COURSE SYLLABUS, Fall 2016
Elementary Statistics
MTH 2193
CRN 12549
Internet 16 Week

Attendance/login online is required. WN (non attendance) will be given if you do not register within first week.

**Instructors:** Sabrina Ripp
Office Phone: (918) 595-7589, (918)557-5763 cell (leave a message)
Office Hours: A122 – Tues & Thurs by appointment, on campus, and online
e-mail: sabrina.ripp@tulsacc.edu (or send email through black board)
All emails must contain your full name and course. Emails may take up to 24 hours to be returned, excluding weekends, holidays, between semesters, and when the college is closed.

Proctored testing is required. Exams may be taken at a TCC Testing Center, online through ProctorU, or through a proctor from your location. More information below

**Instructor:** Sabrina Ripp
Office Phone: (918) 595-7589, (918)557-5763 cell (leave a message)
Office Hours: A122 – Tues & Thurs by appointment, on campus, and online
e-mail: sabrina.ripp@tulsacc.edu (or send email through black board)
All emails must contain your full name and course. Emails may take up to 24 hours to be returned, excluding weekends, holidays, between semesters, and when the college is closed.

Proctored testing is required. Exams may be taken at a TCC Testing Center, online through ProctorU, or through a proctor from your location. More information below

---

**TO CONTACT THE CAMPUS SCHOOL OFFICE:**

<table>
<thead>
<tr>
<th>School:</th>
<th>School of Math &amp; Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus:</td>
<td>Northeast</td>
</tr>
<tr>
<td>Office:</td>
<td>NEC 1130</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>918-595-7542</td>
</tr>
<tr>
<td>TCC Main Phone Number:</td>
<td>918-595-7000</td>
</tr>
</tbody>
</table>

**TO CONTACT ACADEMIC & CAMPUS SERVICES:**

| Director: | Mike Limas |
| Office: | NEC A151 |
| Phone: | 918-5957473 |
| College Technical Support (call x2000): | 918-595-2000 |
| CAMPUS SECURITY: | 918-595-8888 |

**Required Material:** Beginning Statistics 2nd Ed, Hawkes Learning System (HLS), Flash Drive. A TI83/84/89, excal, statistical calculator or similar calculator.

**Course ID for Statistics:** TulsaCCbegSTAT

**Look for course 201710 MATH 2193-291**

Website: [http://www.hawkeslearning.com/Students.htm](http://www.hawkeslearning.com/Students.htm)

Video: [http://www.hawkeslearning.com/Students/StudentTraining.htm](http://www.hawkeslearning.com/Students/StudentTraining.htm)

Web Platform: [https://learn.hawkeslearning.com](https://learn.hawkeslearning.com)

Web Platform Getting started video: [http://link.brightcove.com/services/player/bcpid1101169005001?bckey=AQ~~,AAAAE2sH-_k~.vce9mL8StXovrczOY1mj3ECjZs7hUTT7&bctid=2956123671001](http://link.brightcove.com/services/player/bcpid1101169005001?bckey=AQ~~,AAAAE2sH-_k~.vce9mL8StXovrczOY1mj3ECjZs7hUTT7&bctid=2956123671001)

**MATH 2193 Elementary Statistics:** An introduction to basic statistical terminology, organization of data, measures of central tendency and dispersion, and application of statistical techniques. Includes elementary probability, sampling, estimation, hypothesis testing, and a variety of other statistical techniques. All topics are tentative and subject to change. Course Prerequisite: Math 1513 College Algebra or permission of the
Course Objectives:
Upon completion of this course, the student should be able to:
Organize raw data in frequency tables and graphs.
Find the appropriate value in central location, including mean, median, mode, and weighted mean.
Measure the variation and standard deviation in data.
Relative standing, including standardized scores, percentiles, and quartiles.
Use the basic concepts of probability theory, to calculate probability including methods of counting, properties of probability such as addition and multiplication principles.
Use the basic concepts of margin of error, confidence intervals, and sample size estimation.
Use the basic concepts of hypothesis testing, including formal hypothesis statements, Type I and Type II error, significance levels, and appropriate testing techniques.
You may be asked to complete surveys during the course of the semester.

Homework:
Homework will be assigned on the computer through the HLS, it is optional, but strongly encouraged. Homework is assigned as a mastery approach, you have unlimited attempts, with hints and tutorials.

Quizzes:
Quizzes are open book and open note. Quizzes will be given through Hawkes Learning System. There is no makeup of missed quizzes or quiz periods. Quizzes are worth 50% of final grade. You have 3 attempts at quizzes with highest score taken. Quizzes may be printed and used as a study aid. Quizzes may be saved to complete later.

Exams:
Exams are open book and open note. Exams will be given through Hawkes Learning System. Exams are worth 50% of your final grade. There is no makeup of missed tests or test periods. The exams list 2 attempts. This includes attempts for emergencies (such as your computer crashes in the middle of the exam on a weekend at 2am). Exams must be proctored at a TCC testing center, through another university testing center, or through ProctorU. Exams must be completed in one sitting and are timed.

A – 90%, B – 80%, C – 70%, D – 60%, F – less than 60%

Quizzes are due 12/16, Exams are due every 4 weeks. There will be NO EXTENSIONS.

Elementary Statistics
<table>
<thead>
<tr>
<th>MATH 2193.291 16 Week</th>
<th>Friday @ 11:59pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exam 1: Ch 1-3</td>
<td>16-Sep</td>
</tr>
<tr>
<td>Exam 2: Ch 4-6</td>
<td>14-Oct</td>
</tr>
<tr>
<td>Exam 3: Ch 7-9</td>
<td>11-Nov</td>
</tr>
<tr>
<td>Exam 4: Ch 10-12</td>
<td>16-Dec</td>
</tr>
<tr>
<td>Final Exam</td>
<td>16-Dec</td>
</tr>
</tbody>
</table>

No Extensions. Exams may be taken any time before the due date/time.

Quizzes & Exams are taken in the HLS under WebTest.

The instructor reserves the right to communicate any changes in this syllabus or the course itself in class/email.

How to access your grade upon completion of the course:

instructor.
Attendance Policy: For on campus classes, Class attendance is necessary in order to achieve a level of understanding and comprehension of the material. For unattended classes, the student is responsible for making arrangements with a fellow student to procure lecture notes, handouts, or special instructions that were disseminated during the class. For online classes, attendance is considered to be the activity within Hawkes Learning System. The last date of attendance will be the last date that was recorded inside HLS for assignment submitted.

Course engagement is critical to success in an online class. To perform well, you should be logging in on a regular basis, going through the instruct & practice modes; and then attempting your graded quizzes. There are video lectures that you can access during the instruct mode or through tv.hawkeslearning.com. There are powerpoints in Bb and in the HLS Course Materials for you as well.

Course Withdrawal: The deadline to withdraw from a course shall not exceed 3/4 the duration of any class. Check the TCC Academic Calendar for the deadline that applies to the course(s). Begin the process with a discussion with the faculty member assigned to the course. Contact the Advisement Office at any TCC campus to initiate withdrawal from a course (‘W’ grade) or to change from Credit to Audit. Withdrawal and/or change to an audit from a course after the drop/add period can alter the financial aid award for the current and future semesters. Students may receive an outstanding bill from TCC if the recalculation leaves a balance due to TCC. Students who stop participating in the course and fail to withdraw may receive a course grade of “F,” which may have financial aid consequences for the student. The instructor has the right to assign the grade of AW (Administrative Withdraw) up until the last day of the course. An AW will only be given in lieu of an F by request.

Incompletes: A grade of Incomplete (I) is only given in extreme circumstances with proper documentation received before grades are submitted. Per TCC policy you must complete over 50% of the course and be passing to receive the grade of Incomplete.

Communications: Email communications: All TCC students receive a designated “MyTCC” email address (ex: jane.doe@mail.tulsacc.edu). All email communications to you will be sent to your MyTCC email address; and you must use MyTCC email to send email to, and receive email from, the instructor regarding this course.

Inclement Weather: (does not apply to online students unless they lose electricity; if this is the case, contact the instructor as soon as possible) TCC rarely closes. If extreme weather conditions or emergency situations arise, TCC always gives cancellation notices to radio and television stations. This information is also posted on the TCC website (www.tulsacc.edu).

General Education Goals: General Education courses at TCC ensure that our graduates gain skills, knowledge, and abilities that comprise a common foundation for their higher education and a backdrop for their work and personal lives. TCC’s General Education goals are: Critical Thinking, Effective Communication, Engaged Learning, and Technological Proficiency.

Classroom and Online Etiquette: (For classroom sections and online posts) Open and mutually respectful communication of varied opinions, beliefs, and perspectives during classroom or online discussion encourages the free exchange of ideas that is essential to higher learning and to the ability to learn from each other. Use of any electronic device is at the discretion of the instructor.

Syllabus Changes: Occasionally, changes to the syllabus may be necessary. Students will be notified of any changes to the syllabus in writing.

Students with Disabilities: DISABILITY RESOURCES: It is the policy and practice of Tulsa Community College to create inclusive learning environments. Accommodations for qualifying students in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act are available. To request accommodations, contact the Education Access Center (EAC) at eac@tulsacc.edu or call (918) 595-7115 (Voice). Deaf and hard of hearing students may text (918) 809-1864.
Academic Dishonesty: Academic dishonesty (cheating) is defined as the deception of others about one’s own work or about the work of another. Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may: require the student to redo an assignment or test, or require the student to complete a substitute assignment or test; Record a "zero" for the assignment or test in question; Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class; Record a grade of "F" for the student at the end of the semester.

Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to the Dean of Student Services.

Institutional Statement: Each student is responsible for being aware of the information contained in the TCC Catalog, the TCC Student Policies & Resources Handbook, and semester information listed in the class schedule. All information may be viewed on the TCC website: www.tulsacc.edu

Tentative Class Schedule, Syllabus is tentative and course is subject to change. Any changes will be announced through Blackboard and email.

**Yellow Highlight** = Exam Due Date

<table>
<thead>
<tr>
<th>Sections:</th>
<th>291</th>
</tr>
</thead>
<tbody>
<tr>
<td>WebTest / TESTS tab Assigned Tests &amp; Quizzes</td>
<td>Course Length 16 Week</td>
</tr>
<tr>
<td>Test Name (found under TESTS)</td>
<td>Test Description</td>
</tr>
<tr>
<td>01 - Chapter 1 Quiz</td>
<td>Quiz</td>
</tr>
<tr>
<td>02 - Chapter 2 Quiz</td>
<td>Quiz</td>
</tr>
<tr>
<td>03 - Chapter 3 Quiz</td>
<td>Quiz</td>
</tr>
<tr>
<td>Exam 1: Chapters 1 – 3</td>
<td>Chapters 1 - 3</td>
</tr>
<tr>
<td>04 - Chapter 4</td>
<td>Quiz</td>
</tr>
<tr>
<td>05 - Chapter 5</td>
<td>Quiz</td>
</tr>
<tr>
<td>06 - Chapter 6</td>
<td>Quiz</td>
</tr>
<tr>
<td>Exam 2: Chapters 4 – 6</td>
<td>Chapters 4 - 6</td>
</tr>
<tr>
<td>07 - Chapter 7</td>
<td>Quiz</td>
</tr>
<tr>
<td>08 - Chapter 8</td>
<td>Quiz</td>
</tr>
<tr>
<td>09 - Chapter 9</td>
<td>Quiz</td>
</tr>
<tr>
<td>Exam 3: 7 – 9</td>
<td>Chapters 7 - 9</td>
</tr>
<tr>
<td>10 - Chapter 10</td>
<td>Quiz</td>
</tr>
<tr>
<td>11 - Chapter 11</td>
<td>Quiz</td>
</tr>
<tr>
<td>12 - Chapter 12</td>
<td>Quiz</td>
</tr>
<tr>
<td>Exam 4: Chapters 10 - 12</td>
<td>Chapters 10 - 12</td>
</tr>
<tr>
<td>Comprehensive Final Chapters 1 - 12</td>
<td>Chapters 1 - 12</td>
</tr>
</tbody>
</table>

**Smarthinking Online Tutoring – FREE 24/7**
Log into MyTCC -> Blackboard -> Click on Smarthinking Tutoring link on the left. This is a Free 24/7 Virtual Tutoring service available online.
FREE on-campus tutoring available Monday – Saturday at most campuses. Please contact the tutoring lab about hours each semester as hours do change. I recommend the tutors at Northeast campus as they are most familiar with my courses and statistics.

You can access videos that follow our textbook from within the instruct or separately from tv.hawkeslearning.com click on Beginning Statistics.

- **Hawkes has 3 mainparts Instruct, Practice, and Certify.**
- Instruct contains the definitions, formulas, examples, and video clips,
- Practice contains problems with hints, tutorials, and other resources.
- Certify is equivalent to Homework. It will give you multiple attempts and if missed, some clues to what you needed to do.

**The best way to work this class is to**

1. Follow the target calendar on the syllabus
2. Use the notes on Bb, the video lectures, and the Instruct mode to learn the material. **Please ask questions anytime!**
3. When ready take the practice and/or certify (not required).
4. Once you have mastered the material for each section of the chapter, take the quiz under WebTest/TESTS.
5. Continue to the next chapter.
6. When ready for the exam, you may take it any time before the due date under WebTest/TESTS. Exams must be proctored.

**Course engagement is critical to success in an online class.** To perform well, you should be logging in on a regular basis, going through the instruct & practice modes; and then attempting your graded quizzes. There are video lectures that you can access during the instruct mode or through tv.hawkeslearning.com. There are powerpoints in Bb and in the HLS Course Materials for you as well.

Course ID for Statistics: TulsaCCbegSTAT  **Look for course 201710 MATH 2193-291**
Website: [http://www.hawkeslearning.com/Students.htm](http://www.hawkeslearning.com/Students.htm)
Training Video: [http://www.hawkeslearning.com/Students/StudentTraining.htm](http://www.hawkeslearning.com/Students/StudentTraining.htm)

Web Platform: [https://learn.hawkeslearning.com](https://learn.hawkeslearning.com)
Web Platform Getting started video: [http://link.brightcove.com/services/player/bcpid1101169005001?bckey=AQ~~,AAAAE2sH_-k~,vce9mL8StXovrczOY1mj3ECjZs7hUTI7&bctid=2956123671001](http://link.brightcove.com/services/player/bcpid1101169005001?bckey=AQ~~,AAAAE2sH_-k~,vce9mL8StXovrczOY1mj3ECjZs7hUTI7&bctid=2956123671001)

**Proctored Testing Information**

- Exams for this course are proctored.
- Tulsa Community College offers four campus options for exams that are proctored.
  A. Testing Centers are located at Metro, Northeast, Southeast, and West campuses.
  Normal Testing Center Hours, Monday - Thursday 8 am to 5 pm, Friday hours vary by location.
  Metro Campus offers LIMITED Saturday hours for testing. Please contact the testing center prior to your arrival to verify hours of operation and policies as these do change each semester.
Testing Centers will not begin an exam if there is less than one hour remaining before they close. You CANNOT stay past closing time – no matter how much time remains on your exam, whether you are finished or not.

Students do not need to schedule an appointment with the Testing Center in order to test. It is a first come, first serve basis.

Students must present a photo I.D. to test and no cell phones are allowed at any time in the Testing Center.

B. Faculty approved testing sites; educational institution, library, or other facility that will proctor. The proctor’s name, facility name/location, email address, title, and phone number is required. If you choose this option and find a person willing to be a proctor, the proctor and student must contact the instructor WELL IN ADVANCE of any exam due date. Faxing or pdf/emailing capability may be required.

**ProctorU online Testing Services**

ProctorU may also be used. See bookstore about purchasing prepaid ProctorU cards.

C. Proctor U (www.proctoru.com) – Student fees apply (credit cards)
   a. Technology (computer) requirements
      ▪ Reliable high speed internet service.
      ▪ Specific computer hardware, i.e. a fully functioning webcam.
      ▪ A legible, readable picture ID.
      ▪ Additional expenses for you – PER TEST - on your part to use this service.

<table>
<thead>
<tr>
<th>Exam Length</th>
<th>Flex Scheduling</th>
<th>Take it Soon</th>
<th>Take it Now</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Minutes or Less</td>
<td>$ 8.75</td>
<td>$ 13.75</td>
<td>$ 17.50</td>
</tr>
<tr>
<td>31 - 60 Minutes</td>
<td>$ 17.50</td>
<td>$ 22.50</td>
<td>$ 26.25</td>
</tr>
<tr>
<td>61 – 120 Minutes</td>
<td>$ 25.00</td>
<td>$ 30.00</td>
<td>$ 33.75</td>
</tr>
<tr>
<td>121 - 180 Minutes</td>
<td>$ 33.75</td>
<td>$ 38.75</td>
<td>$ 42.50</td>
</tr>
<tr>
<td>181 Minutes or More</td>
<td>$ 42.50</td>
<td>$ 47.50</td>
<td>$ 51.25</td>
</tr>
</tbody>
</table>

Additional information about proctoru.com, registration, and how to use it is available at:

*fees and hours listed are subject to change*