

MGNT 3341/HUSV 3341: Applied Statistics, Spring, 2019

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Section S meets in IC 112
Tuesday, 6:00-8:00 pm
and 1 hour weekly online instruction

The Final Exam is on Monday, May 6, at 5:00pm!

Overview

MGNT 3341/ SOCI 3341 is introduction to managerial and administrative decision making utilizing statistical analysis. We will emphasize when and how quantitative analysis can assist in making a decision. Hence the course focuses not on computation, but on utilization and application and especially on communication. Simply stated, we will emphasize telling stories using quantitative datasets drawn from both business and nonprofit environments.

This class is cross listed between Management (MGNT 3341) and Human Services (HUSV 3341), meaning that the two classes are identical to one another. The class is open to students who have completed at least 45 college level hours including MATH 1001, 1111, 1113, or 1501. Math 2101 is not a prerequisite although having taken it may or may not be helpful in this class depending on the emphasis of the specific class you took. **Be aware that this is a junior level class and will not fulfill any requirements for the associate's degree at Gordon State College.**

Course Objectives

Here's what I'm aiming for students to get from this class:

1. **Students will gain an appreciation of the importance of statistical analysis for making decisions in both business and nonprofit environments.**
2. **Students will gain an understanding of utilization and interpretation of a basic repertory of statistical measures and tests as they relate to datasets found in business and nonprofit organizations.**
3. **Students will show improvement in their ability to communicate quantitative information in a clear, effective way.**
4. **Students will develop their perspectives as more thoughtful, critical consumers of quantitative information.**

Additionally, all my classes share the objective of helping you learn to conduct yourselves in a scholarly and professional manner. You'll find a summary of my expectations in "Dr. Burstein's Rules," which are considered to be a part of this syllabus.

This is an upper level Class. Following are my expectations of all students in all upper level classes:

- **I expect you to assimilate - to take in and understand - a body of information.**
- **I expect you to synthesize – to combine into a coherent whole – the information you have assimilated.**
- **I expect you to communicate – in writing, speaking, and conversing – your synthesis.**
- **I expect you to integrate – to bring other areas of your curriculum to the party – to create a disciplined, unified intellectual perspective beyond the scope of any one college class, informing your scholarship, your career, and your world view.**

Your success in my class depends largely on the extent to which you meet these expectations.

Communication

Your Gordon College email account and Remind.com, a mass texting service for which you'll sign up by the first day of class, are our "official" means of communication outside of class. Remind.com is the best and quickest way to communicate with me. My office phone, which is 678-359-5043, is the worst way to communicate with me. If there are any of you who don't use texting as a mode of communication, you can opt to receive Remind.com messages by email. Please note, however, that I am generally out of electronic communication from sundown Friday until sundown Saturday.

Office Hours and Getting Help

My office is in Russell 309. During the Spring, 2019, semester, I will maintain the following office hours:

Monday	1:15-3:15
Tuesday:	1:15-4:15
Wednesday	9:30-10:30; 1:15-3:15

Priority will be given to students who sign up for an appointment with me at <https://bit.ly/2wBWTYQ>. If, due to class or work conflicts, you are unable to meet with me during scheduled hours, then please make an appointment using either email or phone. If you don't need help, you are still encouraged to come by sometime early in the semester just to introduce yourself.

Text and Related Material

The required text is Anderson et al. *Essentials of Statistics for Business and Economics*, 8th edition. You will use the text extensively and therefore must have regular access to it. I will assign additional readings which I'll make available on Brightspace D2L. You do NOT need an "access code," so a used copy is fine.

Technology

We will use Microsoft Excel 2013 extensively during the course of the semester. All Gordon State College students have free licenses for Microsoft Office 365, which includes Excel. If you do not have access to Excel at home, then please allot sufficient time in the campus computer facilities to complete your assignments. If you have not yet learned to use Excel, I'll provide you with an appropriate introduction. You should bring a calculator to every class; since we'll rely on Excel for our more complex computational tasks, a simple calculator will do.

Teams

On the first day of class, you'll be assigned to a team with which you'll collaborate on various in-class activities. Teams may be reorganized during the course of the semester according to your preferences. The purpose of the team activities is to help you learn from each other, drawing on each other's strengths and compensating for each other's weaknesses. You will **not** be called upon to get together as teams outside of class, and aside from occasional team activities which contribute toward your CAP account, you'll be graded on an individual basis. Nonetheless, you are expected to prepare for announced team activities and contribute toward the team's learning experience as best you can, and at some point during the semester, you may have a chance to "rate" your fellow team members' contributions. If you find that you're not as productive as you'd like on your team, you can ask me at any time to assign you to another team of **my choice**. **Good team citizens get lots of CAP points!**

Preclass Videos

Classes which meet one night a week are a challenge. As eight o'clock comes and goes, students are tired and hungry, and frankly, so am I. Nonetheless, we are required to spend 150 minutes each week in "contact time." To address this problem, the class features preclass videos in which I introduce material in a video you watch during the week. Each video requires active participation while you're watching. In order to watch and respond to the preclass videos, you'll need to open a free account with EduPuzzles.com.

Course Requirements and Determination of Final Grade

Tests (20 per cent of your final grade)

You are required to take two tests during the semester. Dates of each test will be announced at least two weeks in advance.

You may be required to leave your personal belongings at the front of the room during tests, both to underscore the importance of academic honesty and to provide a comfortable physical space for taking the test. While I will remain in the room during tests, I cannot be responsible for your personal property. Therefore, you should seriously consider leaving valuable items, especially "attractive" electronic devices either at home or in your car.

Final Exam (15 per cent of your final grade)

The Final Exam will count 15 per cent of your final grade and will be *comprehensive*, covering the entire semester's work. ***The final exam will be on Monday, May 6, at 5:00pm, which is not the "regular" class time.***

Chapter Quizzes (15 per cent of your final grade)

Chapter quizzes, administered on D2L, will generally be due by 9pm on the Sunday after we cover a chapter in class.

Application Assignments (25 per cent of your final grade)

For most chapters, students will complete an application assignment. Application assignments will normally be due at the class after the relevant chapter has been finished.

Applied Statistics Journal (10 per cent of your final grade)

During the course of the semester, you will keep a journal illustrating instances you have observed of statistical concepts being used in the "real world," that is, at school, home, work, recreation, vacation, media, etc. You will receive specific guidelines for this project during the second or third week of the semester.

Preclass Videos (10 per cent of your final grade)

You get the ten points for following instructions regarding preclass videos. If you don't watch the videos and answer the embedded questions, of course, you don't get all the ten points!

CAP: Contribution, Attitude, Professionalism (10 per cent of your final grade)

You can earn a maximum of 10 per cent of your final grade through classroom participation, special assignments, and other events and activities. Some application assignments may embody the potential to earn CAP points as well. At my discretion, I may subtract CAP points for egregious violation of the expectations of our community as stated in this syllabus and in Dr. Burstein's Rules.

Final Letter Grade:

Based on the total of your tests, quizzes, journal, application assignments, final exam, and CAP account, your final grade will be determined as follows:

90 or higher	A
80 to 89	B
70 to 79	C
60 to 69	D
under 60	F

Failure to take the final exam results in a grade of WF, regardless of other performance.

Attendance

Our classroom is structured as a cooperative learning community. You are part of a cooperative learning team as well as the broader class community, and you are expected to contribute actively to both. You can't contribute if you're not there, and your absence is a detriment to your team's learning opportunity. **Therefore, I expect you to attend all classes unless you have a compelling reason to miss a class.** In order for me to plan class activities, **I require you to inform me by Remind text before any class that you need to miss. Each class you miss without informing me beforehand will cost 3 points off your final grade. It is your responsibility to sign in on the attendance sheet in your team portfolio each class.**

Academic Catalog

Students are expected to be familiar with and adhere to all regulations contained in the Gordon State College Catalog.

Video Policy

I frequently make video recordings of our classroom activities. For graded activities, I use these videos to evaluate your work. However, where your performance is especially interesting or outstanding, I often show off your work in several ways:

- I sometimes use the videos as examples of excellent work for my other classes, both present and future.
- I sometimes use the videos as examples in presentations I give of my classroom strategies.
- I sometimes post especially noteworthy videos on my Facebook page and/or for private distribution on YouTube.

I will never post a video which would embarrass you or put you in a bad light. However, if you do not want me to use video recordings of your own work for any or all of these purposes, then please inform me in writing (paper or email), ensuring that you receive a written acknowledgement from me.

Schedule

My intention starting out is to cover the entire text, approximately one chapter per week. However, I recognize that each group of students is unique, and I will try to maintain a pace which is comfortable for those of you making a genuine effort.

Addendum to Syllabus: Required Wording

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Gordon State College requires all faculty to include the following wording on every syllabus.

Title IX

Gordon State College is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence and stalking. If you (or

someone you know) has experienced or experiences any of these incidents, know that you are not alone. All faculty members at Gordon State College are mandated reporters. Any student reporting any type of sexual harassment, sexual assault, dating violence, domestic violence or stalking must be made aware that any report made to a faculty member under the provisions of Title IX will be reported to the Title IX Coordinator or a Title IX Deputy Coordinator. If you wish to speak with someone confidentially, you must contact the Counseling and Accessibility Services office, Room 212, Student Life Center. The licensed counselors in the Counseling Office are able to provide confidential support. Gordon State College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. Students seeking accommodations on the basis of pregnancy, parenting or related conditions should contact Counseling and Accessibility Services regarding the process of documenting pregnancy related issues and being approved for accommodations, including pregnancy related absences as defined under Title IX.

ADA and 504

If you have a documented disability as described by the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973, Section 504, you may be eligible to receive accommodations to assist in programmatic and/or physical accessibility. The Counseling and Accessibility Services office located in the Student Center, Room 212 can assist you in formulating a reasonable accommodation plan and in providing support in developing appropriate accommodations to ensure equal access to all GSC programs and facilities. Course requirements will not be waived, but accommodations may assist you in meeting the requirements. For documentation requirements and for additional information, contact Counseling and Accessibility Services at 678-359-5585.

House Bill 280

For information regarding House Bill 280, see the University System of Georgia at the following link: <http://www.usg.edu/hb280>

Religious Holidays

Gordon State College acknowledges that the academic calendar can sometimes conflict with major holidays from among our diverse religious traditions. If a student must miss class due to the observance of a religious holiday, that absence may be excused. To be excused, the student must inform his/her instructors before the absence and make alternate arrangements for any work due at the time of the absence. An excused absence for the observance of a religious holiday does not excuse student from responsibility for required course work.

Hightower Collaborative Learning Center & Library

The Hightower Collaborative Learning Center & Library offers Gordon State students specialized library research assistance. Students can meet with their personal librarians for one-on-one help in each discipline, major, or course to search and evaluate information sources effectively. Go to <http://libcal.gordonstate.edu/> to schedule an appointment by clicking the Personal Librarian tab or click on the Presentation Practice Room tab to make a reservation. For immediate help, call 678-359-5076 or stop by the Circulation/Check-Out Desk. You can also Ask A Librarian or drop by the Circulation/CheckOut Desk. Check the library's web site for hours, Electronic Resources, and LibGuides (subject- or classspecific research guides).

Counseling and Accessibility Services office, Room 212, Student Life Center. The licensed counselors in the Counseling Office are able to provide confidential support.