You are responsible for all the information on this sheet.
Read it carefully and keep at hand!

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**Fall 2018 Syllabus**

**Math 12 – Elementary Statistics**

**Section #24, MTWTh 9:30-10:35 am, Room 713**

**Instructor:** Veronica Lundquist  
**E-mail:** velundqu@cabrillo.edu  
**Web Page:** www.cabrillo.edu/~vlundquist/  
**Phone:** (831)479-6420  
**Office:** 710A

**Office Hrs:**  
M 07:30 - 08:00 am in room 710A  
Tu 12:20 - 01:50 pm in room 710A  
W 07:30 - 08:00 am, 12:20 - 1:50 pm in room 710A  
Th 07:30 - 08:00 am in room 710A  
F 08:30 - 09:50 am online

**Student Learning Outcomes:**
1. Analyze and organize a set of data using the techniques of descriptive statistics.  
2. Analyze and develop the integrity, meaning, and mechanics of both the confidence interval and hypothesis testing reasoning processes using descriptive statistics and probability.  
3. Evaluate certain inferential statistical problems and decide how to produce estimates of and decisions about certain population parameters using the confidence interval and hypothesis testing reasoning processes.

**Text:** The required text is a free e-textbook that you can access at https://openstaxcollege.org/textbooks/introductory-statistics/get . I recommend that you download the entire .pdf so that you always have access to your book. A print version is available for $33.50 for those that prefer that. You can order it via Amazon from seller "OpenStax College", Introductory Statistics, ISBN 1-938168-20-8, or possibly by it from the Cabrillo Bookstore.

**Calculator:** You are required to get any version of the TI-83 or the TI-84 calculator for this course.

**Handouts:** You are also required to print out some worksheets/lecture notes to bring to class. These will be posted on my website (www.cabrillo.edu/~vlundquist/). *We will rely heavily on our lecture notes, so it's crucial that you come to class regularly.* The textbook is primarily used for the homework problems.
**Attendance:** Since I introduce new material every class day, your attendance is vital to your success in this class. You are responsible for all material covered in class, whether or not you are present. If you miss a class, it is your responsibility to get the notes from a classmate and come prepared to the next class. If you have excessive absences, you may be dropped from the class. Plan to attend class regularly, arrive on time, and stay for the whole class. *During the first two weeks of the semester I will drop students for lack of attendance, to give room to students on the waitlist. So if you have to miss a class during the first two weeks, it is crucial that you contact me.*

**Supplemental Instruction (SI):** Supplemental Instruction (SI) study sessions are offered for this course. SI sessions meet at a minimum twice a week, throughout the semester. Supplemental Instruction is an academic assistance program which provides peer-led group study sessions to assist students in traditionally difficult courses.

SI sessions are led by a student leader who has already taken the course material and has been recommended by an instructor. SI Leaders are trained to facilitate group sessions where students can meet to improve their understanding of course material, review and discuss important concepts, develop study strategies and prepare for exams. SI is for everyone and open to all students enrolled in this class. Attendance at SI sessions is free and voluntary. Students, who attend SI sessions weekly, typically earn higher final course and exam grades than students who do not participate in SI. Please bring your lecture notes, books, and questions with you.

**Participation:** During the semester, there are 20 participation points to be earned. These are points that you will get by participating in certain in-class activities. These activities may or may not be announced beforehand, so it is important that you don’t miss classes. There are no make-up opportunities for these points.

**Homework:** Although your attendance is important, you will not learn math just by watching someone else do it. If you want to become good at anything, *you must practice*. The assigned homework problems are your opportunity to practice and absorb what you’ve seen in class. Homework will be assigned every class meeting and collected regularly. It is crucial that you keep up with your math homework so that you are ready to move on to the next topic the following class. Doing a little math homework every day result in better retention than if you do all the homework at once. Make sure you set aside a little time every day to do exercises and/or review old problems. You are encouraged to work together on the homework, but your work should be your own. Before starting your homework, make sure you carefully read the "Homework Rules and Guidelines" handout for more information.

**Quizzes:** There will be several 10-point quizzes given throughout the class. They are NOT pop-up quizzes but will be announced ahead of time. I will count the four best quizzes towards your grade. **There are no make-up quizzes.**
Labs: There will be several lab assignments throughout the semester, worth a total of 40 points. The assignments and their due dates will be established later in class.

Exams: There will be four midterms, worth a total of 300 points. If you are unable to attend class on the scheduled exam day, you have to contact me before the exam, so that we can make alternate arrangements. There are no make-up exams in this course.

Final Exam: There will be a 200-point comprehensive final exam on Wednesday, Dec 12, 07:00am-09:50am in our regular classroom.

Grading: I give no grades; you earn them. The grading scale below will be used to determine your letter grade. A pass/no pass option is also available for this course. By default, you are on the letter grade option. You have until October 6 to notify me, in writing (via email is acceptable) if you want the pass/no-pass option, and you must request this via WebAdvisor before this date as well.

If you ever want to know your standing in the class, please just stop by my office or send me an email.

<table>
<thead>
<tr>
<th>Tentative Point Totals</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>Participation</td>
<td>20 pts</td>
</tr>
<tr>
<td>Homework</td>
<td>60 pts</td>
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<tr>
<td>Quizzes</td>
<td>40 pts</td>
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<tr>
<td>Labs</td>
<td>40 pts</td>
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<tr>
<td>Exams</td>
<td>300 pts</td>
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<tr>
<td>Final Exam</td>
<td>200 pts</td>
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<tr>
<td>Total</td>
<td>660 pts</td>
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<tr>
<td>90-100%</td>
<td>A Pass</td>
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<td>80-89.5%</td>
<td>B Pass</td>
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<tr>
<td>70-79.5%</td>
<td>C Pass</td>
</tr>
<tr>
<td>60-69.5%</td>
<td>D No Pass</td>
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<tr>
<td>0-59.5%</td>
<td>F No Pass</td>
</tr>
</tbody>
</table>

Dropping Classes: If you plan on dropping the class, it is your responsibility to do so by using WebAdvisor on-line, or going to the Admissions and Records office.

Teacher Contact: Contact between student and instructor is important. If something is going on in your life that is affecting your progress in the class, please let me know.

Student Accessibility: Students needing accommodations should inform the instructor. As required by the Americans with Disabilities Act (ADA), accommodations are provided to insure equal access for students with verified disabilities. To determine if you qualify, or need assistance with an accommodation, please contact the Accessibility Support Center (formerly DSPS), Room 1073, (831)479-6379.
Resources:
  o Yours truly, me. It is my job to help you learn statistics and I love my job! I want you to succeed and I am willing to help whenever possible. Please do not hesitate to come to me if you need any extra help.
  
  o The Math Learning Center (MLC) is located on the Aptos campus, room 1074. Here you can get free tutoring, you can borrow books and calculators, study together with your classmates, etc.
  
  o The Integrated Learning Center (ILC) is located at the Watsonville center. Here you can also get free tutoring in math, borrow books and calculators, as well as study together with classmates.

Class information and rules:
  o Please respect the rights of your classmates to hear and learn from this classroom experience; turn off and put away cell phones before the beginning of the class, do not wander in and out of the classroom during class period, and refrain from talking to your neighbors when I am speaking.
  
  o When working with other class members, please be encouraging, positive, and helpful.
  
  o I expect you to actively participate in discussions and in-class assignments. Ask questions in class; chances are that others have the same question. If you have questions that pertain mainly to you, please ask them before or after class, or during my office hours.
  
  o Cheating will not be tolerated. It is the responsibility of the student to make it clear to me that he or she is not cheating; during exams and quizzes there should be no talking whatsoever, no use of any electronic devices other than scientific calculators, and no wandering eyes. Anyone who willingly allows his/her work to be copied will also be considered to be cheating. Any student caught cheating will receive a zero for the exam/quiz. A second offense will result in me dropping the student from the course. All cheating offenses will be reported.
  
  o No cell phone use of any sort is allowed in the classroom – including texting.
  
  o No use of any other electronic devices other than calculators are allowed in class. If you prefer taking notes on a laptop or tablet, your screen can only have math notes on it at any time. If I ever find out that your device is used for anything else, you will lose your privilege of ever using it in class again.

Helpful Hints:
  o Do your homework regularly – not just before it is due.
  
  o Do your homework within 24 hours of class lecture.
  
  o Embrace your mistakes and learn from them.
  
  o Go to the SI-sessions.
  
  o Join or create study groups.
  
  o Use the MLC and/or ILC to get answers to your questions as you work on your homework.
o It is crucial that you seek help when you don’t understand something.
o Do not fall behind. Sometimes you might think it is hard to keep up, but it is harder still to catch up.
o Keep a positive attitude.

**Nondiscrimination and Accessibility Notice:** The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities. The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**Support Services:** Cabrillo College has many programs and services designed to help you during your academic journey. You can visit the website at [http://www.cabrillo.edu/services/studserv/index.html](http://www.cabrillo.edu/services/studserv/index.html) for a complete listing of support services. These services are provided free of charge while you are a student. Please take advantage of them.

**Financial Aid:** Cabrillo College provides several financial aid opportunities for students. For tuition and/or book assistance information, go to [https://www.cabrillo.edu/services/finaid/](https://www.cabrillo.edu/services/finaid/)

**Student Rights and Responsibilities:** You are expected to contribute to a positive learning environment. Your responsibilities as a student include:
* Respect for your fellow students, staff, and faculty
* Actively participating in the learning environment
* Taking responsibility for learning and progressing in your course
* Requesting assistance from the instructor when needed
* Adhere to all academic integrity principles
* Reading and understanding the Cabrillo Student Rights and Responsibilities Handbook. (the student grievance procedure is outlined beginning on pg. 18 of the handbook).
* Following all school policies and procedures (All policies and procedures can be found at [http://www.cabrillo.edu/associations/governingboard/BoardPolicies.html](http://www.cabrillo.edu/associations/governingboard/BoardPolicies.html)).

Welcome to Math 12 !!!

“A statistician can have his head in an oven and his feet in ice, and he will say that on the average he feels fine.”
This syllabus is subject to change. Should a change occur, it will be announced in class.