

Frequently Asked Questions for STAT 301 Class Students

The course information in this document applies to students who *do* attend class, who physically attend lectures in a classroom situation. This document does *not* apply to students who take this course over the Internet.

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Grading

- The points awarded and grading scale are given as follows.

Points:	Homeworks (7 at 50 points each)	350 points
	Quizzes (7 at 50 points each)	350 points
	Final	250 points
	Attendance	50 points

Grades Scales:	highest of	I	or	II
	<i>A</i>	900 and above		top 15%
	<i>B</i>	800 to 899		next 35%
	<i>C</i>	700 to 799		next 40%
	<i>D</i>	600 to 699		next 5%
	<i>F</i>	below 600		bottom 5%

- Late homeworks assignments are not accepted. There are no make-up quizzes or final exam. No points are taken off for first three absences; 5 points taken off per absence thereafter. In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances.
- Every student accumulates points throughout the semester, based on how they do on homework assignments, quizzes, the final exam and attendance. The point total is converted into the *highest* grade according to scale I or II. For example, a student with a point total of 910 points (an *A* according to scale I), but at the 75th percentile of students (a *B* according to scale II), is awarded a grade of *A*.
- The end-of-semester cut-off points for grades *A*, *B*, *C*, and *D* for scale I are 900 points, 800 points, 700 points and 600 points respectively. Based on past semesters, the end-of-semester cut-off points for grade *A*, *B*, *C* and *D* for scale II have been *around* 750 points, 650 points, 550 points and 400 points, respectively. In other words, it is most likely a student will be awarded a grade according to scale II.
- The scale II grade cut-off points can change as much as 50 points up or down from one semester to the next. At the end of the semester, when a number of students withdraw all at once just before the drop deadline, the *A*, *B*, *C* and *D* scale II grade cut-off points increase (possibly causing a few students to drop a grade level), particularly for grades *C* and *D*.

- A small percentage of a student's final point total is assigned each and every week for either a homework assignment, quiz or attendance. A student's grade becomes clearer and clearer as the term progresses.
- All of the students grades are updated weekly in the "scores" document under the "scores" link in Vista. A student can keep track of their grade level throughout the semester by looking them up on the scores document.
- Although one bad quiz or homework assignment may cause a student to *temporarily* move down a grade for that week, *one* bad quiz or homework assignment will almost certainly *not* cause a student to move down a grade based on the *entire* semester. Conversely, one good quiz or homework very rarely causes a student to move up one grade. It typically takes at least *three* bad quizzes or homework assignments to cause a student to drop a grade, or, conversely, three good quizzes or homework assignments to cause a student to move up one grade based on the entire semester.
- A bad *final exam* (as opposed to either a quiz or homework assignment) will almost certainly drop a student one grade or, conversely, a good final will almost certainly move a student up one grade based on the entire semester. Although a student may go up or down one grade, they most likely will not go up or down two grades. In past semesters, in 80% of all cases, the grade a student has going into the final is the *same* grade they have coming out of the final.
- If a student is close (within 5 points) to the next grade up, the student will receive the next grade up.
- All students from all courses I teach in a semester appear in one data base. All students face the same *A*, *B*, *C* and *D* (either scale I or II) grade cut-off points. If one class as a whole performs well, a greater percentage of students will receive *As* and *Bs* in this class than the other classes. The reverse is also true: if one class, as a whole, performs poorly, a greater percentage of students will receive *Ds* and *Fs* in this class than the other classes.
- Under scale II, how a student does depends on how the others in all of the classes that I teach this semester do. Although the actual point total is important, a student's *rank* among all students in this semester's classes is much more important. Under scale II, a students' rank is used in deciding their grade.

Attendance Workbook Lecture Notes

- The attendance workbook is your lecture notes presented in the form of a series of “discovery-type” questions. We will work on the questions during class time. The workbook is based on the text. The attendance workbook questions are available on my PNC web site. They are called “attendance 1”, “attendance 2”, . . . , “attendance 14”. They are available all semester.
- The attendance workbook questions are *not* worth any points. They are *not* handed in. However, you are strongly encouraged to bring them to class, to fill them in during class time. No answers to the workbook questions are given outside of class or office hours. It is recommended you attempt to complete the workbook questions *before* the class occurs.
- The attendance workbook questions consist mostly of multiple choice, although there are five basic types of interactive questions, including
 - true / false,
 - multiple choice (one answer),
 - multiple choice (multiple answer),
 - fill in the blank,
 - matching.
- The attendance workbook questions have been broken into fourteen (14) weeks of course material. Each week of material has around three hours worth of course material per week, sometimes longer. Any material not covered in class during the week is left up to you to complete. One week in the attendance workbook may cover two chapters, one chapter or half of a chapter of the text.
- The attendance workbook complements but does *not* replace the text. Although containing all necessary formulas and definitions necessary to complete the course, the attendance workbook is not as complete as the text. More than this, homework assignments and practice quiz questions are taken from this text, not the workbook. I recommend you read the text first and then go through the attendance workbook questions.

Online Homework Assignments

- Seven *biweekly* homework assignments, each worth 5% and marked out of 50 points, are given throughout the semester. Homework assignment *questions* are taken from text and listed in course web site link in Vista. Your *answers* are submitted using CourseCompass in Vista.
- All homework assignments are done using CourseCompass in Vista on the Internet *during week before* 12midnight of *Thursday* submission deadline date of homework assignment.
- Hand written homework assignments or emailed homework assignments are not accepted; you must use CourseCompass in Vista.
- Ten questions, each worth 5 points, are chosen by CourseCompass at random from all questions on any particular homework assignment. That is, ten questions are taken at random from a larger set of questions which make up whole homework assignment. Every time you submit a homework assignment subset of ten (10) questions, you are given opportunity to submit a *new* homework assignment subset which consists of a (most likely) different group of ten questions chosen at random from entire set of homework assignment questions.
- You can submit as *many* homework assignment subsets of ten (10) questions times as you wish. You receive *highest* grade of all of your submissions. Click on *finish* once you are done with one homework assignment subset. If not, this homework assignment subset will not be submitted and so will not be scored.
- You can start a homework assignment subset of ten (10) questions, take a break, even log off the computer if you wish, then resume an *old* homework assignment subset at a later time. Simply do not click finish on the homework assignment subset until you are ready to submit it.
- All homework assignment questions are *based* on problems from the text. Question part of each problem from text is altered somewhat to fit into CourseCompass in Vista. Specifically, each homework assignment question on Vista is worded as either a multiple choice (one answer or multiple answers) or matching problem, no matter how the question part is worded in the text. Also, I sometimes modify the question part from the text to match more closely what is being taught in class. For example, instead of asking you to use the random number tables given in the text, I ask you to use random number generator in your TI-84+ calculator.
- List of questions for all homework assignments are available in seven documents posted on course web site. Links for these seven documents on the public web site are called “homework 1”, “homework 2”, . . . , “homework 7”.

- I recommend you read the text, complete the attendance notes and familiarize yourself with the appropriate TI-84+ calculator instructions before attempting each homework assignment. There is extensive online help when completing the homework online.
- This is an individual homework and so each student submits their own homework, although they are encouraged to cooperate with (but not plagiarize) other students.
- If you need help with a homework assignment, talk to me during an appropriate moment during class, stop by my office during regular office hours, email me or telephone me at my office. My regular office hours are posted on the Internet. Also, there are (free) mathematics tutors available for this course throughout the semester. See the PNC Mathematics web site for more details.
- If you feel the score you received for any homework assignment is not in line with the homework assignment you submitted, please email or talk to me immediately—do not wait!
- Under no circumstances will homework assignments be accepted late.
- I highly recommend you collect your homework assignments throughout the semester. At the end of the semester, it is then easy to use these homework assignments to prepare a formula sheet for the final exam.

Online Quiz Review Question Sets

- Seven *bi*weekly quiz review question sets are posted on the course web site. These preparatory questions are *not* worth any points. They are *not* handed in. Each quiz review question is available online in CourseCompass in Vista with extensive online help. Links for these question sets on the course web site are called “quiz review 1”, “quiz review 2”, . . . , “quiz review 7”.
- Many of the questions on the quiz review sets are closely, but not necessarily exactly, related to many of the questions that appear on the actual quizzes.
- *Previous* quizzes, in addition to quiz review question sets, are available at

<http://www.pnc.edu/faculty/jkuhn/courses/previous/quizzes/quizzes.html>

- It is recommended you read text, complete attendance notes, familiarize yourself with the appropriate TI-84+ calculator instructions, try questions on quiz review, do some previous quizzes and then make up a “cheat sheet” (one side of an 8.5 by 11 inch piece of paper) before attempting any quiz.
- It is also recommended you hang onto cheat sheets made throughout the semester. At end of semester, it is then possible to collect these cheat sheets together to help prepare a formula sheet for final exam.

Online Quizzes

- Seven *bi*weekly quizzes, each worth 5% and marked out of 50 points, are given throughout semester. They are available in CourseCompass in Vista at links called “quiz 1”, “quiz 2”, . . . , “quiz 7”.
- All quizzes are done using CourseCompass in Vista on the Internet *during week before* 12midnight of *Thursday* submission deadline date of quiz.
- Each quiz is timed for 20 minutes: once you start, you must finish quiz in allotted time period. You are allowed *one* (and only one) chance to do each quiz. CourseCompass in Vista will *not* let you start quiz, take a break, then resume quiz at a later time. Press finish once you are done with quiz, otherwise quiz will not submit.
- Typically, five questions, each worth ten (10) points, are chosen at random by CourseCompass in Vista from a large database of questions on any particular quiz. Since questions are chosen at random from a larger set of questions, each student gets a slightly different quiz. This discourages sharing of quiz answers.
- Your quiz questions are scored by CourseCompass in Vista at my request *after* submission deadline date, when all students have submitted a quiz.
- Anything fit on one side of an $8\frac{1}{2}$ by 11 inch piece of paper may be used as a “cheat sheet” for each quiz. A calculator may also be used. No other aids are permitted. You are allowed these items for both supervised and unsupervised quizzes. You do quiz by yourself, without help from others.
- Two of seven quizzes (quiz 3 and quiz 6) are supervised. These two quizzes, like other five unsupervised quizzes, are done online using CourseCompass in Vista. I watch you do quiz in a computer lab during quiz week. No questions (please) during supervised quizzes. Once finished a supervised quiz, write a list of written answer choices to be submitted to me. The answers themselves are *not* required, just number of answer for each question. For example, for a five-question quiz, following would be appropriate: 1 (iv), 2 (iii), 3 (iv), 4 (v) and 5 (ii).
- If computer–submitted answers and written answers do *not* match one another and CourseCompass in Vista is functioning properly, then computer–submitted answers to a supervised quiz are considered correct answers. If computer–submitted answers and written answers do *not* match one another and CourseCompass in Vista is *not* functioning properly, then written answers to a supervised quiz are considered correct answers.
- There are no make-up quizzes. No “extra–credit” work is accepted in place of a missed quiz.

Internet

- All of my course material is posted on the Internet, either on the Purdue University North Central (PNC) public web site at

<http://www.pnc.edu/faculty/jkuhn/>

or in Vista at

<https://epm.itap.purdue.edu/webct/entryPageIns.dowebct>

or in CourseCompass at

<http://www.coursecompass.com>

You can access my course material from any computer on the campus at PNC.

- If you are accessing the course material remotely, away from the PNC campus, you need at least:
 - a recent computer, no older than one or two years old,
 - a recent version of a web browser such as Internet Explorer or Mozilla Firefox,
 - a fast modem, cable, DSL or satellite connection—the faster the better,
 - a recent version of Adobe Acrobat Reader.
- If you are accessing the course material remotely, away from the PNC campus, Adobe Acrobat Reader is required on your home computer. All of my attendance notes are saved in portable document file (PDF) format on my web page. They are saved in this way because PDF is able to display mathematical notation easily whereas it is difficult (if not impossible in many cases) to display mathematical notation using the regular HTML web page. In order for your computer to be able to read or print these files, you need the Adobe Acrobat Reader.
- Adobe Acrobat Reader is typically pre-installed on any newly bought computers. However, if it is not available on your computer, it is available as a free download from the Adobe web site.
- Always, if possible, drop by during office hours to talk to me face to face. Always. Failing this, try to telephone during office hours. Email is *not* always the most appropriate way of communicating with the instructor. Rule of thumb—if the email message is longer than three or four sentences long, it is best to see me or telephone instead. Another rule of thumb—more than two or three emails on the same subject is too many emails—it's time to see or telephone me.

- I have posted course material on the Internet for over ten years. I have given Internet courses outside the PNC campus, to teach distance-learning students, for over seven years. I have used the computer in one form or other, over the entire course of my over twenty-year teaching career, for statistical packages and to distribute course materials.

Blackboard Vista

- Blackboard Vista is available at

<https://ecourses.purdue.edu/Vista/entryPage.doVista>

You should *not* login to Vista through the PNC portal (“My PNC”). The PNC portal can time out in the middle of a Vista session and so interfere with a homework or quiz. You should login to Vista directly, through the web address given here, but not through the PNC portal.

- Blackboard Vista is a portal to CourseCompass where you submit your homework assignments and quizzes online. A weekly scores list is posted providing current grade standing as well in Blackboard Vista.
- I post the cumulative points and tentative grades you receive for all homework assignments and quizzes in Vista. These points appear, along with everyone else, in a document available in the “scores” link. You can locate your particular homework score by using the ID number I assign you at the beginning of the semester. This ID number is *not* your Vista user name or password.
- Your Vista user name and password are identical to your PNC email user name and password. Your PNC email user name and password appear on the registration slip you receive when you register at PNC. If you are unaware of, or may have forgotten, this email account, please contact Information Services or email helpdesk@pnc.edu to find out what it is.

CourseCompass

- CourseCompass is available at

<http://www.coursecompass.com>

Although you can logon to CourseCompass directly, I suggest you logon to web site through the link in Blackboard Vista. This way, you will be able to send me email and check your current grade in Blackboard Vista and also submit the online homework assignments and quizzes in CourseCompass at one time.

- CourseCompass provides online homework assignments and quizzes. A list of homework questions and quiz review questions is provided on the public web site. I suggest you print these out and look them over before logging onto CourseCompass. However, significant online help is provided with each homework and quiz review question in CourseCompass.
- Homework assignments and quizzes are available in CourseCompass for a one week period. Before and after this period, the hyperlink is inactive. This assures that you are working on the correct homework assignment or quiz and that homework assignments and quizzes are completed on time.
- You can submit your homework assignments and quizzes from any computer on campus or, if you are hooked up, from home. I cannot be responsible for your home computer or internet connection; in other words, if you are unable to submit a homework assignment (or quiz) on time from your home computer, I will give you a zero for that homework assignment or quiz. Sorry!
- CourseCompass automatically marks your homework assignment and quiz but does *not* immediately release answers and scores until *after* the weekly submission deadline. This typically occurs by 6am Friday morning during the semester. Answers are not released before the submission deadline to prevent you from using the answers from one homework assignment or quiz to help answer the questions from another homework assignment or quiz submitted later.
- Individual scores for homework assignments and quizzes appear in the Gradebook section of CourseCompass. Cumulative scores and tentative grades are posted, however, are posted in scores link in Blackboard Vista, *not* CourseCompass. You can locate your particular homework score by using the ID number I assign you at the beginning of the semester. This ID number is *not* your Vista user name or password.

TI-84+ (TI-84+ SE, TI-83+, TI-83+ SE) Calculator

- Obtain a TI-84+ (or a calculator from the TI-84 plus line of calculators, including the TI-83 plus, TI-83 plus silver edition, TI-84 plus or TI-84 plus silver edition) calculator. A calculator from the TI-84 line of calculators is an *integral* part of the course. I use the TI-84+ calculator *extensively* in this course. You will be at a disadvantage relative to the other students, unless you obtain this calculator. This calculator is used *heavily* throughout the semester.
- You must get the TI-84+ (or TI-83) calculator. All of the attendance questions are developed around this particular calculator. It may be the case that your calculator performs the same functions as the TI-84+ but then it will be up to you to determine how to get your calculator to do these functions. I support the TI-84+ and only the TI-84+.
- I have written programs for this course that can only be used on the TI-84+ calculator. I will distribute these programs during class time.
- Instructions on the use of the TI-84+ can be found throughout the attendance workbook. They are also located on the public PNC web page, in the web links “TI-84-lab1”, “TI-84-lab2”, . . . , “TI-84-lab14”.
- Although the operating system of a TI-86 (TI-89, TI-92 and any other calculator which is not in the TI-84 line of calculators) can be altered somewhat to have “similar” statistical capabilities as the TI-84 line of calculators, these other calculators are simply too different from the TI-84 line of calculators to be useful for homework assignments, quizzes or any other classroom activity requiring their use. In particular, there are list-like functions in a TI-86, but they are so different than the lists in the TI-84 line of calculators, they are impossible to use in any meaningful way. The important programs written for the TI-84 line of calculators for the courses I teach cannot be run on any other line of calculators. Students who use a TI-86 (TI-89, TI-92 and so on) calculators will be at a serious disadvantage to students who use a calculator from the TI-84 line of calculators.

Final Exam

- *The Final Exam Itself*
 - You take the final using CourseCompass.
 - The exam is comprehensive; that is, you are responsible for everything taught in the course during the semester.
 - The exam is two (2) hours long.
 - There are twenty-five (25) questions.
 - The questions are mostly multiple choice, but there are some true/false, and matching type questions.
 - The final exam is scheduled for the week after the last class. According to University regulations, you are required to take the exam at this time and only this time.
 - You take the final exam on campus and are supervised by me.
 - The questions on the final exam are no harder or easier than the questions asked on the quizzes and homeworks during the semester. The exam is difficult because it is comprehensive. You have got to remember what we did 10 to 15 weeks ago—write these things down in your formula sheet!

- *Preparing For The Final Exam*
 - Make up a formula sheet: anything that you can fit on *ten* sides of an $8\frac{1}{2}$ by 11 inch piece of paper may be used as a reference during the final. A calculator may also be used. No other aids are permitted.
 - On your formula sheets, write down both general formulas and *examples* of how to use the formulas.
 - Do not forget about the definitions.
 - Try the online Final Review set of questions in CourseCompass.
 - Try the questions (with brief answers) on the previous final exams which are posted on my PNC web site.
 - I will present complete answers to Final Review questions and previous final exam questions during the review week(s). Prepare for the review weeks by attempting these final exam questions before attending class.
 - Make sure you understand all questions given in the attendance assignments, homework assignments and quiz reviews.

- *During and After the Final Exam*
 - No questions (please) during the final.

- The final will be marked promptly and the *unofficial* marks will be posted on the internet, along with the final grade, a few days after the final exam.
- I will hand your final grades in to the registrar a few days after they are posted.
- If you have any grievances concerning the way you were marked on the final exam, please talk to me after the grades are posted but *before* I hand the grades into the registrar.
- There will be no make-up final. In the event you are going to miss the final, you must notify me (by e-mail if necessary) *prior* to the exam and explain your reason for missing this exam. In addition, if you miss the final, you must provide a written medical excuse in order to obtain an incomplete for the course. The incomplete can be made up next semester. In all other cases, if you miss a final, you will receive an *F*.

- *Pre-Exam Grades and Final Grades, Under Grading Scale II*

- The pre-exam grade you have going into the exam is most likely the final grade you will have coming out of the exam. The exam may cause your pre-exam grade to go up or down a (one) grade, but mostly likely will not cause it to go up or down two grades.
- The exam will have the most influence on the grades of students whose pre-exam scores are close to the borderline between grades; that is, these are the students whose exam will most likely cause their pre-exam grade to either go up or down one grade. Students with scores in the middle of a pre-exam grade level are the least likely to be influenced by the exam, to have their pre-exam grade move either up or down a grade level.
- The *typical* grades and associated scores for the exam are given below.

Grade	Typical score (out of 250)
<i>A</i>	160
<i>B</i>	120
<i>C</i>	90
<i>D</i>	60

- The *typical* grades and associated scores for the exam used in the table above are not fixed. They can change as much as a 20-30 points up or down each semester.

Attendance and Other Stuff

- According to University regulations, attendance is required: poor attendance invariably leads to a poor grade. You *start* with 50 points at the beginning of the semester for attendance. Beginning with the *fourth* absence, 5 points is taken off of the 50 points for every class missed. That is, no points are taken off for the first *three* (and only three) missed days, whatever the reasons for the absence. No more than 50 points is deducted for absences.
- Any missed classes beyond three days will be allowed if not only the current absence is legitimate but also *all previous absences are legitimate*. An absence is legitimate if a student is suffering from health problems that can be explained/supported by a medical certificate signed by a doctor.
- Attendance for the *full* class period is required; attending any less than the full 50 minutes (or 75 minutes) will be marked absent.
- In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances.
- There is a one week “buffer” between when material is presented in class and when either homework assignments or quizzes are due. There are a couple of reasons for this. One is that this allows students a week to absorb the course material to do the homework assignment or quiz. Another reason for the one week buffer is to allow for the rare occasions when the PNC campus is unexpectedly closed due to snow storms, tornadoes or other emergencies for a day or so. Once the campus is re-opened, the lecture resumes at the point where the course material stopped when the campus was closed. One week of classes would have to be cancelled before homework assignments and quizzes would have to be re-scheduled. Two weeks of classes would have to be cancelled before consideration would have to be given to cutting material from the course.
- Make-up exams will not be given. Exceptions will be made only in extremely rare cases that are approved in advance. All tests must be taken, or a course grade of F may be given.
- If you have a disability and will need accommodations, please let me know as soon as possible. If you have not already done so, please provide appropriate documentation and request accommodations with the Disability Services Coordinator, LSF 029, 1-219-785-5374.
- You should spend *at least* seven or more hours above class time (a total of ten (10) hours) per week on this course. Otherwise, you are simply not doing enough work to do well in this course.

Teaching Philosophy

- I realize that most students are afraid they will find this course either uninteresting or overly challenging or both. I also recognize that, for most students, this course is a requirement, rather than an option. And even if it is an option, a student chooses it because it is the “lesser evil” of a number of possible “truly evil” options. In other words, most students are conscripts rather than volunteers.
- I try to make this course as interesting and as understandable as I possibly can (and maybe even fun at times too!). Besides learning something about statistics, I hope you also learn more about the Internet. The use of the Internet as an “electronic bulletin board” is meant as a convenient way for you, particularly those with a computer at home and connected to the Internet, to obtain course material and for me to distribute this material.
- On the one hand, time does not permit the full “story” of statistics or mathematics to be developed in this course and so the course objective is fairly modest, to simply introduce you to some of the ideas in this course. On the other hand, because the material is most likely new to you (otherwise, why are you taking the course?) and *a lot* of material is covered, you should find the course quite challenging.
- Although I am going to try to present the course material to the best of my abilities, I believe it is *mostly up to you* to decide what you want to get out of this course. There is not much I can do to help you understand the course material, if you are not willing to put some effort into the course. You should expect to spend at least at total of ten (10) hours per week on this course. Do as many problems as you can, even those not assigned; you are welcome to ask me anything about the course during appropriate moments in class or during office hours.
- The schedule used in this course forces you to keep up with the course material. In a course with monthly midterms and one final, it is possible to let the course material pile up and then to cram the night before the midterm/final, on only a few occasions during the semester. The seven quiz and homework type of schedule used in this course favors a consistent-type student who works each week on the course material. The one midterm per month schedule favors a big-event type student who can focus on a succeeding on a few high-value tests during the semester.

Questions

1. *What do I do first?*

- Make sure you are registered into this course. If you are enrolled at Purdue University North Central (PNC), you can go to admissions to do this.
- Buy the texts. The required texts can be bought from the PNC bookstore (1-219-785-5247).
- Check out the syllabus.
- Logon to your Blackboard Vista account on the first day of classes. Do not logon through "My PNC". The PNC portal can time out in the middle of a Vista session and so interfere with a homework or quiz. You should login to Vista directly through the web address given here, but not through the PNC portal.
- Register into CourseCompass. You need both a Course ID from me and a Student Access code from the text.
- Check out tutorial videos for class students.
- Obtain a TI-84+ calculator and check out the online tutorial videos for this calculator.
- Check out frequently asked questions web page.

2. *What kind of computer equipment, software and service do I need?*

- None. You can access the course material from any computer on the campus of PNC.
- However, if you are accessing the course material remotely, away from the Purdue University North Central (PNC) campus, you need at least:
 - a recent computer, no older than one or two years old.
 - a recent version of a web browser such as Internet Explorer or Mozilla Firefox.
 - a fast modem, cable, DSL or satellite connection—the faster the better.
 - a recent version of Adobe Acrobat Reader.

3. *When should I start the course?*

Start the course on the first day of the semester. Spend the first week of the semester acquainting yourself with the web site material, Blackboard Vista and CourseCompass. Buy the texts. Download and install any necessary TI-84+ programs to install on your calculator.

- *Can I start before the first day of the semester?*
Yes, but the web site may not be fully functional. I change the web site and course material each semester. It takes time for me to create and post this material. Once posted, you can start working on the material but you cannot submit it until the semester begins and, even then, you can only submit as required on a weekly basis. Vista is not activated until the first day of the semester. Your best strategy is simply to wait until the first day of the semester and submit material as required throughout semester.
- *When should I end the course?*
The course ends once you hand in your final exam. There are fourteen attendance assignments, seven homework assignments, seven quizzes and one final exam. A homework assignment or quiz is submitted each and every week throughout the semester. The last homework assignment or quiz is submitted during the second-to-last week of semester.
- *Can I start after the first day of the semester?*
I sometimes allow students to start as late as the Friday of the first week of the semester, but no later. I have found that students generally take at least a week to organize themselves enough to get going in the course. The first homework assignment is due on the Thursday of the second week of the semester.

4. *What is the Attendance Workbook?*

The Attendance Workbook (or just Workbook) is your lecture notes presented in the form of a series of "discovery-type" questions. We will work on the questions during class time. The Workbook is based on the text.

- *How do I get the Attendance Workbook off of the Internet?*
Click on "attendance1", say, then print it.
- *Do I have to fill in the Attendance Workbook?*
Yes, fill it in during class time.
- *Do I hand in the Attendance Workbook to be graded?*
No.
- *What kinds of questions appear in the Attendance Workbook?*
Mostly multiple choice, although there are five basic types of interactive questions, including True / False, Multiple choice (one answer), Multiple choice (multiple answer), Fill in the blank, Matching.
- *How long should I spend on the Attendance Workbook?*
Three hours per week in class, sometimes longer outside class. There are fourteen weeks in a semester at PNC. Consequently, the Attendance Workbook questions have been broken into 14 weeks of course material. Each week has around three hours worth of interactive exercises.

- *Can I progress through the attendance workbook entirely at my own pace?*
Well, yes, to a certain extent. We will be taking up attendance workbook during each and every lecture. You can work on this workbook outside of class hours, if you wish.
- *Since I have the Attendance Workbook, do I really need the text?*
Yes. The Attendance Workbook, although containing all necessary formulas and definitions necessary to complete the course, is not as complete as the text. The text provides a slightly different viewpoint to the material, which is useful to understanding the material. More than this, homework assignments and practice quiz questions are taken from this text. I recommend you read the text first and then go through the attendance workbook questions.

5. *Do I have to get homework assignments off of the Internet?*

Yes. Click on “homework 1”, say, to get a copy of the first homework. All homework questions are taken from the text.

- *How do I submit a homework assignment online?*
Yes. Use CourseCompass to submit the answers to your homework assignments. Hand written homework assignments or emailed homework assignments are not accepted; you must use CourseCompass. You can take as long as you like and submit as many homework assignments as you want before the weekly midnight Thursday deadline. The best assignment submitted will be accepted. Each new homework assignment requested from CourseCompass is different from the last and is a random sample of, typically, ten questions from the entire possible list of questions on the homework assignment taken from, for example, “homework 1”.
- *Can I submit all homework assignments from any computer hooked up to the internet?*
Yes. You can submit these assignments from your home computer, if it is hooked up to the internet. You can submit these assignments from computers at PNC if you wish. I cannot be responsible for your home computer or internet connection; in other words, if you are unable to submit a homework assignment or quiz on time from your home computer, I will give you a zero for that assignment (sorry!).
- *When do I hand in a homework assignment?*
The deadline for each homework assignment is given in the syllabus. Each homework assignment is available for one week in CourseCompass. Before and after this one week period, the hyperlink is inactive. This assures that you are working on the correct homework assignment and homework assignments are handed in on time.

- *What if I need help doing homework assignments or preparing for a quiz?*
There is extensive online help available with homework assignments. Ask me during class. Stop by or email me or telephone me at my office or at home. Please try to do these things during my regular office hours, posted on the Internet.
jkuhn@pnc.edu
office telephone: 1-800-872-1231 (then 5563#)
office voice mail: 1-800-872-1231 (then 5598 and 5563#)
Also, there are (free) mathematics tutors available for this course throughout the week. See the PNC Mathematics web site for more details.
- *How do I find out how I did on a homework assignment?*
CourseCompass automatically marks your homework assignment but does not release the score until after the submission deadline, typically by 6am Friday during the semester. These scores appear in your Gradebook in CourseCompass. I also post the cumulative points and tentative grade in the scores link in Blackboard Vista. You locate a particular homework score by using the ID number I assign you. If you feel your mark is not in line with the homework assignment you submitted, please email or talk to me immediately—do not wait!
- *Sometimes, I get on Vista and cannot access a homework assignment? How come?*
Homework assignments are available for a one week period. Before and after this period, the hyperlink is inactive. This assures that students are working on the correct homework assignment.
- *Can I submit homework assignment or quiz assignments late? What if I registered late?*
Under no circumstances will either homework assignments or quizzes be accepted late, particularly if you are a late registering student. Accepting late assignments from late registering students would be very unfair to students who were organized enough to register on time.
- *How do I know which score is mine? What is my ID?*
I will send you your ID using the Vista email system sometime early in the semester.

6. *How do I do a quiz over the Internet?*

In the same way you do a homework. Use CourseCompass to submit answers to any quiz. Emailed quizzes are not accepted; you must use Vista. Online quizzes are timed. Five different types of questions can appear on a quiz, including short answer, paragraph, multiple choice, matching and calculation. After 20 minutes, finish/submit your answers. CourseCompass automatically marks your marked quizzes but does not release your score. Scores of all students very soon after

the submission deadline, typically 6am Friday during the semester. I also post cumulative points and tentative grades for everyone in all courses I teach, in the scores link in Blackboard Vista. You can locate a particular quiz score by using the ID number I assigned you.

- *Are some quizzes supervised?*

Yes. Two (quiz 3 and quiz 6) of the seven quizzes will be supervised. These two quizzes will be done online using CourseCompass. You will be supervised by me (Dr. Jonathan Kuhn). I will give you a password.

- *Where do I do the supervised quizzes?*

The supervised quizzes will be done on CourseCompass in a computer lab room I have reserved.

- *How does the seven quizzes, seven homework assignments, one final schedule used in this course compare to another course which has one midterm per month and one final?*

The schedule used in this course forces you to keep up with the course material. In a course with monthly midterms and one final, it is possible to let the course material pile up and then to cram the night before the midterm/final, on only a few occasions during the semester. The seven quiz and homework type of schedule favors a consistent-type student who works each week on the course material. The one midterm per month schedule favors a big-event type student who can focus on a succeeding on a few high-value tests during the semester.

7. *Is there a final exam?*

Yes. The final will be done online using CourseCompass. You will be supervised by me (Dr. Jonathan Kuhn).

- *Where is the final exam held?*

The final exam is held on CourseCompass in a computer lab setting supervised by me at one fixed exam schedule time.

8. *Is a TI-84+ (or TI-83+ line of) calculator really required for this course?*

Yes, I use the TI-84+ calculator extensively in all courses except STAT 113. In fact, you will be at a disadvantage relative to the other students, unless you obtain this calculator. This calculator is used heavily throughout the semester.

- *Can I get another calculator, or must I get the TI-84+ (or TI-83+ line of) calculator, in particular?*

You must get the TI-84+ calculator. All of the exercises are developed around this particular calculator. It may be the case that your calculator performs the same functions as the TI-84+ but then it will be up to you to determine how to get your calculator to do these functions. I support

the TI-84+ and only the TI-84+. I have written programs that can only be used on the TI-84+ calculator for some courses. I will distribute these programs during class time.

- *Are there instructions available on how to use the TI-84+ (or TI-83+ line), which is specific to the course?*

Yes. Instructions on the use of the TI-84+ can be found throughout the Workbook. They are also located on the web page, in the web links "TI-84+ Labs". Read the labs, which correspond to the weeks' worth of material: TI84-lab 1, for example, should be read when doing the week 1 material. There are also TI-84+ tutorial videos.

9. *What is your experience in using the Internet?*

I have posted course material on the Internet for over ten years. I have been "global", given internet courses outside the PNC campus I have taught at, to teach distance-learning students, for over ten years. I have used the computer in one form or other, over the entire course of my over twenty-year teaching career, for statistical packages and to distribute course materials.

- *How come my Vista account from last semester does not work?*

I deleted it. I delete all student accounts from the previous semester. You must create a new account each semester.

- *I cannot seem to stay logged into Vista for more than a few minutes at a time. I keep on getting bumped out. Why and what do I do?*

Did you access WebCT while in the PNC portal called "My PNC"? If so, "My PNC" can time out and so cut off WebCT. Access WebCT outside of "My PNC". It is also possible Norton Utilities Security (NUS) on your computer is interfering with Vista. Disable NUS. If you do not do this, you will not be able to use Vista. If you continue to have difficulties, use the computers on campus—I cannot be responsible for how well your personal computer is working.

- *My email messages in Vista are often cut in half. Why and what can I do about it?*

Vista email treats email as HTML code. In particular, the mathematical symbols, "greater than" and "less than", will cut a Vista email message short. Type these symbols out, like I have here, to avoid this.

- *I do not know my Vista user name and password. How do I find out this information?*

Your Vista user name and password are identical to your PNC email user name and password. Your PNC email user name and password appear on the registration slip you receive when you register at PNC. If you are unaware of, or may have forgotten, this email account, please contact Information Services or email helpdesk@pnc.edu to find out what it is.

10. *When do I email; when do I telephone?*

Always, if possible, drop by during office hours to talk to me face to face. Always. Failing this, try to telephone during office hours. Email is not always the most appropriate way of communicating with me (Dr. Jonathan Kuhn). Rule of thumb—if the email message is longer than three or four sentences long, it is best to see me or telephone instead. Another rule of thumb—more than two or three emails on the same subject is too many emails—it's time to telephone me (Dr. Jonathan Kuhn).

- *Should I use Vista email or my home email?*

Either one is OK with me.

- *I do not know if I have a PNC email account. How do I find out this information?*

All students registered at PNC are automatically given a PNC email address. Your PNC email user name and password appear on the registration slip you receive when you register at PNC. First check with the registrar's office at PNC to make sure you are registered at PNC. If you are registered at PNC, but you are unaware of, or may have forgotten, your email account, please contact Information Services or email helpdesk@pnc.edu to find out what it is.

11. *Do I need Adobe Acrobat Reader?*

- No. Adobe Acrobat Reader is available on all of the computers on the PNC campus.
- However, if you are accessing the course material remotely, away from the PNC campus, Adobe Acrobat Reader is required on your home computer. All of my attendance notes, homework assignments and quizzes are saved in PDF (portable document file) format on my web page. They are saved in this way because PDF is able to display mathematical notation easily whereas it is difficult (if not impossible in many cases) to display mathematical notation using the regular HTML web page. In order for your computer to be able to read or print these files, you need the Adobe Acrobat Reader. These files appear on the web page as, for example, "homework 1" for homework 1.