**SCMA 524-901** (32403), Course Information, **Fall 2017**

**http://www.people.vcu.edu/~randrews/524/524sharpe3.html**

**INSTRUCTOR:** **Robert L. Andrews, e-mail:** **randrews@vcu.edu**

Home phone: 355‑4645 This number is given in good faith that it will be used with reason (8 a.m. to 10 p.m. except for urgent situations).

**OFFICE HOURS:** Since I am not a full-time faculty member I do not have an office or regular office hours. Normally I can be available after class on Mondays and Wednesdays. If you need to see me, I suggest that you make an appointment. I generally work at home most mornings.

**PREREQUISITE:**  SCMA 171 or 212 or 500 or MATH 200. or equivalent preparation.

**TEXTBOOK & Software Required for homework:**  Sharpe, Norean R.; De Veaux, Richard D. and Velleman, Paul F., **Business Statistics, 3rd edition** (2015), Pearson & **MyStatLab**.

**Available Purchase Options (This same text is used for SCMA 301 & 302.):**

1. MyStatLab with e-book: On-line for $104.95 at **https://www.pearsonmylabandmastering.com/northamerica/**
2. Complete hardcover book bundled with MyStatLab & e-book: ISBN13: 9780133866919 (Make sure a new MyStatLab account is included to do MyStatLab.)
3. Complete loose-leaf book bundled with MyStatLab & e-book: ISBN13: 9780133873634 (Make sure a new MyStatLab account is included to do MyStatLab.)

Graded work on MyStatLab will be used to calculate the test and homework average as indicated below.

**MyStatLab Course ID**: **andrews03559**

**CLASS MEETINGS:** Monday & Wednesday 5:30 - 6:45 p.m. **(No Class: September 4, November 22 & December 11)** (In class test: Wednesday, October 4 & Monday, November 20)

**WITHDRAW:**  The last day to withdraw is **Friday, November 3**

**FINAL EXAM:** **Wednesday, December 13, 4-6:40 PM** (Note the **exam starts at 4 PM.**)

**GRADING:** Final letter grades will be assigned using this scale.

 A B C D F

 90‑100 80‑89.9 70‑79.9 60‑69.9 Below 60

The final numerical average will be based on two tests, MyStatLab homework assignments, a term project and a **thorough comprehensive final exam**. The average of the best two of three grades from the 2 tests and the MyStatLab grade will be averaged together to provide a test and homework average (lowest of the three grades dropped). A segment of each test will be in-class and some part may be completed outside of class. If you do not take a test within 24 hours of the time it is given, no makeup will be given and a grade of zero will be assigned. If you make arrangements in advance or have a verifiable emergency, special consideration can be given. The final exam, the term project and the test and homework average will be weighted equally counting 1/3 each for calculating the final average.

**In-class tests and the comprehensive final exam will be OPEN BOOK and OPEN NOTES and computational software such as Excel or JMP may be used for calculations**.

**MISSION AND OBJECTIVE OF THIS COURSE**

Provide students with a conceptual understanding of basic statistical thinking and analysis procedures using computer tools for computations and visualizations. Focus will be on improving critical thinking, reasoning and communication of knowledge rather than on memorization and regurgitation.

**cell phones:** I ask that cell phones are on vibrate during class. If you have to respond to a call, please get up quietly and step outside the classroom so as to not create a disruption in the classroom.

**For Emergencies contact the VCU Police (828-1234)**

**ACADEMIC INTEGRITY, https://policy.vcu.edu/sites/default/files/Honor%20System.pdf**

Obtain a copy of the V.C.U. Honor System and familiarize yourself with it. Each of us has a part to play in upholding academic integrity at V.C.U. If the university is producing cheaters, this reflects poorly on the entire university community, including you even though you individually are not cheating. If individuals are not held accountable for their behavior they have no reason to change. If you observe something that is not correct and refuse to take any action, you are developing a habit that may be as detrimental to society as the habit you are allowing others to develop. All work submitted for grading is considered to be pledged work unless the instructor specifies otherwise. Come to me with academic integrity concerns involving this class. Remember that **your honesty and integrity are more important than a grade in a course or even a university diploma**.

**CLASS ATTENDANCE and HOMEWORK**

**Each student is held responsible for the material covered during each class and all assignments given during class.** If you miss a class then it is your responsibility to find out what was covered in class. Arrange to obtain the notes for the class if miss a class. Also, notify me in advance of necessary absences. **I do not give makeup tests**, but I will try to work with you if the situation merits. It is the policy of VCU to accord students, on an individual basis, the opportunity to observe their traditional religious holidays. **Students desiring to observe a religious holiday of special importance must provide advance written notification to each instructor by the end of the second week of classes**. Homework will be graded automatically using MyStatLab.

**Unforeseen cancellation of class**

If a class is canceled because of an unforeseen event then all assignments for that class meeting, including tests, carry over to the next class meeting. In the case of inclement weather, I will make every effort to be in class if VCU is not closed. You must assess the risks involved in your situation and decide what you should do. Also you must accept the consequences of your decision and be responsible for the material covered if you choose to miss class. University provided inclement weather & university closing information can be obtained via telephone at **(804) 278-1727**, via internet at **http://www.vcu.edu/alert/** & you can sign up foremergency text messaging and/or for receiving e-mail notices for non-VCU addresses at **http://alert.vcu.edu/signup/index.php**.

**STUDENT-TEACHER RELATIONS**

I ask that classroom behavior be orderly and reasonable. I intend to respect you as a person and I expect each of you to do the same for your classmates and me. I have an athletics and coaching background. I view myself as a coach helping prepare you with skills and abilities for future performance. Constructive criticism is necessary in the education process but taunting and ridicule are destructive and indicate a lack of respect for others. I am concerned about you. As a teacher, I am responsible for upholding academic standards and am concerned about your progress as a student. As a Christian and a fellow human being, I am concerned about you as a person and your personal problems. I invite you to come to me with difficulties you are having in class or out. However, I do not have time to waste with people who are not willing to make an effort to help themselves. Should you need help, please come for help before you get in over your head. If you have any constructive criticism for me that you believe will benefit our entire class or future classes, please come to me privately. I do appreciate this feedback that is essential for improving the quality of my classes. It is important to have an environment that is conducive to learning.

**CALCULATIONS, Calculators and Computer Usage**

**All calculations for pledged work (tests, assignments and exams) are expected to have at least three significant digits.** Calculations rounded off to fewer digits will be considered to be in error due to excessive rounding. I strongly encourage the use of computational software such as Excel or JMP for all homework and assignments for which it is practical. I will use both for most of my solutions and class presentations. Excel & JMP PRO are on the classroom computers and on the 2nd floor lab computers in Snead Hall. **Each student is expected to have access to a computer and the Internet.**  Users should be familiar with VCU’s Computer and Networks Resources Use Policy at **https://policy.vcu.edu/sites/default/files/Computer%20and%20Network%20Resources%20Use.pdf**

The **Student Code of Conduct** contains guidelines for student conduct.

**https://policy.vcu.edu/sites/default/files/Student%20Code%20of%20Conduct.pdf**

“Academic institutions exist, among other reasons, to discover, advance and transmit knowledge and to develop in their students, faculty and staff the capacity for creative and critical thought. At Virginia Commonwealth University, members of the community should strive to exemplify the following specific ideals in addition to other worthy ideals:

* To demonstrate academic and personal integrity.
* To respect the rights and property of others.
* To be open to others’ opinions.
* To uphold academic freedom and freedom of intellectual inquiry.
* To appreciate diversity and to value and learn from the uniqueness of each person.
* To uphold the right of all persons to be treated with dignity and respect and to refrain from all forms of intimidation, harassment and illegal discrimination.
* To demonstrate and respect intellectual courage in situations that demand it.

Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.”

**GENERAL COMMENTS**

Primary focus and emphasis will be on improving problem solving skills and understanding the concepts and computations to enhance your ability to recognize the benefits, potential uses and limitations of the data analysis methods being taught. **Emphasis will be on practical application rather than theory**. For an analysis situation you should **1. Know what to do**, **2. Know how to do it** and **3. Know how to interpret results** in the context of a particular situation.

This course will depend on the utilization of quantitative skills that should have been acquired previously. Some of you did well in those courses and are well prepared; others did not do as well and have a weaker foundation. If you are in the later case then you will probably need to give additional time and effort to this course in order to succeed.

This course is important to all of you even though you may be here only because the course is required in your curriculum. Many of you will have other courses which will use the data analysis and statistical skills learned here. Others will have jobs that may require these skills or at least interactions with individuals who perform analyses using these skills. All of us are consumers of products and ideas and the sellers of these try to convince us of the value of the products using arguments based on statistics and quantitatively oriented presentations. These arguments appear in our personal and professional realms. You must understand the analyses used and know if they are correct for the situation; otherwise you are subject to being misled. Today the world of business is utilizing more and more data analysis. A sound knowledge of statistical methods and problem solving will help provide a solid foundation for a successful career.