



Course: OPRE 6301/SYSM 6303 (cross-listed courses) FALL 2016

Professor: Carol A. Flannery, Ed.D.

Term: FALL 2016

Section 004: Wednesday 1:00 pm to 3:45 pm JSOM 1.102

Contact Information:

Office Phone 972-883-5853 (Answered only during office hours)

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 TBD

Teaching Assistant To be posted for each section on eLearning

Please note: Office hours are not to be used to reiterate a class that was missed. Have your questions or problems prepared before going to see either your professor or TA. Written evidence you have attempted problems will be required.

General Course Information

This course section requires a Windows-based laptop and Excel 2010 or higher. Students are required to bring a laptop and textbook to every class meeting. Data files must be downloaded and stored on a laptop as online access during tests is not permitted.

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). Prerequisite: MATH 5304 or equivalent. (3-0) S

Learning Objectives

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.

Required Text 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/>. Excel Workbooks utilized in lectures will be provided for download via your eLearning class website.

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 laptop, eLearning, Internet Access, Microsoft Excel 2010 or higher (no trial versions), Data Analysis Activated (included with Excel), Data Analysis Plus (available for download from textbook publisher's website Cengagebrain.com) and Excel Workbooks (available for download on your eLearning class website). Examples within the required textbook for this course utilize Data Analysis Plus.

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.

Mac computers do not have the scripting ability necessary to run Data Analysis Plus. If you use a Mac, it is necessary to install a Windows Virtual machine, such as [Parallel Desktop](#), or [VMWare Fusion 7](#) 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. Mac users are advised to check cengagebrain.com regarding the availability of Mac versions of Data Analysis Plus.

Exams

No Photo ID – No Exam. Students will be asked to provide photo ID before receiving the exam. Not having the proper student photo ID will result in forfeiting your exam. Cell Phones are not permitted on the desk at any time before, during, or after a test.

All exams will be cumulative with focus on certain chapters. You may also be given problems with completed Excel statistical results sheets and be asked to analyze the results. Your exam schedule is listed in the Academic Calendar on page 7 of this syllabus.

TEST 1 (Chapters 1, 2, 3, 4, 5) closed book, closed notes.

This test will cover statistical definitions and concepts, how those concepts are applied, and/or may contain questions about the use of basic Excel functions as discussed in class. An Excel spreadsheet may be included with questions asked regarding the information presented, and meaning/ interpretation, on this spreadsheet.

Time: 60 minutes

Format: multiple choice and/or true false

Test will be taken in the UT-Dallas Testing Center within the one day time window as listed in the Academic Calendar of this course syllabus. Reservations to take a test are required and placed through the UT-Dallas Testing Center website.

Please see the [UTD Testing Center Website](#) for more information and the hours of operation. Any electronic devices and personal items are not allowed in the testing center unless permitted by the instructor (lockers are available for testing center purposes). Students need to make a reservation to take a test within the Testing Center. If you do not make a seat reservation, you will not be eligible for a makeup for any reason. To see the test day and times for your particular OPRE 6301 section, refer to the Academic Calendar with this syllabus on page 7. The UTD Testing Center is located at the McDermott Library basement (Room MC 1.304). When you arrive to take your exam, you will sign in with your Comet Card (or a photo ID and UTD ID number if you do not have a Comet Card).

TEST 2 (cumulative, focusing on Chapters 6, 7, 8, 9, 10, 11) open textbook, open notes, laptop. You will be analyzing data files and answering questions regarding your analyses. An Excel spreadsheet may be included with questions asked regarding the information presented, and meaning/interpretation, on this spreadsheet.

In class during class time on the day specified in the Academic Calendar.

No student solution manuals, or any other solution manuals, or other textbooks will be permitted. Personal Laptops must be in working order. Any laptop difficulties must be resolved before the test session.

Time: 2 hours

Format: multiple choice, and/or true false. It may include written problem solving.

Bring 882-E Scantron, #2 pencil, eraser.

TEST 3 (cumulative, focusing on Chapters 12, 13, 14, 16, 17) open textbook, open notes, laptop. You will be analyzing data files and answering questions regarding your analyses. An Excel spreadsheet may be included with questions asked regarding the information presented, and meaning/interpretation, on this spreadsheet.

In class during class time on the day specified with Academic Calendar.

No student solution manuals, or any other solution manuals, or other textbooks will be permitted. Personal Laptops must be in working order. Any laptop difficulties must be resolved before the test session.

Time: 2 hours

Format: multiple choice, and/or true false. It may include written problem solving.

Bring 882-E Scantron, #2 pencil, eraser

ONLINE SHORT QUIZZES (online, timed, one-attempt) located online in the ONLINE QUIZZES folder on the eLearning class website menu.

Five weeks during the semester will have an online quiz covering any previous class lecture material and/or homework problems. There will not be a makeup of online quizzes for any reason. The quiz will be available online continuously beginning Sunday afternoon through Thursday afternoon. After the time-limit has expired, you cannot see or take the previous quiz.

Time: 15 minutes approximately (may vary for each quiz)

Format: multiple choice and/or true false and/or written short answer

It is the student's responsibility to log into eLearning and take each quiz when they are available. Should you experience any technical difficulty caused by the University system, you must first contact eLearning help and also email the professor immediately. Be prepared to receive the professor's response and to take your quiz before the time window for the quiz has expired. Emailing the professor close to or after the 3:30 pm Thursday time limit is not acceptable.

Should you have difficulty in taking a quiz or submitting a quiz that is caused by your computer, there will be no retakes. It is strongly suggested that students utilize laptops within the University computer lab to take quizzes.

Inquiries regarding a graded online quiz must be in writing, submitted to the professor via the eLearning website. All inquiries will receive a response within the "Feedback" section of the online quiz.

There will not be a final exam during finals week.

Tests Will Not Be Returned

After the posting of scores for Test 1, students can review missed problems on Test 1 by submitting their questions via email to the professor. A response will be given within the feedback section of your Test 1 on eLearning.

After the exam grades of Test 2 and Test 3 are posted, a test review time will be set with your Professor and Teaching Assistant. The time and day of test reviews will be posted on eLearning. After the deadline for each review has passed, there will be no further discussion of grades/exams.

Students may submit questions regarding Online Quizzes, after scores are released, via email to the professor. A response will be given on your quiz within the feedback/comment section on eLearning. Check your quiz periodically for response.

Make-up Exams

A make-up exam for Test 1, 2 or 3 may be considered only for excused absences, which must be determined prior to the exam session. Excused absences may be given for verifiable medical or family emergencies. Written documentation must be provided for substantiation of the absence. Students who do not show up for an exam, and for whom prior arrangements have not been made, will receive a score of zero. Retaking an exam is not available.

There is no guarantee that the level of difficulty of the make-up exam, or the exam format, will be comparable to that of the scheduled test. Make-up exams may be written exams and taken at a time determined with the professor. Any make-up exam will be taken on campus with a proctor. Be prepared for significant written discussion, problem-solving, and short-answer questions.

No make-up will be given for an Online Quiz for any reason, excused or unexcused.

Non Satis Scire [To know is not enough]

Your understanding of basic concepts of each chapter topic, and the ability to apply those concepts to more challenging situations, will be measured by testing in this class. Hard work and effort in a university-level class is expected. In the workplace, it is your job performance that is the basis for merit increases and promotions, not effort and perfect attendance. In this class, effort and attendance will be the means by which students take the initiative to pursue academic success. Your performance on tests will measure that success.

Grading Criteria:

	QUANTITY	VALUE	POINTS
Test 1	1	25%	100
Test 2	1	25%	100
Test 3	1	25%	100
Online Quizzes	5 20 pts each	25%	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.

Lectures, Classroom Participation, PowerPoint slides, and DigiNotes

PowerPoint slides are utilized to enhance the in-class lecture. The slides are not available for download. To encourage critical thinking, students are required to attend class and take notes. Being proactive in the classroom by asking questions is encouraged. Students will be expected to have read the required reading for each week before coming to class. Electronic DigiNotes will generally be posted Monday on the eLearning class website after Week 4. DigiNotes are not intended to replace a lecture and may not contain everything discussed in class.

Attendance

Attendance is required. Success in class is correlated to attending class and taking notes during the lecture. The professor's office hours, and those of the TA, will not be utilized to reiterate lecture material missed in class. Due to large class sizes, it may not be possible for a student to attend a different class section than the one in which officially enrolled. Priority is given to students enrolled in a certain section.

Cell Phones and Surfing the Net during Class/Lecture

No use of cell phones, or texting within the classroom, is permitted at any time. If you must make a call during class or during class breaks, please step outside of the classroom. Taking unauthorized pictures with your cell phone within the classroom at any time is an infringement upon privacy rights. Surfing the Internet during lecture is distracting to all and interferes with learning. These distractions will be regarded as infringement upon the rights of others to learn within the classroom, and students are subject to referral to the appropriate Dean.

Logging Into eLearning Class Website

It is the student's responsibility to log into the eLearning class website on a regular basis in order to take open online quizzes, and to read announcements or emails. Daily login is suggested.

No Extra Credit/Late Work

No extra credit available. Late work is not accepted.

ACADEMIC CALENDAR

2016 WEEK OF	CHAPTERS/SECTIONS	TOPICS/EVENT	REQUIRED READING CHAPTERS/SECTIONS
August 22	1 & 2	What is Statistics?, Graphical Descriptive Techniques I	1.1 – 1.4, 2.1 – 2.3
August 29	3 & 4	Graphical Descriptive Techniques II, Numerical Descriptive Techniques	3.1 – 3.4, 4.1 – 4.3
September 5	4 & 5	Numerical Descriptive Techniques (cont.), Data Collection and Sampling	4.4, 4.7, 4.8, 5.1 – 5.4
September 12	6	Probability	6.1 – 6.3, 6.5
September 19	TEST 1* Chapters 1, 2, 3, 4, 5	September 21 - UT-Dallas Testing Center Exam window: 9:00 am until 8:00 pm The latest you may begin your test is 8:00 pm.	There will not be an in-class lecture on this date.
September 26	7 & 8	Random Variables and Discrete Probability Distributions, Continuous Probability Distributions	7.1, 7.4, 7.5, 8.1, 8.2
October 3	9 & 10	Sampling Distributions, Introduction to Estimation	9.1, 9.2, 9.4, 10.1 – 10.3
October 10	8.4, 11 & 12	t Distribution (8.4), Introduction to Hypothesis Testing, Inference about One Population	8.4, 11.1 – 11.4, 12.1
October 17	8.4, 12 & 13	F Distribution (8.4), Inference about One Population (cont.), Inference about Two Populations	8.4, 12.3, 13.1, 13.2
October 24	TEST 2 * (Chapters 6, 7, 8, 9, 10, 11) Cumulative	October 26 – In Classroom	
October 31	13, 14	Inference about Two Populations (cont.), Analysis of Variance (ANOVA)	13. 1, 13.4, 13.5 14.1, 14.2
November 7	16	Simple Linear Regression	16.1 – 16.6
November 14	17	Multiple Linear Regression	17.1 – 17.3
November 21	Thanksgiving and Fall Break	No Assignments this week	
November 28	Review		
December 5 Last Week of Classes	TEST 3 * (Chapters 12, 13, 14, 16, 17) Cumulative	December 7 – In Classroom	Last Class Meeting

*Students must take tests with the Section in which they are enrolled.



University of Texas at Dallas Policies and Procedures

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 clergyperson (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/studentsuccess>), 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.