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MEMORANDUM FOR STUDENTS ENROLLED IN MATH 300, FALL 20XX

SUBJECT: Math 300 Course Letter

1. **Introduction.** Welcome to Introduction to Statistics. This is an introduction to data analysis for decision-makers. We will be using open source text and software. The emphasis will be using computational and mathematical tools to transform data into actionable information.
2. **Learning Goals.** Students will be able to complete the complete data analysis cycle to include data collection, data wrangling, data visualization, data modeling, inference, prediction, interpretation of results, and communication using reproducible research.
3. **Course Materials.** 
   1. **General** **Information**. We will make extensive use of computational methods which depend heavily on software. We will be using a free software package called R. This program is an interpretive language and will require more programming skill than just “point-and-click.” Primarily, we will use R through a web-based server called RStudio Cloud. You can setup R and RStudio on your computer via the image on Tanium but instructions at the time of writing are not available. We will be using Microsoft Teams to host our course. Course materials and course communications will be on Teams. We prefer chat messages to email messages. We are using Gradescope to grade exams and problem sets.
   2. **Install/Setup**. Complete this as soon as possible, prior to start of class is the preferred. Go to <https://bit.ly/2VwbfXA> which links you to the space “Math 300 Fall 2022” on RStudio Cloud. Create an account on RStudio Cloud using your @afacademy.af.edu email, <https://rstudio.cloud/>.
   3. **Course Text**. The textbook is on-line and free at <https://moderndive.com/index.html>.
4. **Dignity and Respect**: As a cadet at the United States Air Force Academy, you are a valuable member of our Air Force and deserved to be treated with dignity and respect from your instructor and your classmates.  Likewise, you are expected to treat your classmates and instructor with dignity and respect.  This is a non-negotiable standard of behavior for everyone in this course, including the faculty.  To be clear, this is not about being politically correct.  It is about creating an environment where everyone is valued and has an equal opportunity to be heard and contribute to the course.  It is about making sure no one is robbed of their opportunity to learn and grow because of small minded comments or malicious intentions.  There is no room for that in this course, at the Air Force Academy, or in the Air Force.  If you have any concerns you can talk to your instructor.  You are also welcome to take any issues directly to the Department Head, Col Scott Williams Finkelstein or his Deputy Lt Col XXX.  If you prefer to discuss the issue with a civilian faculty member, I encourage you to reach out to Dr. XXX.  There are also Ombuds in DF outside of the Math Department that will address your concerns and advocate for you.  There will be no negative repercussions if you come forward with a concern.  Whatever avenue you choose, please know that Col Williams and the entire DFMS faculty are committed to dignity and respect for all cadets and faculty.
5. **EI.** There are XXX instructors for this course. You can schedule EI with any of them via Teams.
6. **Graded Reviews.** There are four individual effort GRs in this course.
7. **Problem Sets.** There will be eight problem sets that are graded. You will complete them in R and compile into a pdf. This will be submitted into Gradescope.
8. **Homework.** Homework are the learning checks in each assignment. These are not graded but the majority of class will be devoted to completing these checks. Any that are not completed in class will be your responsibility to complete outside of class. Come to class with your computer as this will be completed in R.
9. **Final.** There is a final written examination that covers the entire course. There are no final exemptions.
10. **Grades.** If you want to guarantee an “A” grade, you will need to earn at least 90% of the total points. You will need at least 80% to guarantee a “B” and 70% to guarantee a “C”. If you finish below a 60% average, you will most likely fail the course. The distribution of the course points are as follows:

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| --- | --- | --- | --- |
| **Graded Events** | **Points per**  **graded event** | **Total**  **Points** | **Overall**  **Percentage** |
| GRs (4) | 120 | 480 | 48% |
| Problem Sets (8) | 30 | 240 | 24% |
| Final Exam | 280 | 280 | 28% |
| **Total** |  | **1000** | **100%** |

1. **Final Comments.** If you have any questions or concerns, don’t hesitate to ask for help.

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Course Director, Math 300