

**M358K (unique number: 54240) Applied Statistics**  
Fall 2018, University of Texas at Austin  
Instructor: Milica Čudina

## First-Day Information Sheet

Welcome! Here is some information and some ground rules. I will stick to these rules, and I assume you will, too. Read carefully, and let me know as soon as possible – **certainly by the 12<sup>th</sup> day of classes: September 14, 2018** – if there is anything unclear.

**Treat this document like a contract.**

### Technicalities

*Lectures:* Mon/Wed/Fri 11:00am-12:00noon at RLM 6.104

*Office Hours:* Mon/Wed/Fri 10:00am-11:00am at RLM 13.142

*My e-mail:* mcudina\_teaching@math.utexas.edu

*Phone numbers:* (512)232-6186 (the instructor's office)  
(512)471-7711 (Department of Mathematics - main office)  
(512)471-9038 (Department of Mathematics - main office(fax))

### About the Course

#### **A few (serious) introductory remarks.**

- ◇ *Course URL (with tentative schedule).* <http://www.ma.utexas.edu/users/mcudina/appl-stats.html>
- ◇ *Course description and prerequisites.* Available at <https://www.ma.utexas.edu/academics/courses/syllabi/M358K.php>
- ◇ *Drop dates.* The last drop date for this class is the one announced on the academic calendar of the University of Texas at Austin (see <http://registrar.utexas.edu/calendars/>). This term it is **November 1st**. For more information, see: <http://www.utexas.edu/ugs/csacc/academic/adddrop/qdrop>.
- ◇ The use of *Canvas* will be limited in this course. Its purpose will be to help communicate students' scores, to send mass communication to students, and to post copyrighted material when needed.
- ◇ *Textbook:* Moore/McCabe/Craig: "Introduction to the Practice of Statistics" (8th ed)
- ◇ *Required devices:* You will need a calculator (any type which can do arithmetic operations) for quizzes and in-term exams. You will also need access to a computer to be able to work on projects. One option is the Math undergraduate computer lab (RLM 7.122).
- ◇ *Attendance:* Attendance is not mandatory. However, there will be (not necessarily announced) in-class quizzes, and regular attendance is strongly recommended. In case you need to be absent, you are responsible for covering the missed material independently.

**A few words on assignments and grading.** You will have homework assignments (always due in the beginning of class). There will also be in-class assignments, two mid-term exams, and a comprehensive final exam.

***Homework.*** This is important information: I will not accept homework that does not conform to the guidelines that follow!

Homework will be assigned in class and/or available on the course website. The homework will **not** be posted on *Canvas*. You will have two different ways in which to hand in your homework:

1. online submission of typed-up solutions through Canvas, or
2. in-person submission of handwritten solutions in the beginning of class.

You do not need to commit to a single way of submitting homework in the beginning of the course; it is acceptable to mix and match, but it is not acceptable to submit a single homework assignment twice. Regardless of the fashion in which your work is submitted, your solutions need to be in order and you should number the pages.

If you choose to upload your typed-up answers through Canvas, you will receive a 5% bonus on top of the score you earn in that particular assignment.

If you choose to hand in your assignment in the beginning of class when it is due, you should follow these guidelines.

Homework assignments you turn in must be organized and stapled. Just as business or official documents, the homework assignments must be done carefully and written legibly on standard size good quality paper. Please write only on the front of each sheet. Box numerical answers where possible. Staple in the top left-hand corner. On the first page and the outside (last) page write your **name, course number, assignment number, and date**. Also, put your last name on each page. Put solutions in order and number the pages. No late homework is accepted. The lowest two homework scores will be dropped.

Having read and understood this First-Day Handout in its entirety will count as one homework assignment. To get the credit, read this entire document with understanding. Then complete the final page of this document and return that page to your instructor by **September 14, 2018**. Not handing in this assignment does not exempt you from abiding by the First-Day Handout.

***Projects.*** There will be a number of mini-projects on the current material to be completed and handed in during the term. The nature and content of the projects will be described in more detail as new techniques are introduced. However, every project will

- ★ be done as part of a group of students (as assigned by the instructor),
- ★ include data gathering,
- ★ involve statistical analysis and data presentation,
- ★ require critical thinking and drawing logical conclusions. No late projects are accepted.

*All assigned projects must be completed in order to earn a passing grade in this course!*

***In-class assesment.*** You will often have quizzes to be completed and handed in during our class meetings (usually, but not necessarily, in the **beginning** of class). These types of assignments will **not** necessarily be announced ahead of time. Please, come prepared to every class meeting, i.e., review your notes, pay attention to the current material and bring the necessary supplies (most importantly – the calculator of your choosing).

***The mid-term exams.*** The mid-term exams will take place during the regular lecture time and in the same classroom. The in-term exams will focus on the material covered since the previous in-term exam. Due to the cumulative nature of the course, however, it will be necessary to draw from the material covered earlier in the course, as well as the prerequisites.

***“Automatic” A.*** Students whose total score in the assessments prior to the end of classes is above 90 will get an automatic A and will not be required to take the final exam. This total score will be calculated giving the homework assignments a weight of 10% total, the in-class assignments the weight of 15% total, the projects the weight of 30% total, and the mid-term exams the weight of 15% each. If you miss a mid-term exam for **any** reason, you are immediately out of contention for the automatic A based on the in-term average.

***The Final Exam.*** The final exam is going to be comprehensive with a slight emphasis on the material covered since the last in-term exam. Any prerequisite material, topics covered in class, or assigned as homework or reading can (and probably will) appear. According to the current finals schedule posted by the registrar’s office, our final exam will take place on **Friday, December 14, 9:00am-12:00noon**. You should be rechecking this information as the term progresses.

For more information on the **uniform** UT final-examination policy, please consult

<http://catalog.utexas.edu/general-information/academic-policies-and-procedures/examinations/>

The things you *should* to bring to the exams are:

- i. a sufficient amount of paper to work on and hand-in your solutions on;
- ii. calculators of any kind.

Things you *must not* to bring to the exams are books, notes, manuals, anything containing solved problems.

If you were not eligible for and automatic A, your scores in all of the above assessments will be used to calculate your final score in the course on the 100 point scale. These are the **weights** assigned to the assessment components:

*Homework (average after the two lowest scores are dropped): 10%*

*In-class assessments (average after the three lowest scores are dropped): 10%*

*Projects: 20%*

*The mid-term exams: 30%*

*The final exam: 30%*

In the end, let me caution you that there will be **no make-up mid-term exams** . If you provide me with a written proof that your absence was legitimate (e.g., a note from your doctor or your lawyer), you can expect your mid-term grade to be dropped and your final exam will then be given the weight of 40%. If you miss more than one in-term exam, I would advise that you consider dropping the course for non-academic reasons.

The final letter grades will be assigned relative to your numerical score obtained from the above scheme in the following way

*A* : 90 – 100

*B* : 80 – 90

*C* : 65 – 80

*D* : 55 – 65

**Grades will not be “curved”!!!!**

- **A few bits of friendly advice**

- ◇ *Discuss the course with your colleagues* - In order to be able to participate in class, you first need to build up a vocabulary - and there will be a lot of new vocabulary in the beginning. Who better to practice the new concepts with than your classmates who are in the same situation? I suggest that you try to work on homework assignments in pairs and small groups. Of course, you will be required to write up your own final version (and I urge you to do so - that is the only way you will be able to tell what your individual knowledge is, as opposed to the collective knowledge of your study-group).
- ◇ *Don't try to cheat* - This is an unpleasant topic, but unfortunately a necessary one! One is often tempted to stretch the boundaries of mere discussion/collaboration with a fellow student into the territory of pure and simple cheating. In short, everything that you present as your own work (especially the work that is supposed to be graded!) should, in fact, be your own work, and not something copied from an external source. In case that a student is caught in violation of the principles of academic honesty enforced at this university, he/she is immediately reported to the higher authorities and assigned a failing grade in this course. You are expected to have read and understood the current issue of General Information Catalog, published by the Registrars Office, for information about procedures and about what constitutes scholastic dishonesty. Please visit [http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php).
- ◇ *Have realistic impressions of your performance* - The grading scheme for this course is described above and I do not intend to stray from it. You are solely responsible for keeping a tally of your scores throughout the semester and entering your results in the grading formula above to avoid any surprises at the end of the semester. In particular, do not rely on *Canvas* to calculate your grade.
- ◇ *On email and office hours* - **Per university regulations, I will not reply to/read e-mail sent to any addresses other than the one above.** Email should be used for brief messages about the organization of and current goings on in the course. As a rule, you should first consult the first-day handout to see if your question is answered here. If there is still any ambiguity, contact the instructor. Your instructor is handling a great number of email messages. You should not expect to have your particular email answered in less than 48 hours. You should not be asking mathematical questions via email, since they are incredibly difficult to answer through a typed message. To get an answer to this type of questions, you should come to office hours and ask in person. When coming to office hours, you should be able to present the mathematical question you have, the route(s) you took in attempting to solve the problem and the obstacles you encountered.

- **UT mandated notes**

“This course carries the quantitative reasoning flag.”

“The University of Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Office of the Dean of Students at 471-6259, 471-6441 (TTY), 1-866-329- 3986 (video phone), or go to <http://ddce.utexas.edu/disability/>.”

“Religious holy days sometimes conflict with class and examination schedules. Sections 51.911 and 51.925 of the Texas Education Code relate to absences by students and instructors for observance of religious holy days.

Section 51.911 states that a student who misses an examination, work assignment, or other project due to the observance of a religious holy day must be given an opportunity to complete the work missed within a reasonable time after the absence, provided that he or she has properly notified each instructor.

It is the policy of The University of Texas at Austin that the student must notify each instructor at least fourteen days prior to the classes scheduled on dates he or she will be absent to observe a religious holy day. For religious holidays that fall within the first two weeks of the semester, the notice should be given on the first day of the semester. The student may not be penalized for these excused absences but the instructor may appropriately respond if the student fails to complete satisfactorily the missed assignment or examination within a reasonable time after the excused absence.”

“ Recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, <http://www.utexas.edu/safety/>:

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: <http://www.utexas.edu/emergency/>
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050”

“Counseling and other mental-health services are available from **Counseling and Mental Health Center**, Student Services Bldg (SSB), 5th Floor. (hours: M–F 8am–5pm. phone: 512 471 3515, web: <http://www.cmhc.utexas.edu/>)”

“All students are welcome to take advantage of the Sanger Center’s classes and workshops, private learning specialist appointments, peer academic coaching, and tutoring for more than 70 courses in 15 different subject areas. For more information, please visit <http://www.utexas.edu/ugs/slc> or call 512-471-3614 (JES A332).”

I have read and understood  
the First-Day Handout  
for M358K (unique number: 54240).

Signature

Legibly written: first name, last name, uteid

Date