to participate in the evaluation system.

ACADEMIC DISHONESTY

Purdue prohibits "dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty." [Part 5, Section III-B-2-a, University Regulations] Furthermore, the University Senate has stipulated that "the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest." [University Senate Document 72-18, December 15, 1972]

EMERGENCY STATEMENT

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 beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

DISABILITY STATEMENT

Students with disabilities must be registered with Disability Resource Center in the Office of the Dean of Students before classroom accommodations can be provided. If you are eligible for academic accommodations because you have a documented disability that will impact your work in this class, please schedule an appointment with me as soon as possible to discuss your needs.

ACADEMIC GUIDANCE IN THE EVENT A STUDENT IS QUARANTINED/ISOLATED

If you become quarantined or isolated at any point in time during the semester you will have access to an Academic Case Manager who can provide you academic support. Your Academic Case Manager can be reached at acmq@purdue.edu and will provide you with general guidelines/resources around communicating with your instructors, be available for academic support, and offer suggestions for how to be successful when learning remotely. Importantly, if you find yourself too sick to progress in the course, notify your academic case manager and notify me via email or Brightspace. We will make arrangements based on your particular situation. The Office of the Dean of Students (odos@purdue.edu) is also available to support you should this situation occur.



EMERGENCY PREPAREDNESS SYLLABUS ATTACHMENT

EMERGENCY NOTIFICATION PROCEDURES are based on a simple concept – if you hear a fire alarm inside, proceed outside. If you hear a siren outside, proceed inside.

- **Indoor Fire Alarms** mean to stop class or research and immediately **evacuate** the building.
 - Proceed to your Emergency Assembly Area away from building doors. Remain outside until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.
- **All Hazards Outdoor Emergency Warning Sirens** mean to immediately seek shelter (**Shelter in Place**) in a safe location within the closest building.
 - “Shelter in place” means seeking immediate shelter inside a building or University residence. This course of action may need to be taken during a tornado, a civil disturbance including a shooting or release of hazardous materials in the outside air. Once safely inside, find out more details about the emergency*. **Remain in place** until police, fire, or other emergency response personnel provide additional guidance or tell you it is safe to leave.

*In both cases, you should seek additional clarifying information by all means possible...Purdue Home page, email alert, TV, radio, etc...review the Purdue Emergency Warning Notification System multi-communication layers at http://www.purdue.edu/emergency_preparedness/warning_system.htm

EMERGENCY RESPONSE PROCEDURES

- Review the Emergency Procedures Guidelines
https://www.purdue.edu/emergency_preparedness/flipchart/index.html
- Review the **Building Emergency Plan** (available from the building deputy) for:
 - evacuation routes, exit points, and emergency assembly area
 - when and how to evacuate the building.

- shelter in place procedures and locations
- additional building specific procedures and requirements.

EMERGENCY PREPAREDNESS AWARENESS VIDEOS

- "Shots Fired on Campus: When Lightning Strikes," is a 20-minute active shooter awareness video that illustrates what to look for and how to prepare and react to this type of incident. See: <http://www.purdue.edu/securePurdue/news/2010/emergency-preparedness-shots-fired-on-campus-video.cfm> (Link is also located on the EP website)

MORE INFORMATION

Reference the Emergency Preparedness web site for additional information:

http://www.purdue.edu/emergency_preparedness/