# University of Texas at Arlington logo.Math 1308 – Elementary Statistics – Section 301

## Course Instructor

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Office: PKH 428

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Office Hours: Tuesdays: 09:55 am – 11:55 am

Lab Hours: Monday / Wednesday 4:00 – 5:20 pm

## Textbook and Materials

You have one option for this course and you can purchase your items through the UTA Bookstore.

1. **Access Code and Textbook Bundle**: *Fundamentals of Statistics*, 4th Ed., Sullivan, Pearson Ed. Inc., 2014. ISBN# 1269604619; containing MyLabsPlus (MLP) access code.

Additional materials include an optional graphing or scientific calculator.

# Course Elements

## Attendance Policy

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students’ academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have adopted the following attendance policy. Attendance will be taken daily and is mandatory. The lecture session meets once a week for 1 hour and 20 minutes and the lab session meets 2 days per week for 1 hour and 20 minutes in the Math Emporium Computer Lab, 308 PKH. Students are expected to attend class/lab, be attentive, and participate in discussions/activities.

* Upon entry into the lab, you will be required to log into an attendance tracking system. You will also be required to sign out when leaving the lab.
* Over the course of the semester, **you are required to complete 36 hours of study time within the Math Emporium**. These hours must be completed throughout the course of the semester. Benchmark dates will be used to assist you in fulfilling this course requirement: You must have 12 hours upon completion of exam 1; an additional 12 hours upon completion of the second exam; and all 36 hours must be complete prior to the final exam. See the course schedule for exact dates.
* The attendance requirement is 5% of your overall course grade. If all benchmarks are successfully completed, you will receive a 100 for your attendance grade. If only two are completed you will receive a 67 and if only one benchmark is met, you will receive a 33 for your attendance score.
* You are solely responsible for your own attendance. If you miss a lab time, you will be allowed to make-up your time during open lab hours. You will be provided with a lab schedule and information on how to check and keep up with your own hours.

## Schedule of Lessons and Tests

You must complete all assignments and tests by the due dates. Due dates are listed in **MyLabsPlus** and also in the Course Schedule located in blackboard. **All deadline times are in Central Time**.

* **Orientation Homework Assignment in MLP**: Complete prior to working additional assignments.
* **Homework Assignments** are associated with each section of material and are due at 11:59 PM Central Time. See MLP Calendar for specific due dates.
* **All Tests** are taken in the Emporium Lab (PKH 308) during your regularly scheduled lab time.

## Test 1 Material – Preparation for Quiz 1

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 8-26-14 | 1.1 Introduction to the Practice of Statistics |
| Tuesday | 8-26-14 | 1.2 Observational Studies versus Designed Experiments |
| Tuesday | 8-26-14 | 1.3 Simple Random Sampling |
| Tuesday | 8-26-14 | 1.4 Other Effective Sampling Methods |
| Tuesday | 9-2-14 | 1.5 Bias in Sampling |
| Tuesday | 9-2-14 | 1.6 The Design of Experiments |
| Tuesday | 9-2-14 | 2.1 Organizing Qualitative Data |
| Tuesday | 9-9-14 | 2.2 Organizing Quantitative Data: The Popular Displays |
| Tuesday | 9-9-14 | 2.3 Graphical Misrepresentations |

## Associated Assignment

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #1: Topics from Sections 1.1-1.6, 2.1-2.3 |

## Test 1 Material – Preparation for Quiz 2

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 9-16-14 | 3.1 Measures of Central Tendency |
| Tuesday | 9-16-14 | 3.2 Measures of Dispersion |
| Tuesday | 9-16-14 | 3.3 Measures of Central Tendency and Dispersion of Grouped Data |
| Tuesday | 9-23-14 | 3.4 Measures of Position and Outliers |
| Tuesday | 9-23-14 | 3.5 The Five-Number Summary and Boxplots |

## Associated Assignments

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #2: Topics from Sections 3.1-3.5 |
| Wednesday | **10-1-14** | **Test #1: Topics from Sections 1.1-1.6, 2.1-2.3, 3.1-3.5** |

## Test 2 Material – Preparation for Quiz 3

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 9-30-14 | 5.1 Probability Rules |
| Tuesday | 9-30-14 | 5.2 The Addition Rule and Complements |
| Tuesday | 10-7-14 | 5.3 Independence and the Multiplication Rule  |
| Tuesday | 10-7-14 | 5.4 Conditional Probability and the General Multiplication Rule |
| Tuesday | 10-7-14 | 5.5 Counting Techniques |
| Tuesday | 10-14-14 | 6.1 Discrete Random Variables |
| Tuesday | 10-14-14 | 6.2 The Binomial Probability Distribution |

\*Note - 5.6 is a review section for all of chapter 5. Questions from this section may be included on assessments.

## Associated Assignment

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #3: Topics from Sections 5.1-5.6, 6.1-6.2 |

## Test 2 Material – Preparation for Quiz 4

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 10-14-14 | 7.1 Properties of the Normal Distribution |
| Tuesday | 10-21-14 | 7.2 Applications of the Normal Distribution |
| Tuesday | 10-21-14 | 7.3 Assessing Normality |
| Tuesday | 10-21-14 | 7.4 The Normal Approximation to the Binomial Probability Distribution |

## Associated Assignments

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #4: Topics from Sections 7.1-7.4 |
| Monday | **10-27-14** | **Test #2: Topics from Sections 5.1-5.6, 6.1-6.2, 7.1-7.4** |

## Test 3 Material – Preparation for Quiz 5

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Assignments, Quizzes, Test |
| Tuesday | 10-28-14 | 8.1 Distribution of the Sample Mean |
| Tuesday | 10-28-14 | 8.2 Distribution of the Sample Proportion |
| Tuesday | 11-4-14 | 9.1 Estimating a Population Proportion |
| Tuesday | 11-4-14 | 9.2 Estimating a Population Mean |

\*Note – 9.3 is a review section for all of chapter 9. Questions from this section may be included on assessments.

## Associated Assignment

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #5: Topics from Sections 8.1-8.2, 9.1-9.3 |

## Test 3 Material – Preparation for Quiz 6

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 11-11-14 | 10.1 The Language of Hypothesis Testing  |
| Tuesday | 11-11-14 | 10.2 Hypothesis Tests for a Population Proportion |
| Tuesday | 11-11-14 | 10.3 Hypothesis Tests for a Population Mean |
| Tuesday | 11-18-14 | 11.1 Inference about Two Population Proportions |
| Tuesday | 11-18-14 | 11.2 Inference about Two Means: Dependent Samples |
| Tuesday | 11-18-14 | 11.3 Inference about Two Means: Independent Samples |

\*Note – 10.4 is a review section for all of chapter 10. Questions from this section may be included on assessments. \*Note – 11.4 is a review section for all of chapter 11. Questions from this section may be included on assessments.

## Associated Assignments

|  |  |  |
| --- | --- | --- |
| Day of the Week | Date  | Assignment |
| See MLP Calendar for Due Dates | Quiz #6: Topics from Sections 10.1-10.4, 11.1-11.4 |
| Monday | **11-24-14** | **Test #3: Topics from Sections 8.1-8.2, 9.1-9.3, 10.1-10.4, 11.1-11.4** |

## Final Exam and Additional Assignments

|  |  |  |
| --- | --- | --- |
| Day of the Week | Lecture Date | Activity/Section Covered |
| Tuesday | 11-25-14 | 4.1 Scatter Diagrams and Correlation |
| Tuesday | 11-25-14 | 4.2 Least-Squares Regression |
| Tuesday | 12-3-14 | Review |
| Final Exam Lab Schedule TBA | **Comprehensive Final Exam (All sections)** |

\*Note – 10.4 is a review section for all of chapter 10. Questions from this section may be included on assessments. \*Note – 11.4 is a review section for all of chapter 11. Questions from this section may be included on assessments.

## Grade Calculation

|  |  |
| --- | --- |
| Homework, Tests, Exam | Percent of Grade |
|  Lab Attendance | 5% |
| Homework/Quizzes | 20% |
| Chapter Tests (Average of 3 Tests) | 50% |
| Comprehensive Final Exam | 25% |
| Total: | 100% |

* Two of the lowest homework grades and one quiz grade will be dropped at the end of the semester.
* In the event you are not satisfied with one of your three chapter exam scores, you may ask your instructor for a retake. Only ONE retake on a chapter exam of your choosing will be granted.

## Grading Scale

Grades will be computed based on the following distribution. Grades are rounded up accordingly.

|  |  |
| --- | --- |
| 90 — 100% | A |
| 80 — 89% | B |
| 70 — 79% | C |
| 60 — 69% | D |
| Below 60% | F |

## Homework and Quizzes

All homework and quizzes will be assigned in MyLabsPlus. ([www.uta.mylabsplus.com](http://www.uta.mylabsplus.com)) All homework and quiz assignments will be available to you on the first class day.

* **NO late homework or quizzes will be accepted,** so watch the due dates on the MyLabsPlus calendar. You will receive a zero for any assignments not submitted.
* There is a homework assignment covering each section of material and there are 6 quizzes. Homework assignments are set for unlimited access up until the due date and you have 3 attempts per question, however you only have two attempts at each quiz which have a 45 minute time limit and must be completed once opened. Quizzes cannot be saved and resumed later.
* All homework assignments contain learning aids to help you through the material. Be careful not to become overly dependent on these aids or you may not perform well on the exams. You have three chances at a question per attempt. To gain access to the next attempt once a question is marked wrong; simply select the “similar exercise” button at the bottom of the homework screen. Quizzes are designed to check your knowledge retention and therefore do not contain the learning aids except in review mode once the quiz has been submitted.
* A Lockdown program for your browser is required for all quizzes. Be sure that you either complete your quizzes in the Math Computer Lab or that you have administrative rights to the computer you are using in order to install this program. The program is a free download and easily installed through the Browser Check.
* If you have trouble completing the assignments, please seek some form of tutoring and/or see your instructor for assistance.

## Extra Credit: Technology Assignments

This course contains three related concept assignments.  These assignments will reinforce work done by hand using technology and will count as bonus points on a chapter exam based on the percentage score earned on each assignment.  No more than 5 points can be earned on any given test.  Extra credit will be applied at the end of the semester and cannot apply to the final exam.

## Tests

There will be three online proctored chapter tests throughout the course of the semester. (Please reference the course schedule for exact dates.)

* All chapter tests are found within MLP and are comprised of questions that must be completed within 75 consecutive minutes. Tests cannot be opened, saved, and returned to at a later time.
* You may use one 3x5 index card with notes front and back, an approved calculator (no cell phones), approved formula sheets, and blank scratch paper which will be provided. No additional materials are allowed.
* The approved formula sheets are located in the back of your textbook in a foldout chart. These formulas pages will also be posted to blackboard.
* All exams are taken in the Math Computer Lab (PKH 308) on the UTA campus during your regularly scheduled lab time.
* You may not leave the room during an exam.
* Use of any unauthorized electronic devices or notes during an exam will result in a grade of ZERO.

## Final Exam

The final exam is a comprehensive, proctored exam containing material from all sections covered over the course of the semester. (Please reference the course schedule for exact dates.)

* The final is found within MLP and is comprised of questions that must be completed within 150 consecutive minutes. The final cannot be opened, saved, and returned to at a later time.
* You may use two 3x5 index cards with notes front and back, an approved calculator (no cell phones), approved formula sheets, and blank scratch paper which will be provided. No additional materials are allowed.
* The approved formula sheets are located in the back of your textbook in a foldout chart. These formulas pages will also be posted to blackboard.
* The final exam will be taken in the Math Computer Lab (PKH 308) on the UTA campus. Final exam dates will be announced at least one week prior to final exam week.
* Use of any unauthorized electronic devices or notes during an exam will result in a grade of ZERO.

## Strategies and Lab Rules

The primary methods for course content delivery will be lecture and lab work.

* All graded assignments are found within the MLP system.
* Lab participation is required and you are only allowed to work on MATH 1308 material while in the lab. Any violation of this rule will result in a student being asked to leave the lab and an absence will be recorded for that day. The lab time will give you an opportunity to obtain one on one tutoring and guidance for your homework and quizzes.
* Mobile phones and laptops are not allowed in the lab. Students must work on the designated computers with the Math Computer Lab.
* Students may continue to work through their homework and quiz assignments outside of the lab time since the MyLabsPlus program is accessible from any source with an internet connection.
* Students must login and have their MyMav ID upon entering and exiting the lab.
* No food or drinks are allowed in the lab.
* It is strongly recommended that you bring your textbook with you to the lab.

## Announcements: Found in *MyLabsPlus* and in *Blackboard*.

* Students are responsible for all information found in these announcements.
* Students should check for new announcements at least twice a week.

## Help for Students

* Lab Tutors – open lab times are available in addition to your class times. Visit <http://www.uta.edu/math/emporium/> for more information.
* Math Clinic – located in Pickard Hall 325, offers free daily help.
* Supplemental Instruction – information is found on the opening page of the Blackboard website.
* SOAR is a cost/share tutoring service Ransom Hall 205.
* Maverick Resource Hotline (817-272-6107).
* Online help: khanacademy.org.

## Software and System Requirements

Mozilla Firefox and Google Chrome are the recommended and supported browsers for this course. The course also has the following options for system requirements:

* Windows 8.0 or higher
* Mac OS x 10.8 or higher

If working outside the lab, students are encouraged to use the Browser Check on the initial page within the MLP system in order to check and/or update (free download) the following software requirements:

* Adobe Flash Player version 11.9 or higher
* Adobe Reader version XI or higher
* Pearson LockDown Browser for Windows version 1.0.5.16 or for a Mac version 1.0.5.05

# Course Objectives

## Learning Objectives and Outcomes

After completing the course, students should be able to demonstrate the following competencies:

1. Use statistical vocabulary and explain the use of data collection and statistics as tools to reach reasonable conclusions.
2. Recognize, examine, and interpret the basic principles of describing and presenting data, using tools such as frequency distributions and various graphs.
3. Compute, compare, and interpret summary data descriptions.
4. Compute and interpret empirical and theoretical probabilities using counting techniques and probability theory.
5. Explain the role of probability in statistics for both discrete and continuous random variables.
6. Examine, analyze, and compare various sampling distributions for both discrete and continuous random variables, including the normal distribution.
7. Describe and compute confidence intervals.
8. Perform hypothesis testing using statistical methods and interpret the results.
9. Solve linear correlation and regression problems.

## Course Competencies

1. To demonstrate competency in statistical vocabulary, the student should be able to:
	1. Use the proper terms to be able to communicate statistical ideas.
	2. Determine the difference between descriptive statistics and inferential statistics.
	3. Demonstrate an ability to understand the statistical terms that are commonly used in textbooks, newspapers, magazines, and on television and radio in society today.
2. To demonstrate competency in frequency distributions and graphs, the student should be able to:
	1. Organize a frequency distribution.
	2. Draw histograms, frequency polygons, and gives to illustrate data in frequency distributions.
	3. Interpret and draw other commonly used graphs including time series graphs, Pareto charts, pie graphs, and stem and leaf plots.
3. To demonstrate competency in data description, the student should be able to:
	1. Calculate and interpret common measures of central tendency such as mean, median, mode, and mid-range using both grouped and ungrouped data.
	2. Calculate a weighted mean.
	3. Calculate and interpret common measures of variability such as range, standard deviation, and variance for both grouped and ungrouped data.
	4. Calculate z-scores (standard scores), percentile ranks, and quartiles to determine the relative positions of raw scores in a data set.
	5. Apply Chebyshev’s Theorem to data sets in order to calculate expected proportion of outcomes in given intervals.
	6. Read and interpret percentile graphs.
	7. Calculate inter-quartile range and quartiles for data sets.
	8. Determine outliers for a set of data.
	9. Draw box plots for data sets.
4. To demonstrate competency in elementary probability theory and the use of counting rules to find probabilities, the student should be able to:
	1. Calculate probabilities by using sample spaces.
	2. Determine the complement of an event and to calculate the corresponding probability.
	3. Recognize the difference between classical, empirical, and subjective probability.
	4. Calculate probability using the addition rules.
	5. Recognize mutually exclusive events in order to correctly calculate the corresponding probabilities.
	6. Find the probability of two or more independent events.
	7. Find the probability of two or more dependent events.
	8. Apply the formula for conditional probability.
	9. Calculate probabilities using terms such as “and,” “or,” and “at least one.”
	10. Use tree diagrams as a counting technique.
	11. Calculate with counting techniques using multiplication rules.
	12. Recognize permutations and to count outcomes using permutation formulas.
	13. Recognize combinations and to count outcomes using combination formulas.
	14. Use counting rules to find probabilities.
5. To demonstrate competency in discrete probability distributions, the student should be able to:
	1. Construct a probability distribution for a random variable.
	2. Determine the mean, variance, standard deviation, and the expected value for a discrete random variable.
	3. Find the exact probability for x successes in n trials for a binomial experiment.
6. To demonstrate competency in the Normal Distribution, the student should be able to:
	1. Identify distributions as symmetrical or skewed.
	2. Identify the properties of the Normal Distribution.
	3. Find the area under the Standard Normal Distribution given various z values.
	4. Find probabilities for a normally distributed variable by transforming it into a standard normal variable.
	5. Find specific data values for given percentages using the Standard Normal Distribution.
	6. Use the Central Limit Theorem to solve problems involving sample means for large and small samples
	7. Use the normal approximation to compute probabilities for a binomial variable.
7. To demonstrate competency in confidence intervals, the student should be able to:
	1. Find the confidence interval for the sample mean.
	2. Estimate the confidence interval for the population mean.
	3. Find confidence intervals and sample size for proportions.
8. To demonstrate competency in hypothesis testing, the student should be able to:
	1. Understand the definitions used in hypothesis testing.
	2. State the null and alternative hypotheses.
	3. Find critical values for the z value.
	4. State the five steps used in hypothesis testing.
	5. Test means using the z test (introduce P-value method).
	6. Test means using the t test.
	7. Test proportions using the z test.
	8. Explain the relationship between type I and type II errors.
	9. Test the difference between two large sample means using the z test.
	10. Test the difference between two proportions using the z test.
9. To demonstrate competency in the concepts of correlation and regression, the student should be able to:
	1. Draw a scatter plot for a set of ordered pairs.
	2. Find the Pearson Product Moment correlation coefficient.
	3. Perform a hypothesis test to see if there is any significant positive or negative correlation.
	4. Find the equation of the regression line.
	5. Make predictions when an appropriate correlation exists.

# Course Policies

## Drop Policy:

If you withdraw from the course for any reason, you must follow University procedures. It is your responsibility to execute these procedures correctly and within the deadlines.  **Instructors are unable to drop students**. The Math Department Office can help with the withdrawal process. We strongly recommend that you drop the course if you are significantly behind in completing the required assignments. Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao>).

## Accommodations and Americans with Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA).* All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

## Title IX:

The University of Texas at Arlington is committed to upholding U.S. Federal Law “Title IX” such that no member of the UT Arlington community shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity. For more information, visit [www.uta.edu/titleIX](http://www.uta.edu/titleIX).

## Academic Integrity:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. This course includes a zero tolerance policy for academic dishonesty and students are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence. I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. **Students found guilty of cheating will receive a grade of “F” for the course.**

*"Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents’ Rules and Regulations, Series 50101, Section 2.2)*

## **Student Support Services:**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

## **Electronic Communication:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

## **Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

## **Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

## Emergency Exit Procedures:

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

## Emergency Phone Numbers:

In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. We further recommend that you enter the UTA Police Department’s emergency phone number into your own mobile phone. For non-emergencies, contact the UTA PD at 817-272-3381.

## **Student Intellectual Property Rights Statement:**

A student shall retain all rights to work created as part of instruction or using university technology resources.