**QMB 3200:**
**Business and Economic Statistics II**
CRN 14840, Section 522,
3 Credit Hours
Muma College of Business, School of ISM

# COURSE SYLLABUS (Draft)

Semester: Spring 2023
Class Meeting Days and Time: No weekly meeting time requirements; 100% online
Instructor: Dr. Lu Kong
Office Location: Muma College of Business, USF Sarasota-Manatee Campus, SMC-C214C
Office Hours: By appointment through MS Teams
Phone Number: (941) 359-4669
Email: kongl@usf.edu

**Note:** This is a 3-credit hour course. A 3-credit hour course means, 3 hours per week of in-class instruction over 16-week semester. Time for course preparation and reading assignments; and time for completing homework assignments, quizzes, and exams will be extra (out-side of instructional time) just like any other course students take.

**I.  Welcome!**
Dear Students, Welcome to a new semester. In this "Business and Economic Statistics II" course, you will learn critical thinking, problem solving, analytical skills that would help you throughout your career in business and industry. The purpose of QMB 3200 is to help students in acquiring skills to apply statistical tools and techniques in business analytics and decision making in various business environments. This course integrates Excel into the course When mastered, and through practice and experience, these skills can help get into high paying jobs.

**II.  University Course Description**
Simple linear regression and correlation; multiple regression and model building; forecasting models; analysis of variance; chi-square tests; nonparametric methods.

**III.  Course Prerequisites**
MAC 2233 / MAC 2241, QMB 2100

**IV.  Course Purpose**
QMB 3200 is the second course in Statistics. It builds upon the foundation established in your first course in Statistics (QMB 2100 or its equivalent). The purpose of QMB 3200 is to

prepare students to appreciate the role statistics plays in business analytics and decision making. In particular, the course emphasizes and prepares students to "learn", "interpret", and "be ready to apply" the concepts and methods, rather than learn calculations alone. This is a Business Foundation course with a minimum "C-" grade is required (https://catalog.usf.edu/content.php?catoid=13&navoid=1486#college-level-requirements).

## V.    How to Succeed in this Course

Successful students should follow several practical tips before each meeting:
1.  ***Check Canvas and emails daily for announcements***
2.  ***Watch the course videos and read the readings on time***
3.  Take the sample test (if your instructor provides one) to become familiar with the controls, where to find the test parameters (such as multiple attempts vs. single attempt), and how to submit individual questions and the final test submission.
4.  If new to Canvas, read this guide
5.  Get help.
    a.  Tutoring from USF Sarasota-Manatee Campus Academic Success Center (ASC): - Book a slot online at: https://www.sarasotamanatee.usf.edu/academics/academic-resources/tutoring.aspx. Select tutor JoAnn Stolarski and schedule an appointment.
    b.  Book an appointment with the instructor: kongl@usf.edu

## VI.   Course Topics
*   Quick Review of Concepts and Topics (Probability Distributions, Estimation, and Hypothesis Testing) from QMB 2100 that are important for QMB 3200 – to be covered if required to help students catch-up, depending on the need at individual campuses
*   Categorical Data Analysis – Chi-square Tests
*   Analysis of Variance
*   Simple Linear Regression
*   Multiple Regression
*   Time Series Analysis and Forecasting

**Course Objectives:**
Through this course, students would develop a working knowledge and expertise on how to apply statistical methods on business problems. In particular, students will be able to:
1.  Strengthen fundamentals, formulate hypothesis from the problem statement, and learn to perform analyses,
2.  Interpret statistical results generated from a selected software program and communicate the findings in simple terms to the decision-maker.
3.  Identify opportunities for and learn to apply statistical tests on Categorical data such as contingency analysis and goodness of fit tests

4. Explain the basis and apply Analysis of Variance (ANOVA) techniques on data from experiments/observational studies in business
5. Identify application opportunities and learn to perform simple linear and multiple regression analyses, extract valuable information, and apply the results for predictions and improved business decision-making
6. Analyze Time-series patterns and learn to apply forecasting methods for various business applications

## VII. Student Learning Outcomes

At the conclusion of the course students should be able to:
1. Develop hypothesis from a problem statement, choose an appropriate statistical technique to apply given the problem context, perform the analysis; and most importantly, interpret the reports/results, and develop well-reasoned and evidence-based conclusions
2. Learn to perform hypotheses tests on categorical data using Chi-Square goodness of fit tests and tests of independence
3. Understand the principles of designed experimentation, identify an appropriate experimental design to perform Analysis of Variance (ANOVA) on data from experimental/observational studies; develop hypothesis statements, perform the analysis, understand, and interpret ANOVA output from a select software; and develop conclusions
4. Develop both simple and multiple regression models from given data, understand and interpret regression analysis output from a select software package, test hypotheses and infer relationships between variables, and make predictions on response.
5. Develop an understanding for patterns in Time Series data, select appropriate forecasting techniques given the pattern, develop forecasts and forecast accuracy measures to identify the best forecasting method

## VIII. Required Texts and/or Readings and Course Materials; Tools and Software

- Statistics for Business & Economics | 14th Edition by David R. Anderson/Dennis J. Sweeney/Thomas A. Williams/Jeffrey D. Camm/James J. Cochran/Michael J. Fry/Jeffrey W. Ohlmann, CENGAGE, ISBN: 978-1-337-90106-2
  [After a very quick review of topics from Statistics I (Chapters 1-9), the primary focus of QMB 3200 will be on: Chapters 12, 13, 14, 15, and 17]
  You can buy a new textbook, a used copy, rent it, or buy an eBook – whatever works best for you.
- Course material (Word documents) by Dr. Anurag Agarwal, Dr. Ramakrishna Govindu, and Dr. Kwangtae Park (to be uploaded to Canvas each week).
- **In this section of the course we use "Microsoft Excel" extensively.** If you don't have Microsoft Office on your system, as a student of USF you are allowed free download and installation of Microsoft Office for personal use. Check out the info at: https://www.usf.edu/it/documentation/office365/personal-download.aspx. **Usage of other spreadsheet applications such as Google Sheets will not be acceptable.**

- We will use Canvas for class announcements, materials, assignments, quizzes, and take home exams. It is the students' responsibility to check frequently on Canvas for assignments due dates, announcements, etc. Information on how to use Canvas is available at: http://usfsm.edu/elearning. Canvas is accessible at http://learn.usf.edu.

IX. **Supplementary (Optional) Texts and Materials**

Additional supplementary documents may be posted on Canvas if and as needed for the benefit of students. These documents will help students expand their knowledge. However, students will not be tested on the content.

X. **Grading Scale**

| Grading Scale (%) | |
|---|---|
| 96.50 – 100% | A+ |
| 91.50 – 96.49% | A |
| 89.50 – 91.49% | A- |
| 86.50 – 89.49% | B+ |
| 81.50 – 86.49% | B |
| 79.50 – 81.49% | B- |
| 76.50 – 79.49% | C+ |
| 71.50 – 76.49% | C |
| 69.50 – 71.49% | C- |
| 66.5 – 69.49% | D+ |
| 61.50 – 66.49% | D |
| 59.50 – 61.49% | D- |
| 0 – 59.49% | F |

**It is mandatory that students must take BOTH exams (mid-term and final) to be held in order to earn a final grade in the course. Students who do not attempt either exam will be assigned an "F" grade.**

**Your score determines your grade. No individual requests for grade adjustments shall be entertained.**

XI. **Grade Categories and Weights**

| Assessment | Percent of Final Grade |
|---|---|
| Homework Assignments (Individual Task) | 25% |
| Online Quizzes (Individual Task) | 20% |
| Exam #1 (Midterm Exam) (Individual Task) | 25% |
| Exam #2 (Final Exam) (Individual Task) | 30% |
| Total | 100% |

**XII. Additional Details on the Course Assignments and Grading Policies**

**COURSE PARTICIPATION:**
Online course participation is mandatory on all weeks during the semester. The nature of the course is such, and there is also strong evidence that students who participate in the course every week regularly end up learning the subject matter better and earn good grades. <u>Students must engage themselves in the course through active participation, and practice solving as many problems as possible</u>. **Since Quizzes and Homework assignments are all announced at the beginning of the semester along with their deadlines on Canvas in the syllabus; they are due by the deadline indicated irrespective of whether you missed a class due to various reasons. ==There will be NO allowances, concessions, or make-up work be given for missed HW Assignments and Quizzes. Missed HW Assignments and Quizzes will be assigned zero points.== Exams are due as indicated in the schedule. ==No make-up exams will be given for any one for any reason.== There will be NO opportunity for extra credit. Students don't need to do any extra work, all that they have to do is just complete the work assigned as indicated <u>on time and every time</u>.**

**HOMEWORK ASSIGNMENTS:**
All homework assignments are individual tasks. ==**Every week (starting week 2), homework will be due on Monday at 11:59 pm on Canvas.**== Please use **<u>Microsoft Excel</u>** to solve your homework problems. In the Excel file you submitted to Canvas, please show your work process. ==**If you only provide the final answer without any work process shown, you will receive zero point even if your answer is correct.**==

Please submit your report as an Excel file on Canvas before the due date and time indicated. Microsoft Excel MUST BE USED and for solving HW problems. **If Excel is not used (along with Excel functions and Excel Data AnalysisToolpak options), zero points will be recorded for the HW assignment.**

The deadline to submit your homework assignments is FIRM. **<u>NO late assignments will be accepted.</u>** There will be no extensions of homework assignments due dates. No email or hard-copy submissions are accepted. HW report must demonstrate student's own work**. If any HW reports are found to be copied, all the students who helped and/or received help shall be treated as violators, will receive zero points, and be reported for academic dishonesty.** Solutions for HW assignments will be made available. It is the students' responsibility to compare solutions provided with your own answers and learn from the same in preparation for exams. If you have any questions or need help, you MUST seek help from the instructor or as needed for your own benefit. Please remember that solving Homework Assignments on your own is the most important step in preparing for exams.

**Colluding with classmates and other students/people, using external resources, tutors, tutoring websites such as Chegg.com … etc., and all other modes of cheating is strictly prohibited. Submitting work of tutors and classmates (as your own), and reports from**

tutoring websites such as Chegg.com … etc., and all other modes of cheating is strictly prohibited. Violators will receive zero points and be reported for academic dishonesty. Academic dishonesty will be dealt with very strictly under university policies.

**READING ASSIGNMENTS AND QUIZZES:**
Reading assignments will be assigned before each session. Typically, reading assignments require students to read the relevant chapter(s) in the textbook before watching the class videos. Students have to complete the reading materials to succeed in quizzes. As you read the chapters, workout the solved example problems in Excel. **If you are not doing what is required to be done before attending classes, you are not doing what is essential for succeeding in this course.**

All Quizzes are individual tasks. <mark>A missed quiz will result in a score of zero. No make-up quizzes will be given if you missed any of the quizzes.</mark> Quizzes are mean to test your knowledge of the materials of the reading assignments. Complete your reading assignments before taking the quizzes is essential. **Quizzes are open book and open notes type, and will test conceptual understanding for the subject matter and not rote memorization nor the student ability to search out for answers because they will be of open book-open note type. Quizzes will only contain multiple choice questions. However, these multiple choice questions sometime require students to calculate the answers.** You will have sufficient time to complete the Quizzes held on Canvas. Each quiz will be timed and must be completed before the deadline indicated. All quiz scores shall count towards final grade. A missed quiz will result in a score of zero. NO make-up quiz will be provided for quizzes missed due to any reason.

**Colluding with classmates and other students/people, using external resources, tutors, tutoring websites such as Chegg.com … etc., and all other modes of cheating is strictly prohibited. Violators will receive zero points and be reported for academic dishonesty. Academic dishonesty will be dealt with very strictly under university policies.**

**EXAMS:**
Exams are individual tasks. **There will be two exams and all of them are take-home type, held on Canvas and must be completed within the time window indicated**. Students *cannot miss an Exam.* **No make-up exams will be given.** You must make sure you complete the exam and submit your file on time or be prepared to lose points. Exams will be open textbook and open notes type. You are allowed to use laptops and perform calculations using Excel. Microsoft Excel MUST BE USED and for solving Exam problems. If Excel is not used (along with Excel functions and Excel Data AnalysisToolpak options), zero points will be recorded for the Exams. In the Excel file you submitted to Canvas, **please show your work process. <mark>If you only provide the final answer without any work process shown, you will receive zero point even if your answer is correct.</mark>**

Exams will test the student understanding for the application of the methods and interpretation of results. Problems on exams will be similar to HW problems. Exams should be completed using Excel. All exam scores shall count towards final grade.

**Exams may be administered online in Canvas using Honorlock based on USF system policies. Honorlock violations will be reported for academic dishonesty. Colluding with classmates and other students/people, using external resources, tutors, tutoring websites such as Chegg.com … etc., and all other modes of cheating is strictly prohibited. Violators will receive zero points and be reported for academic dishonesty. Academic dishonesty will be dealt with very strictly under university policies.**

**NO MAKE-UP WORK, NO EXTRA CREDIT POLICY:**
Again, in this course, no make-up or extra credit work will be assigned, except for those with medical emergencies / hospitalizations of the students (not friends or family members). **Official documents from the doctor and/or the hospital are required for these exceptions to be made.**

All students must review the syllabus and the requirements if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

### XIII.  Grade Dissemination

All submissions happen on Canvas. You can access your scores at any time using "Grades" in Canvas. Grades for Homework assignments, Quizzes, and Exams will be posted on Canvas typically within 1-2 weeks past the respective due dates. If any delays happen due to unforeseen circumstances, you will be informed of the possible delays through e-mail.

### XIV.    Copyright Statement

My lectures and course materials, including class videos, PPT slides, quizzes, exams, homework, and notes, are protected by copyright. Copyrighted course materials may not be further disseminated. I encourage you to take notes and make copies of course materials for your own educational use only.

## XIV. Course Schedule

<mark>* Note: The Schedule is subject to revision</mark>

**Each week, the course materials will be uploaded to Canvas on <mark>Monday.</mark>**

| Week | Date | Topic and Description |
|---|---|---|
| 1 | 01/09 | **Topic:**<br>Syllabus, Course Outline, and Introduction<br>**Assignments to be completed before class:**<br>• Read syllabus carefully<br>• Read Textbook Chapter 1 "Data and Statistics"<br>• Read "Chapter0,WhyStudyStatistics.docx"<br><br>**Assignments:**<br>• Readings for the next week (Textbook Chapter 2,3, &4)<br>• Read and Practice in Excel "Chapter01DataAndDescriptiveStatistics.docx" & "Chapter02Probability.docx"<br>• Quiz 1 due Friday Jan 13th at 5:00 pm <mark>**(Quiz 1 will serve as the First Day Attendance assignment. Students who missed Quiz 1 WILL be dropped from the course automatically)**</mark> |
| 2 | 01/16 | **Topic:**<br> Descriptive Statistics & Probability<br>**Assignments to be completed before class:**<br>• Read Textbook Chapter 2 "Descriptive Statistics: Tabular and Graphical Displays", Chapter 3 "Descriptive Statistics: Numerical Measures", and Chapter 4 "Introduction to Probability"<br>• Read and Practice in Excel "Chapter01DataAndDescriptiveStatistics.docx" & "Chapter02Probability.docx"<br><br>**Assignments:**<br>• Homework Assignment # 1, due Monday 01/23/2023 at 11:59 pm<br>• Quiz 2 due Monday 01/23/2023 at 11:59 pm<br>• Readings for the next week (Textbook Chapter 5&6)<br>• Read & practice in Excel "Chapter03ProbabilityDistributions.docx" |
| 3 | 01/23 | **Topic:**<br> Probability Distributions<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 5 "Discrete Probability Distributions" and Chapter 6 "Continuous Probability Distributions"<br>• Read & practice in Excel "Chapter03ProbabilityDistributions.docx"<br><br>**Assignments:**<br>• Homework Assignment # 2, due Monday 01/30/2023 at 11:59 pm<br>• Quiz 3 due Monday 01/30/2023 at 11:59 pm |

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|---|---|---|
| | | • Readings for the next week (Textbook Chapter 7)<br>• Read & Practice in Excel "Chapter04ConfidenceIntervals.docx" |
| 4 | 01/30 | **Topic:**<br>Sampling and Sampling Distributions<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 7 "Sampling and Sampling Distributions"<br>• Read & Practice in Excel "Chapter04ConfidenceIntervals.docx"<br><br>**Assignments:**<br>• Homework Assignment # 3, due Monday 02/06/2023 at 11:59 pm<br>• Quiz 4 due Monday 02/06/2023 at 11:59 pm<br>• Readings for the next week (Textbook Chapter 8&9)<br>• Read & Practice in Excel "Chapter05HypothesisTesting.docx" |
| 5 | 02/06 | **Topic:**<br>Interval Estimation & Hypothesis Test<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 8 "Interval Estimation" and Chapter 9 "Hypothesis Tests"<br>• Read & Practice in Excel "Chapter05HypothesisTesting.docx"<br><br>**Assignments:**<br>• Homework Assignment # 4, due Monday 02/13/2023 at 11:59 pm<br>• Quiz 5 due Monday 02/13/2023 at 11:59 pm |
| 6 | 02/13 | **Topic:**<br>Mid-term Review. No new/additional course content will be covered this week.<br>**Assignments:**<br>• Study for Mid-term. Review all previous readings, slides, in-class exercises, and HW assignments |
| 7 | 02/20 | **Mid-term Exam: Will open on Monday, Feb 20th at 10:00 am, and close on Tuesday, Feb 21st, at 10:00 am. You have one day (24 hours) to complete it.**<br>**Assignments:**<br>• Readings for the next week (Textbook Chapter 12)<br>• Read & Practice in Excel "Chapter07CategoricalVariables.docx" |
| 8 | 02/27 | **Topic:**<br>Comparing Multiple Proportions, Test of Independence and Goodness of Fit I<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 12 "Comparing Multiple Proportions, Test of Independence and Goodness of Fit"<br>• Read & Practice in Excel "Chapter07CategoricalVariables.docx" |

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|---|---|---|
| | | **Assignments:** <br> • Homework Assignment # 5, due Monday 03/20/2023 at 11:59 pm <br> • Quiz 6 due Monday 03/20/2023 at 11:59 pm |
| 9 | 03/06 | **Topic:** <br> Comparing Multiple Proportions, Test of Independence and Goodness of Fit II <br> **Assignments to be completed before class:** <br> • Read textbook Chapter 12 "Comparing Multiple Proportions, Test of Independence and Goodness of Fit" <br> • Read & Practice in Excel "Chapter07CategoricalVariables.docx" <br><br> **Assignments:** <br> • Homework Assignment # 5, Monday 03/20/2023 at 11:59 pm <br> • Quiz 6 due Monday 03/20/2023 at 11:59 pm <br> • Readings for the next week (Textbook Chapter 13) <br> • Read & Practice in Excel "Chapter06ANOVA.docx" |
| 10 | 03/13 | **Spring Break, no class** |
| 11 | 03/20 | **Topic:** <br> Analysis of Variance I <br> **Assignments to be completed before class:** <br> • Read textbook Chapter 13 "Experimental Design and Analysis of Variance" <br> • Read & Practice in Excel "Chapter06ANOVA.docx" <br><br> **Assignments:** <br> • Homework Assignment # 6, due Monday 04/03/2023 at 11:59 pm <br> • Quiz 7 due Monday 04/03/2023 at 11:59 pm |
| 12 | 03/27 | **Topic:** <br> Analysis of Variance II <br> **Assignments to be completed before class:** <br> • Read textbook Chapter 13 "Experimental Design and Analysis of Variance" <br> • Read & Practice in Excel "Chapter06ANOVA.docx" <br><br> **Assignments:** <br> • Homework Assignment # 6, due Monday 04/03/2023 at 11:59 pm <br> • Quiz 7 due Monday 04/03/2023 at 11:59 pm <br> • Readings for the next week (Textbook Chapter 14&15) <br> • Read & Practice in Excel "Chapter08SimpleRegression.docx" |
| 13 | 04/03 | **Topic:** <br> Regression I: Simple Linear Regression <br> **Assignments to be completed before class:** <br> • Read textbook Chapter 14 "Simple Linear Regression" and Chapter 15 "Multiple Regression" |

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|---|---|---|
| | | • Read & Practice in Excel "Chapter08SimpleRegression.docx"<br><br>**Assignments:**<br>• Homework Assignment # 7, due Monday 04/17/2023 at 11:59 pm<br>• Quiz 8 due Monday 04/17/2023 at 11:59 pm<br>• Read & Practice in Excel "Chapter09MultipleRegression.docx" |
| 14 | 04/10 | **Topic:**<br> Regression II: Multiple Regression<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 14 "Simple Linear Regression" and Chapter 15 "Multiple Regression"<br>• Read & Practice in Excel "Chapter09MultipleRegression.docx"<br><br>**Assignments:**<br>• Homework Assignment # 7, due Monday 04/17/2023 at 11:59 pm<br>• Quiz 9 due Monday 04/17/2023 at 11:59 pm<br>• Readings for the next week (Textbook Chapter 17) |
| 15 | 04/17 | **Topic:**<br>Time Series Analysis and Forecasting<br>**Assignments to be completed before class:**<br>• Read textbook Chapter 17 "Time Series Analysis and Forecasting"<br><br>**Assignments:**<br>• Homework Assignment # 8, due Monday 04/24/2023 at 11:59 pm<br>• Quiz 10 due Monday 04/24/2023 at 11:59 pm<br>• Study for the final exam |
| 16 | 04/24 | **Topic:**<br>Final exam Review. No new/additional course content will be covered this week.<br>**Assignments:**<br>Study for the final exam. Review all previous readings, slides, in-class exercises, and HW assignments |
| | 05/01 | **Final-term Exam: Will open on Thursday, May 1st at 10:00 am, and close on Friday, May 2nd at 10:00 am. You have one day (24 hours) to complete it.** |

**XV. General Education Statement (undergraduate only – Required if a Gen Ed course)**
Not Applicable

**XVI. Integration of This Course into Your Academic Experience (Gen Ed only)**
Not Applicable

**XVII. Global Citizens Project (only required if a GCP course; must be verbatim)**
Not Applicable

**XVIII. USF Core Syllabus Policies**
USF has a set of central policies related to student recording class sessions, academic integrity and grievances, student accessibility services, academic disruption, religious observances, academic continuity, food insecurity, and sexual harassment that apply to all courses at USF. Be sure to review these online at:
https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

**XIX. Standard University Policies – (section to be edited)**

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

**XX. Covid-19 Procedures – (section to be edited)**

All students must comply with university policies and posted signs regarding COVID-19 mitigation measures, including wearing face coverings and maintaining social distancing during in-person classes. Failure to do so may result in dismissal from class, referral to the Office of Student Conduct and Ethical Development, and possible removal from campus.

Additional details are available on the University's Core Syllabus Policy Statements page: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx

**XXI. Course Policies: Grades**

**Online Proctoring:**
Online exams and quizzes within this course may require online proctoring. Quizzes and examinations will be administered using online proctoring tool - **Honorlock**. Keeping the audio and video (microphone and camera) on during such exams and quizzes is a must. **Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the**

**residence.** To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings, and students with concerns may discuss the location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring you can visit the online proctoring student FAQ at: http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx

**Late Work Policy**:
No late work will be accepted – any work submitted later than the pre-assigned deadline will be marked with ZERO points. **Exceptions will be made to those with medical emergencies/hospitalizations of the student (not friends or family members). Official documents from the doctor and/or the hospital are required for these exceptions to be made.**

**Extra Credit Policy**:
No extra credit opportunity will be provided in this class. Students do not need to do extra work to succeed in this class. Just do what you have been assigned on-time without-missing the deadlines to become eligible for the grade. Every task (HW assignments, Quizzes, and Exams) assigned in this course shall count towards your grade. If you fail to meet the deadline, zero points will be assigned for that task. No exceptions. **Any exception will be made ONLY for medical emergencies / hospitalizations of the student with proper official documentation from the doctor/hospital.**

**Grades of "Incomplete"**:
The current university policy concerning incomplete grades will be followed in this course. For undergraduate courses: An "I" grade may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.
For graduate courses: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed two semesters for undergraduate courses

and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

**Rewrite Policy**:
There will be no rewrites in this course. All quizzes and exams can be attempted only once. Students can submit their HW reports multiple times but all the submissions must happen only before the set deadline (and not after).

**Make-up Exams Policy**:
==Example No make-up exam will be allowed in this class.== If a student misses an exam or a quiz, ZERO points will be assigned to the exam/quiz. Exceptions will be made to those with medical emergencies/hospitalizations of the student (not friends or family members). Official documents from the doctor and/or the hospital are required for these exceptions to be made.

**Exam Retention Policy**:
All exams are held online. After exams are graded, the instructor will review the examination with the class. The electronical exams will be retained for one semester following the current one, and then they will be deleted.

**Essay Commentary Policy**:
Not Applicable

**Group Work Policy**:
All the tasks in the course – HW assignments, Quizzes, and Exams are individual tasks. There is no group work allowed in this course. If there is any group work in the group work, that would be plagiarism. In such instances, action will be taken on students based on USF policy on academic integrity violation.

**Final Examinations Policy**:
All final exams are to be scheduled in accordance with the University's final examination policy.

**XXII. Course Policies: Technology and Media (as applicable – section to be edited)**

**Email**:
Students communicate with the instructor:
- Please communicate with the instructor through your USF email address;
- Please email me to set up an appointment for office hours if you need to;
- Please do NOT submit deliverables through email. It will be treated as a non-submission.

- Please don't post questions in the comments section of Canvas homework submissions. I will not read your comments until I sit down to grade your assignment.
- **Do not send me e-mails on technological issues at your end. If the issues at your end are technology related you must reach out to USF IT Helpdesk, Canvas Helpdesk, and/or Honorlock Helpdesk depending on the issue and they will help you immediately. I won't be able to resolve your technology issues.**

Instructor communicate with students:
- I will use Canvas to send out announcements, so students much check your USF email account regularly;
- I will email students through Canvas or my USF email address.

**Canvas**:
This course will be offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

All relevant course materials, such as assignments, PPT slides, class recordings for some sessions, quizzes, and additional documents, will be posted on Canvas under "Modules". It is the students' responsibility to check Canvas frequently for materials and complete class requirements/deliverables on time.

**Honorlock:**
In this course, we may use Canvas- **Honorlock** for all Quizzes and Exams. Students are therefore required to have a webcam with a microphone (either USB or mounted into your computer).

All students must review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence.

To avoid any concerns in this regard, students should select private spaces for the testing. The University library and other academic sites at the University offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor.

Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the proctored exam. To use **Honorlock** students are required to download and install the **Honorlock** Google Chrome extension (Links to an external site.)." For additional information please visit the USF online proctoring student FAQ (Links to an external site.) and **Honorlock** student resources (Links to an external site.).

Students need to have access to a computer with the Chrome browser and can download the **Honorlock** extension. Your system also needs webcam and you need to present your ID (any Photo ID would be enough you can simply use your USF ID) for verification to get into **Honorlock** Quizzes and Exams.

Specific information / instructions will be provided on all **Honorlock** Quizzes and **Honorlock** Exams. For additional information about online proctoring you can visit the online proctoring student FAQ.

## XXIII. Course Policies: Student Expectations – (section to be edited)

**Attendance Policy:**
Students are expected to participate classes online. The attendance will be monitored by Canvas Course Participation.

**Course Hero / Chegg Policy:**
The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

**Professionalism Policy:**
Complete your work and submit reports on time every time well before the respective deadlines on assignments.

**End of Semester Student Evaluations:**
All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

**Food and Drink Policy:**
　　Not Applicable.


## XXIV. Learning Support and Campus Offices


### Sarasota-Manatee Campus

**Tutoring and Writing Support**
　　Learning Support Services provides free tutoring and writing consultations for a variety of courses and subjects such as, Accounting, Biology, Chemistry, Finance, Math & Statistics, Physics, and Spanish. Make an appointment online.

**Counseling and Wellness Center**
　　The Counseling and Wellness Center is a confidential resource where you can talk about incidents of discrimination and harassment, including sexual harassment, gender-based crimes, sexual assault, stalking, and domestic/relationship violence. Call 941-487-4254

**Victim Advocate**
　　A Victim Advocate is available 24/7 by calling (941) 504-8599. For assistance leave a message with your phone number and your call will be returned as soon as possible. The Victim Advocate is available to assist victims of crime, sexual assault, and partner violence.

**Disability Accommodation**

　　Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services//.

**Other Student Support**
　　USFSM has a variety of offices that provide learning support services. To learn more, students should consult to following web pages: http://usfsm.edu/students/index.aspx　and http://usfsm.edu/faculty-and-staff/index.aspx　(instructor/learning section).


### Tampa Campus
**Tutoring Hub**

The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email [asctampa@usf.edu](mailto:asctampa@usf.edu)

**Writing Studio**

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email [writingstudio@usf.edu](mailto:writingstudio@usf.edu)

**Counseling Center**

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

**Center for Victim Advocacy**

The Center for Victim Advocacy empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

## St. Petersburg Campus

**Student Success Center**

The Student Success Center provides free tutoring and writing consultations. Contact information is available online.

**Wellness Center**

The Wellness Center provides counseling and medical services, as well as prevention programs and victim advocacy. Contact information is available online.