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OFFICE OF THE
SENATE COUNCIL**1. General Information**

1a. Submitted by the College of: BUSINESS AND ECONOMICS

Date Submitted: 9/21/2013

1b. Department/Division: Finance

1c. Contact Person

Name: Paul Childs

Email: pchilds@uky.edu

Phone: 257-2490

Responsible Faculty ID (if different from Contact)

Name: Krish Muralidhar

Email: krishm@uky.edu

Phone: 257-9149

1d. Requested Effective Date: Semester following approval

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course2a. Will this course also be offered through Distance Learning?: Yes ⁴

2b. Prefix and Number: AN 250

2c. Full Title: Business Data Analysis

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: Business Data Analysis is a course in applied business decision making. It uses Excel to organize, summarize, and analyze data and to interpret the results of such analysis. It is an introduction to the process of transforming raw data into results to support common business decisions. The course will emphasize hands-on problem solving in a business context rather than on the specific techniques.

2k. Prerequisites, if any: MA 113, MA 123, MA 137 or equivalent

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 35

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: No

If Yes, explain: [var7InterestExplain]

8. Check the category most applicable to this course: Relatively New – Now Being Widely Established,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10.a above) are attached: Yes

Distance Learning Form

Instructor Name: Krish Muralidhar

Instructor Email: krishm@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The syllabus contains contact information and the following statements on the timeliness of responses: The preferred method of contact is via email. During working hours I will normally respond to emails within 4 hours. There is also a computer room (B&E 201) that will be staffed M-F from 4:00-8:00 pm for help, completing problems sets and exams. The Technology Requirement section of the syllabus contains the following text: You are responsible for all class emails. Check your email at least once or twice a day. It is strongly recommended that you use your UK email. Make sure that class emails are not being filtered out by anti-spam software (this is particularly important if you use a non-UK email account). The course syllabus conforms to University Senate Syllabus Guidelines and Distance Learning Considerations.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. A schedule similar to a traditional class is listed at the end of the syllabus and enforced by Blackboard. There are 8 modules and problem sets in the class. The modules incorporate short videos, example spreadsheets, PowerPoint style slides, web links, and additional readings. The problem set due dates, exam dates and retake dates are spaced through the semester like a traditional class to guide the student through the class at an appropriate pace.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. The problem sets are Excel assignments and do not have different integrity issues than Excel assignments in other classes. The problem sets are all handed in through the password protected Blackboard account. All exams are proctored exams given in B&E 201 at UK. Student identification will be checked at each exam. Students cannot pass the course without successfully "passing" (receiving grade of at least 75%) all eight of the topics. Academic dishonesty will not be tolerated and offenses will be vigorously pursued.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No

If yes, which percentage, and which program(s)? Not a required course for any program.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? The Distance Learning Library (and phone, email, website) are listed on the syllabus. Similarly the IT support services have contact information. Students are able to contact services via email, phone and internet.

6. How do course requirements ensure that students make appropriate use of learning resources? The resources for the class are available at the course Blackboard site. Note that online software keeps track of student access to the class resources so there is a wealth of information about when and how often students use course materials. Finally, there is a traditional calendar for the problem sets, tests and retakes in the class (see the course schedule on the last page of the syllabus).

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. There will be a help desk in a computer classroom (B&E 201) staffed from 4:00-8:00 pm Monday through Friday. The syllabus does contain contact information for Distance Learning Library Services should the student desire library access.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? The syllabus contains a Technology Help and Library Services section. This section phone numbers, email addresses and web links to the UK Help Desk, the Teaching and Academic Support Center, and the Distance Learning Library Services.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. There is no unusual software requirements.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Krish Muralidhar

SIGNATURE|KTROSKE|Kenneth R Troske|Approval resent to college for ZCOURSE_NEW AN 250|20130614

SIGNATURE|JMETT2|Joanie Ett-Mims|Undergrad Council approval for ZCOURSE_NEW AN 250|20130503

SIGNATURE|SKELLEY|Scott W Kelley|College approval for ZCOURSE_NEW AN 250|20130426

SIGNATURE|JMETT2|Joanie Ett-Mims|AN 250 NEW Undergrad Council Review|20131121

SIGNATURE|SKELLEY|Scott W Kelley|AN 250 NEW College Review|20130923

Courses	Request Tracking
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New Course Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

Browse...

Upload File

ID	Attachment
Delete 2269	Syllabus.docx

First 1 Last

Select saved project to retrieve...

Get New

(* denotes required fields)

1. General Information

a. * Submitted by the College of: BUSINESS AND ECONOMICS Submission Date: 9/21/2013

b. * Department/Division: Finance

c.

* Contact Person Name: Paul Childs Email: pchild@uky.edu Phone: 257-2490

* Responsible Faculty ID (if different from Contact): Krish Muralidhar Email: krishm@uky.edu Phone: 257-9149

d. * Requested Effective Date: Semester following approval OR Specific Term/Year 1

e.

Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

Inquiry - Arts & Creativity Composition & Communications - II

Inquiry - Humanities Quantitative Foundations

Inquiry - Nat/Math/Phys Sci Statistical Inferential Reasoning

Inquiry - Social Sciences U.S. Citizenship, Community, Diversity

Composition & Communications - I Global Dynamics

2. Designation and Description of Proposed Course.

a. * Will this course also be offered through Distance Learning? Yes No

b. * Prefix and Number: AN 250

c. * Full Title: Business Data Analysis

d. Transcript Title (if full title is more than 40 characters):

e. To be Cross-Listed² with (Prefix and Number):

f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input checked="" type="checkbox"/> 3 Lecture	<input type="checkbox"/> Laboratory ¹	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion
<input type="checkbox"/> Indep. Study	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum
<input type="checkbox"/> Research	<input type="checkbox"/> Residency	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio
<input type="checkbox"/> Other	If Other, Please explain:		

g. * Identify a grading system: Letter (A, B, C, etc.) Pass/Fail Graduate School Grade Scale

h. * Number of credits: 3

i. * Is this course repeatable for additional credit? Yes No

If YES: Maximum number of credit hours:

If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

Business Data Analysis is a course in applied business decision making. It uses Excel to organize, summarize, and analyze data and to interpret the results of such analysis. It is an introduction to the process of transforming raw data into results to support common business decisions. The course will emphasize hands-on problem solving in a business context rather than on the specific techniques.

k. Prerequisites, if any:

MA 113, MA 123, MA 137 or equivalent

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 35

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

8. * Check the category most applicable to this course:

Traditional – Offered in Corresponding Departments at Universities Elsewhere

Relatively New – Now Being Widely Established

Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement for ANY program? Yes No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the *differentiation for undergraduate and graduate students must be included* in the information required in 10.b. You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10 attached.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a fo educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirem are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent expe students utilizing DL (available at <http://www.uky.edu/USC/Newforum.htm>).

Course Number and Prefix:	AN 250	Date:	2/27/2013
Instructor Name:	Krish Muralidhar	Instructor Email:	kristm@uky.edu
Check the method below that best reflects how the majority of the course content will be delivered.			
Internet/Web-based <input checked="" type="checkbox"/>		Interactive Video <input type="checkbox"/>	Hybrid <input type="checkbox"/>

Curriculum and Instruction

- How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University S Syllabus Guidelines, specifically the Distance Learning Considerations?
The syllabus contains contact information and the following statements on the timeliness of responses: The preferred method of contact is via email. During working hours I will normally respond to emails within 4 hours.
- How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, as student learning outcomes, etc.
A schedule similar to a traditional class is listed at the end of the syllabus and enforced by Blackboard. There are 8 modules and problem sets in the class. The modules incorporate short videos, example spreadsheets, PowerPoint style
- How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic policy; etc.
The problem sets are Excel assignments and do not have different integrity issues than Excel assignments in other classes. The problem sets are all handed in through the password protected Blackboard account. All exams are
- Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any fo defined above?
No
Which percentage, and which program(s)?
Not a required course for any program.

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery t months from the date of approval.
- How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?
The Distance Learning Library (and phone, email, website) are listed on the syllabus. Similarly the IT support services have contact information. Students are able to contact services via email, phone and internet.

Library and Learning Resources

- How do course requirements ensure that students make appropriate use of learning resources?
The resources for the class are available at the course Blackboard site. Note that online software keeps track of student access to the class resources so there is a wealth of information about when and how often students use
- Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
There will be a help desk in a computer classroom (B&E 201) staffed from 4:00-8:00 pm Monday through Friday. The syllabus does contain contact information for Distance Learning Library Services should the student desire library

Student Services

- How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or re course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
The syllabus contains a Technology Help and Library Services section. This section phone numbers, email addresses and web links to the UK Help Desk, the Teaching and Academic Support Center, and the Distance Learning Library Services.
- Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?
 Yes
 No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technol
There is no unusual software requirements.
- Does the syllabus contain all the required components, below? Yes
 - Instructor's *virtual* office hours, if any.
 - The technological requirements for the course.
 - Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
 - Procedure for resolving technical complaints.
 - Preferred method for reaching instructor, e.g. email, phone, text message.
 - Maximum timeframe for responding to student communications.
 - Language pertaining academic accommodations:

- "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLIS>)
 - Carla Cantagallo, DL Librarian
 - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dlservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/llbpage.php?web_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Krish Muralidhar

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/Help>)

Revised 8/09

¹⁴¹ Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹⁴² The chair of the cross-listing department must sign off on the Signature Routing Log.

¹⁴³ In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. A meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

¹⁴⁴ You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

¹⁴⁵ In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes

AN 250
Business Data Analysis
Fall 2013

Instructor: Krish Muralidhar

Office: 437D B&E Building

Office Hours: MW 1:00-2:00 p.m.

The preferred method of contact is via email. During working hours I will normally respond to emails within 4 hours.

Telephone: 257-9149

E-Mail: krishm@uky.edu

Help Desk Coordinator: TBD

Office: XXX B&E Building

Help Desk Location: B&E 201

Help Desk Hours: 4:00 pm to 8:00 pm Monday through Friday

Email: xxxxxx@uky.edu

Course Description

Business Data Analysis is a course in applied business decision making. It uses Excel to organize, summarize, and analyze data and to interpret the results of such analysis. It is an introduction to the process of transforming raw data into results to support common business decisions. The course will emphasize hands-on problem solving in a business context rather than on the specific techniques.

Prerequisites

MA 113, MA 123, MA 137 or equivalent

Course Materials

The textbooks for the class are:

1. Christian Albright, Wayne Winston, and Christopher Zappe, "Data Analysis and Decision Making with Microsoft Excel," 4th edition, South-Western.
2. Wayne L. Winston, "Microsoft Excel 2010: Data Analysis and Business Modeling," 3rd Edition, Microsoft Press.

Additional readings, examples, datasets, etc. are available on the course website (available via Blackboard)

Technology Requirement

You must have internet access to visit the class website, complete the modules, and complete problem sets, etc. Software requirements include Microsoft Excel 2010, Word 2010 and Adobe Reader (or similar pdf viewer). Minimum hardware and software requirements (and links to download necessary software) are available at <http://www.uky.edu/DistanceLearning/current/technology/techReqs.html>

For this class, we will use UK's Blackboard (Bb) system (<http://elearning.uky.edu>). You will be required to upload your solutions to the problem sets on Blackboard. Solutions to the problem sets will be made available via Bb. Finally, your completed test answers (Excel and Word files) will be submitted via Bb. Since we will be using this system extensively, please make sure that you are familiar with Blackboard.

You are responsible for all class emails. Check your email at least once or twice a day. It is strongly recommended that you use your UK email. Make sure that class emails are not being filtered out by anti-spam software (this is particularly important if you use a non-UK email account).

Technology Help and Library Services

If you are having technical problems accessing or viewing course materials, contact the Customer Service Center at by phone at 859-257-1300 or by email at helpdesk@uky.edu. Their web address is <http://www.uky.edu/UKIT/>. Their hours are Monday through Friday, 7:00 a.m. to 6:00 p.m. Additional resources include:

Teaching and Academic Support Center:

Web: <http://www.uky.edu/TASC/>

Phone: (859) 257-8272

Distance Learning Library Services (provides access to UK's circulating collection):

Web: <http://www.uky.edu/DistanceLearning>

Carla Cantangallo, DL Librarian

Phone: 859-257-0500, Ext. 2171 (Long distance 800-828-0439)

Email: dllservice@uky.edu

DL Interlibrary Loan:

Web: http://www.uky.edu/Libraries/linpage.php?lweb_id=253&llib_id=16

Student Learning Outcomes

Solve business problems by using Excel...

- (1) to implement basic commands, formulas, functions, and other data analysis topics.
- (2) to construct, organize and summarize data sets.
- (3) to construct, solve, and interpret the results of basic business models.
- (4) to apply basic statistical analysis.
- (5) to construct and use predictions models.
- (6) to professionally present results of models and analysis (e.g., using graphs).

Course Activities and Assignments

Materials: Each module is supported by PowerPoint slides, videos, and links. These materials are available on the course Blackboard pages. These materials together with the readings from the textbooks prepare students for the problem sets and exams.

Problem Sets: At the end of every module, the students will be required to work on a problem set. The problem sets are designed to highlight the material covered in class, to provide a hands-on problem solving experience, and to prepare the students for the module test. Class time will be allocated for the students to work on the problem sets. The amount of time allocated to work on problem sets will vary depending on the complexity of the material covered. Students can also go to the Help Desk to get assistance in completing the problem sets. Please note that while you can ask for help from me, the help desk coordinator, or even other students in completing the problem sets, every student must submit their own work. Submitting someone else's work or submitting a "joint" work constitutes a violation of the University Honor Code. The schedule for the submission of the problem sets is part of the class calendar at the end of this document.

Students are required to submit the completed problem sets using Blackboard. The problem sets will be checked for completeness but will not be graded. The solution to the problem sets will be posted within 1 hour after the time they are due.

Tests: There will be a total of 8 tests. Tests are one hour long and are given at the Help Desk (B&E 201). Each test will consist of several questions most of which will require you to use a computer. You will use Microsoft Word to type your "written" answers and Microsoft Excel to perform the computations. You will be required to upload both files using Bb. Please arrive on time for all tests on time. You will not be given additional time if you are late. See the class calendar at the end of this document for the test dates.

All tests will be open book and open notes. However, students will not be permitted access to any other electronic material during the test. Students are also not permitted to communicate with one another in any form. Each test will cover the material from the specified module. At the end of the test, each student will upload their answers (both the Word document and Excel workbook) via Blackboard. Students from one cohort group must not discuss the content of the tests with students from the other cohort group. Violation of this rule will constitute an Honor Code violation and subject to disciplinary action. It is expected that all students will follow the guidelines (see Honor Code).

To pass the class you must show competency or receive a "Pass" in all of the 8 class topics. If you score at least 75% on the test for that topic you will receive a "Pass". For any exam where your score falls below 75%, you will be given up to two additional attempts to achieve a "Pass" (see Retakes below).

Retakes: If your test score for a topic is not a "Pass" you will be allowed two additional attempts or "retakes" after every test. If you score at least 75% on a retake you will receive a "Pass" for the topic. These retakes will be cover the same material as the original test, but will not be the same questions. You can complete a retake during the times listed in the class calendar at the end of this document. It is the responsibility of the student to ensure that they retake the test on the specified dates. Please note that it may be necessary to retake the test more than once. Students who are retaking the test will also be allowed additional time. Students may take up to 2 hours to complete the retake.

Grading Policy

Each of the eight problem sets is worth 25 points. Each of the eight tests is worth 100 points. This yields a total of 1000 points for the class. Students that earn a "Pass" (i.e., 75% or better on exams/retakes) on every one of the eight course topics are graded on the following scale. Your score is determined by summing problem sets scores plus the score on the first attempt on the exam for each topic.

Sum of First Exam Attempts and Problem Sets	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
599 and below	E

It is important that students are competent in each topic. Students that do not “Pass” one or more of the topic areas will receive an E for the class.

We will make every attempt to grade the tests and provide feedback in 12 hours. Students can look up their own grades using Blackboard. All questions regarding grades should be directed to the help desk coordinator.

Midterm grades will be posted in myUK by the deadline established in <http://www.uky.edu/Registrar/AcademicCalendar.html>

Absences

Students need to notify me of absences prior to the problem sets and exams when possible. S.R. 5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit “reasonable cause for nonattendance” by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request “appropriate verification” when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not an acceptable defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Part II of Student Rights and Responsibilities (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

Academic Accommodations

If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center (Room 2, Alumni Gym, (859) 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Class Calendar

Topic	Dates	Module	AWZ Chapters	W Chapters
Introduction to Excel	8/28-9/6	1		9, 24, 26, 41
Organizing Data	9/7-9/18	2		
Modeling (Part 1)	9/19-10/2	3		17, 18
Modeling (Part 2)	10/3-10/16	4		28, 29, 69
Describing Data	10/17-10/30	5	2 and 3	42, 43, 45, 52
Decision Making Under Uncertainty	11/1-11/13	6	6	67
Inference	11/14-11/26	7	8 and 9	
Prediction	11/27-12/13	8	11 and 12	49, 56

	Problem Set Due	Exam Date	Retake #1	Retake #2
Module 1	Noon, Sept. 3	4:00 pm, Sept. 4	4:00 pm, Sept. 5	4:00 pm Sept. 6
Module 2	Noon, Sept. 13	4:00 pm, Sept. 16	4:00 pm, Sept. 17	4:00 pm Sept. 18
Module 3	Noon, Sept. 29	4:00 pm, Sept. 30	4:00 pm, Oct. 1	4:00 pm, Oct. 2
Module 4	Noon, Oct. 13	4:00 pm, Oct. 14	4:00 pm, Oct. 15	4:00 pm, Oct. 16
Module 5	Noon, Oct. 25	4:00 pm, Oct. 28	4:00 pm, Oct. 29	4:00 pm, Oct. 30
Module 6	Noon, Nov. 8	4:00 pm, Nov. 11	4:00 pm, Nov. 12	4:00 pm, Nov. 13
Module 7	Noon, Nov. 21	4:00 pm, Nov. 22	4:00 pm, Nov. 25	4:00 pm, Nov. 26
Module 8	Noon, Dec. 10	4:00 pm, Dec. 11	4:00 pm, Dec. 12	4:00 pm, Dec. 13