

STAT 3090 - Introductory Business Statistics – Fall 2020 -Update

Course Information and Policies (General Syllabus)

Course Description:

This is an introductory probability and statistics course for business students, particularly those who will take MGT 3100. Topics include descriptive statistics, basic probability, probability distributions, one sample estimation and testing, and regression.

Prerequisites:

MATH 1060 or 2070 or 2100.

Learning Outcomes:

Students can

1. Identify and distinguish between types of variables, and know which types of variables are required for statistical techniques
2. Explain and apply measures of central tendency, spread, and relative standing and how these different measures relate to each other in various distribution patterns
3. Apply rules of probability, and extend those principles to discrete and continuous probability distributions
4. Explain and apply the concept of sampling distributions and their role in developing confidence intervals and use in hypothesis testing, correctly utilizing the “t” or “z” or “chi-squared” distribution
5. Calculate and interpret confidence intervals for the mean and proportion in one sample scenarios
6. Identify the correct statistical test to be used for hypothesis testing on one sample scenarios for mean, proportion, and standard deviation
7. Clearly interpret the results of statistical analysis in context of the original research question
8. Correctly and appropriately use correlation and linear regression techniques, including inference on the models
9. Use the statistical software JMP® to perform data analysis.

The above outcomes are evidenced by responses on homework and exams.

General Education Requirement:

STAT 3090 satisfies the General Education requirement for Mathematics.

You may demonstrate mathematical literacy through solving problems, communicating concepts, reasoning mathematically, and applying mathematical or statistical methods, using multiple representations where applicable.

Copies of the more challenging problems from homework and tests from this course may be appropriate to submit as evidence of this competency. In particular, the following examples of evidence of math competency might be included:

- Demonstrate knowledge of simulations
- Use statistical models to calculate probabilities of events
- Calculate and interpret a confidence interval
- Perform full analysis of a Hypothesis Test
- Use linear regression techniques to determine the relationship between two quantitative variables

Required Materials:

1. Course packet

Students are required to purchase the STAT 3090 course packet of lecture notes from the Campus Copy Shop located at 189 Old Greenville Hwy across from the Clemson tennis courts (\$45.29). Students will bring the course lecture notes to each class. Electronic copies of the notes will not be supplied during the semester. If you will not be in Clemson and need the packet shipped to you (cost with shipping is \$66.69), please contact the Campus Copy Shop using the phone number listed below. Payment is required when you place your order.

Campus Copy Shop

189 Old Greenville Hwy. Suite A
Clemson, SC 29631
P 864.654.3863
Monday - Friday 9:00am - 5:30pm
www.campuscopyshop.com

2. Hawkes Learning System

Students are required to purchase the Hawkes Learning System. This is our online homework which comes with access to the e-textbook **Discovering Business Statistics**, Nottingham and Hawkes. Instructions for purchasing the online homework and e-textbook are available through the single-sign on feature on Canvas. A short free trial period is available at the beginning of the semester. Note that it is not necessary to purchase a hard copy of the textbook. You do not need to purchase this system until classes begin.

3. Calculator

A graphing calculator is required – TI-83, TI-83+, TI-84 OR TI-84+. These calculators will be acceptable on test days. Calculators will be permitted on unit tests and the final exam. Other similar calculators by Casio or HP may be allowed at the discretion of the instructor.

Required Technology:

1. JMP® Statistical Software

The JMP® (pronounced “jump”) software is available as a free download for Clemson students at: <https://ccit.clemson.edu/support/current-students/software-and-applications/web-downloads/>.

2. Students are expected to be comfortable accessing the online course site and downloading files. Those enrolled in the course must be comfortable with their computer system and be willing to deal with any problems that may arise. Minimum requirements include:
 - Access to a printer, and a computer with speakers or headphones as the course includes audio components. Note you may use a tablet to write on pdf documents.
 - Web camera and microphone (integrated with laptop is sufficient)
 - Excel and Word
 - [Adobe Reader](#)
 - Regular and reliable internet access.
 - The ability to scan multiple pages into a single pdf document. Students may use a scanner or an alternate technology such as the Adobe Scan app for smart phones, which can turn pictures into pdfs that can be sent as an email attachment. The app is available on Google Play and the Apple App Store.
3. You are responsible for checking the course website, Canvas and your university e-mail account (userid@clemson.edu) on a regular basis for announcements and class materials.
4. LockDown Browser + Webcam Requirement
This course requires the use of LockDown Browser and a webcam for online exams. The webcam can be the type that's built into your computer or one that plugs in with a USB cable.

Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=548836813>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the quiz

Note: You won't be able to access a quiz that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Guidelines

When taking an online quiz, follow these guidelines:

- Ensure you're in a location where you won't be interrupted
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test

- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area
- Respondus has a Knowledge Base available from support.respondus.com. Select the "Knowledge Base" link and then select "Respondus LockDown Browser" as the product. If your problem is with a webcam, select "Respondus Monitor" as your product
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it

In the event that the LockDown Browser and or WebCam option fails campus wide, information will be provided as to how tests will be proctored.

Websites:

https://mthsc.clemson.edu/ug_course_pages/STAT3090 -- General STAT 3090 site which includes this syllabus, a daily schedule, unit instructional objectives, announcements, and other useful information.

<https://clemson.instructure.com/> -- Follow links to your section of STAT 3090 in Canvas

** See your instructor's personal syllabus for information about how Canvas will be utilized.

<https://ccit.clemson.edu> --If you are having hardware or software problems, CCIT's Service Desk may be able to help you. Contact them at ITHELP@clemson.edu with a detailed description of your problem.

Academic Integrity:

See the Undergraduate Academic Integrity Policy in the undergraduate catalog <http://catalog.clemson.edu> for additional information about academic integrity at Clemson.

"As members of the Clemson University community, we have inherited Thomas Green Clemson's vision of this institution as a 'high seminary of learning.' Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility, without which we cannot earn the trust and respect of others. Furthermore, we recognize that academic dishonesty detracts from the value of a Clemson degree. Therefore, we shall not tolerate lying, cheating or stealing in any form."

Note that work from other past or current courses may not be used to meet the requirements for this course. Also note that giving access to an academic website that requires your password (for example Canvas or Hawkes) violates the code of student conduct computer use policy.

When, in the opinion of a course instructor, there is evidence that a student has committed an act of academic dishonesty, the instructor must make a formal written charge of academic dishonesty, including a description of the misconduct to Dr. Jeff Appling, Senior Associate Dean of Undergraduate Studies. In cases of plagiarism (I.B.2.) instructors may use the Plagiarism Resolution Form available from the Office of Undergraduate Studies.

Copyright:

All materials found in this course are strictly for the use of students enrolled in this course and for purposes associated with this course; they may not be retained or further disseminated. Clemson students, faculty, and staff are expected to comply fully with institutional copyright policy as well as all other copyright laws.

Attendance:

You are expected to be regular and punctual in your class attendance whether in person or online. There will be assignments that are only available during class time and must be turned in at the end of the class period. For more details see the **Weekly Structure of the Course** section on page 9 and your instructor's supplemental syllabus.

Canvas allows you as a student to quickly notify instructors of an absence from class and provides set categories (e.g. court attendance, illness, family illness or death, military duty, hospitalization, university function, religious observance). This does not serve as an excuse from class but allows students to communicate with instructors (all or some, of their choice). Consult with instructors when discussing absences. The Dean of Students' office can also be of assistance.

If you report testing positive for COVID or have been asked to quarantine/isolate because of exposure to the virus, it will be up to you to inform your instructor that you will be moving to online only instruction for at least the next two weeks. Students are directed to use the Notification of Absence

module in Canvas to initiate this notification. Additional communication via email is encouraged; you should follow up with your instructor to develop a continued plan of study.

Students can use iROAR to add courses through August 25, to drop courses without record through September 1, and to drop with a W grade through October 23, 2020.

Students that have not participated in class activities by the second week, after the last day to add a class (August 25), will be removed from the roll. A student with an excessive number of absences may be withdrawn at the discretion of the course instructor. For the Fall 2020 semester, “excessive absences” would be applicable to students that never engage in class activity (in person and/or online).

If the instructor does not arrive in the classroom within 15 minutes after the scheduled start time, class is dismissed for the day.

Because privacy regulations stipulate that faculty and staff communicate with students through authorized University channels, use your University email account or Canvas's messaging system to contact me.

Additional Requirement for Students not in Eastern Time Zone

The student must be able to attend class meetings and testing times (virtually) at scheduled Eastern time and meet other assignment deadlines in Eastern time.

Additional Requirement for Students Studying Abroad

Students wishing to take this course while out of the US must receive special permission from the course coordinator. The student must be able to attend class meetings and testing times (virtually) at scheduled Eastern time and meet other assignment deadlines in Eastern time. Or special testing circumstances could be considered with a proctor but course coordinator/instructor/proctor communication must be in English and there must be at least one course coordinator/instructor/proctor video conference.

Inclement Weather:

Any assignments due at the time of a class cancellation due to inclement weather will be due at the next class meeting unless contacted by the instructor. Any extension or postponement of assignments or exams must be granted by the instructor via email or Canvas within 24 hours of the weather related cancellation. In the event of the university closing during a scheduled exam, your instructor will notify you as to the date of rescheduled exam.

Overall Structure of the Course:

The course contains four units of material, each consisting of several chapters from the textbook. The course will begin in an online format. Once students have returned to campus, the course will follow a hybrid format that consists of both classroom and online modalities. Classes will return to an online

format on November 30, 2020. More information about classroom attendance will be provided after students have returned to campus.

Grading:

To earn a passing grade for the course, a student must meet **2 conditions**.

First Condition:

Students must earn a passing test average in order to be eligible to pass the course. The passing test average can be met by **any of the following**:

- a) a final exam score of 60 or higher
- b) a weighted unit and final exam average (EXAVG) of 60 or higher where the exam average (EXAVG) is computed as:

$$\text{EXAVG} = 0.6(\text{Average of Highest 3 of 4 unit and final exam grades}) + 0.4(\text{Final Exam})$$

Note: EXAVG is the weighted unit and final exam average. This formula has the effect of replacing the lowest unit exam score with the final exam score if this benefits the student.

If neither a) nor b) above are met, the final course grade is F and the following computation of course average is irrelevant.

- c) **an average score of 60 or higher for unit tests 1, 2 and 3.**

Second Condition:

If option c) of the First Condition is met, students may elect to exempt the final exam. This decision must be made prior to attempting the final exam. **Any student who opens the final exam must complete it and it will be used in the computation of the final course grade.** Please be aware that you are expected to know the material in Chapter 13 if you will be taking the Management 3100 course that follows this class.

Your current grades in the course will be posted by Friday December 4th at 5pm. You will complete a short survey to indicate whether or not you will take the final exam.

If the First Condition is met and the student elects to **take the final exam**, the final numerical average for the entire course uses the more favorable of the two methods shown below:

Method 1	
3 unit exams @15% each	45%
JMP Lab Activities	10%
In-class Activities	5%
Hawkes Homework	5%
Hawkes WebTests	5%
Final Exam	30%
Total	100%

Method 2	
Best 2 of 3 unit exams @15% each	30%
JMP Lab Activities	10%
In-class Activities	5%
Hawkes Homework	5%
Hawkes WebTests	5%
Final Exam	45%
Total	100%

This policy has the effect of replacing the lowest unit exam score with the final exam score if this benefits the student. No extra credit work will be given, and no grades will be curved.

If a student is eligible to **exempt the final exam** and chooses to do so, the numeric average for the entire course uses the following weights:

Method 3	
3 unit exams @25% each	75%
JMP Lab Activities	10%
In-class Activities	5%
Hawkes Homework	5%
Hawkes WebTests (Quizzes)	5%
Total	100%

All final grades will be recorded as follows: (provided that the First Condition has been met). If the first condition is not met the final course grade is F.

Course Average	Grade
89.5 – 100	A
79.5 – 89.5	B
69.5 – 79.5	C
59.5 – 69.5	D
Below 59.5	F

Note: In rare situations it might happen that a student fulfills the first condition, but the course average calculated in the second condition is below 59.5 resulting in a final course grade of F.

The grade total displayed in Canvas does not reflect the above grading system and therefore it is likely to be different.

Unit Exams and Final Exam:

All exams must be taken on the dates given in the course schedule. The exams will be online and will require you to use the Respondus Lockdown Browser with the WebCam feature. You will be given 90 minutes for each unit exam and 150 minutes for the final exam. Tables and formula sheets will be provided. The unit exams and final exam will be composed of both multiple choice and free response questions. **Note that the final exam is comprehensive.** The designated time for STAT 3090 unit exams is Mondays at 5:30pm – 7:00pm. Students are required to take unit exams and final exam with their section. If you miss an exam, the exam score is zero. The final exam can be used to replace ONE low unit exam score. The Fall 2020 unit exam dates are:

Exam 1 – Sept 21 (An alternate time may be required for this test due to students moving onto campus)

Exam 2 – Oct 19

Exam 3 – Nov 16.

The final exam date and time is:

Final Exam – Dec 7 at 7:00pm – 9:30pm.

Please add these dates to your calendar now to avoid potential conflicts later. No rescheduling of any exam will be permitted to accommodate travel arrangements. You have one week after graded tests are distributed in class to request correction of clerical errors or for grading reconsideration.

In general, make-up exams are not given. However, if a student misses a unit exam or the final exam for a reason that would qualify as an excused absence and can provide the proper documentation, a make-up exam may be permitted if the request is made in a timely manner prior to the scheduled exam. Realize that a note simply stating a student was at Redfern on the date of the exam does not qualify as proper documentation. An excused absence for medical reasons will only be granted if a note from a doctor, indicating that the student should not attend work or school on the date of the exam, is provided. All make-up exams must be approved by the course coordinator and must be completed by the Friday of the week in which the exam was originally scheduled. There is no guarantee that a make-up exam will be provided.

Students may use calculators, and their classroom lecture guide on the unit exams and the final exam. Formula sheets and tables of values will be provided to students for use on the unit exams and the final exam. Cell phones and other devices such as watches with internet connections will not be permitted during testing.

Weekly Structure of the Course:

This course is being presented in a “flipped class” format. Prior to each class meeting (whether in person or online), students will use instructional videos to complete the assigned lecture guide notes. Students will then complete the accompanying “Learner’s Options” in the Hawkes Learning System.

During the class period (whether in person or online) students will participate in in-class activities and JMP lab activities. Most of these activities will only be open to students during the class period and are

to be submitted on canvas at the end of each class. Students participating in person will need to bring their laptops to class.

There will also be WebTests (quizzes) on the Hawkes Learning System due. Please see the course calendar for due dates.

In-class Activities:

In-class Activities may include learning activities, quizzes, additional problems and participation grades and/or additional worksheets. Many of these assignments will only be open during the assigned class period. Students may collaborate together. However, the final assignments uploaded to canvas are to be each student's individual work. Please see your instructor's personal syllabus for further details.

To allow for illness, family emergencies, religious holidays, and computer malfunctions, two low (or missing) in-class activities will be dropped before the final course average is calculated.

JMP Lab Activities:

Students will be required to submit several assignments which focus on applying statistical knowledge and using the statistical software JMP®. These assignments will only be open during the assigned class period. Students may collaborate together. However, the final assignments uploaded to canvas are to be each student's individual work.

To allow for illness, family emergencies, religious holidays, and computer malfunctions, two low (or missing) in-class activities will be dropped before the final course average is calculated.

Hawkes Learning System:

There are two components to the Hawkes Learning System (HLS). Take the time to learn to use the system, paying attention to the amount of study material which is available for you. When working on the HLS, be sure to follow instructions exactly for entering answers. HLS assignments are due at 11:59 pm of the due date.

1. There will be "Learner's Options" lessons due from the HLS. You will choose several lessons to complete for Mastery. You do not need to complete every lesson but may select the ones you believe will help you the most. These lessons along with their due dates and times are given in the To-Do List tab on HLS.

To allow for illness, family emergencies, religious holidays, and computer malfunctions, several low (or missing) Learner's Options grade will be dropped before the final course average is calculated. See your instructor's supplemental syllabus for more information regarding missed Learner's Options.

2. There will be regular quizzes on the Hawkes Learning System called WebTests. The due dates and times are listed in the WebTest tab in HLS. You will have the opportunity to

take each WebTest twice. The best score of the two will be recorded. You will have the opportunity to review the WebTest after the due date.

To allow for illness, family emergencies, religious holidays, and computer malfunctions, two low (or missing) WebTest grades will be dropped before the final course average is calculated.

Student Accessibility Services:

Clemson University values the diversity of our student body as a strength and a critical component of our dynamic community. Students with disabilities or temporary injuries/conditions may require accommodations due to barriers in the structure of facilities, course design, technology used for curricular purposes, or other campus resources. Students who experience a barrier to full access to this class should let the professor know and make an appointment to meet with a staff member in Student Accessibility Services as soon as possible. You can make an appointment by calling 864-656-6848 or by emailing studentaccess@lists.clemson.edu.

Students who receive Academic Access Letters are strongly encouraged to request, obtain and present these to their professors as early in the semester as possible so that accommodations can be made in a timely manner. It is the student's responsibility to follow this process each semester. You can access further information here: <https://www.clemson.edu/academics/studentaccess/>.

The Academic Success Center and Tutoring:

The Academic Success Center provides free services, including tutoring, academic coaching, and academic skills workshops, for all Clemson students. Visit the Academic Success Center website <http://www.clemson.edu/asc/> for more information on their services and workshops.

This course is supported by the Academic Success Center tutoring program. The ASC tutors have completed and done well in this course, and they understand the concepts well enough to help you work through questions you have. The ASC tutoring program is certified by the College Reading and Learning Association which means that our tutors are trained to share learning and study strategies during tutorial sessions. While tutors will not complete/correct homework for you or help you on tests or quizzes, they will help you understand and reinforce concepts that you are learning in your classes. For more information visit www.clemson.edu/asc/courses/tutoring/index.html.

Privacy Policy:

This course is designed with your privacy in mind. If, however, you feel that an assignment or technology tool undermines your right to privacy, please contact me immediately. We will work together to determine an alternative assignment that will help you achieve the course learning outcomes.

Academic Grievances:

Students are advised to visit the Ombuds' Office

<https://www.clemson.edu/administration/ombudsman/index.html> prior to filing a grievance. After discussion with the undergraduate academic ombudsman, students should contact Undergraduate Studies (656-3022) for assistance filing official paperwork.

CU Title IX:

Clemson University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender, pregnancy, national origin, age, disability, veteran's status, genetic information or protected activity (e.g., opposition to prohibited discrimination or participation in any complaint process, etc.) in employment, educational programs and activities, admissions and financial aid. This includes a prohibition against sexual harassment and sexual violence as mandated by Title IX of the Education Amendments of 1972.

The University is committed to combatting sexual harassment and sexual violence. As a result, you should know that University faculty and staff members who work directly with students are required to report any instances of sexual harassment and sexual violence, to the University's Title IX Coordinator. What this means is that as your professor, I am required to report any incidents of sexual harassment, sexual violence or misconduct, stalking, domestic and/or relationship violence that are directly reported to me, or of which I am somehow made aware.

There are two important exceptions to this requirement about which you should be aware:

Confidential Resources and facilitators of sexual awareness programs such as "Take Back the Night and Aspire to be Well" when acting in those capacities, are not required to report incidents of sexual discrimination.

Another important exception to the reporting requirement exists for academic work. Disclosures about sexual harassment, sexual violence, stalking, domestic and/or relationship violence that are shared as part of an academic project, a research project, classroom discussion, or course assignment, are not required to be disclosed to the University's Title IX Coordinator.

This policy is located at <http://www.clemson.edu/campus-life/campus-services/access/title-ix/>. Ms. Alesia Smith is the Executive Director for Equity Compliance and the Title IX Coordinator. Her office is located at 223 Holtzendorff Hall, phone number is 864.656.3181, and email address is alesias@clemson.edu.

COVID-19 Related Expectations for Face Coverings:

While on campus, face coverings are required in all buildings and classrooms. Face coverings are also required in outdoor spaces where physical distance cannot be guaranteed. Please be familiar with the additional information on the [Healthy Clemson](#) website, such as the use of wipes for in-person classes. If an instructor does not have a face covering or refuses to wear an approved face covering without valid accommodation, students should notify the department chair. If a student does not have a face covering or refuses to wear an approved face covering without valid accommodation, the instructor will ask the student to leave the academic space and may report the student's actions to the [Office of](#)

[Community & Ethical Standards](#) as a violation of the Student Code of Conduct. If the student's actions disrupt the class to the extent that an immediate response is needed, the instructor may call the Clemson University Police Department at 656- 2222.

Emergency Preparedness

Clemson University is committed to providing a safe campus environment for students, faculty, staff, and visitors. As members of the community, we encourage you to take the following actions to be better prepared in case of an emergency:

1. Ensure you are signed up for emergency alerts (<https://www.getrave.com/login/clemson>),
2. Download the Rave Guardian app to your phone (<https://www.clemson.edu/cusafety/cupd/rave-guardian/>)
3. Learn what you can do to prepare yourself in the event of an active threat (<http://www.clemson.edu/cusafety/EmergencyManagement/>)

Academic Continuity Plan:

Clemson has developed an Academic Continuity Plan for academic operations. Should university administration officially determine that the physical classroom facility is not available to conduct classes in, class will be conducted in a virtual (online) format. The University issues official disruption notifications through email texts and Social Media.

When notified, use one of the following links to navigate to Clemson Canvas where you will find important information about how we will conduct class:

Primary access link: www.clemson.edu/canvas

Secondary access link, if needed: <https://clemson.instructure.com/>

You can also use the Canvas Student App.

Cooper Library:

Reference librarians are available in person and via text, phone, email, and chat to answer your research questions. Visit Ask a Librarian <https://libraries.clemson.edu/ask/> for more information or to get in touch with a librarian <https://libraries.clemson.edu/ask/>.

Academic Advising:

Academic advising <https://www.clemson.edu/academics/advising/index.html> is an ongoing educational process that connects the student to the University. Academic advising supports the University's mission of preparing the student for learning beyond the confines of the academy. Academic advisors represent and interpret University policies and procedures to the student and help the student navigate the academic and organizational paths of the institution.

Registrar:

The Registrar's office <http://www.registrar.clemson.edu/html/indexStudents.htm> provides information about important deadlines, degree and program requirements, and other key information, including use of iROAR to add, drop, or withdraw from courses.

Success in the Course:

In order to be successful in this course, students must be dedicated to the course work. Studying is critical for a student to master the learning objectives of this course. Students are expected to aggressively participate in their own learning by reading the e-textbook, practicing the course skill sets (found on the course website) and seeking help in a timely manner when necessary.

Online Conduct:

Appropriate academic online conduct includes doing assigned work, meeting deadlines, participating in online discussions, and completing all the required elements of the course. It also means following basic rules of netiquette.

Netiquette or Network Etiquette is a set of rules for behaving properly online. When you enter any new culture you're liable to commit a few social blunders. You might offend people without meaning to. Or you might misunderstand what others say and take offense when it's not intended.

In general, there are two basic guidelines:

1. Don't waste people's time.
2. Don't say anything to a person online that you wouldn't say to face-to-face.

More specific guidelines for proper behavior in an online learning course are listed below.

- Avoid Flaming - using derogatory, obscene, or inappropriate language. This can either be on a discussion board or in e-mail.
- Use emoticons to smooth online communication. Emoticons are keyboard produced pictorial representations of facial expressions used in e-mail or discussion boards to indicate an emotion or attitude, as to indicate intended humor [:-)].
- Don't SHOUT. Use of all capital letters and exclamation marks indicates SHOUTING.
- Avoid grammatical and spelling errors by using Spelling and Grammar checker tools when they are available.
- Do a quick check of the discussion board or course site before posting or e-mailing questions to see if the question you are about to ask or the article you just read and were about to post has already been posted.
- Keep your posts on-topic and on the proper board. Keeping messages on topic will help with the organization and readability.
- Share expert knowledge. Post resources on how you found information.
- Avoid sending large attachments through e-mail unless someone has specifically asked for it.
- When replying to an e-mail message, don't "Reply to All" unless it's necessary. Also, only attach the portion of the original e-mail that you are responding to. Do not attach the entire message when it's not necessary.
- Furthermore, appropriate academic conduct means maintaining a safe learning environment based on mutual respect and civility. All participants in Clemson online courses are expected to behave professionally by adhering to these standards of conduct:

- Never transmit or promote content known to be illegal.
- Respect other people's privacy as well as your own.
- Forgive other people's mistakes.
- Never use harassing, threatening, embarrassing, or abusive language or actions.

Online communication that fails to meet these standards of conduct will be removed from the course. Repeated misconduct may result in being blocked from online discussions, receiving a grade penalty, or being dismissed from the course. Such misconduct in the online environment may also be reported to officials for appropriate action in accordance with University policy. If you ever feel as though our online classroom is inappropriate or uncomfortable, please first contact your instructor with your concerns.

Course Coordinator:

Dr. April Thomas, O-215 Martin Hall, 864-656-3047, athomas@clemson.edu

Please be aware that all office hours are virtual, so e-mail is the best way to contact me.