

BUSI 5801 Statistics for Managers 2019

Class time for section P: Friday 8:35 AM, Saturday 8:35 AM, begins Oct. 18

Instructor: Ernest Kwan (ernest.kwan@carleton.ca)

Office Location: Dunton 912

Office hours: TBA

This document is the course outline of BUSI 5801, it states the rules in the administration of BUSI 5801. Students should read this outline. Unless they inform Ernest otherwise by the first class, students acknowledge and agree to abide by the rules in this outline.

1. Course description from university calendar

Techniques for using data to make an informed use of statistics. Applications, interpretation and limitations of results. Sampling, descriptive statistics, probability concepts, estimation and testing of hypotheses and regression, using practical business situations.

2. Class format

CULearn is used for distribution of material (lecture slides, assignments, etc.). Grades are posted on CULearn as soon as they become available. Because quizzes are administered through CULearn, students should bring a laptop to class. Students should know how to access Carleton's WIFI network (and CULearn) from their laptop. Any student without access to a laptop should inform Ernest prior to the first class.

3. Communicating with Ernest outside of class

Email is the fastest way of reaching Ernest outside the class. Ernest will do his best to reply within 48 hours. (Also see 25.)

4. Course schedule

Class	
1	Quiz 1
2	Quiz 2
3	Quiz 3
4	Quiz 4
5	Quiz 5
6	Quiz 6

5. Evaluation breakdown

Quizzes	30%
Exam	70%

6. 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). 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.

7. Quizzes

Students should attend all classes. Topics build on each other on a weekly basis, any missed class is detrimental to understanding new material. Furthermore, class participation is conducive to learning. Such participation entails contribution to class proceedings by raising appropriate questions, answering questions, and commenting on issues raised by Ernest or other students. To encourage attendance and participation, there is a short quiz after each class. Each quiz covers the material of that week's class. A missed quiz results in a mark of 0, there is no option to retake the quiz. A student is eligible to take a quiz if and only if the student attended the corresponding class. Quizzes assess class participation; thus, if a student misses a class, for any reason (e.g., work, illness), the student is ineligible to take the quiz of that missed class.

8. Exam

There is a take-home exam in the week after the last lecture. Students have 3 days to complete this exam. Further details will be provided during the course.

9. Evaluation of submitted work

Given the volume of marking and the need to provide timely feedback, grossly disorganized or illegible work creates unnecessary demands on the grader. 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.

10. Mark reappraisal

If a student would like the grader to reappraise a mark, please inform Ernest 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 duties. 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 carefully review available solutions prior to requesting a reappraisal.

11. Missed classes

If a student cannot be present during class, the student is responsible for obtaining any missed information (i.e., contacting colleagues to copy notes). To be fair to other students, no class time or Ernest's office time will be used to re-present the missed information.

12. Course drop policy

The deadline for academic withdrawal is the last day of classes (each term).

13. Norms of the course

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

Ernest's commitment

- Prepare a learning environment for each class

Student's commitment

- Come to class ready to learn and participate; seek assistance as issues or questions arise

- Start and finish class on time; provide breaks as necessary
- Solicit and encourage participation
- Provide detailed instructions on assignments; provide timely feedback on assignments
- Communicate in a professional manner; respond to enquiries in a timely fashion
- Provide office hours
- Attend the entire class; leave early only for emergencies and with prior notification
- Participate constructively; present own ideas; and if it is helpful to the class, constructively critique ideas of others
- Follow instructions on assignments; submit assignments on time; learn from feedback
- Communicate in a professional and respectful manner
- Make use of office hours to ask questions or seek elaborations

14. Phones

The use of phones is not permitted in class, students should turn off their phone. If special circumstances require the phone to be on, please inform Ernest.

15. 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.

16. 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. Ernest 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.*

17. Person with disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

18. Religious observance

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

19. Pregnancy

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

20. Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

21. Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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: a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, 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: <https://carleton.ca/registrar/academic-integrity/>.

23. Course sharing websites

Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

24. Deferred final examination:

Students unable to write a final examination because of illness or other circumstances beyond their control must contact the instructor and the MBA office in writing to request a deferred exam. Permission may be granted when the absence is supported by a medical certificate and/or appropriate document/s to support the reason for the deferral.

25. Further information

- Students must always retain a hard copy of all work that is submitted.
- All final grades are subject to the Dean's approval.
- For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, it would be easier to respond to your inquiries if you would send all email from your Carleton account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>