



QMB 3200: Business and Economic Statistics II

CRN 50328, Section 591 (**Hybrid**), 3 Credit Hours

Muma College of Business, School of ISM

COURSE SYLLABUS

Last Updated: 5/8/2023

Semester:	Summer “C” Term 2023 (5/17/23 through 7/19/23)
Class Meeting Time:	Wednesdays 5:30 - 9:20 p.m.
Section 591 (CRN: 50328)	Hybrid (in-class & live on Microsoft Teams)
Location:	SMC–B229 (on USF Sarasota-Manatee Campus) & live on Microsoft Teams
Instructor:	Dr. Ramakrishna Govindu, Assistant Professor of Instruction
Office Location:	Muma College of Business, USF Sarasota-Manatee Campus, SMC–C229
Office Hours:	On Microsoft Teams – (days/dates/times – To be announced on Canvas)
Email:	RGovindu@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 a 15-week semester. **Since Summer C is only a 10-week semester, we meet for 4 hours of in-class instruction every week (Wednesdays).** Time for course preparation and reading assignments; and time for completing homework assignments, quizzes, and exams will be extra (outside of instructional time) just like any other course students take.

I. Welcome!

Dear Students, Welcome to the 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, and help with career development.

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 play 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

There is no way to do well in the course without learning. Just follow all the instructions and directions provided in the weekly communications. Be on time with learning. Complete the reading assignments. Listen/View all the recordings. Learn to solve problems using Excel based on demo video recordings. Complete all the tasks assigned – HW assignments, Quizzes, and Exams. HW assignments is where you learn. Review solutions posted to bridge any gaps in learning. Prepare well for exams. Solve all the problems on the exam. Do not provide random and irrelevant answers. Any additional input will be provided in the review session recordings. If you follow the above advice, you will do well.

VI. Course Topics

- Quick Review of Concepts and Topics (Probability Distributions, Estimation, and Hypothesis Testing) from QMB 2100 that are important for QMB 3200
- 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 to business problems. 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 Textbook

- **Modern Business Statistics with Microsoft Excel | 7th 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: 9780357131527**
[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 would find eBook the cheapest option.
However, it is your choice in what form you want to buy the book (a new textbook, a used copy, rent it, or buy an eBook), and want to buy any other additional stuff. As far as our course is concerned, the only thing required is the textbook.
- **In this course we use “Microsoft Excel” extensively.** Usage of other spreadsheet applications such as Google Sheets, OpenOffice, and others is not acceptable. If you do not 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>.

IX. Supplementary (Optional) Texts and Materials

Additional supplementary (optional) 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 write all the three exams to be held to earn a final grade in the course. Students who do not attempt any exam/s 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	Weights (% of Final Grade)
Attendance & Class Participation	10%
Homework Assignments (Individual Task – on-line submission through Canvas)	20%
Quizzes (administered online using Google Chrome, Canvas, and Honorlock)	15%
Exam #1 (administered online using Google Chrome, Canvas, and Honorlock)	15%
Exam #2 (administered online using Google Chrome, Canvas, and Honorlock)	20%
Exam #3 (administered online using Google Chrome, Canvas, and Honorlock)	20%
Total	100%

XII. Additional Details on the Course Assignments and Grading Policies

Since Quizzes and Homework assignments are all announced at the beginning of the semester along with their deadlines on Canvas; they are due by the deadline indicated irrespective of whether you attended the class or missed the class for any reason/s. There will be NO allowances, concessions, or make-up work be given for missed HW Assignments and Quizzes that will be assigned zero points. Exams are due as indicated in the schedule. No make-up exams will be given to anyone for any reason. Students do not need to do any extra work, all that they must do is just complete the work assigned as indicated on time and every time.

COURSE PARTICIPATION:

Course participation on Canvas is mandatory on all weeks during the semester. **Attendance & Class Participation carries 10% of the course final grade.** It is mandatory that students must attend and actively participate (simply attending will not be enough) in class the entire class duration to earn those points. We meet on 10 Wednesdays; hence a point will be allocated for each day. **Students who do not attend classes for whatever reason maybe will lose those points. There will be no allowances, and concessions on this requirement.** The nature of the course is such, and there is also compelling evidence that students who participate in the course every week stay in class the entire time; end up learning the subject matter better and earn good grades. Students must not only attend but engage themselves in the course proceedings through active participation, and practice along in class all the problems that the professor demonstrates. Every student will be tracked for their attendance and class participation every week. Attending part of the class will earn only part of the point for that day.

HOMEWORK ASSIGNMENTS:

All homework assignments are individual tasks. Every week specific topics will be covered along with solved example problems. **Homework will be assigned by 10 p.m. the day of class (Wednesday)** that consists of a set of problems like the solved example problems discussed in class/on PPT files. You will have sufficient time as indicated on the detailed schedule to solve the problems and to create a Report in Excel. Submit your report as an Excel file on Canvas before the due date and time indicated. Microsoft Excel MUST BE USED for solving HW problems. If Excel is not used (along with Excel functions and Excel Data Analysis Toolpak options), zero points will be recorded for the HW assignment.

The strict deadline for HW submission will be 11:59 p.m. US Eastern as indicated on Canvas. For your convenience, they are also listed in the Detailed Course Schedule at the end of this document. There will be no extension of due dates. No late submissions will ever be allowed. Be prepared to lose HW points if the Report is not turned in before the deadline. No e-mail submissions or hard-copy submissions are accepted. All HW scores shall count towards final grade. **Homework Reports will be graded for Relevancy and Completeness but not for Accuracy. If the submissions are on time, relevant, complete, and all the problems are solved, you get full points. Irrelevant solutions will earn you zero points. You will get partial credit for partial/incomplete solutions and submissions. 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 within a couple of days past the deadline.** It is your responsibility to compare solutions provided with your answers and learn from them in preparation for exams. If you have any questions or need help, you MUST seek help from the instructor or student tutor as needed for your own benefit. Please remember that solving Homework Assignments on your own is the most crucial 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 are mandatory. Complete course material word document chapter readings and practice them in Excel before the deadlines indicated prior to attending class. As you read the chapters, work out 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, typically multiple choice and/or fill-in the blank type. **Quizzes are open book and open notes type and will test student 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.** You need to really learn the material and understand the subject to do well on quizzes. There will be Ten Quizzes in all as indicated in the detailed schedule. Every week specific topics will be covered in class. Once a chapter is completed, an on-line quiz will be assigned on Canvas using **Honorlock**. Each quiz consists of a set of “multiple choice or Fill in the Blank” questions. You will have sufficient time to complete the Quizzes held on Canvas- **Honorlock**. It always helps and perhaps your performance will be better if the quiz is attempted after completing the homework. **Each quiz will be timed and must be completed within the allotted time before the deadline indicated. All quiz scores shall count towards final grade.** A missed quiz will result in a score of zero. Solutions for the quizzes will be made available within a couple of days past the deadline. Academic dishonesty will be dealt with very strictly under university policies. **Quizzes are administered online on 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.**

EXAMS:

Exams are individual tasks. **There will be three exams and all of them are held on Canvas-Honorlock and must be completed within the time window indicated. Students cannot miss an Exam. No make-up exams are 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 Analysis Toolpak options), zero points will be recorded for the Exams.** While there will certainly be number crunching involved, it will not be a major focus, and it will be minimized as much as possible. Exams will test the student understanding for the application of the methods and interpretation of results. Problems on exams will be like the HW problems. You would not need statistical packages for the exams. Exams will be graded for Accuracy. **All exam scores shall count towards final grade. Exams are 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.

XIII. Grade Dissemination

All submissions happen on Canvas. The instructor will respond to email communication relevant to the subject matter within 48 hours of the date received. Students will know their Quiz score immediately after submission but not solutions key. For academic integrity reasons, Quiz solutions and HW solutions will be made available within 1-2 days after the deadline passes (after resolving any issues). Grades and comments (as appropriate) for Homework assignments and Exams will be posted on Canvas typically within 1-2 weeks past the respective due dates. If any delays happen beyond that time due to unforeseen circumstances, students will be informed of the possibility of delays through e-mail. You can access your scores at any time using "Gradebook" in Canvas after they are posted.

XIV. **Course Schedule** (* Note: The Schedule is subject to revision if and as needed)

In this course, Wednesday will be treated as the class meeting day, and Wednesday-thru-Tuesday will be treated as a week.

<u>Week</u>	<u>Date</u>	<u>Description</u>
1	5/17 (Week of 5/17–5/23)	<ul style="list-style-type: none"> • HOMEWORK #0 (Self Introduction) – will open on 5/15 and is due before 11:59 p.m. Tuesday, 5/16 • “Not-for-Grade First-Week Quiz” (on Honorlock) – will open on 5/15 and is due before 11:59 p.m. Tuesday, 5/16 • Do a quick review (if at all needed) on Textbook Chapters 1, 2, 3, and 4, Appendix E & Appendix F before 11:59 p.m. Tuesday, 5/16 <p>Topic: Syllabus, Course Outline, Introduction to Statistics, Descriptive Statistics and Probability</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> • Understand Course Overview, Objectives, Structure, and Grading Policy • Develop a basic overview on the importance of Statistics. • Learn the significant role Statistics plays in Business Decision Making • Understand population and sample, parameters, and statistics. • Learn to calculate measures of central tendency and measures of dispersion. • Learn to understand variables, statistical experiments, and random variables. • Learn the basic concepts and importance of Probability. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> • HOMEWORK #1 – Report is due before 11:59 p.m. Tuesday, 5/23 • QUIZ #1 (on Honorlock) – is due before 11:59 p.m. Tuesday, 5/23 • Do a Quick Review (if needed) of Textbook Chapters 5 and 6 by Tuesday, 5/23
	5/20	Last day to drop course w/o financial responsibility – Friday, 5/19
2	5/24 (Week of 5/24–5/30)	<p>Topic: Discrete & Continuous Probability Distributions</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> • Understand the concept of a random variable and a probability distribution. • Learn discrete probability distributions, learn when to apply a particular distribution, and calculate probabilities. • Learn continuous probability distributions, learn when to apply a particular distribution, and calculate probabilities. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> • HOMEWORK #2 – Report is due before 11:59 p.m. Tuesday, 5/30 • QUIZ #2 (parts 2a and 2b – on Honorlock) – are due before 11:59 p.m. Tuesday, 5/30

<u>Week</u>	<u>Date</u>	<u>Description</u>
		<ul style="list-style-type: none"> Do a Quick Review (if needed) of Textbook Chapters 7, 8, and 9 by Tuesday, 5/30
3	5/31 (Week of 5/31–6/6)	<p>Topic: Estimation</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> Understand the importance of Central Limit Theorem in Statistical Inference Develop point & interval estimates for a population parameter given the sample dataset from various business decision contexts. Learn to interpret confidence interval estimates. Understand and appreciate the importance of Hypothesis testing in Business Decision making. Develop hypothesis from a problem statement. Learn to choose an appropriate statistical technique to apply given the problem context, Learn to conduct hypothesis tests, and most importantly, interpret the reports/results, and develop conclusions. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> HOMEWORK #3 – Report is due before 11:59 p.m. Tuesday, 6/6 QUIZ #3 (on Honorlock) – is due before 11:59 p.m. Tuesday, 6/6
4	6/7 (Week of 6/7–6/13)	<p><u>Scheduled Event:</u> Review session for Exam #1</p> <p><u>Exam #1</u> (Take Home on Canvas-Honorlock) – (on Discrete Probability Distributions, Continuous Probability Distributions, and Estimation) will open on Friday, 6/9 and be set to close at 11:59 p.m. Sunday, 6/11</p> <p><u>Assignment:</u></p> <ul style="list-style-type: none"> Review Textbook Chapter 12 by Tuesday, 6/13
5	6/14 (Week of 6/14–6/20)	<p>Topic: Hypothesis Testing & Chi-Square Testing</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> Learn to conduct hypothesis tests, and most importantly, interpret the reports/results, and develop conclusions. Learn to develop Hypothesis Statements and perform hypotheses tests on categorical data using Chi-Square tests. Learn to conduct Goodness of Fit tests and interpret results. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> HOMEWORK #4 – Report is due before 11:59 p.m. Tuesday, 6/20 QUIZ #4 (on Honorlock) – is due before 11:59 p.m. Tuesday, 6/20 Review Textbook Chapter 13 by Tuesday, 6/20
6	6/21 (Week of 6/21–6/27)	<p>Topic: Chi-Square Testing (continued ...) & Analysis of Variance (ANOVA)</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> Learn to conduct Contingency Table test and interpret results.

<u>Week</u>	<u>Date</u>	<u>Description</u>
		<ul style="list-style-type: none"> Identify an appropriate design to perform Analysis of Variance (ANOVA) given the problem statement and learn to develop hypothesis statements. Appreciate the role of and learn to perform the Completely Randomized Design, Randomized Block Design, and Factorial Design based analysis using Excel, and conduct Fisher's Least Significance Difference test. Understand and interpret ANOVA output; develop conclusions for the decision maker. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> HOMEWORK #5 – Report is due before 11:59 p.m. Tuesday, 6/27 QUIZ #5 (parts 5a and 5b – on Honorlock) – are due before 11:59 p.m. Tuesday, 6/27
	6/27	Midterm Grade is posted by 11:59 p.m. Tuesday, 6/27
7	6/28 (Week of 6/28–7/4)	<p><u>Scheduled Event:</u> Review session for Exam #2</p> <p><u>Exam #2</u> (Take Home on Honorlock) – (on Hypothesis Testing, Chi-Square Testing, and ANOVA) will open on Thursday, 6/29 and be set to close at 11:59 p.m. Saturday, 7/1</p> <p><u>Assignment:</u></p> <ul style="list-style-type: none"> Review Textbook Chapters 14 and 15 by Tuesday, 7/4
	7/2	Last day to withdraw; no refund & no academic penalty for 2023 Summer C term – Saturday, 7/1
8	7/5 (Week of 7/5–7/11)	<p>Topic: Simple Linear Regression</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> Develop appreciation for the importance of Regression and Correlation. Test hypotheses about relationships between variables Understand and interpret the regression output from Excel. Extract useful information from regression report for business decision-making. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> HOMEWORK #6– Report is due before 11:59 p.m. Tuesday, 7/11 QUIZ #6 (on Honorlock) – is due before 11:59 p.m. Tuesday, 7/11 Review Textbook Chapter 17 by Tuesday, 7/11
9	7/12 (Week of 7/12–7/18)	<p>Topic: Multiple Regression (Continued ...) & Time Series Analysis and Forecasting</p> <p><u>Learning Objective:</u></p> <ul style="list-style-type: none"> Develop multiple regression model for given data. Test hypotheses about relationships between variables Understand and interpret the regression output from Excel. Extract useful information from regression report for business decision-making.

<u>Week</u>	<u>Date</u>	<u>Description</u>
		<ul style="list-style-type: none"> • Learn how to deal with categorical independent variables in regression. • Develop an understanding for patterns in Time Series data. • Learn to select an appropriate forecasting technique based on time series pattern. • Learn to develop forecasts using techniques like Naïve, Moving Averages, Exponential Smoothing, and Regression methods. • Understand the role of Forecast Accuracy Measures, and to select the best method for forecasting for a given problem. <p><u>Assignment:</u></p> <ul style="list-style-type: none"> • HOMEWORK #7 – Report is due before 11:59 p.m. Tuesday, 7/18 • QUIZ #7 (parts 7a and 7b – on Honorlock) – are due before 11:59 p.m. Tuesday, 7/18
10	7/19 (Between 7/20–7/22)	<p><u>Scheduled Event:</u> Review session for Exam #3.</p> <p><u>Exam #3</u> (Take Home on Honorlock) – (on Simple Linear Regression, Multiple Regression, and Time Series Analysis & Forecasting) will open on Thursday, 7/20 and be set to close at 11:59 p.m. Saturday, 7/22</p>
	8/2	Final Grade is reported to USF by 11:59 p.m. Tuesday, 8/1 and will be posted on Canvas Grade Book before 11:59 p.m. Wednesday, 8/2
	8/11	Grades visible in OASIS on 8/11

* Note: **The Schedule is subject to revision if and as needed during the semester**

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. Standard University Policies

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>

XIX. Covid-19 Procedures

Everyone is expected to follow all USF's Covid-19 guidance and protocols (<https://www.usf.edu/coronavirus/updates/spring-2022-covid-protocols.aspx>). USF expects masks to be worn when indoors, especially in a crowded setting. All USF community, faculty, staff, and students must comply with university policies.

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

XX. Course Policies: Grades

Online Proctoring: Online exams and quizzes within this course will require online proctoring. Quizzes and examinations will be administered using an online proctoring tool - **Honorlock**. Keeping the audio and video (microphone and camera) on during such exams and quizzes is necessary. 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 allowed in this course be it for HW assignments, Quizzes, or Exams. Student acquisition of knowledge in this course happens cumulatively. The

nature of the course is such that student learning of topics must happen on a weekly basis as scheduled. Otherwise, it will affect learning in the subsequent weeks. All the due dates for the tasks in this course are announced on day 1. It is the responsibility of students to submit their work well ahead of time and to meet all the deadlines. If proper, correct, and valid submissions do not happen before the respective deadlines; zero points will be recorded for the task. The only exception to this policy will be documented medical emergencies (if any) for the student needing medical attention with proper medical / hospitalization certificate. As all the dates have been announced at the beginning of the semester, being on office trip, or on vacation, or on cruise, or forgetfulness, or being late by a second will not qualify for any exceptions or concessions as far as the assignment submissions go. Assignments not submitted on time mean assignment was not turned in and will earn a zero credit.

Extra Credit Policy: There will be No Extra Credit to be offered in this course. There is no need to do any extra work on this course. 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": Students cannot demand an "I" grade as they wish. If any student is not earning good grades, that cannot become a basis for asking for an "I" Grade. In such cases "I" grade cannot be awarded. It can be requested only under exceptional circumstances for valid reasons and a decision will be made based on USF policy. 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 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 if 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 to 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: There will be No Make-up Exams in this course. Exams can be attempted only once. Time windows for the Exams are announced on Day 1. It is the student responsibility to adjust their schedules to give their exams during the exam time window. No change of dates will be entertained unless there is absolutely an exceptional circumstance at student's end and for documented medical emergencies and only if student has notified the instructor in advance and certainly not after the deadline passes. As all the dates have been announced at the beginning of the semester, being on office trip, or on vacation, or on cruise, or forgetfulness, or being late will not qualify for any exceptions or concessions. If Exams are not submitted on time, zero points will be recorded.

Exam Retention Policy: Not applicable for this course as all the Exams are **Honorlock**-based. Student submission happens on Canvas so there will be an electronic record. So, whatever USF policy is for Canvas course retention that applies for the course.

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 on 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.

XXI. Course Policies: Technology and Media

Email: I am Dr. Ramakrishna Govindu, and I will be your instructor for this course. My e-mail address is: RGovindu@usf.edu. If you are e-mailing me, as a courtesy, please commence your email with a greeting such as "Dear Dr. Govindu," "Hello Dr. Govindu," or "Dr. Govindu." please write the appropriate subject and please print your name at the bottom of the email.

How to communicate with me

Sending an e-mail would be the best way to approach me. Should you need help with the course, we can set up time to discuss remotely on Teams at mutual convenience. Meanwhile, you can email me with the questions, and I may be able to clarify your questions through an e-mail. If at all needed, we can set up an appointment at mutual convenience for a tele-conversation and if possible and required a Microsoft Teams meeting.

How NOT to communicate with me?

- Please do not post questions in the comments section of Canvas homework submissions. I will not read your comments until I sit down to grade your assignment.
- Please do not email me from a non-USF email account.
- Please do not submit deliverables to me by e-mail. It will be treated as a non-submission.

- Please do not reply to an email that I sent to the entire class without changing the subject unless your question is about that subject. If you are using the “Reply” button to get my email address in the “To” line, please change the subject line and delete all previous text from that email, if your email pertains to something else. In which case it is better to not use the “reply” button and just start a fresh email.

How will I communicate with you?

I will use the Canvas messaging utility to send you all emails pertaining to the course. So, you must check your USF mail account (and/or your e-mail where you receive USF e-mails by default). Whenever a student asks a question and I reply directly to that student. If and where the student question and my reply are particularly important for the rest of the class to know, I will send out a mass e-mail, hiding the student identity. Students over the years found such input quite beneficial for them.

When students send me e-mails, I get them in my USF e-mail Inbox, and I will reply through my USF e-mail. If I am sending e-mails, I will use Canvas messaging feature to send e-mails. You should also do the same. I deal with almost a hundred students and sometimes even more and I receive hundreds of e-mails. When you send e-mails through Canvas, I will know who you are, in which course of mine you are in, I will understand the context for the question, and what is it that you are asking and why. That will help me to respond quickly. Otherwise, it could take a little longer. I respond very quickly – sometimes within minutes, sometimes within a few hours, sometimes within a day or so depending on the nature and importance of communication, circumstances, and the situation at my end. I respond on weekends too. But expect the response times to be a bit longer if it is weekends and if I am travelling. But be assured I will respond, and I will respond to student e-mails very quickly as I am able to.

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 will not be able to resolve your technology issues.

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 Canvas videos, or consult the Canvas help guides. If new to Canvas, read [this guide](#). You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

Honorlock: In this course, we 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.

Panopto: Panopto recording may be used to record the lectures in class. Please remember that student voices may be heard in the captured content.

Laptop Usage: You will need a proper laptop with a microphone and webcam (either built-in or external) for use on this course.

Classroom Devices/Student Recording: Not applicable.

Phone Usage: Not applicable.

Classroom Response Clickers: Not applicable.

XXII. Course Policies: Student Expectations

Attendance Policy: In a 100% online, Course Participation serves as attendance Policy. Please refer to section XII for the details on 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.

Turnitin.com:

In this course Turnitin service will be utilized for all the assignments to prevent plagiarism. The University of South Florida has an account with an automated plagiarism detection service which allows student assignments to be checked for plagiarism. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.

Pursuant to the provisions of the Family Educational Rights and Privacy Act (FERPA), students are requested to maintain confidentiality to keep their personal contact information (i.e., name, address, telephone) from being disclosed to vendors or other outside agencies. By your submission, you are also agreeing to release your original work for review for academic purposes to Turnitin.

To comply with privacy laws, students are not required to include personal identifying information, such as name, in the body of the document. While submitting to Turnitin, PLEASE REMOVE YOUR NAME FROM THE BODY OF YOUR PAPER AND REPLACE IT WITH YOUR USF ID#. ALSO REMOVE YOUR NAME FROM THE FILE NAME AND REPLACE IT WITH YOUR USF ID# (e.g., "U12345678 Essay 1.docx") before submitting.

Plagiarism:

Definition of *plagiarism* in USF Regulation 3.027.

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in

any situation in which the need for documentation is an issue and will have plagiarized in any situation in which their work is not properly documented.

a) Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

b) When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

c) Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

d) This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

XXIII. Learning Support and Campus Offices

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

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

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](#).

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.

XXIV. Important Dates to Remember

All the due dates for HW assignments, Quizzes, and Exams are indicated in section XIV: Course Schedule above. Please note that those due dates are tentative and may be adjusted at the discretion of the professor if and as needed.

Please also remember the important semester dates as announced by the Registrar: <https://www.usf.edu/registrar/calendars/>

Semester Classes Begin:	Mon, May 15, 2023
First Day of Class for our course:	Wed, May 17, 2023
Drop/Add Deadline:	Fri, May 19, 2023
Mid-term Grading Opens:	Mon, June 19, 2023
Mid-term Grading Closes:	Tues, June 27, 2023
Withdrawal Deadline:	Sat, July 1, 2023
Last Day of Class for our course:	Wed, July 19, 2023
Exam #3 ends:	Sat, July 22, 2023
Grades Visible in OASIS:	Fri, Aug 11, 2022