Course Syllabus
OPRE 6301.0W1—Fall 2014—Instructor: Carol A. Flannery
Naveen Jindal School of Management (JSOM)
The University of Texas at Dallas

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Course Information

Course: OPRE 6301 – Section: 0W1
"Quantitative Introduction to Risk and Uncertainty in Business"
This course section requires a Windows-based computer and Excel 2007 or 2010.
Professor: Carol A. Flannery, Ed.D., Senior Lecturer
Term: Fall 2014
Dates: August 25 – Dec 10, 2014 (Final Exam is Sunday, Dec 14, 2014)

Professor Contact Information

Office Phone	972-883-5853
Office Location	JSOM 2.416
Email	flannery@utdallas.edu All contact concerning your class must be via eLearning class website. Email sent via eLearning is checked daily Monday through Friday. Voicemail on office phone is not checked daily.
Office Hours:	By Appointment

About the Instructor

Dr. Flannery began her association with UT-Dallas in 1995. She has over thirty years experience in colleges and universities teaching all levels of mathematics and statistics. Her expertise includes curriculum design, developing short term on-site courses for area business and industry, production of instructional video, and the development of online courses, including the Math Refresher online course for MBA students at UT-Dallas. Dr. Flannery has earned M.S. and Ed.D. degrees from Texas A & M at Commerce.

Course Description

OPRE 6301 Quantitative Introduction to Risk and Uncertainty in Business (3 semester hours) Introduction to statistical and probabilistic methods and theory applicable to situations faced by managers. Topics include: data presentation and summarization, regression analysis, fundamental probability theory and random variables, introductory decision analysis, estimation, confidence intervals, hypothesis testing, and One Way ANOVA (Some sections of this class may require a laptop computer). (3-0) S Course Description

Student Learning Objectives/Outcomes

Students are expected to develop skills on problem formulation, identification of appropriate statistical techniques, computer implementations in Excel and/or manual calculations and written explanations, and interpretation of empirical results of the following and be able to:

1) Organize and summarize raw data;
2) Build and evaluate a regression model from raw data;
3) Apply the basic rules of Probability Theory;
4) Apply the concept of a random variable to solve business problems;
5) Apply the Normal, Poisson, and Binomial Distributions to solve business problems;
6) Simulate data from the Normal, Poisson, and Binomial;
7) Identify significant changes in averages and proportions
8) Determine if two populations have the same mean or the same proportion; and
9) Determine if several populations have the same mean. Students are expected to develop skills

Required Textbooks and Software

Textbook:

STATISTICS FOR MANAGEMENT AND ECONOMICS, 9th EDITION, by G. KELLER, 2012. (ISBN 10 digit: 0538477490 / ISBN 13 digit: 980538477499)

This is the required edition of the text. Any other editions, including the International and Abbreviated editions, cannot be guaranteed they will have the same problems and/or chapter topics. Since your exam problems may contain textbook problems, you are risking a low exam grade by not having the correct edition. The required 9th edition will have an access code that will permit you to download the necessary Excel data files, Excel Workbooks, and Data Analysis Plus macros from the Publisher's website.

If you have bought, or are buying a used 9th edition textbook, use the following procedure to obtain an online content access code:

1. Go to www.cengagebrain.com
2. In the search box at the top of the page, search "Statistics for Management and Economics 9th Edition".
3. Scroll down the search results until you find the following:

   "Online Content Instant Access Code for
   Keller's Statistics for Management and Economics, 9th Edition Keller" © 2012
   ISBN-10: 1-111-74841-1
   ISBN-13: 978-1-111-74841-8

The price is $47.50 (subject to change), not including tax. After purchasing, the content is available instantly in your account. You will need to sign in with your email and the password you created.
(*Please note, the ISBN numbers for the Access Code are different than for the actual textbook.)*

Software:

This course uses a Windows-based computer, eLearning, Internet access, Microsoft Excel 2007 or 2010 (no trial versions), Data Analysis activated (this comes with Excel); Data Analysis Plus, Excel Workbooks, ANES and GSS data files (all available for download from the textbook Publisher's website). ANES and GSS files are discussed on page 7 in your textbook.

If you choose not to install Data Analysis Plus, it will be the student's sole responsibility to utilize and learn other available existing Excel statistics tools/packs to work problems throughout the semester. Lectures and the Textbook utilize Data Analysis and Data Analysis Plus. Instruction on other tools and/or stat packs

will not be provided. Data Analysis Plus is student-friendly and saves time in working problems. Existing Excel statistics tools cannot do all of the problem work as done by Data Analysis Plus.

Macs do not have the scripting ability necessary to run Data Analysis Plus. If you are using a Mac, it is necessary to install a Windows Virtual machine, such as Parallel Desktop, or VMWare Fusion 4 which will then allow the use of Windows within the Mac Operating System. You must have the Windows version of Excel or the Parallel Desktop or VMWare Fusion is of no use. Mac users are advised to check cengagebrain.com regarding the availability of Mac versions of Data Analysis Plus.

Textbooks and some other bookstore materials can be ordered online through Off-Campus Books or the UTD Bookstore. They are also available in stock at both bookstores.

Course Policies

All examinations are online and must be taken during the scheduled "Test Windows," as there will be **NO** makeup examinations offered for this course. You can access the test only once during the exam window of time. Once you access your test, you will have two hours to complete it. The test must be completed by the end of the test time window. Refer to the Academic Calendar on Page 7 of this syllabus.

No Make Up Tests:

There are no make-up tests offered for this course. Students who miss a test will receive a score of zero. Please be certain that you can take all four tests in the monitored test window during the designated dates which are listed on the Academic Calendar. Any exceptions to the schedule must be approved by the instructor on a case-by-case basis at least one week prior to the scheduled test time. Academic Calendar.

No Extra Credit: There will be no extra credit opportunities for this course.

Late Work: None accepted.

Virtual Classroom Citizenship:

The same guidelines that apply to traditional classes should be observed in the virtual classroom environment. Please use proper netiquette when interacting with class members and the professor.

Policy on Server Unavailability or Other Technical Difficulties:

It is the student's responsibility to have a reliable internet connection. Students should immediately report any problems with eLearning to the instructor during a monitored test time window. The instructor will respond in a timely manner in order to ensure test completion during the allotted time. The student must be available to receive the instructor's direction and complete the test. Requests for assistance by a student beginning the test after 2:00 pm are not acceptable.

Students may also contact the UTD eLearning Help Desk: http://www.utdallas.edu/elearninghelp, phone: 1-866-588-3192. The instructor and the UTD eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

The university is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation.

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Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the Getting Started with eLearning webpage.

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Course Access and Navigation

This course was developed using a web course tool called eLearning. It is to be delivered entirely online. Students will use their UTD NetID account to login at: http://elearning.utdallas.edu. Please see more details on course access and navigation information.

To get familiar with the eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service.

Please use this link to access the UTD eLearning Support Center: http://www.utdallas.edu/elearninghelp.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. The Discussion Board is to be utilized to exchange ideas or to help each other in how to get started on suggested homework problems. These types of exchanges should be limited to conceptual discussions, and not to include the posting of detailed solutions for any problems. Test questions must not be discussed on the Discussion Board, even after the test has been completed. For more details, please visit the eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements and Discussions tools. Students may send personal concerns or questions to the instructor using the course email tool. The instructor will reply to student emails or Discussion board messages within 3 working days under normal circumstances. Should you need assistance in solving problems, please utilize the Discussion Board to help each other, and/or ask your Professor. In the event any emails are sent to your Professor for help, written and/or laptop evidence must be included to show you have attempted the problems. This includes questions regarding missed test problems.

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Student Resources

The following university resources are available to students:

UTD Distance Learning: http://www.utdallas.edu/elearning/students/cstudents.htm

McDermott Library: Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, eBooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to: http://www.utdallas.edu/library/distlearn/disted.htm.

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Student Assessments

Grading Criteria:

	QUANTITY	VALUE	POINTS
Module 1 Test	1	100	100
Module 2 Test	1	100	100
Module 3 Test	1	100	100
Module 4 Test	1	100	100
		COURSE TOTAL:	400

Letter Grades For the Semester Will Be Determined As Follows:

TOTAL POINTS	LETTER GRADE
358 – 400	A
346 – 357	B+
318 – 345	B
306 – 317	C+
278 – 305	C
277 and below	F

There are no D grades in Graduate School. Undergraduates taking this graduate course will be subject to the same grading policy as graduate students.

Emails to the professor, after each test and/or after the semester is completed, requesting extra credit work and/or a grade higher than actually earned, will not be answered. There is no extra credit. The semester grade received is the grade earned.

Accessing Grades
Students can check their grades by clicking "My Grades" under Course Tools after the grade for each assessment task is released.

Online Tests
You may access tests by clicking the Assessments/Exams link on the designated page. Please read the on-screen instructions carefully before you click "Begin". After each test is graded and scores are released, you may go to My Grades page and click the score link of the exam to view your graded submission.

There will be four online tests in this course, one for each module. Each test is 2 hours. Refer to the Academic Calendar on Page 7 for dates of tests. The test window will begin on a Sunday, beginning at 1:00 pm with all tests needing to be completed by 4:00 pm that same day. You will be able to access your test during that window only. Please make plans to begin your test by 2:00 pm at the latest. Otherwise, students beginning their test after 2:00 pm will have less than 2 hours in which to complete it.

Your Final Exam is Sunday – December 14, 2014.

Please be certain that you can take all four tests during the monitored test window on the designated dates which are listed on the Academic Calendar. Any exceptions to the schedule must be approved by the instructor on a case-by-case basis at least one week prior to the scheduled test time.

The first test (Module 1) will be a combination of multiple-choice and/or true-false. Cumulative.

The second test (Module 2) will be a combination and/or all multiple-choice, true-false, and/or problem solving. It will be assumed that the student has cumulative knowledge from Module 1 material.

The third test (Module 3) and fourth test (Module 4), which is the Final Exam, will be a combination and/or all multiple-choice, true-false, and/or problem solving. Both of these tests will be cumulative. It will be assumed that the student has cumulative knowledge from Module 1 and Module 2 material.

The course utilizes Excel 2007 or 2010. Although lessons include how some problems can be solved manually, Excel is the required format for answering test questions and homework. For many inferential problems, it is simply not possible to work the problems manually. On problems of statistical inference, a data file may or may not be included within the question. You may be asked to refer to a data file. These are usually the data files that you installed from your textbook publisher's website (CengageBrain.com). You may also be given data in a test question to be typed into your Excel worksheet before you can proceed to work the problem.

Please see the Assessments/Exams link on the course menu or see the icon on the designated page. You can click each test name link when it appears and follow the on-screen instructions. Please refer to the Help menu for more information on using this tool. Please note: each test link will be deactivated after the due time. After your test is graded and grades are released, you may click each test's "Graded" tab to check the results and feedback. Students will submit the completed tests using the test dropbox tool.

Questions regarding a graded test must be submitted in an email, or via the "Message" utility on your class eLearning website. You must be logged in to send or receive these messages. A response to your inquiry will be typed within the "Feedback" section of your test.

The exams are open book and notes*. Students are expected and required to do their own work on each test.* Additional information about tests may be announced later on the discussion board.

Each test is timed and can be accessed only one time within the scheduled exam time window. Please read the on-screen instructions carefully before you click "Begin Assessment." Upon completion, you must SAVE and then SUBMIT your test.

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Academic Calendar

2014 Week of	Module/Units	Topics/Event	Chapters/Other Information
August 25	Module 1-Units 1, 2, 3	Statistical Terms and Types of Data	1, 2, 3
September 1	Module 1 – Unit 4	Numerical Descriptive Techniques	3, 4
September 8	Module 1 – Units 5, 6	Numerical Descriptive Techniques (cont.), Data Collection and Sampling	2, 4, 5
September 15	Module 1 – Units 5, 6	Numerical Descriptive Techniques (cont.), Data Collection and Sampling	2, 4, 5
Sept 21 (Sunday)	**TEST 1 – Module 1**	**Online Test – 2 hours**	**Exam Window: Sept 21 – 1 pm to 4 pm USA Central Daylight Savings Time**
September 22	Module 2 – Units 1, 2	Probability	
September 29	Module 2 – Units 1, 2	Probability	6
Oct 5 (Sunday)	**TEST 2 – Module 2**	**Online Test – 2 hours**	**Exam Window: Oct 12 – 1 pm to 4 pm USA Central Daylight Savings Time**
October 6	Module 3 – Units 1, 2	Discrete and Continuous Probability Distributions	7, 8
October 13	Module 3 – Unit 2	Continuous Probability Distributions and Sampling Distributions	8, 9
October 20	Module 3 – Unit 3	Continuous Probability Distributions and Sampling Distributions	8, 9
Oct 26(Sunday)	**TEST 3 – Module 3**	**Online Test – 2 hours**	**Exam Window: Oct 26 – 1 pm to 4 pm USA Central Daylight Savings Time**
October 27	Module 4 – Unit 1	Estimation	10, 12
November 3	Module 4 – Unit 2	Hypothesis Testing and T Distribution (t dist found in Chapter 8)	11, 12, 8
November 10	Module 4 – Unit 3	Comparing Two Populations; F Distribution (found in Ch 8)	13, 8
November 17	Module 4 – Unit 4	Analysis of Variance and Tukey's Omega	14
Nov 24	**Thanksgiving and Fall Break**	**No assignment this week**	
December 1	Module 4 – Unit 5	Simple and Multiple Linear Regression	16, 17
December 8	Module 4 – Unit 5	Simple and Multiple Linear Regression	16, 17
Dec 14 (Sunday)	**TEST 4 – Module 4**	**Online Test – 2 hours**	**Exam Window: Dec 14 – 1 pm to 4 pm USA Central Standard Time**

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HOMEWORK ASSIGNMENTS AND REQUIRED READING

Homework problems and reading assignments are provided within this syllabus and also on your Course Content webpage. These problems are for your benefit and not to be turned in. No points are given for homework. Please Note: Check your eLearning website for any changes throughout the semester.

MODULE 1

Chapter 1: What is Statistics?
1.1. Key Statistical Concepts
1.2. Statistical Applications in Business
1.3. Statistics and the Computer
1.4. World Wide Web and Learning Center
Appendix 1 – Instructions for installation of files
Problems: 1.2 – 1.8 (Even numbered problems); Pages 1 – 9

Chapter 2: Graphical Descriptive Techniques
2.1. Types of Data and Information
2.2. Describing a Set of Nominal Data
2.3. Describing the Relationship Between Two Nominal Variables and Comparing Two or More Nominal Data Sets
Problems: 2.14 – 2.50 (Even numbered problems); Pages 11 – 39

Chapter 3: Graphical Descriptive Techniques II
3.1. Graphical Techniques to Describe a Set of Interval Data
3.2. Describing Time-Series Data
3.3. Describing the Relationship between Two Interval Variables
3.4. Art and Science of Graphical Presentations
Problems: 3.6 – 3.20, 3.32, 3.34, 3.48 – 3.58 (Even numbered problems); Pages 43 – 92

Chapter 4: Numerical Descriptive Techniques
4.1. Measures of Central Location
4.2. Measures of Variability
4.3. Measures of Relative Standing and Box Plots
4.4. Measures of Linear Relationship
4.7. Comparing Graphical and Numerical Techniques
4.8. General Guidelines for Exploring Data
Appendix 4 Review Of Chapters 2 to 4
Problems: 4.2 – 4.16, 4.32 – 4.36, 4.42 – 4.54 (Even numbered problems), 4.65, 4.66, 4.74, 4.80 (All); Pages 97 – 144, 153, 154

Chapter 5: Data Collection and Sampling
5.1. Methods of Collecting Data
5.2. Sampling
5.3. Sampling Plans
5.4. Sampling and Nonsampling Errors
Problems: 5.2, 5.3, 5.7, 5.12, Pages 161-173

MODULE 2

Chapter 6: Probability
6.1. Assigning Probability to Events
6.2. Joint, Marginal, and Conditional Probability
6.3. Probability Rules and Trees
6.5. Identifying the Correct Method
Problems: 6.6, 6.11, 6.16, 6.17, 6.20, 6.28 – 6.40, 6.48, 6.56, 6.62 – 6.68 (Even numbered problems);
Pages 176 – 210

MODULE 3

Chapter 7: Random Variables and Discrete Probability Distributions
7.1. Random Variables and Probability Distributions
7.4. Binomial Distribution
7.5. Poisson Distribution
Problems: 7.2, 7.10 – 7.20, 7.27, 7.32, 7.84, 7.92 – 7.100 (Even numbered problems), 7.110, 7.112 – 7.119 (All);
Pages 217 – 228, 244 – 261

Chapter 8: Continuous Probability Distributions
8.1. Probability Density Functions
8.2. Normal Distribution
8.4. Other Continuous Distributions – T distribution and F distribution
(Note: The T and F distributions will be introduced and explained in Module 4. The T and F distributions will not be included on the Module 3 test as indicated on the Academic Calendar Week of Nov 3 and Week of Nov 10.)
Problems: 8.16 – 8.56 (Even numbered problems), 8.83 – 8.88, 8.96 -8.100 (All);
Pages 263 – 286, 291 – 296, 301 – 306

Chapter 9: Sampling Distributions
9.1. Sampling Distribution of the Mean
9.2. Sampling Distribution of a Proportion
9.4. From Here to Inference
Problems: 9.2 – 9.24, 9.30 – 9.42 (Even numbered problems), 9.52, 9.54 (All);
Pages 307 – 333

MODULE 4

Chapter 10: Introduction to Estimation
10.1. Concepts of Estimation
10.2. Estimating the Population Mean when the Population Standard Deviation is Known
10.3. Selecting the Sample Size
Problems: 10.2, 10.12, 10.22 – 10.32 (Even numbered problems), 10.52, 10.54 (All);
Pages 335 – 358

Chapter 11: Introduction to Hypothesis Testing

11.1. Concepts of Hypothesis Testing
11.2. Testing the Population Mean when the Population Standard Deviation is Known
11.3. Calculating the Probability of a Type II Error
11.4. The Road Ahead

Problems: 11.7 – 11.12 (All), 11.14 – 11.46 (Even numbered problems);
Pages 361 – 397

Chapter 12: Inference about One Population

12.1. Inference about a population Mean when the Standard Deviation is Unknown
12.3. Inference about a Population Proportion

Problems: 12.4, 12.8, 12.24 – 12.34 (Even numbered problems), 12.70, 12.74, 12.94, 12.96 (All);
Pages 399 – 412, 421 – 431

Chapter 13: Inference about Two Populations

13.1. Inference about the Difference between Two Means: Independent Samples
13.2. Observational and Experimental Data
13.4. Inference about the Ratio of Two Variances
13.5. Inference about the Difference between Two Population Proportions
Appendix 13 Review of Chapters 12 and 13

Problems: 13.12 – 13.20, 13.32 – 13.36 (Even numbered problems),
13.78 – 13.81, 13.90, 13.91, 13.92 (All)
Pages 449 – 471, 489 – 511

Chapter 14: Analysis of Variance

14.1. One Way Analysis of Variance
14.2. Multiple Comparisons
Appendix 14 Review of Chapters 12 to 14

Problems: 14.4 – 14.14 (Even numbered problems), 14.38, 14.41, 14.42 (All), Utilize Tukey's Omega;
Pages 525 – 545, 548 – 553

Chapter 15: Chi Squared Tests

(Chapter 15 not covered in this course)
Read Appendix 15 Review of Chapters 12 to 14 only

Chapter 16: Simple Linear Regression

16.1. Model
16.2. Estimating the Coefficients
16.3. Error Variable: Required Conditions
16.4. Assessing the Model
16.5. Using the Regression Equation
16.6. Regression Diagnostics – I
Appendix 16 Review of Chapters 12 to 16 (Exclude Ch 15)

Problems: 16.1, 16.2, 16.6 – 16.11, 16.32, 16.34(b, c), 16.38, 16.39, 16.40, 16.56, 16.62, 16.89,
16.90, 16.100, 16.102, Case 16.2;
Pages 633 – 660, 666 – 679

Chapter 17: Multiple Regression

17.1. Model and Required Conditions
17.2. Estimating the Coefficients and Assessing the Model
17.3. Regression Diagnostics – II
17.4. Regression Diagnostics- III (Time Series)
Appendix 17 Review of Chapters 12 to 17 (Exclude Ch 15)

Problems: 17.8, 17.10, 17.18; Pages 692 – 712

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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University Policies

Student Conduct & Discipline
The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Rules and Regulations, Series 50000, Board of Regents of the University of Texas System, and in Title V, Rules on Student Services and Activities of the University's Handbook of Operating Procedures. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity
The faculty and administration of the School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the school's reputation matter to your success.

The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage.
Some of the ways students may engage in academic dishonesty are:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be regraded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;

Using an electronic device to store test information, or to send or receive answers for a test;
Destroying or removing library materials to gain an academic advantage;
Consulting assignment solutions posted on websites of previous course offerings;
Transferring a computer file from one person's account to another;
Transmitting posted answers for an exam to a student in a testing area via electronic device;
Downloading text from the Internet or other sources without proper attribution;
Citing to false references or findings in research or other academic exercises;
Unauthorized collaborating with another person in preparing academic exercises.
Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable.

During tests and quizzes, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including IPads, IPhones, IPods, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making
sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement. Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Case Write-ups – Zero for the Assignment
3. Quizzes – Zero for the Quiz
4. Presentations – Zero for the Assignment
5. Group Work – Zero for the Assignment for all group members
6. Tests – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

Judicial Affairs Procedures
Under authority delegated by the Dean of Students, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

(i) the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of University rules;
(ii) the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
(iii) the student will be given an opportunity to present information on his/her behalf;
(iv) after meeting with the student, the faculty member may choose not to refer the allegation if he/she determines that the allegations are not supported by the evidence; or
(v) after meeting with the student, the faculty member may refer the allegations to the dean of students along with a referral form and all supporting documentation of the alleged violation. Under separate cover, the faculty member should forward the appropriate grade to be assessed if a student is found to be responsible for academic dishonesty;
(vi) the faculty member may consult with the dean of students in determining the recommended grade;
(vii) the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;
(viii) the faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation* in the referral documentation

If the faculty member chooses not to meet with the student and instead forwards the appropriate documentation directly to the dean of students, they should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Office of Dean of Students for investigation**.** The student, pending a hearing, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn.

Upon receipt of the referral form, class syllabus, and the supporting material/documentation from the faculty member, the dean shall proceed under the guidelines in the *Handbook of Operating Procedures*, Chapter 49, Subchapter D. If the respondent disputes the facts upon which the allegations are based, a fair and impartial disciplinary committee comprised of UTD faculty and students, shall hold a hearing and determine the responsibility of the student. If they find the student in violation of the code of conduct, the dean will then affirm the minimum sanction as provided in the syllabus, and share this information with the student. The dean will review the student's prior disciplinary record and assess additional sanctions where appropriate to the circumstances. The dean will inform the student and the faculty member of their decision.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's UT Dallas email address and that faculty and staff consider email from students official only if it originates from a UT Dallas student account. This allows the university to maintain a high degree of confidence in the identity of all individuals corresponding and the security of the transmitted information. UT Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at UT Dallas provides a method for students to have their UT Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal from any college-level courses. These dates and times are published in that semester's course inventory and in the academic calendar. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (http://policy.utdallas.edu/utdsp5005). In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.

Disability Services (Office of Student AccessAbility)

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for a course, please discuss it with an OSA staff member and allow at least one week's advanced notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion.

The primary functions of the Office of Student AccessAbility are to provide:

1. academic accommodations for students with a documented permanent physical, mental or sensory disability
2. non-academic accommodations
3. resource and referral information and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, Suite 3.200. They can be reached by phone at (972) 883-2098.

It is the student's responsibility to notify his or her professors of the need for such an accommodation.

AccessAbility Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations.

Individuals requiring special accommodation should contact the professor immediately during the first class meeting.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated. The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment. If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Field Trip Policies Off-Campus Instruction & Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Additional information is available from the office of the school dean. There are no field trips associated with this class.

Descriptions/ timelines for your class are subject to change at the discretion of the Professor.

It is the responsibility of the student to read and understand this syllabus.

Any errors and/or omissions found after the official posting of this syllabus, at any time, will be corrected with announcement to class via lecture classroom and/or eLearning.

Calculation of Letter Grades stated within this syllabus applies to the current semester.

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