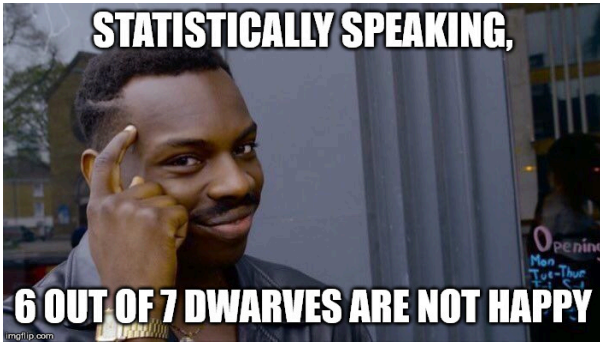


Fall 2024 Math 103 Class #3185 Statistics

Tu&Th 10:30am–12:20pm San Elijo Room 304

Welcome

Welcome to Statistics. I'm looking forward to getting to know each of you throughout the duration of this class. You can succeed in this class!



I firmly believe that you can find success in this class by putting in time to learn, review & practice, by working with your classmates, and by asking questions (of me, of your classmates, at the STEM Learning Center, or of online tutoring) if something is unclear.

Since this class is a college/university level math course, students need to be very self-motivated and self-disciplined to succeed. The material made available to you (syllabus, announcements, the Canvas calendar,

messages from me, etc.) are intended to help you & guide you through the class.

This class covers a lot of material. It's like having an intriguing, mathy, part-time job. So, please be ready with your hard work, effort, good math skills, and positive attitude :).

This class meets two (2) days a week. Students are expected to arrive on time to each meeting, stay the whole class period, and participate actively. Because of the large amount of material (plus the difficulty of some of the content), for this class students are expected to watch lecture videos and complete the class notes while watching those videos prior to each class period. Then, during class time, we can work on problems and focus on the concepts, procedures, and technology with which students are still struggling. Please be sure that you can two-factor authenticate during class time since we'll be using the classroom set of laptops to access Canvas during class.

Homework and Quizzes in WebAssign (via Canvas) will be completed outside of class, online in Canvas. You are not required to own a computer to complete the online work. When the MiraCosta library is open, you can use the computers there to do any of the work for this class. Projects will also be completed outside of class time. If the Canvas class materials are open and ready to go, please feel free to begin working - even before the 1st day of class.

If you have extended time through SAS (formerly DSP&S), please be sure you get your accommodation letter to me as close to the 1st day of classes as possible (ideally before the semester begins). I will need to adjust WebAssign to provide for certain accommodations.

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Required Materials

1. WebAssign

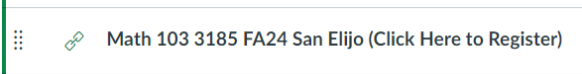
Homework and Quizzes will be completed in WebAssign. You will access WebAssign via Canvas.

On the 1st day of class, we'll get each of you into WebAssign through Canvas. If you add after the 1st day of class, I can help you before class or during office hours (or you can do it on your own by

following the instructions in the orientation module and here in the syllabus). Here is some information if folks want to access WebAssign before the 1st class meeting or for folks who add late.

Here is a [video showing registration](#) and access to WebAssign from Canvas (including how to use the free grace period) so that you can get started in WebAssign today. Be sure when you register, you select your school as MIRACOSTA COLL - OCEANSIDE.

Please be sure to read all the instructions in the syllabus and in the orientation before you begin the WebAssign registration process. While completing the Orientation module in Canvas, you'll be clicking on a link to WebAssign. Look for the module item with the little chain link next to it titled '**Math 103 3185 FA24 San Elijo (Click here to register)**'. It will look similar to the picture below:



If you get stuck in the WebAssign purchase/registration process, please don't hesitate to contact WebAssign's student support using the contact information given below.

- Chat with a support representative at support.cengage.com
- Speak with a live person via Zoom in Cengage/WebAssign's open office hours:

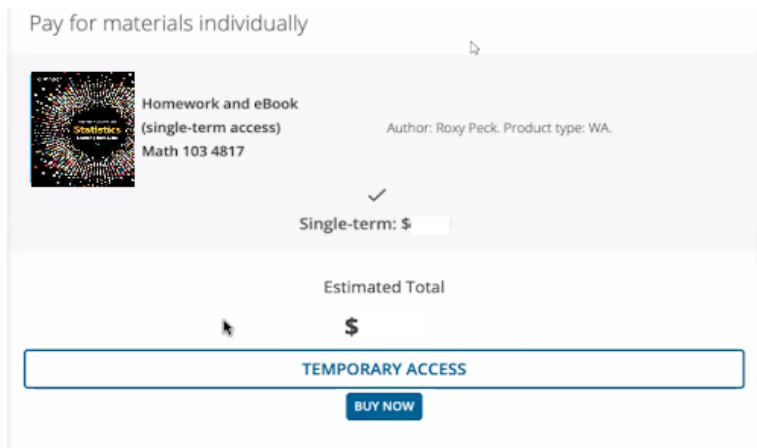
WebAssign/Cengage Zoom Office Hours for Students (Pacific time)

Dates	Time	Zoom Link
Before semester begins – 5th week of semester*	12p-2p	https://info.cengage.com/OfficeHours_West_Pulido

*Please note that Cengage will be closed for major Holidays, and they will not be hosting office hours

You may purchase WebAssign access **either** from the bookstore or directly from the publisher. If you purchase one semester access from the publisher of WebAssign (Cengage) directly, your **price will be lower**. You can purchase WebAssign access directly from the publisher of WebAssign (Cengage) as you complete the class orientation in Canvas. If you purchase from the bookstore (~\$55) you should receive an access code which you will redeem in Canvas. *There will be a mark up cost associated with purchasing from the bookstore.*

As you go through the orientation, you will be creating an account with WebAssign (though you'll access all of your assignments through Canvas). At the end of the WebAssign registration process, you'll be given several purchase options. The least expensive option from the publisher is paying for materials individually (**single term access**) for **\$39.99**



However, If you have more than one class this term that uses Cengage products, you might consider purchasing the "Cengage Unlimited".

2. Fill-in-the-blank 'Class Notes' (aka Guided Lecture Notes)

For each chapter/section we cover, you will find partially filled-in lecture notes posted in Canvas. You will be completing these guided lecture notes (GLN) outside of class (before class) as you watch the lecture videos. Completing these notes is part of the grade in the class. Your completed notes will be checked at each class meeting (except on test or review days).

These guided lecture notes (GLN) are basically fill-in-the-blank notes so that you don't have to write nearly so much and to make sure that all students have the same minimum information in their notes. This class has a LOT of content and vocabulary.

You can obtain the GLN the following ways:

- The GLN are posted for free in Canvas in PDF format. You can **print them off** and write on them.
- Since the GLN are posted for free in Canvas, you can **annotate directly** on the PDF documents if you own a tablet or similar device. However, be sure your tools can draw freehand, not just type.
- The bookstore makes paper copies available for students to purchase (**approx \$25**).

Note: Occasionally, the Canvas website/server, or WebAssign have problems, or your internet service is disrupted. So, please do not wait until the last minute to complete an assignment.

3. Technology

Many assignments will be submitted online. For submitting some online assignments you will need technology which allows you to take pictures of your handwritten work and upload it to Canvas as a single PDF document. (Most folks take pics with their cell phone using a scanning app, but a scanner would work too.)

4. The statistical software called JMP (from campus or from home)

MiraCosta College makes JMP available to you for free to download onto your computer at home. JMP is also available to use on the campus computers in the STEM Learning Center. You can also access JMP using the school's virtual desktops (see the orientation in Canvas).

The class lectures videos that you'll watch before class, will contain videos on how to use JMP. During class time, we will use JMP in groups on our classroom set of laptops.

5. Scientific Calculator

You are welcome to use a regular scientific calculator at any time in this class. It should add, subtract, multiply, divide, raise exponents, and take square roots. During tests, you are allowed to use a handheld (non-cell phone) scientific calculator. (Graphing calculators will not be used.)

I have a class set of scientific calculators for use during our class time.

**YOU ARE
BRAVER THAN
YOU BELIEVE,
STRONGER THAN
YOU SEEM, AND
SMARTER THAN
YOU THINK.**

A. A. MILNE

Prerequisite

Knowledge, skills, and abilities at the intermediate algebra level as determined by the math placement process.

Technology Support

While I can help you with any content-related questions or class procedure-related questions, technical issues related to your computer/device will need to be addressed by your friends and/or family. The [MiraCosta student help desk](#) can help you if the issue is with SURF, Canvas, or other campus systems. If you encounter technical difficulties with your device /computer/ISP/home electrical system/etc. which you can not solve immediately (or within 24-hours if there are no assignments due that day), you need to plan to use a different computer (or go to another location and use a friend's/library's/etc. computer). MiraCosta college has campus computer labs for students to use.

Please try to plan to spend time each and every day working in this class (even on days that we don't meet). Whatever calendar you keep (in your phone, on your wall, etc.), please block off a minimum of 8 hours each week (in addition to our class time) on your calendar as time to work on this class. Then, stick with those blocks of time. This is the best way to put in the minimum needed 12 hours per week of time for this class. If it's been a while since you took a math class or if you don't remember arithmetic and basic algebra, you may have to put in more than the minimum amount of time per week.

Please be sure to post to the discussion board in Canvas and ask me and your fellow classmates if you have questions. You are also encouraged to work or study with other students in the class. Students generally do much better when they do not work alone. Please come by my student office hours and use the [STEM Learning Center](#) services to get help. The STEM center has drop-in help (for classes in Science, Technology, Engineering and **Math**) as well as appointments. You can also get help online from home through [Online eTutoring](#).

Instructor Information

Name: Janeen Apalatea (ah-paul-ah-tae-ah)

Contacting me:

- **Via Discussion Boards in Canvas:** If you're stuck and want to possibly get an answer before the next class period, please feel free to post content/procedural questions (e.g. How do you solve this?) in the Canvas discussion boards.
- **In my Student Office Hours:** My student office hours are Mon & Wed 10:20am-10:50am in SAN 306 as well as on Tues & Thurs 9:50am-10:20am in our classroom (SAN 304).
- **Via Canvas Messages:** Look for the 'Inbox' in Canvas and please use that to send me any personal information/questions (e.g. you're sick, you were in a car accident, asking about your grade, etc.)



Response Time:

I am generally in Canvas off and on throughout the day/evening M-Th. On Fridays, I am usually in meetings throughout the day. However, I do try to check into the materials if I can 'sneak in' to Canvas during or between my Friday meetings. On the weekends I try to leave work "at the office" (though I'm not usually very successful in doing this). Responses from me (Canvas message for personal issues or Canvas discussion board for content/procedural questions) should be in about 24-48 (working) hours M-Th or about 48-72 hours over the weekend while classes are in session. I may leave you notes in Canvas on specific assignments (you'll see that I left you this kind of note/feedback when you look at your Canvas gradebook).

Please be sure you are reading the announcements in Canvas and checking the Canvas calendar on a daily basis so you don't miss anything.

Expectations of Students in this Class

Students who are successful in this particular class, are the ones who :

- Adhere to all of the requirements for the class
- Complete all assignments on or before the appropriate deadline
- Attend all class meetings (coming on time and staying the entire period)
- Carefully read the orientation and other written class information
- Read the syllabus on a semi-regular basis (all the way through at the beginning of the term, then once a week or so throughout the term, re-reading specific sections as quizzes/tests/etc. come up)
- Check the Canvas discussion boards, announcements, and calendar on a daily basis
- Move through the Canvas module assignments in order and in a timely manner (start from the top item in the module, and work your way down)
- Share their talents, thoughts, and ideas with the class
- Communicate with others (both other students and the teacher), treating everyone with respect. Students are expected to conduct themselves in a respectful manner towards the other students, and towards the instructor. Disrespectful language or disruptive behavior can result in the temporary or permanent removal of the student CSLO from class.
- Do not expect this class to work in the same way as other classes you've taken may have worked
- Work on this 4 unit class a minimum of 12 hours per week (ideally, work a little each day)
- Seek help as soon as you get stuck or have a question



Academic Integrity

Academic integrity will be expected from all. Any breach will be dealt with by a zero on the assignment (which can not be made up) or by failing the class (or worse if the incident is not a student's first incident). Students in violation of academic honesty will be reported to the College.

You will sign statements of academic honesty periodically throughout the semester. Academic dishonesty includes passing off another's work as your own (including using AI such as ChatGPT, or

a math 'help' site), or posting/uploading any of this course's content on sites (including written text, graphs or problems) other than on our class discussion boards.

Academic dishonesty also includes using unauthorized materials/references/apps/sites/etc. on assignments. If I suspect there has been a breach of academic honesty by any individual(s), those individuals may be asked to meet with me individually. Those individuals may then be asked to solve problems which utilize the same concepts/skills (hopefully, this shows me that I was mistaken).

A breach of academic honesty is handled as a very serious offense and will be reported to the college. You may wish to review the [Standards of Student Conduct](#), (especially the district's AP 5500: Standards of Student Conduct, BP 5505: Academic Integrity , and AP 5520 Student Discipline Procedures) to inform yourself about the College's expectations of you.

Important Administrative Dates

1st day of semester	Add Deadline (Students not added after this date w/o extreme extenuating circumstances)	Deadline to drop class with no record & receive refund	Deadline to drop with a "W" grade (withdraw)	Last class meeting before Final Exam	Deadline to file for Pass/No Pass grading option
8/19	8/23	9/3	11/18	12/5	12/14

The cumulative Final Exam will be held in our usual classroom on Tuesday Dec 10th from **10am-11:50am**.

American Disability Act

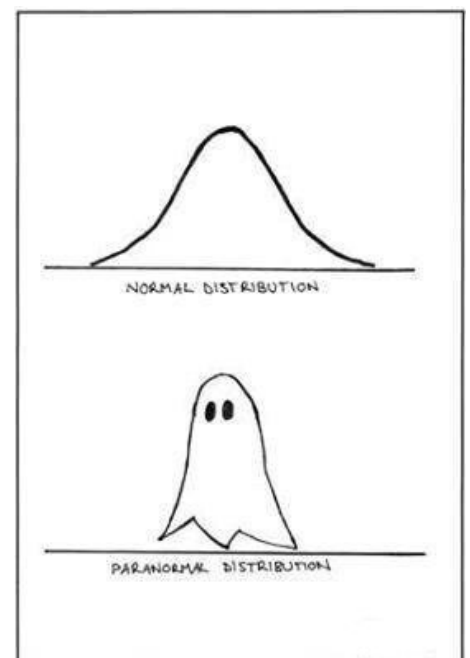
If you have a disability or medical condition impacting learning and have not yet been authorized to receive academic accommodations, you're encouraged to contact the [Student Accessibility Services \(SAS\) office](#) (formerly known as Disabled Students Programs and Services or DSPS). The SAS office can be reached at (760) 795-6658, or sas@miracosta.edu. The SAS office will help you determine what accommodations are available for you. If you're requesting my assistance utilizing any authorized accommodations, please contact me as soon as possible.

Accessibility Statement

I have made every attempt to ensure this course is accessible for all students. If you encounter any accessibility-related difficulties with required or optional course materials, please contact me as soon as possible so that we can investigate the matter further and provide equally effective alternatives, if needed.

Participation Requirements

- 1. Completing coursework** - Most of the assigned work will be done asynchronously and outside of class time. However, written Tests will be taken during class time.
- 2. Orientation** - Posted in Canvas is the class orientation. If the Canvas materials for this class are available, please feel free to complete this orientation early - even if the semester has not yet begun. Please let me know if you have an unforeseen emergency which does not allow you to complete the orientation by the deadlines.



Dropping the Class Policy

Students are responsible for dropping themselves from this class. Please do not assume I will drop you and please do not rely on me to drop you if you no longer wish to be in the class. Students might also be dropped (up until the 75% drop deadline) for non-attendance. Non-attendance may include situations similar to the following:

- Missing two different Quizzes/Projects or missing a Test
- Doing no assignments in Canvas for a week (unless you are so far ahead that you have no undone work during that week)
- Not completing the orientation by the due date
- Missing a Quiz/Project before census
- Missing 4 or more class meetings (or portions of meetings if you arrive late or leave early).
Missing 2 class meetings before census.

Note: While many of our online assignments can be turned in late if needed, there are no 'make ups' after a written Test has been handed back and/or the solutions posted. If you have an unforeseen & unavoidable emergency which makes it so that you can't take the written Test with the class, please reach out to me (or have a relative/friend [email me](#)) before the end of the day we take the Test. I understand that sometimes these things happen! If I'm aware of your emergency before I post the answers, we can hopefully work together in a timely manner to figure something out.

Please check the Canvas modules for all assignments deadlines. Please get in the habit of checking the Canvas calendar each day also. Not all assignments show up in the calendar or the 'to-do list', so please be sure you're accessing the 'Modules' and working from top to bottom. You can always see your most up-to-date score in the class in the Canvas Gradebook.

Before Class

1. BEFORE you come to class, watch the guided lecture video(s) for the section(s) we will be covering that day. Please see Canvas for which section(s) are to be done at each class meeting.
2. BEFORE you come to class, complete the 'fill-in-the-blank' guided lecture notes (GLN) as you are watching the video(s). Doing this before class allows us to work on problems during class time and help clear up any misconceptions or unclear ideas/concepts. Typically, your completed GLN are checked at the start of class and are graded as one of the daily in-class activities.

In Class Activities

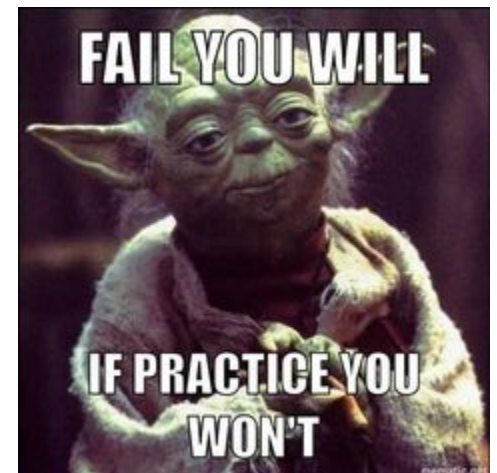
1. Generally, each day in class there will be 2 'In-Class' Activities (none on Test days).
2. In order to get credit for that day's 'In-Class' activities, you need to be present in class when the activity is being checked, handed out, or completed.
3. Generally, one of the 'In Class' activities will be a short paper & pencil HW quiz at the start of class covering the homework section(s) we discussed during the prior class period.
4. Any paper & pencil HW quiz will be approximately the first 10 minutes of class time. If you finish before the time is up, you can turn it in and wait quietly in the classroom (or wait outside the room). Once the time is up, I'll collect any remaining Quizzes from students. Note: Students who

have extended time through the SAS office may have different accommodations for these HW quizzes.

5. Generally, the second of the 'In-Class' activities at each class meeting will be the check of your completed GLN for that day's section(s) which I'll try to do during HW quiz time.
6. Prepare for the beginning of class short paper & pencil HW quiz by being on time to class and having completed the homework assignment for the section(s) we discussed the prior class period.
7. Occasionally, an 'In-Class' activity might be a quick questionnaire, survey, or something else.
8. Your lowest 6 'In-Class' activity scores will be dropped at the end of the semester.

Homework (in WebAssign through Canvas)

1. Homework assignments are done outside of class time and can always be done early (before the deadline) as long as the module containing the assignment is available.
2. Please be sure to access each homework assignment through Canvas or your score on the assignment may not transfer back to the Canvas gradebook (and instead, a 0% will show up).
3. Generally, content we cover on a Tues have HW assignment(s) due no later than 10am on Thurs. Content we cover on a Thurs have HW assignment(s) due no later than 11:59 pm on Saturday.
4. You should begin the homework assignment the day we cover that section in class. If there are questions you can't answer that day, then on the following day, re-watch the lecture video, re-read the textbook, and be sure you check the Canvas resources pages for videos I may have posted. Then, try again the questions you couldn't get on the first day (if any). If after you rewatch the class lecture video, re-read your lecture notes, and check Canvas, you still can't answer a question, please post your question to the class discussion board or send me a note in Canvas. Tell me which question from which HW section you're stuck on - I always try to respond quickly.
5. Complete the homework assignment no later than its due date/time.
6. The calendar in Canvas will show you what homework assignments are due on which days.
7. There are a small handful of sections we will cover which do not have a homework assignment.
8. BEFORE you come to class, complete the 'fill-in-the-blank' guided lecture notes (GLN) as you are watching the class lecture video(s). Doing this before class allows us to work on problems during class time and help clear up any misconceptions or unclear ideas/concepts. Typically, your completed GLN are checked at the start of class and are graded as one of the daily in-class activities.
9. It typically takes humans multiple times of being exposed to a concept to really understand the concept. So, complete the GLN before class, we'll talk about it in class, read the book after class, work the HW problems, you might need to re-read the section, you might need to review the lecture notes/videos again, etc. The more times you're exposed to the content the more you'll understand it.
10. If you miss completing a HW assignment, generally you can request an extension after the HW deadline up until we take a test on that topic. In Canvas, in the appropriate module, click the link for the hw assignment you would like to complete belatedly and follow the steps to request the extension. Please use the **Automatic Extension** option you'll see

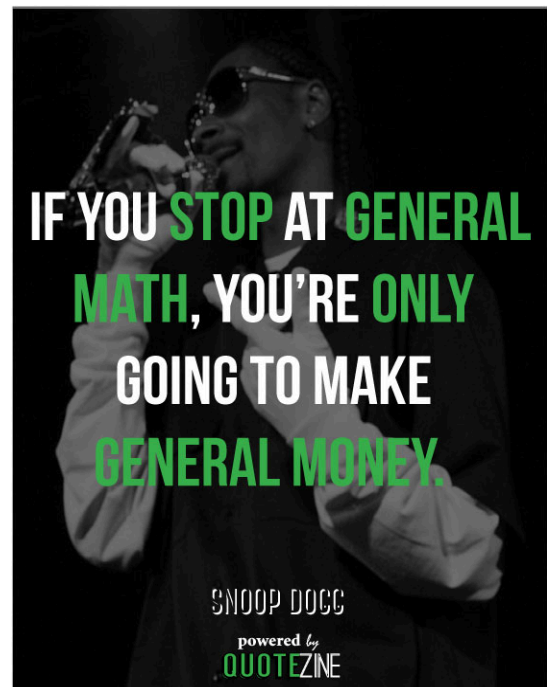


as you try to access the late assignment. The penalty for late homework is 30% of the point value of the questions answered correctly after the extension is granted. Generally, an extension on a HW assignment will grant you two days to complete the assignment.

11. When you are working on the homework, take notes and write down the questions so that you can go back and study the notes to prepare for a Quiz, Test, or project.
12. If you are not happy with your homework score, go back in and rework the missed questions before the homework assignment closes. All homework questions can be reworked up to 5 times before the deadline.
13. It is strongly advised that you keep up with your homework assignments. These deadlines will help you keep pace in the class and ensure that you are ready for the Quizzes, Tests, and Projects.
14. Sometimes WebAssign does weird things on a HW or Quiz problem. If you think WebAssign made a mistake, please take a screenshot and send it to me :) Tell me which assignment and which question you think there was a mistake on.
15. Your lowest 3 HW assignments will be dropped at the end of the semester.

Formula Sheet

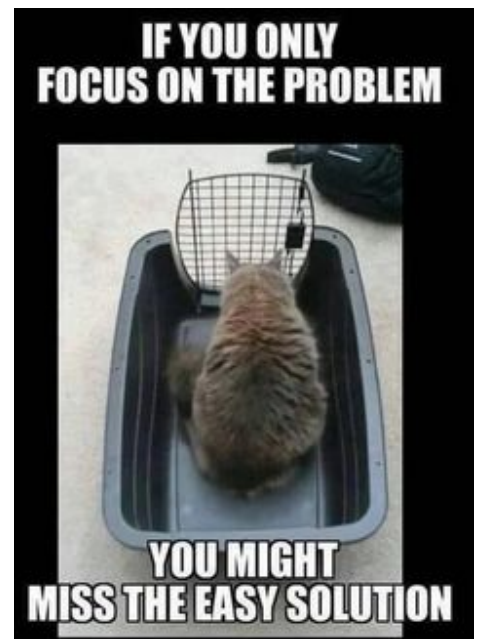
- You will be allowed one 8.5x11 sheet of paper of handwritten formulas/definitions/rules on any assessment. The formula sheet may contain formulas, definitions, theorems, rules, or notes to yourself. However, the formula sheet may NOT contain worked out problems - or even partially worked out problems (i.e. example with actual numbers).
- Use each homework assignment, in-class HW quiz, and chapter quiz, and project as an opportunity to test out your formula sheet. Please just remember, you need to be very familiar with the material - familiar enough that you don't need to refer to the formula sheet very much. If you refer to the formula sheet during a quiz more than 2-3 times, it might be that you don't know the material well enough and might run out of time. If that's the case, you might run out of time on the test too.
- You will be required to submit drafts of your formula sheet approximately every other week in advance of each test. Each week's draft should NOT be the same as the prior week's.
- If you have an accommodation through SAS (formerly DSPS) related to handwritten assignments, please be sure to get me that paperwork as soon as you know you have that accommodation.



Chapter Quizzes (in WebAssign through Canvas)

1. Chapter Quizzes (generally covering 1 or 2 chapters) are done outside of class time and can always be completed early (before the deadline) if available. Please be sure to access these Ch Quizzes through the Canvas 'Modules'. Then you'll be taken to WebAssign to do the quiz.

2. Please be sure to access the Chapter Quizzes through Canvas or your score on the Quiz may not transfer back to the Canvas gradebook (and instead, a 0% will show up).
3. A Ch Quiz can be taken early as long as the module containing the assignment is available.
4. Chapter Quizzes have a time limit of 60 min (though each should take you less time).
5. Quizzes need to be completed in one sitting. Once you click on the link to the Chapter Quiz, your 60 min session begins. (Even if you are clicking on it to request an extension.)
6. Once you click on the Chapter Quiz, your timer will start even if you immediately close the Ch Quiz. So before you click on a Ch Quiz, please be sure you are in a setting where you will not be interrupted for 60 min.
7. Each question on a Ch Quiz can be attempted up to 3 times during that 60 minutes you have to complete the Ch Quiz. The highest of each attempt on each question counts towards your grade on that Ch Quiz.
8. Please be sure you have thoroughly studied for a Chapter Quiz.
9. When you are done with your Chapter Quiz, submit it, and it will be automatically graded and you can see what you missed.
10. If your 60 min time runs out, the Ch Quiz will close and will be graded. So, please be sure that you have already studied for the Quiz and be sure to use your time wisely during the Quiz.
11. If you have extended time as an accommodation through the SAS office (formerly DSP&S), please be sure to get me your paperwork as soon as you receive your accommodation paperwork for this term. I can only give you extended time if you get me your paperwork in time.
12. Once the due date has passed, you'll be able to see the correct answers to any problems you might have missed.
13. If there was an error on the part of the program when a Ch Quiz was graded (for example, if you are not told how to write your answer and you type in 0.5, but are marked wrong and told the answer is $1/2$), please be sure to let me know. Just send me a note in Canvas and include a screenshot/photo so I can see your answer and what the computer says the 'correct' answer is. Tell me the name of the assignment and the question number and I'm happy to take a look to see if there was a mistake. (Please be sure to read the problem directions and round to the designated number of decimal places.)
14. If you miss completing a Ch Quiz, you can request an extension after the Ch Quiz due date (except for our last Quiz on Ch 14&16 which can be turned in late up through the Sunday before our Final). Please make that request using the **Automatic Extension** option you'll get as you try to access the late assignment. The penalty for late quiz is 30% of the point value of the questions answered correctly after the extension is granted. An extension on a Quiz will grant you two days to complete the assignment.
15. It is highly recommended that you do not wait until the day a Quiz is due to begin it. If you plan to do the Quiz on the day it's due and something happens (internet goes out, your car breaks down, etc.) which makes it so that you don't take the Quiz, you'll end up taking it late and having the late penalty.
16. Quizzes are to help you keep current and to help prepare for the written Tests.
17. Your lowest WebAssign Quiz score will be dropped at the end of the term.



Written Tests (including the Final Exam)

1. These paper in-class Tests do NOT involve a computer. They're written to take no more than an hour (including Test 4 / the Final). However, if you start the test on time but need just a little bit more time, I'm happy to stay for longer than the first hour. When you finish, you may leave.
2. Tests are taken during class on a particular day and can ONLY be taken **once**.
3. Please be sure you have **thoroughly studied** for these assessments as these Tests are worth a good chunk of your overall grade in the class (a bit more than projects).
4. Generally, we will review during the class period prior to each test. Bring questions you have about the content to the review session.
5. Be sure to show all work on your test paper, explanations need to be well thought out and written clearly. Be as neat as possible. Partial credit may be given for correct work – even if your answer is not correct.
6. All Test grades count towards your overall final class grade (no test grades are dropped).
7. **Note:** While many of our online assignments can be turned in late if needed, there are no 'make ups' after a written Test has been handed back and/or the solutions posted. If you have an unforeseen & unavoidable emergency which makes it so that you can't take the written Test, please reach out to me (or have a relative/friend [email me](#)) before the end of the day we take the Test. I understand that sometimes these things happen! If I'm aware of your emergency before I post the answers, we can hopefully work together in a timely manner to figure something out.

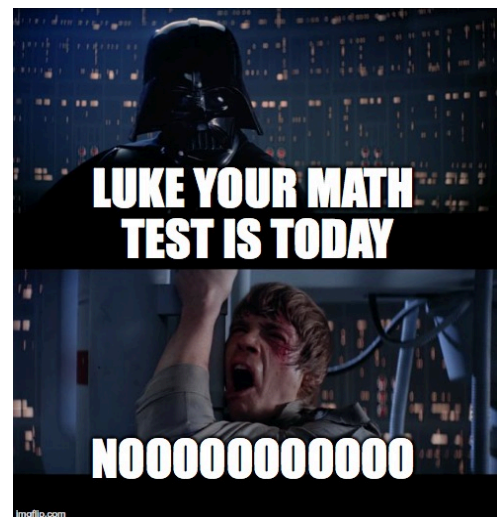
For Both Quizzes and Tests

- Please consider using the restroom before you begin since there is a time-limit.
- If you do not finish the Quiz/Test and time is up, your Quiz will close automatically or your Test will need to be handed in. The assessment will be graded even if you don't complete it.
- Students receiving SAS accommodations may have other accommodations for their situation.

Projects

Projects are weighted heavily (second only to written tests) and are much less stressful since they're done at home. Projects give you the opportunity to show you can use and apply your knowledge of the class material and the technology we're using. Projects should be typed in your favorite program (Word, Google Docs, etc.) and will typically require students to insert technology-generated graphs (from JMP or the Art of Stat [webpage](#)). So, please be sure you are practicing using the technology we discuss/show/practice in class (there will also be videos posted in Canvas to help you).

Each student will receive an individualized data set on each project, such that no two students will have the same numbers in their datasets. Since no two datasets will be the same, it's fine to discuss your project with other students in the class - as long as your responses are in your own words.



Projects are uploaded into Canvas. Projects can be submitted late for a penalty of 10% per day (max 50% off) up to 2 weeks after the deadline (except for Project 4 which can be submitted late up until the Sunday before our Final Exam). Projects are hand graded by me. All Project grades count towards your overall final class grade (no project scores are dropped).

- Project #1 (Choose either the Ch 1 OR the Ch 2 project)
- Project #2 (Choose either the Ch 3 OR the Ch 4 project)
- Project #3 (Choose either the Ch 8 OR the Ch 9 project)
- Project #4 (Choose either the Ch12 OR the Ch13 project)

"Numbers have an important story to tell. They rely on you to give them a clear and convincing voice."

Stephen Few
Data Visualization Expert

Assessment Results

Please be sure to check the Canvas gradebook for your current scores in the class

- Homework & Quiz results will be given as soon as you complete the assignment.
- Written Test and Project scores are entered manually by me and will appear in your Canvas gradebook after I'm done grading them by hand.

Assessment Review

- Graded homework can be reviewed after you take it.
 - Quizzes can be reviewed any time after the Quiz deadline has passed.
 - Your written Projects can be reviewed in Canvas once the hand grading is complete.
 - Your written Tests will be handed back to you once the grading is complete - with the exception of the Final Exam. If you would like to review your Test 4 / Final Exam, please reach out to me during the subsequent full semester.
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Guide to Success

1. Come to class each meeting and participate fully!!
2. Complete the guided lecture notes (GLN) using the lecture videos BEFORE you come to class.
3. Come to class prepared (e.g. completed GLN, note-taking supplies, etc.) and on time, ready for that day's in-class work/assignments.
4. Be ready to ask (and don't hesitate to ask) any questions you may have.
5. Take notes during class and keep them organized along with the notes you take from the textbook and the GLN.
6. Read the textbook sections and start the Homework assignments the day we cover that section in class (or even earlier). Have all assigned homework done no later than the deadline.
7. Notify me through the Canvas inbox of personal situations - things like you had a family member pass away, you just went into labor, you're being deployed, etc.
8. Come to my student office hours, use the [STEM Learning Center](#), or seek [online tutoring](#) to get help with questions/concepts that you still don't understand. The sooner you get your questions answered, the more successful you will be.
9. All homework questions can be reworked up to 5 times before the deadline.
10. If you are marked wrong for something you think is right, take a screenshot and send it to me, technology isn't always perfect. Please be sure to let me know what assignment it came from.
11. Start working on the projects as soon as we complete the chapter from which they came. Submit projects by their deadlines.

12. Once you get any graded assignment back, take a look at it. See what kinds of errors you made (Procedural errors? Computational errors?). Rework any missed problems in your notes.
13. Review your study skills/habits if needed. Complete the optional review material homework assignments if needed.

Extra Credit

There is an extra credit opportunity for every Test in this class. So, please take advantage of it if you're seeking extra credit. See the Canvas module titled "Extra Credit" for all extra credit assignments. I will offer extra credit for full completion of the sections' guided lecture notes (GLN) for each test's content. There will be an assignment in Canvas where you can upload your completed GLN as a multipage PDF document for each Test's content (or, show it to me in class on the Test day). Note: this is different from the required in-class activity of showing me your GLN for that day's sections.

Watch the class announcements in Canvas for more details about the submission of the completed GLN. See the module in Canvas named "Extra Credit"

Any extra credit that is offered needs to be completed by the deadline (no late extra credit will be accepted) and submissions need to adhere to the directions in order to be considered.

If an assignment is extra credit, it will be clearly labeled as extra credit and it will be in the 'Extra Credit' module in Canvas. If an assignment is not labeled as extra credit, then it is not extra credit.

Grade Weighting

Homework (~ 55 total)	12%
Quizzes (~ 11 total)	12%
Projects (4 total, 5% each)	20%
Written Tests (4 including the final, 11% each)	44%
In-Class Assignments (~ 46 total)	8%
Participation Assignments (assignments that don't fit in any of these other categories)	4%

Grading Scale

The grades will be calculated as a weighted percentage of the total. Grades are rounded to the nearest thousandth of a percent at the end of the semester, then the table below is used.

Percent	90.00% +	80.00% - 89.99%	70.00% - 79.99%	60.00% - 69.99%	Less than 60.00%
Grade	A	B	C	D	F

Students seeking a grade of Incomplete (I) need to consult with me no later than the Wednesday of the week prior to finals. A grade of Incomplete will only be considered for unforeseeable, emergency and justifiable reasons at the end of the term, and only upon agreement of conditions for completing coursework.

STEM Learning Center

The STEM Learning Center is open to all math students at MiraCosta. **In-person** and **online** services are offered. Some services include:

- Drop-in and appointment-based math tutoring
- Student study rooms (both in-person and virtual) for individual or group study - students could gather to do homework and then ask questions when something came up
- Off-hours question drop-off through a discussion board in Canvas, and additional resources through the [STEMLC](#) to other tutoring support should the STEMLC be closed.
- Free review site by the STEM LC - [Spark](#)

For all hours, appointment availability, and other information, please check out the STEMLC [website](#) or join them on Canvas: <https://miracosta.instructure.com/enroll/JW9D8P>

Online Tutoring

Online Tutoring Homepage: MiraCosta participates in the [Western eTutoring Consortium](#) of colleges and universities to provide live and email-based tutoring support for a variety of subjects. Take advantage of it!

Additional Resources & Support Services

Student Accessibility Services (SAS)	Academic Proctoring Center (APC)
Academic Counseling	Transfer Center
Health Services & Mental Health Counseling	Student Rights and Responsibilities AP 5500 (Standards of Student Conduct) AP 5520 (Student Discipline Procedures)
Student Rights & Grievances	General Student Support / Resources (including Online)

Student Learning Outcome & Core Competencies

Course [SLO](#): For a given set of problems the student will demonstrate quantitative reasoning by developing a problem-solving strategy, performing appropriate analysis and computation, and critically assessing the meaning of the conclusion or outcome.

This CSLO evaluates your ability in Intellectual And Practical Skills, including: Critical Thinking, Quantitative Literacy, and Problem Solving Skills developed through assignments and exams in this course.

Please leave cell phones at home, in your car, or in your backpack/bag. Please do not have your cell phone out while in the classroom.

All graded assignments (other than the Final Exam) need to be submitted on or before the Sunday prior to our Final Exam.

Please never hesitate to ask if something is unclear or let me know if/when you find my mistakes/ typos :). I look forward to working together this semester!

