

# BUSI 5801A – Fall 2014

## Statistics for Managers



Class time: Thu. 2:35 to 5:25 PM First class Sept.11  
Instructor: Dr. Irene Lu [Irene.Lu@carleton.ca](mailto:Irene.Lu@carleton.ca)  
Online office hour: TBA From Sept.11 to last week of class

This document is the course outline; it describes the rules in the administration of BUSI 5801. Students should read this outline; unless they inform the professor otherwise in the first class, students agree to abide by the information in this outline.

### 1. Course description and objective

All managers need to interpret data in order to make appropriate decisions. The objective of this course is to teach prospective managers how to interpret data. Students are introduced to formal statistical inference and several popular statistical models. No previous statistics experience is assumed in this course. No textbook is required; primary source is the lecture notes.

### 2. Course schedule (tentative)

Week	Date	Topic	
1	Sept. 11	Describing a variable	
2	Sept. 18	Distributions	Assignment 1 is due.
3	Sept. 25	Estimation	Assignment 2 is due.
4	Oct. 2	Statistical inference	Assignment 3 is due.
5	Oct. 9	Correlation and Regression	Assignment 4 is due.
6	Oct. 16	ANOVA	Assignment 5 is due.

### 3. Course drop policy

Students can drop a course up until the end of the second week of classes. Students that drop a class in the third week will receive a WDN but will automatically have the grade changed to ABS. A grade of ABS is considered a failing grade. A required course will have to be taken again. Students with medical reasons and supporting documentation may petition the school to have the ABS grade changed back to WDN.

### 4. Evaluation breakdown

Assignments	55%
Test	35%
Class participation	10%

### 5. Test

There is a take-home test distributed and completed during the week after the last class. Students are not allowed to collaborate and discuss the test prior to its submission. All work associated with the test must be individual.

### 6. cuLearn

This course uses cuLearn, Carleton's learning management system. To access your courses on cuLearn go to <http://carleton.ca/culearn>. For help and support, go to <http://carleton.ca/culearn/students>. Any unresolved questions can be directed to Computing and

Communication Services (CCS) by phone at 613-520-3700 or via email at [ccs\\_service\\_desk@carleton.ca](mailto:ccs_service_desk@carleton.ca).

The course cuLearn website contains all the pertinent course information. This site will be the primary source for course announcements and distribution of materials including lecture slides, assignments, supplemental readings, etc. Grades will be posted to cuLearn as soon as they become available. In line with Sprott policy, it is your responsibility to check your grades by clicking on 'Grades.' In case of class cancellation due to inclement weather, an announcement will be posted on cuLearn as soon as possible.

### **7. Email communication**

The best way to contact the professor is to send her an email via cuLearn. If you wish to send her an email directly, please add "BUSI 5801A" in your email's subject line. The professor does not respond to student emails over the weekend. During the week the professor will endeavor to answer your emails within 48 hours; you should not expect an immediate response. She will also not answer by email questions that have already been asked and answered in class. Please use the cuLearn course Forum (discussion board) to ascertain whether your classmates can assist you.

### **8. Assignments**

Assignments are due at beginning of class (i.e., approximately one week after their distribution). Because solutions are posted at the deadline, late assignments are not accepted (i.e., get a mark of 0). A subset of assigned questions is graded. Although students could discuss assignments, the submitted assignment must be based on the individual effort of that student. Assignments involve topics from the course (or topics from course prerequisite); students are not expected to use additional resources to do assignments.

### **9. Missed tests**

If a student misses a test and would like a make-up test, please follow these steps:

- a. Inform the professor (by email) of the inability to write the test no later than 24 hours after the missed test is distributed.
- b. In the same email suggest possible dates for a make-up test; note the make-up test must occur within 6 calendar days of the missed test.
- c. Provide the professor with the appropriate document(s) to support the original absence.

Incompliance to these steps leads to a test mark of 0. A make-up test may be granted when the absence is supported by a medical certificate or appropriate document. A make-up test is not granted for students who have made travel arrangements that conflict with test schedule. It is the responsibility of the student to accommodate the professor's (i.e., the School's) availability for a make-up test. Note these procedures apply only to the original test; failure to write a make-up test results in a test mark of 0.

### **10. Evaluation of submitted work**

Given the volume of marking and the need to provide timely feedback, grossly disorganized or illegible work (e.g., assignments and tests) creates unnecessary demands on the grader (e.g., teaching assistant). The grader has the option to disregard such work and assign a mark of 0; subsequent re-submission will not be accepted and such work does not qualify for reappraisal.

### **11. Class participation**

Class participation implies contribution to class proceedings by raising appropriate questions, answering questions, and commenting on issues raised by the professor or other students. Such participation should be conducive to learning. The quantity and quality of a student's contribution are considered.

### **12. Attendance**

Students should attend all classes. Topics build on each other on a weekly basis; one missed class is detrimental to understanding new material. If an absence is unavoidable, the student is responsible for obtaining any missed information (i.e., contacting colleagues to copy notes). To be fair to students that attended class, no class time or the professor's office time will be used to

re-present the missed information.

### 13. Mark reappraisal

If a student would like the grader to reappraise a mark, please inform the professor by email within 6 calendar days of receiving the mark. This email must explain the disagreement with the original evaluation; this explanation will be given to the grader as part of the reappraisal. Requests that pass the deadline will not be accepted (this deadline ensures timely processing and release of grade-related information, such as the class average). The grader will reappraise the work subject to his/her original commitments. A reappraisal could lead to a downward adjustment (i.e., lowering of original mark) if the submitted explanation demonstrates a misunderstanding of the relevant concepts. Students are thus encouraged to review available solutions prior to requesting a reappraisal.

### 14. Norms of the course

To achieve a professional relationship that facilitates learning, both students and the professor must meet the commitments below:

The professor's commitment	Student's commitment
<ul style="list-style-type: none"><li>• Prepare a learning environment for each class</li></ul>	<ul style="list-style-type: none"><li>• Come to class ready to learn and participate; seek assistance as issues or questions arise</li></ul>
<ul style="list-style-type: none"><li>• Start and finish class on time; provide breaks as necessary</li></ul>	<ul style="list-style-type: none"><li>• Attend the entire class; leave early only for emergencies and with prior notification</li></ul>
<ul style="list-style-type: none"><li>• Solicit and encourage participation</li></ul>	<ul style="list-style-type: none"><li>• Participate constructively; present own ideas; and if it is helpful to the class, constructively critique ideas of others</li></ul>
<ul style="list-style-type: none"><li>• Provide detailed instructions on assignments; provide timely feedback on assignments</li></ul>	<ul style="list-style-type: none"><li>• Follow instructions on assignments; submit assignments on time; learn from feedback</li></ul>
<ul style="list-style-type: none"><li>• Communicate in a professional manner; respond to enquiries in a timely fashion</li></ul>	<ul style="list-style-type: none"><li>• Communicate in a professional and respectful manner</li></ul>
<ul style="list-style-type: none"><li>• Provide office hours</li></ul>	<ul style="list-style-type: none"><li>• Make use of office hours to ask questions or seek elaborations</li></ul>

### 15. Phones

The use of phones is not permitted in class; students should turn off phone. If an emergency requires the phone to be on, please inform the professor.

### 16. Laptops

Laptop use in class is allowed for activities related to the class only. Students should not use laptop for other purposes (e.g., email). Inappropriate use of laptop in class could affect participation grade.

### 17. Video or Audio Recording Policy

Not permitted.

### 18. Group Work

The Spratt School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, followership and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your instructor may assign one or more group tasks/assignments/projects in this course.

*Before embarking on a specific problem as a group, it is your responsibility to ensure that the*

*problem is meant to be a group assignment and not an individual one.*

### **19. Person with Disabilities**

Students with disabilities requiring academic accommodations in this course are encouraged to contact a coordinator at the Paul Menton Centre for Students with Disabilities to complete the necessary letters of accommodation. After registering with the PMC, make an appointment to meet and discuss your needs with me at least two weeks prior to the first in-class test or ITV midterm exam. This is necessary in order to ensure sufficient time to make the necessary arrangements. Please refer to <http://www.carleton.ca/pmc/> for all PMC information.

- The deadline for contacting the Paul Menton Centre regarding accommodation for final exams for the December 2014 exam period is November 7, 2014.

### **20. Religious Observance**

Students requesting academic accommodation on the basis of religious observance should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Students or instructors who have questions or want to confirm accommodation eligibility of a religious event or practice may refer to the Equity Services website for a list of holy days and Carleton's Academic Accommodation policies, or may contact an Equity Services Advisor in the Equity Services Department for assistance.

### **21. Pregnancy**

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a *letter of accommodation*. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

### **22. Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another's ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at <http://www2.carleton.ca/sasc/advisingcentre/academic-integrity/>.

### **23. Final Grade**

All final grades are subject to the Dean's approval.