



Course Syllabus

OPRE 6301/SYSM 6303 (cross-listed courses).0W1—Fall 2016—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/SYSM 6303 (cross-listed courses) – Section: 0W1
Quantitative Introduction to Risk and Uncertainty in Business
This course section requires a Windows-based computer and Excel 2010 or higher.

Professor: Carol A. Flannery, Ed.D., Senior Lecturer

Term: Fall 2016

Dates: August 22 – December 15, 2016 (Last Exam is Sunday, December 11, 2016)

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, 10th EDITION, by G. KELLER, 2015.
(ISBN 10 digit: 1-285-42545-6 / ISBN 13 digit: 978-1-285-42545-0)

This is the required edition of the text. Any other editions, including the International and Abbreviated editions, will not 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 10th edition will permit you to download the necessary Excel data files, and Data Analysis Plus macros from the Publisher's website: <http://www.cengage.com/us/>.

If you have bought, or are buying a used 10th edition textbook, use the following procedure to obtain the Excel datasets and Data Analysis Plus without expense.

- You will need to create an account at Cengage. Go online to <http://www.cengage.com/us/>.
- Open the pull down the menu "Information For" and select "College Student."
- Choose "Register a Product" and input the 13 digit ISBN for Keller 10th edition:
 - 978-1-285-42545-0 and Click "Register."
- If you do not already have a Cengage account, select Create a New Account.

Once you have created an account with a password, log in and input your ISBN for the 10th edition Keller textbook (978-1-285-42545-0). You will be taken to the webpage at which you can download the textbook Excel datasets and Data Analysis Plus.

Software:

This course uses a Windows-based computer, eLearning, Internet access, Microsoft Excel 2010 or higher (no trial versions), Data Analysis activated (this comes with Excel); Data Analysis Plus, 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. Excel Workbooks is a stand-alone program that is also helpful in working problems. It will be available on your class eLearning website.

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 saves time in working problems and familiarizes the student with a statistical software. Many types of software are utilized within the corporate world and experience with Data Analysis Plus in this class will enhance the student's ability to use other statistical analysis tools in the future.

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. At this time, Data Analysis Plus for Office 2011 Mac OS is available from the publisher's website. Always check your textbook publisher's website for any updates regarding Data Analysis Plus for Macs.

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

Exams

All examinations are online and must be taken during the scheduled Test Windows, as makeup examinations will not be offered for this course. It is the student's responsibility to have a reliable computer with all of the required software and data files. You can access the test only once during the exam time window. 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. Students beginning their test after 2:00 pm will have less than two hours in which to complete it. Refer to the [Academic Calendar](#) on Page 7 of this syllabus.

No Make Up Tests:

Makeup examinations will not be 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 during the monitored test windows 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.

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. If you do not contact the instructor regarding technical issues during the test window for verification; once a test is submitted, there are no corrections accepted.

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 two hours. Refer to the [Academic Calendar](#) on Page 7 for dates of tests. The test window will begin on a Sunday, beginning at 2:00 pm with all tests completed by 4:00 pm that same day. You will be able to access your test during that window only. Students beginning their test after 2:00 pm will have less than 2 hours in which to complete it.

Your Last Exam is Sunday – December 11, 2016.

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.

The second test (Module 2) will be a combination and/or all multiple-choice, true-false. It may include written 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. It may include written 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 2010 or higher. Although lessons include problems that are solved manually, Excel is the required format for answering test questions and homework. For many inferential problems, it is 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. 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 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.

HOMEWORK ASSIGNMENTS AND REQUIRED READING

All required reading and problem assignments from each module will be posted as a link titled Homework Assignments on your eLearning course home page. The lessons and homework assignments are updated as warranted, however, if you discover a problem that doesn't match your current textbook, please contact the professor.

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Academic Calendar

2016 Week of	Module/Units	Topics/Event	Chapters/Other Information
August 22	Module 1-Units 1, 2, 3	Statistical Terms and Types of Data	1, 2, 3
August 29	Module 1 – Unit 4	Numerical Descriptive Techniques	3, 4
September 5	Module 1 – Units 5, 6	Numerical Descriptive Techniques (cont.), Data Collection and Sampling	2, 4, 5
September 12	Module 1 – Units 5, 6	Numerical Descriptive Techniques (cont.), Data Collection and Sampling	2, 4, 5
	TEST 1 – September 18 (Sunday) Module 1	Online Test – 2 hours	Exam Window: Sept 18 – 2 pm to 4 pm USA Central Daylight Time
September 19	Module 2 – Units 1, 2	Probability	6
September 26	Module 2 – Units 1, 2	Probability	6
	TEST 2 – October 2 (Sunday) Module 2 Cumulative	Online Test – 2 hours	Exam Window: Oct 2 – 2 pm to 4 pm USA Central Daylight Time
October 3	Module 3 – Units 1, 2	Discrete and Continuous Probability Distributions	7, 8
October 10	Module 3 – Unit 2	Continuous Probability Distributions and Sampling Distributions	8, 9
October 17	Module 3 – Unit 3	Continuous Probability Distributions and Sampling Distributions	8, 9
October 24	Module 4 – Unit 1	Estimation	10, 12
October 31	Module 4 – Unit 2	Hypothesis Testing and T Distribution (t dist found in Chapter 8.4)	11, 12, 8
	TEST 3 – November 6 (Sunday) Module 3 Cumulative	Online Test – 2 hours	Exam Window: Nov 6 – 2 pm to 4 pm USA Central Standard Time
November 7	Module 4 – Unit 3	Comparing Two Populations; F Distribution (found in Ch 8.4)	13, 8
November 14	Module 4 – Unit 4	Analysis of Variance and Tukey's Omega	14
November 21	Thanksgiving and Fall Break	No Assignments this week	
November 28	Module 4 – Unit 5	Simple and Multiple Linear Regression	16, 17
December 5	Module 4 – Unit 5	Simple and Multiple Linear Regression	16, 17
	TEST 4 – December 11 (Sunday) Module 4 Cumulative	Online Test – 2 hours	Exam Window: Dec 11 – 2 pm to 4 pm USA Central Standard Time

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Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the [UTD Student 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

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergy person (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Information Resources Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas 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>.

Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, <http://policy.utdallas.edu/utdbp3023>, and at <http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) 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. General information on student conduct and discipline is contained in the UT Dallas online catalogs (<http://catalog.utdallas.edu>).

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 Student Discipline and Conduct, UTDSP5003 (<http://policy.utdallas.edu/utdsp5003>). 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 (SSB 4.400, 972-883-6391) and online at <http://www.utdallas.edu/deanofstudents>.

A student at the University neither loses their 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 its 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

Academic Dishonesty: The faculty expects from its 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 demonstrates a high standard of individual honor in his or her scholastic work.

Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes, plagiarism, cheating, fabrication and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <http://www.utdallas.edu/deanofstudents/maintain/>.

Copyright Notice

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>.

As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy at <http://www.utsystem.edu/ogc/intellectualproperty/copyrighthome.htm>.

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. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at 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 provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <http://netid.utdallas.edu>.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). 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 unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Judicial affairs request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being 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 disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, advisor actions and/or decisions, evaluations, and/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 may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material available but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be resolved completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

AccessAbility Services

It is the policy and practice of The University of Texas at Dallas to make reasonable disability-related accommodations and/or services for students with documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required (see <http://www.utdallas.edu/studentaccess>). If you are eligible to receive disability-related accommodations and/or services and to ensure accommodations will be in place when the academic semester begins, students are encouraged to submit documentation four to six weeks in advance. 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 Office of Student AccessAbility provides:

1. Academic accommodations for eligible students with a documented permanent physical, mental or sensory disability
2. Facilitation of non-academic and environmental accommodations and services
3. Resources 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, or by email at studentaccess@utdallas.edu.

It is the student's responsibility to notify the professor 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, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments 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 President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code 51.911(b)*, and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed

The Office of Student Success operates the Student Success Center (SSC, <http://www.utdallas.edu/studentssuccess>), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Math Lab** gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Peer Tutoring** program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The **Peer-Led Team Learning (PLTL)** program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies. The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Content of this document was last modified by the Office of Institutional Effectiveness, 2016-06-01. Webpage updated by the Provost's Technology Group, 2016-06-03

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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