CIDM 2342-01: Statistics for Business and Economics  
Fall 2020  
Professor: Leslie Ramos Salazar, Ph.D.

Class Days/Times/Location or Other Format: MW 11:00AM—12:15PM, CC331 (and Blackboard – Online)  
Office Location: Zoom: https://wtamu.zoom.us/j/6286771847?pwd=eVJadXE2L2g2L0FKdjhFa0R3eEkxUT09  
Office Hours: MW, 8:00am-10:30am; MW, 2:00pm-4:00pm; and by appointment  
Office Phone: 806-651-2548  
Email: lsalazar@wtamu.edu  
Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.  
Professor Social Media: Keep up with the latest happenings of your professor on Facebook, Twitter, and LinkedIn.  

Course Quotes:  
“It is the mark of a truly intelligent person to be moved by statistics.” – George Bernard Shaw  
“Statistics may be defined as ‘a body of methods for making wise decisions in the face of uncertainty.’” – W. A. Wallis

Terms of Use  
A student's continued enrollment in this course signifies acknowledgment of and agreement with the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU Paul and Virginia Engler College of Business Mission Statement  
The mission of the Paul and Virginia Engler College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU Paul and Virginia Engler College of Business Programs  
The Paul and Virginia Engler College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), Master of Science in Computer Information Systems and Business Analytics (MSCISBA) and the Master of Science Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the Paul and Virginia Engler College of Business are as follows:

- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance
Course Description
Methods of collecting, analyzing, presenting and interpreting numerical data for business purposes. General applications of statistical principles. Prerequisite: Math 1325 or an equivalent course.

Course Objectives
Upon completion of this course,

1) Students will be able to use spreadsheets and other appropriate tools to produce and interpret data set summarizations including charts, graphs, scatter diagrams with regression lines, frequency distributions, measures of central tendency, measures of dispersion, descriptive statistics, and different sampling methods.

2) Students will gain an understanding of applications of expected value and interpretation of probability calculations for normally distributed data and use central limit theorem when analyzing data.

3) Students will gain an understanding of Inferential Statistics, specifically, point estimates, interval estimates and tests of hypotheses.

4) Students will acquire or enhance critical thinking skills through data analysis exercises, statistical problem solving and case studies and effectively communicate the results.

5) Students will acquire an understanding of the ethical responsibilities involved with data collection, analysis and presentation.

Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>CLO</th>
<th>Course Learning Objective Description</th>
<th>AACSB COB Learning Goals</th>
<th>Assessment Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Students will be able to use spreadsheets and other appropriate tools to produce and interpret data set summarizations including charts, graphs, scatter diagrams with regression lines, frequency distributions, measures of central tendency, measures of dispersion, descriptive statistics, and different sampling methods.</td>
<td>Business Integration</td>
<td>Exercises; Quizzes; Homework; Exams</td>
</tr>
<tr>
<td>2.</td>
<td>Students will gain an understanding of applications of expected value and interpretation of probability calculations for normally distributed data and use central limit theorem when analyzing data.</td>
<td>Business Integration</td>
<td>Exercises; Quizzes; Exams</td>
</tr>
<tr>
<td>3.</td>
<td>Students will gain an understanding of Inferential Statistics, specifically, point estimates, interval estimates and tests of hypotheses.</td>
<td>Business Integration</td>
<td>Exercises; Quizzes; Exams</td>
</tr>
<tr>
<td>4.</td>
<td>Students will acquire or enhance critical thinking skills through data analysis</td>
<td>Communication</td>
<td>Final Project</td>
</tr>
</tbody>
</table>
exercises, statistical problem solving and case studies and effectively communicate the results.

5. Students will acquire an understanding of the ethical responsibilities involved with data collection, analysis and presentation.

Course Materials (Including text, calculator, internet connectivity, software, virtual programs, etc.)

Required Textbook:


Required Materials:

- Laptop or iPad/tablet with WiFi capabilities
- Access to a reliable computer with Internet access
- Registration and access to TopHat using your WT Email/West Texas A&M – Join Code: 863493
- Access to the Microsoft Word and Microsoft Excel 2013 or higher
- Browser Plugins
  a. PC only: (Adobe Acrobat Reader, PowerPoint Viewer, and Adobe Flash Player).
  b. Mac only: (Adobe Acrobat Reader, PowerPoint Viewer, and Adobe Flash Player).
  i. Excel Add-In for Mac Users: AnalystSoft

Recommended:

- Texas Instruments BAII calculator or equivalent.
- Access to Minitab or StatCrunch.
- Online Statistics Book by David Lane
- The Tao of Statistics: A Path to Understanding (With No Math) by Dana K. Keller
- How to Lie with Statistics by Darrell Huff and Irving Geis
- Microsoft Excel 2013 Step By Step by Curtis Frye
Course Grading Policies

The following is a grading scale for this Statistics for Business and Economics course offered by the Paul and Virginia Engler College of Business. This course requires much effort, self-discipline, and dedication on your part. This is a point-based class out of a total of 1,000 points and there are no “grade boosters” after all grades are entered at the end of the semester.

Grade Scale: 900-1,000 = A; 800-899.9 = B, 700-799.9 = C; 600-699.9 = D; 559.9 and below = F

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercises</td>
<td>90</td>
</tr>
<tr>
<td>Homework/Exercises</td>
<td>150</td>
</tr>
<tr>
<td>Quizzes</td>
<td>200</td>
</tr>
<tr>
<td>Exams</td>
<td>450</td>
</tr>
<tr>
<td>Final Project</td>
<td>110</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1,000 points</strong></td>
</tr>
</tbody>
</table>

Course Assignment, Examination, and or Project Policies

Practice Quizzes, Exercises, and Activities

Practice quizzes for each chapter, Excel/StatCrunch tutorials, statistical videos, and supplemental exercises for your success are available through MyStatLab. You may access the optional MyStatLab by searching for “ramossalazar90592” – CIDM 2342 Statistics for Business and Economics. Students who use the Quizzes & Tests, Study Plan, Tools for Success, and the multimedia eText are more likely to be successful in this course than students without access to MyStatLab.

Exercises/Activities

Exercises will be assigned to supplement a particular week’s lesson during classtime and via Blackboard. Exercises will include statistical business problems that will encourage you to practice and master the problem-solving process. Exercises will be submitted virtually via Blackboard by 11:59PM on the dates indicated on the syllabus. Activities will occur periodically during class time using your personal laptop, iPad/tablet, or a smartphone.

Homework

Homework will be periodically assigned during class and WTClass throughout the semester to supplement a week’s lesson and to enhance your data analytical skills of business case studies using Excel or other technological software (e.g., StatCruch, MiniTab, etc.). Excel homework will be turned in via Blackboard by 11:59PM on the dates specified on the course calendar.
Quizzes

Quizzes will occur via WTClass. Eight quizzes will be provided with specific due dates. Quizzes have a time limit and must be submitted by **11:59pm on the listed due date (NO EXCEPTIONS)**. There are no make-up quizzes offered *without a valid and documented excuse*. Therefore, it is imperative that you study the problems in the textbook, in MyStatLab, and the lecture material prior to taking each quiz on a reliable computer with Internet access.

Exams

All exams will be completed via Blackboard and will be due by **11:59PM CT on the due date indicated on the syllabus (NO EXCEPTIONS)**. You are required to use a calculator. There will be no makeup exams offered, but you can take the exam early with a valid excuse. In addition, you are able to *drop one exam score out of four*. To improve your confidence in the performance of each exam, it is expected that you work on each of the problems (especially the even-numbered exercises) in the text in the sections which correspond to each exam. You may also access the answers via [MyStatLab](#). You may also ask questions to the instructor during office hours or via appointment, or obtain additional help from the [Tutoring Services](#) offered on campus. You must achieve understanding of each of the work problems to be successful in this course.

Final Statistical Research Project

The final project will provide you with the experience of being a business researcher. This research project will provide you with the opportunity to create and share your own self-designed study given an applied business data set. You will provide the a) title of your research project, b) discuss the research problem, c) discuss your research questions or hypotheses, d) discuss the methods (e.g., linear regression, ANOVA, etc.) to analyze the data, e) present the results of your findings, and f) present the implications of the findings for future scholarship. Your work must be cited using APA style and more details will be provided via Blackboard. This final project will be submitted during the final exam date and must be submitted by **11:59PM on December 7, 2020**. There are no makeups offered for this final project, but you can submit your project a few days early.

Classroom Conduct

Communication Etiquette

Polite communication is expected at all times in this course. If impolite communication or behavior that distracts the professor and/or other students is observed by your professor, you will be asked to leave the classroom until the behavior discontinues. For email communication, please provide a subject title (e.g., Homework Question) and the course name/section (CIDM 2342-01) on all of your correspondence.
Zoom Communication

When participating in class virtually via Zoom, it is expected that all students mute their microphones when they are not talking, with the exception of Q/A sessions or activities. Students are expected to communicate via chat when they have specific questions or suggestions. All chat communications should stay on topic and be relevant to the class, please do not use it to post socializing/advertising comments, unless it is approved by the Professor. Respectful communication is also expected via Zoom. If students use Zoom backgrounds, they should be professional. Students should use a consistent real name for virtual attendance purposes. Please note that disrespectful or distracting students will be removed from the virtual meeting.

Professors’ Response Time

Typically, I respond to messages within 24 hours if they are sent Monday through Thursday. If messages are sent during the weekend, I respond within 48 hours. If that time frame is exceeded, please send another message. As far as grading time, it takes me at least one week to grade and return assignments.

Technology

In this class, it is expected that you bring your own laptop, iPad/tablet, or a smart phone with wifi-access in order to participate in digital course activities for each class. However, I do have limitations on the appropriateness and use of technology in my classroom. It is expected that technology should be used only for notetaking purposes, working course digital problems/activities, and digital participation (e.g., polling/etc.) in order to enhance your learning experience. However, please do not check social media, irrelevant websites, or emails during class. Cell phones must be silent at all times and put away, unless the professor requests mobile use for course participation. If you need to address an emergency phone conversation, or a private text message please step outside of class. This policy is put in place to avoid distracting and rude behavior that hinders students’ learning experiences. You are required to demonstrate respectful business communication habits that will serve you in other settings outside of academia as well. If you are caught being disrespectful, or you distract your professor and/or your classmates you will be given one warning, but if future disrespectful behavior occurs, there will be a 5 point penalty for each technological misbehavior.

Hyflex Attendance

Due to the COVID-19 pandemic it is a requirement to reduce our class size during physical instruction to protect all of the students. In this hyflex course you will be assigned to come physically to only ONE day a week. Group A will attend physically only on Mondays and attend virtually on Wednesdays. Group B will attend physically only on Wednesdays and attend virtually on Mondays. Physical meetings will require the correct use of face mask coverings to protect yourself and others in class, and it is highly recommended to also wear googles or face shields during the first two weeks of classes (and after holidays like Labor Day and Halloween). Each class will be available live via the course Zoom link and you may also access the recordings of each class if you were to miss it due to facing COVID-19 symptoms/illness/emergency/etc.
Physical/virtual attendance is important for your success in this course; therefore, your physical/virtual attendance for this course is a requirement. Students who do not attend physical/virtual class may be at risk of falling too far behind and may find it difficult to catch up with everyone else. It is the student’s responsibility to call or Zoom with the professor during office hours and/or via appointment each time class is missed. Because of the uncertain nature of COVID-19, there will be no grade penalties for not attending physical classes. However, it is expected that you will participate at least virtually by attending live sessions or watching the pre-recorded videos when experiencing symptoms/illness to help you understand the material, assignments, and to complete in-class activities/etc.

Hyflex Punctuality

Please arrive to class on time regardless of modality (face-to-face/virtual) to avoid disruptions, ending the class late, and delays in the schedule. Being consistently tardy without a valid excuse will negatively affect your participation grade by 5 points for each unexcused tardy (more than 5 minutes late) or 5 points for leaving too early. You may notify the professor about unforeseen circumstances to waive this penalty.

Missed Assignments and Late Work

Assignments, exams, quizzes, and/or participation activities missed due to an unexcused absence cannot be made up without a proper excuse. All late work without a valid excuse is considered unacceptable in this class and you will receive 0 points for any work submitted late. Make-up opportunities may be available only if you have an excused absence (e.g., jury duty; illness; hospitalized), but this is only valid if the work is made up within 2 weeks of the original due date.

Extra Credit Policy

An extra credit opportunity may become available. However, if you miss a deadline or an opportunity, there will be no makeups.
Course Topics - Tentative Calendar of Readings, Topics, and Due Dates
Following is the schedule of readings and assignment due dates.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment and Reading Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/24 Mon</td>
<td>Welcome! Data and Statistics</td>
<td>Ch FTF</td>
</tr>
<tr>
<td>8/26 Wed</td>
<td>Defining and Collecting Data</td>
<td>Ch 1</td>
</tr>
<tr>
<td>8/31 Mon</td>
<td>Organizing Variables</td>
<td>Ch 2; Quiz #1</td>
</tr>
<tr>
<td>9/2 Wed</td>
<td>Visualizing Variables</td>
<td>Ch 2</td>
</tr>
<tr>
<td>9/7 Mon</td>
<td>Labor Day!</td>
<td>NO CLASS</td>
</tr>
<tr>
<td>9/9 Wed</td>
<td>Numerical Descriptive Measures</td>
<td>Ch 3; Homework #1</td>
</tr>
<tr>
<td>9/14 Mon</td>
<td>Numerical Descriptive Measures &amp; Review</td>
<td>Ch 3; Quiz #2</td>
</tr>
<tr>
<td>9/16 Wed</td>
<td><strong>Exam #1</strong></td>
<td></td>
</tr>
<tr>
<td>9/21 Mon</td>
<td>Basic Probability</td>
<td>Ch 4</td>
</tr>
<tr>
<td>9/23 Wed</td>
<td>Basic Probability</td>
<td>Ch 4; Quiz #3</td>
</tr>
<tr>
<td>9/28 Mon</td>
<td>Discrete Probability Distributions</td>
<td>Ch 5; Homework #2</td>
</tr>
<tr>
<td>9/30 Wed</td>
<td>The Normal Distribution</td>
<td>Ch 6; Quiz #4</td>
</tr>
<tr>
<td>10/5 Mon</td>
<td>The Normal Distribution &amp; Review</td>
<td>Ch 6</td>
</tr>
<tr>
<td>10/7 Wed</td>
<td><strong>Exam #2</strong></td>
<td></td>
</tr>
<tr>
<td>10/12 Mon</td>
<td>Sampling Distribution</td>
<td>Ch 7</td>
</tr>
<tr>
<td>10/14 Wed</td>
<td>Sampling Distribution</td>
<td>Ch 7; Quiz #5</td>
</tr>
<tr>
<td>10/19 Mon</td>
<td>Confidence Interval Estimation</td>
<td>Ch 8</td>
</tr>
<tr>
<td>10/21 Wed</td>
<td>Confidence Interval Estimation</td>
<td>Ch 8</td>
</tr>
<tr>
<td>10/26 Mon</td>
<td>One-Sample Tests</td>
<td>Ch 9</td>
</tr>
<tr>
<td>10/28 Wed</td>
<td>One-Sample Tests</td>
<td>Ch 9; Quiz #6</td>
</tr>
<tr>
<td>11/2 Mon</td>
<td>One-Sample Tests &amp; Review</td>
<td>Ch 9; Homework #3</td>
</tr>
<tr>
<td>11/4 Wed</td>
<td><strong>Exam #3</strong></td>
<td></td>
</tr>
<tr>
<td>11/9 Mon</td>
<td>Two-Sample Tests</td>
<td>Ch 10</td>
</tr>
<tr>
<td>11/11 Wed</td>
<td>One-Way Analysis of Variance (ANOVA)</td>
<td>Ch 10; Quiz #7</td>
</tr>
<tr>
<td>11/16 Mon</td>
<td>One-Way Analysis of Variance (ANOVA)</td>
<td>Ch 10; Homework #4</td>
</tr>
<tr>
<td>11/18 Wed</td>
<td>Simple Linear Regression</td>
<td>Ch 12</td>
</tr>
<tr>
<td>11/23 Mon</td>
<td>Simple Linear Regression</td>
<td>Ch 12; Homework #5</td>
</tr>
<tr>
<td>11/25 Wed</td>
<td>Pre-Thanksgiving Holiday!</td>
<td>NO CLASS</td>
</tr>
<tr>
<td>11/30 Mon</td>
<td>Simple Linear Regression &amp; Review</td>
<td>Ch 12; Quiz #8</td>
</tr>
<tr>
<td>12/2 Wed</td>
<td><strong>Exam #4</strong></td>
<td></td>
</tr>
<tr>
<td>12/4 Fri</td>
<td>Dead Day</td>
<td>NO CLASS</td>
</tr>
<tr>
<td>12/7 Mon</td>
<td><strong>Final Project</strong></td>
<td>CLASS MEETS - 10:15AM</td>
</tr>
</tbody>
</table>
Important Dates for Fall 2020 Semester

- **Last Day to Drop or Withdraw with an X**: Friday, October 30
- **Last Day of Classes**: Wednesday, December 2
- **CIDM 2342’s Final**: Monday, December 7
- **Final Grades Posted**: Monday, December 14 at 9am

WTAMU Paul and Virginia Engler COB Student Code of Ethics

Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

**Code of Ethics**

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.

- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community. This includes posting, sharing, and otherwise distributing the course materials outside of this course without expressed permission of the faculty, college, university, or system.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.
COB Student Resources Link
The COB has developed a Student Resources repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website. Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their website.

COB Communications Component
The Paul and Virginia Engler College of Business Communication Component requires students to demonstrate knowledge of communication skills. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 1304 (Business Communication), BUSI 3320 (Digital Collaboration and Communication), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4375 (Healthcare Communication), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320 (Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), or MKT 3342 (Consumer Behavior).

CoVid 19 Restrictions and Rules
Current University Requirements: Beginning July 1, unless a health-related exception exists, wearing a face covering is required for all individuals (faculty, staff, students, and visitors) on the campus of West Texas A&M University and campus facilities in the following areas:
• Indoor public areas on campus, including all non-private office or residential spaces, such as lobbies, restrooms, common spaces in residence halls, conference rooms, break rooms, elevators, and related campus-community areas; and
• Outdoor spaces where six feet or more of physical distancing is challenging to maintain reliably. Students will be required to wear a face covering in all classrooms and teaching/research laboratories; however, faculty will not be required to wear face coverings in explicit learning spaces to facilitate clear instruction.

Current Faculty Senate Statement
The WT Faculty Senate places the highest priority on the health and safety of our university’s students, faculty, and staff. In cooperation and consultation with Academic Affairs and Dean’s Council, Faculty Senate strongly supports that everyone in the WTAMU campus community abide by the provisions, both present and future, set out by system and university administration to maintain health and safety during the COVID-19 pandemic. Further, Faculty Senate calls upon WT faculty to set an example for others by consistently and correctly wearing masks or face coverings while on campus, or at WT-sponsored events, as well as maintain at least six feet of physical distance.

Student Travel Opportunities
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.
Dropping/Repeating the Course
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University’s Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the exam is given in any subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so. For more information, see the Code of Student Life.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.

Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.
Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

Technology Requirements
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and/or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTCClass (the Blackboard Learning Management System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTClass. Students must contact the IT Service Center at 806-651-4357 or itsc@wtamu.edu if they have problems accessing and/or using the WTCClass environment. Students are also encouraged to consult the Student Technology Support Portal at students.wtamu.edu for help with WTClass.

Physical or Educational Access - ADA Statement
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; phone 806-651-2335.

Title IX Statement
West Texas A&M University is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
- WTAMU Title IX Coordinator- TitleIX@wtamu.edu or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
- Visit the Notalone website
For more information, see the Code of Student Life.
WT Attendance Policy for Core Curriculum Classes
For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

Evacuation Statement
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

Copyright
All original content in this document, all web-based course materials (be they text, audio, and/or video), and/or classroom presentations are subject to copyright provisions. No distribution without the express written consent of the author. Students are prohibited from selling (or being paid for taking) notes during this course to or by any person or commercial firm without the express written permission of the professor.

* Syllabus template approved by COB Curriculum Committee July 2020. Annual review of the syllabus is a formal part of the COB continuous improvement process.