1 General Information

Instructor: Dr. Aixin Tan, aixin-tan@uiowa.edu
Instructor Virtual Office Hours: M 11:15am – noon; W 11:15am – noon, 4–5pm

Lab Instructor: Erin Post, erin-post@uiowa.edu
Lab Instructor Virtual Office Hours: T 2–3 pm; Th 1:30–3:30 pm

Grader: Yikai Zhang, yikai-zhang@uiowa.edu
Grader Virtual Office Hours: make appointments by e-mail

No matter which section you are in, you are welcome to any of the above office hours. Find the “Zoom” button on the left of our ICON course page, then click on the correct time window. Also, please feel free to (1) send us general questions by posting in “Discussions” in ICON, (2) send questions that are specific to you (e.g., problem with the score of a homework submission) by e-mail, and (3) to make appointments by email if you need to see us outside of office hours.

Regular Lectures will be recorded ahead of time and posted in ICON no later than the designated lecture times: M, W 10:30 am – 11:20 am

Ideally, view recorded lectures at or before lecture times (and you can attend Dr. Tan’s office hours right after the lectures). Make sure you have viewed the recordings before your lab sessions, because labs usually contain hands-on activities related to course materials of the same week.

All Labs/Discussions will be offered online (synchronized).

Each student should have registered and attend ONE of the following four sessions. During most labs, each student needs to log into [UI virtual desktop] to use the SAS software, and probably needs a keyboard to code comfortably. A basic computer should work, some tablets might work too. Please go through the step-by-step guide in ICON/Modules/Labs-related BEFORE the first lab to make sure you have the needed equipment. If you need to or prefer to use the computers on campus, the following computer labs has been reserved for our course during lab times. Erin will keep a weekly sign-up list to make sure the number of lab occupants is below cap.

<table>
<thead>
<tr>
<th>Session</th>
<th>Lab time</th>
<th>On campus lab for those who sign up</th>
<th>Capacity during the covid-19 pandemic</th>
</tr>
</thead>
<tbody>
<tr>
<td>0A11</td>
<td>F 10:30-11:20</td>
<td>41SH</td>
<td>15</td>
</tr>
<tr>
<td>0A12</td>
<td>F 11:30-12:20</td>
<td>41SH</td>
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<tr>
<td>0A13</td>
<td>F 12:30-13:20</td>
<td>41SH</td>
<td>15</td>
</tr>
<tr>
<td>0A14</td>
<td>F 13:30-14:20</td>
<td>W240 AJB</td>
<td>12</td>
</tr>
</tbody>
</table>

Course webpage: log into ICON at https://icon.uiowa.edu.

Check the “Announcements” and the “Modules” pages regularly for updates.

Do quizzes and submit homework by their deadlines in “Assignments”.

Class materials: Recorded lectures, lecture slides, homework assignments, links to datasets, zoom links to instructor office hours, etc. will be posted in ICON.

Textbook: Moore, Notz, and Fligner, The Basic Practice of Statistics, 6th ed. 2013, Freeman (CD is not needed. Also, the 6th ed. is not the newest edition, hence should be very affordable.)

Recommended resources: Delwiche and Slaughter, The Little SAS Book, 2012, SAS Institute. (Search for this title with infoHawk+ at www.lib.uiowa.edu for free access)
2 Course goals and objectives

Through hands-on experience with real data from a wide variety of applications, students will learn basic methods required for data analysis and interpretation. The emphasis will be on formulating questions, choosing appropriate statistical techniques for a given problem, verifying whether the assumptions behind the techniques are met by the dataset, drawing appropriate conclusions from the analysis, and communicating the results. Students will learn the basics of SAS, a statistical software package that is widely used in business, industry, government, and research.

STAT:2010 is approved for General Education in the Quantitative and Formal Reasoning category.

3 Evaluation of students

3.1 Homework

In general, one homework will be assigned each week, and will be due in ICON the following week. Reasonable types of files (e.g. .doc, .jpg, .pdf) of reasonable small file sizes (no bigger than a few M) are expected. Since many homework problems involve SAS coding and interpreting the results, it is often convenient to use text editors (e.g. Word) to write homework. Scans of clear hand writings are also acceptable, and maybe easier when you need to include formulas but don’t know how to type formulas in text editors.

Show your work when solving written homework problems. For computer problems, turn in your codes (computer program) and the useful parts of their output. (More detailed instructions to come.)

You are encouraged to discuss and study with others. But the submitted work must reflect your own effort. If you do discuss with others on homework assignments, please: a) write up your own assignment and make sure you completely understand all solutions that you submit, and b) write the names of the others in your study group on your assignment.

Late homework is accepted only as required by university policy, i.e. due to “illness, mandatory religious obligations, or other unavoidable circumstances or University activities.”

3.2 Virtual Attendance

You are required to view all lecture recordings. Virtual Attendance to lab sessions is required. If you must miss a lab due to illness or other valid excuses (see “Late Homework” above), please send the instructor an email with explanation PRIOR to the class time.

3.3 Quizzes

Short quizzes will be given online. They are relatively low-stake, and are meant to provide important timely evaluations of your learning to help keep you on track.
3.4 Exams

There will be two 50 min midterm exams and one comprehensive 2-hour final. Students may use one 8-1/2 x 11 in. sheet of paper with formulas/notes during the first midterm, two sheets during the second midterm, three sheets during the final exam.

- Midterm 1: week of Sep. 28 (tentative), during one of the lecture times
- Midterm 2: week of Nov. 2 (tentative), during one of the lecture times
- Final exam: To be determined by the University

Missed exams may be made up only with documentation of reasons required by university policy (see “Late Homework” above).

3.5 Grading

The course components will be weighted as follows:

- Homework: 13%
- Quizzes and Attendance: 2%
- Midterms: 50% (25% each)
- Final: 35%

Plus/minus grades will be used. For those who registered for STAT:2010, as a rough guide, A, A-= 90% – 100%, B+,B,B-= 80% – 90%, C+,C,C-= 70% – 80%, D+,D, D-= 60% – 70%.

Grade assignment for those in STAT:4200 will be subject to tougher criteria.

If you have questions about grading of Homework or tests, please let us know within 7 days of receiving the grades.

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1Note that STAT:4200 is the course number of the same course for (non-stat major) graduate students. If you are an undergraduate that registered STAT:4200 by mistake, ask me to help change your course number to STAT:2010
Absences and Attendance
Students are responsible for attending class and for contributing to the learning environment of a course. Students are also responsible for knowing their course absence policies, which will vary by instructor. All absence policies, however, must uphold the UI policy related to student illness, mandatory religious obligations, including Holy Day obligations, military service obligations, unavoidable circumstances or University authorized activities. Students may use the CLAS absence form to aid communication with the instructor who will decide if the absence is excused or unexcused. The form is on ICON in the top banner under "Student Tools." More information is at https://clas.uiowa.edu/students/handbook/attendance-absences.

Academic Integrity
All undergraduates enrolled in courses offered by CLAS have, in essence, agreed to the College's Code of Academic Honesty. Misconduct is reported to the College, resulting in suspension or other sanctions, with sanctions communicated with the student through UI email. Visit this page for information: (https://clas.uiowa.edu/students/handbook/academic-fraud-honor-code).

Accommodations for Disabilities
UI is committed to an educational experience that is accessible to all students. A student may request academic accommodations for a disability (such as mental health, attention, learning, vision, and physical or health-related condition) by registering with Student Disability Services (SDS). The student is then responsible for discussing specific accommodations with the instructor. More information is at https://sds.studentlife.uiowa.edu/.

Administrative Home of the Course
The College of Liberal Arts and Sciences (CLAS) is the administrative home of this course and governs its add/drop deadlines, the second-grade-only option, and related policies. Other colleges may have different policies. CLAS policies may be found here: https://clas.uiowa.edu/students/handbook.

Class Behavioral Expectations
Students are expected to comply with University policies regarding appropriate classroom behavior as outlined in the Code of Student Life. This includes the policies and procedures that all students have agreed to regarding the Steps Forward for Fall 2020 in response to the COVID-19 pandemic. Particularly, all students are required to wear a face covering when in a UI building, including a classroom. In addition, the density of seats in classrooms has been reduced; in some instances, this will allow 6 feet or more between students while other cases, it may be less. Regardless, wearing a face covering and maintaining as much distance as possible are vital to slowing the spread of COVID-19. In the event that a student disrupts the classroom environment through their failure to comply with the reasonable directive of an instructor or the University, the instructor has the authority to ask that the student immediately leave the space for the remainder of the class period. Additionally, the instructor is asked to report the incident to the Office of Student Accountability for the possibility of additional follow-up. Students who need a temporary alternative learning arrangement related to COVID-19 expectations should contact Student Disability Services arrangements/; +1 319 335-1462)
Class Recordings: Privacy and Sharing
Some sessions of a course could be recorded or live-streamed. Such a recording or streaming will only be available to students registered for the course. These recordings are the intellectual property of the faculty, and they may not be shared or reproduced without the explicit written consent of the faculty member. Students may not share these sessions with those not in the class; likewise, students may not upload recordings to any other online environment. Doing so is a breach of the Code of Student Conduct and, in some cases, a violation of the Federal Education Rights and Privacy Act (FERPA).

Communication and the Required Use of UI Email
Students are responsible for official correspondences sent to the UI email address (uiowa.edu) and must use this address for all communication within UI (Operations Manual, III.15.2).

Complaints
Students with a complaint about an academic issue should first visit with the instructor or course supervisor and then with the Chair of the department or program offering the course; students may next bring the issue to the College of Liberal Arts and Sciences; see this page for more information: https://clas.uiowa.edu/students/handbook/student-rights-responsibilities.

Final Examination Policies
The final exam schedule is announced around the fifth week of classes; students are responsible for knowing the date, time, and location of a final exam. Students should not make travel plans until knowing this information. No exams of any kind are allowed the week before finals with very few exceptions made (for labs, ESL and some world language courses, and off-cycle courses): https://registrar.uiowa.edu/final-examination-scheduling-policies.

Nondiscrimination in the Classroom
The University of Iowa is committed to making the classroom a respectful and inclusive space for people of all gender, sexual, racial, religious, and other identities. Toward this goal, students are invited in MyUI to optionally share the names and pronouns they would like their instructors and advisors to use to address them. The University of Iowa prohibits discrimination and harassment against individuals on the basis of race, class, gender, sexual orientation, national origin, and other identity categories set forth in the University’s Human Rights policy. For more information, contact the Office of Equal Opportunity and Diversity (https://diversity.uiowa.edu/eod; +1 319 335-0705 or (diversity.uiowa.edu).

Sexual Harassment
Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community must uphold the UI mission and contribute to a safe environment that enhances learning. Incidents of sexual harassment must be reported immediately. For assistance, please see https://osmrc.uiowa.edu/.