CONTACT INFORMATION

Professor: James Bernhard
Email address: jbernhard@pugetsound.edu
Office: Thompson Hall 390G
Office hours: TBA — see course website

My phone number is 879-3812, but the phone is usually one of the slowest ways to reach me. Email is usually much faster.

The course website is the best resource for information about the course. Among other things, it contains a complete calendar for the semester, including all assignments. Also, if you email me a password, you will be able to access your grade-to-date any time during the semester via the course website.

LEARNING OBJECTIVES

The primary goal of this course is to become an informed consumer of statistics. Data is highly prevalent in the world today; in this course, our main goal is to learn how people use statistics to analyze and draw information from data.

A secondary goal of this course is to learn how to use Excel. Although Excel is not a statistics program, it is widely used in many fields outside of statistics. As such, we will learn to use the program as part of the course. (No prior experience with Excel is necessary.)

PREREQUISITES

The only prerequisite for this course is three years of high school mathematics.

COURSE MATERIALS

The required text is Introductory Statistics: a Unified Approach, a draft of a book that I am writing for this course. It is available in the campus bookstore in printed form. If you would like a pdf version, just let me know by email and I would be happy to provide one for you.

No particular specialized technology is required for this course. For our computations, we will use Excel, which is available on campus computers. Any version of Excel is fine. Even if you have other tools that can accomplish the statistical tasks that we perform, you should still use Excel for this class. Learning to use Excel is one of the learning goals for the course.

COURSEWORK

The coursework consists of:

- Approximately weekly homework problems, which are for practice and are not to be turned in.
- Approximately weekly quizzes, usually on Wednesdays. These will take about 10-15 minutes at the beginning of class.
- Four projects, over the course of the semester.
- A reading test, at the end of the semester.

There is no in-class final exam for this course. The course is finished on the last day of class.

GRADING

Your course grade will be based on my assessment of your understanding of the material. By default, I will weight the various components of the course as follows:

- Quizzes: 30%
- Project 1: 10%
- Project 2: 15%
- Project 3: 20%
- Project 4: 15%
- Reading test: 10%

However, these weights are subject to change due to individual circumstances, so if you believe the above components do not accurately represent your understanding of the material, then you should let me know. If
the circumstances dictate, I can work with you to find another way to demonstrate your understanding of the material.

**Policy on Late Work** I will not accept late work without an appropriate reason, which you should explain to me before the work is late if possible. If you are falling behind or need to turn something in late, please see me so that we can discuss it.

**Academic Honesty** On quizzes, you may use:

- The class textbook.
- Class lecture notes, prepared by you or anyone else.
- Homework problem write-ups prepared by you (but not by anyone else).

You should not use anything besides the above listed items. Also, you are not be allowed to use a calculator or a computer on any of the quizzes.

The projects will be individual, not group. Since the projects are instead of midterms in the course, you may not work with anyone else on the projects, and all of the work that you turn in on them must be your own. Any questions that you have about the projects should be directed to me.

Likewise, the reading test is take-home and open-book, but it is a test. You are not allowed to work with anyone else on it, and all of the work that you turn in on it must be your own. Any questions that you have about it should be directed to me.

For practical guidelines on using quotation and paraphrasing effectively and honestly, see the following guide put together by staff at the University of Puget Sound Library:

http://alacarte.pugetsound.edu/subject-guide/6-Academic-Integrity-Puget-Sound

For general information on issues of academic honesty, see the official University of Puget Sound academic honesty policy at:

http://www.pugetsound.edu/student-life/student-resources/student-handbook/academic-handbook/academic-integrity/

**Other** Please feel free to contact me with any other questions you have regarding the course. I look forward to an enjoyable class with you this semester!