

# MGNT 3341/HUSV 3341: Applied Statistics, Fall 2018

**BE PROFESSIONAL. BE HONEST. BE POLITE. BE KIND. BE OUTSTANDING!**

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Class meets in IC112  
TR 9:30-10:45

**The Final Exam is on Monday, December 3, at 1:30pm**

## Overview

MGNT 3341/ HUSV 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, as described 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. 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 Fall, 2018 semester, I will maintain the following office hours:

### Through Sept. 21

Monday	11:15-12:00
Tuesday:	11:15-1:30
Wednesday	11:15:12:00
Thursday	11:15:1:30
Friday	9:30-11:30

### Beginning Sept. 24

Monday:	11:30-12:00; 2:00-3:15
Tuesday	11:15-12:30; 1:15-4:15
Wednesday	11:15:12:00; 2:00-3:15

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 Holmes et al., *Introductory Business Statistics*, an open resource text which is available online free at <http://faculty.gordonstate.edu/alanb/statisticstext.pdf>. I will put appropriate chapters of the text on D2L as we cover them.

## Technology

We will use Microsoft Excel 2016 extensively during the course of the semester. All Gordon State College students have free licenses for Microsoft Office 365, which includes Excel 2016. 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 as well as case studies. 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 assign to you to another team of **my choice**. **Good team citizens get lots of CAP points!**

## Course Requirements and Determination of Final Grade

### Tests (30 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 (20 per cent of your final grade)

The Final Exam will count 20 per cent of your final grade and will be **comprehensive**, covering the entire semester's work. ***The final exam will be on Monday, May 7, at 12:30pm, which is not the "regular" class time.***

### Chapter Quizzes (15 per cent of your final grade)

As we complete each chapter, students will take a quiz administered on Brightspace D2L, which must normally be completed by 11:59pm on the fourth calendar day after completing the chapter (i.e. by 11:59pm on Saturday when we complete a chapter on Tuesday and by 11:59pm on Monday when we complete a chapter on Thursday).

### Application Assignments (25 per cent of your final grade)

For most chapters, students will complete an application assignment, usually applying the chapter concepts to answer a series of short questions about the data set and then telling a story to summarize their analysis.

### 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, case studies, application notebooks, 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 email before any class that you need to miss. You will receive zero credit for any class activities on days you fail to inform me of an absence.**

## Academic Catalog

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

## Electronic Devices

I highly recommend that you take notes "by hand," as I do. There is a substantial body of research suggesting that you'll learn much better by doing so: If you do choose to use a laptop, tablet, or any other device for taking notes, however, I won't stop you. And there will definitely be opportunities in class for you to gather information on the internet; you have a vast resource of information at your fingertips, and you need to learn to use it well. However, please do not use a personal device for any purpose unrelated to our class; it's distracting to other students. And do not text each other during our class; if you have something to say, raise your hand and say it to all of us. All devices should be silenced. If there is a serious need to leave your cell phone on, such as a family emergency, please put it on vibrate and let me know so that if you have to leave the classroom to take a call, I'll understand why. I will penalize you in CAP points for misuse of electronic devices.

## Social Media

I frequently come across news pertaining to the various areas I teach and have created a Facebook group to share them with interested students and colleagues. If you're interested, please join the group and feel free to post and comment. This is a closed group. Only Gordon State students and faculty who join the group will see your contributions. You do not have to be my Facebook friend to join the group although you do need a Facebook account. The name of the group is "Dr. B's Eccentric Mix: Population, Statistics, Finance, maybe Accounting." You can request to join at <https://www.facebook.com/groups/420437934977184/>.

## 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

I hope to cover most of the text. 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

**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.