STAT 353: STATISTICAL DATA ANALYSIS
COURSE GUIDELINES

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Office Hours: Walk-in hours are Tuesday and Thursday 2:00 – 4:00 pm. Other hours are by appointment only.

EXAMS

There will be one mid-term exam and one end-of-term exam, worth 100 points each. Both will have in-class and take-home parts. The in-class part will be computer-based. The take home part of the end-of-term exam will be given before the dead week and due on Tuesday of the finals week. The in-class portion of the second exam will be given during the time scheduled for the finals.

No make-up exams will be given unless the exam was missed due to serious illness/injury (need a certificate from the infirmary or a doctor), death or serious illness of a close family member, or official business that cannot be rescheduled. In the case of the latter, a letter from a supervisor will be required at least three working days prior to the exam date.

QUIZZES AND PROJECTS

In-class (computer based) quizzes worth 50 points will be given. Homework assignments (to be worked by groups of approximately 3 students) will also be given. Homework will count for a total of 50 points. No makeup quizzes will be given or late homework will be accepted unless for reasons given above for missed exams. Distance students who need to travel during quiz days will be given alternative times to complete the quizzes. A semester project worth a total of 50 points will also be assigned (details given at a later date). The project will involve work in groups of approximately three students. Each group will be required to submit a single project report signed by all members of the group. Distance students will work independently or join a group. Distance students who work independently will be assigned slightly different tasks that take into account the fact that they do not have the support of a group. Some homework assignments and the project will involve using SAS, and/or JMP, and/or MINITAB statistical software. In addition to the graded homework, practice homework problems may also be assigned. These problems are to help the student practice the application of some of the methodology introduced in the class, and will not be graded but solutions will be posted on Blackboard upon request.

CLASS NOTES

Regular class notes will be posted on Blackboard. Students are required to check for postings by 10:00 am on each class day and print out any newly posted notes and bring them to class. Printing the notes just before class or during class time will be strongly discouraged.

Additional material will be presented and/or discussed during class periods. Students are required to take down notes of these discussions and presentations.

The course will be taped and a recording of each lecture will be made available to only the distance students.

GRADES

Grades will be based on the total score you obtain for the course, out of the total of 350 possible points. The grade cut-offs for A, B, C, and D are 90, 80, 65, and 50 respectively, but may be curved at the discretion of the instructor. Graduate students who will get an average score below 65 will receive an F for the course.
CALCULATORS AND COMPUTERS.

Students should bring a calculator to every class.

The course will involve the use of computer software such as SAS, JMP, and MINITAB. Students will be introduced to these software packages. Distance students should access a virtual lab containing these products and Video Communications Center will help you with the protocol of accessing SAS, JMP, and MINITAB in the virtual lab.

Please be aware of the following university services and policies:

- **Academic Alert System**: [http://academicalert.mst.edu](http://academicalert.mst.edu)
  The purpose of the Academic Alert System is to improve the overall academic success of students by improving communication among students, instructors and advisors; reducing the time required for students to be informed of their academic status; and informing students of actions necessary by them in order to meet the academic requirements in their courses.

- **Academic Dishonesty**: [http://registrar.mst.edu/academicregs/index.html](http://registrar.mst.edu/academicregs/index.html)
  Page 30 of the Student Academic Regulations handbook describes the student standard of conduct relative to the System's Collected Rules and Regulations section 200.010, and offers descriptions of academic dishonesty including cheating, plagiarism or sabotage. Additional guidance, including the University’s Academic Dishonesty Procedures, is available on-line at [http://ugs.mst.edu](http://ugs.mst.edu).

- **Classroom Egress Maps**:
  Familiarize yourself with classroom and building exits. Classroom egress maps are posted on-line at: [http://registrar.mst.edu/links/egress.html](http://registrar.mst.edu/links/egress.html).

- **Disability Support Services**: [http://dss.mst.edu](http://dss.mst.edu)
  Any student inquiring about academic accommodations because of a disability should be referred to Disability Support Services so that appropriate and reasonable accommodative services can be determined and recommended. Disability Support Services is located in 204 Norwood Hall. Their phone number is 341-4211 and their email is dss@mst.edu.

  *If you have a documented disability and anticipate needing accommodations in this course, you are strongly encouraged to meet with me early in the semester. You will need to request that the Disability Services staff send a letter to me verifying your disability and specifying the accommodation you will need before I can arrange your accommodation.*

**A Special Note to Distance Students**

Distance students should submit their homework and take-home exam answers by making a PDF copy of the answers set and e-mailing it to me.