INSTRUCTOR  
Prof. Michelle W. Trawick  
GH 423  
745.8803  
michelle.trawick@wku.edu

OFFICE HOURS  
TR 8:30 - 9:30  
TR 2:30 - 4:30  
and by appointment

TEXTS  

REQUIRED MATERIAL  
Access to an internet connection.  
e-mail  
Excel  
Adobe Acrobat Reader (“free” version available at: www.adobe.com)

COURSE DESCRIPTION AND PREREQUISITES  
Description–An applications oriented course designed to help students envision, design, conduct, interpret, and report statistically oriented analyses applicable to managerial decision making. (WKU Graduate Catalog Issue 2001-2003)

ATTENDANCE/GRADING/CLASSROOM BEHAVIOR  
Students are expected to attend class regularly and be prepared for class discussions. There will be no explicit score for attendance or class participation. However, it has been my experience that students who attend class and participate in class discussions perform better in their courses.

The final grade for this course will consist of weekly assignments and a presentation. Your final “exam” will be your final weekly assignment. Your assignments will be relatively short case analyses to several of the cases in your text. These will require the use of Excel. Those of you who struggle with Excel should pay extra attention to the sections in the book which describe how to do a variety of statistical activities using Excel. Your presentation will be a group presentation over the solution to one of the case problems. Each member of the group is required to contribute to the preparation and the actual presentation.

Grades are assigned using the traditional 10-point scale with rounding up at 0.5. For example, someone with an 89.5 has earned an “A” and someone with a 59.5 has earned a “D.”

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<thead>
<tr>
<th>Category</th>
<th>Date</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Assignments</td>
<td>Weekly</td>
<td>90% (6*15%)</td>
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<tr>
<td>Presentation</td>
<td>TBA</td>
<td>10%</td>
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• Your homework assignments will always be due at the VERY BEGINNING of class on the due date. You will have a 15 minute window. NO LATE HOMEWORK assignment will be accepted. It is acceptable to turn your assignment in early.
• It is your responsibility to obtain class notes and assignments given during your absence. Do not expect me to “re-lecture”.

• Please note: although you do not receive an explicit score for attendance and class participation, I reserve the right to adjust a student’s letter grade either upward or downward, depending on the student’s attendance and class participation.

• I expect your behavior in the classroom to be respectful of your fellow students and myself. If you are unable to refrain from sleeping or disturbing the class (e.g., talking), please stay at home. Otherwise, you will be asked to leave. TURN CELL PHONES OFF OR SET TO SILENT!

BLACKBOARD WEB PAGE
You will be able to access handouts, assignments, grades, and announcements for the course on Blackboard as they become appropriate. Most documents will be in pdf format. The address for is: http://ecourses.wku.edu/ You should be able to follow the instructions for logging into your “My WKU” page from there. If you have any questions, please let me know.

ACADEMIC HONESTY
Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the coursework in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case at the Office of the Dean of Student Life for disciplinary sanctions. A student who believes a faculty member has dealt unfairly with him/her in a course involving academic dishonesty may seek relief through the Student Complaint Procedure. (WKU Undergraduate Catalog Issue 2005-2007: p 26.)

STUDENTS WITH DISABILITIES
Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office of Student Disability Services, Room 445, Potter Hall. The OFSDS telephone number is (270)745-5004 V/TDD.

Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.” -Office for Civil Rights

KEY DATES
August 31–last day to drop course without a grade. Last day to change from audit to credit. Last day to add.
September 21–last day to drop with a “W”. Last day to change from credit to audit.
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<tr>
<th>Date</th>
<th>Task Description</th>
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<tr>
<td>9/1</td>
<td>Chs. 1, 2, &amp; 3 Make group assignments</td>
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<tr>
<td>9/8</td>
<td>Complete Ch. 3 if needed, review Chs. 4 &amp; 5 (we will not spend much time on these chapters), Ch. 6 Case 1 Due Presentation Group 1</td>
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<td>9/15</td>
<td>Ch. 7 &amp; Ch. 8 Assignment 2 Due Presentation Group 2</td>
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<td>9/22</td>
<td>Complete Ch. 8 if needed, Ch. 9 Assignment 3 Due Presentation Group 3</td>
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<tr>
<td>9/29</td>
<td>Review Ch. 10 (we will not spend much time on this chapter), Ch. 14. Assignment 4 Due Presentation Group 4</td>
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<td>10/6</td>
<td>Fall Break</td>
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<tr>
<td>10/13</td>
<td>Ch. 15. Assignment 5 Due Presentation Group 5</td>
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<tr>
<td>10/18</td>
<td>Final Exam Date for the First Bi-Term Assignment 6 Due by 5 p.m. and may be submitted via EMAIL!</td>
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