

## Syllabus – Spring 2008

### DSCI2710: Data Description and Analysis

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**HLS Website:** [www.quantssystem.com/untbstat](http://www.quantssystem.com/untbstat) OR [www.hawkeslearning.com/untbstat](http://www.hawkeslearning.com/untbstat)  
**Course ID for HLS:** UNTBSTAT [You need this to register with the HLS website for the first time]  
**Online Courseware Website:** <http://tinyurl.com/2fwjs3> [For End-of-Chapter Online Quizzes]  
**Course Website:** <http://www.coba.unt.edu/itds/courses/dsci2710/dsci2710.htm>

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*“No one can become really educated without having pursued some study in which he (she) took no interest” – T. S. Eliot.*

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Office Hours	: <b>Th 1:00pm – 2:00pm, F 4:00pm – 5:00pm or by appointment.</b>		

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#### REQUIRED BOOKS

1. Introduction to Business Statistics, by Kvanli/Pavur/Keeling.  
**Comment:** The hard copy of this text will be used along with the electronic version available on the internet. To access the internet version, you will need to tear and fill out the PIN Code Access card inside the hard copy. At the end of each chapter, you will take an online quiz using your PIN number. These quizzes will be part of your final grade.
2. Business Statistics: Hawkes Learning, by James S. Hawkes of Hawkes Learning.  
**Notes:** (1) This software is required to complete the assignments that are equivalent to a substantial part of your grade. An individual copy must be purchased to obtain the certificate that allows logging into this software whether running it at home or on the COBA system. (2) We will give you a Hawkes Learning CD (no charge). To actually run the software you must purchase an access code. For those of you with a Visa or MasterCard, follow Option 1. If you don't have such a card, follow Option 2.  
  
Option 1: Go to <http://www.hawkeslearning.com> and select **get your access code > I do not have a license number (purchase an Access Code online)**. Select **Business Statistics** in the Hawkes Learning Systems Title box. Follow the screen prompts. You will not need to use Step 3 (below).  
Option 2: Purchase the box containing this software in the UNT Bookstore or wherever this software is sold on campus. This box contains the same CD given to you in class. Inside the box is a **software license number** that is necessary in Step 3 (below). Obtain your access code by using Step 3.
3. **Obtaining your Hawkes Learning Systems (HLS) access code:** Log on to [www.quantssystem.com](http://www.quantssystem.com), click on **get your access code**, and follow the instructions for **I have my License Number** by entering your coupon information. You will receive your code within minutes! If there is a 15 minute delay in receiving your code, contact Hawkes Learning at 800-426-9538 and they will be happy to assist you. **Be sure to enter your name exactly as the registrar at UNT has your name (e.g., no nicknames or newly-married names).**

## **ALTERNATIVE RESOURCES**

1. Study Guide for Introduction to Business Statistics, Kvanli/Pavur/Keeling

## **GOALS**

At the end of the course, you should:

1. have an increased appreciation for the use of statistics in business decision making,
2. be better able to select the appropriate statistical tool/methodology to aid in business decision making,
3. be able to use a computer spreadsheet program such as Excel to describe and analyze numerical data,
4. be better able to communicate in the language of applied business statistics,
5. acquire a more positive attitude towards business statistics,
6. be able to manipulate simple statistical formulae to solve non-verbal (numerical) problems,
7. have an enhanced ability to follow directions and instructions.

## **TEACHING METHOD**

1. You are encouraged to pay attention to commercials and news items in printed as well as audio-visual media to become aware of the wide use of statistics in our daily lives. To better assist you in understanding the use of these methodologies in business many of the class problems will be presented as simple business cases.
2. You should work the problems found in the textbook. In addition to the problems in the textbook, the Hawkes Learning Systems (HLS) modules are intended to assist you in better structuring the learning time you spend on practice problems.
3. You are encouraged to ask questions and to participate in class discussions on statistical methodologies and their applications.
4. You are required to complete the computer-based assignments and all tutorial assignments.

## **EVALUATION**

To demonstrate your ability to use quantitative techniques in business, you will answer exam questions based on short cases. Rather than being purely numerical, problems will be presented in word format. In addition, you will work on Excel case studies that require you to use an Excel spreadsheet program to analyze and describe real-world business data. By simulating real business problems and requiring you to communicate in writing, using the language of statistics, these evaluation instruments will reinforce the course objectives.

## GENERAL COMMENTS

1. Doing the assignments is essential to succeeding in this course. You are encouraged to keep up with the homework problems and check the answers provided in the back of the textbook.
2. You should not hesitate to ask questions in class. Usually someone else has the same question, so, by asking in class, everyone can benefit from your question.
3. Regular and punctual attendance for the **full** period of each class is expected. Anyone that must leave early should sit in the **back row** of the classroom. Absences and tardiness is likely to cause you to miss the presentation of significant material and generally results in a much lower grade.
4. You have the final responsibility for seeing that you properly withdraw before the scheduled last drop day. Anyone who stops attending class should execute the drop procedure since failure to do so may result in a grade of “F” which cannot be changed.
5. You are requested not to phone the ITDS department or the instructor for your final grade in the course. Anyone wishing to know his/her final grade early must provide the instructor with a postcard or self-addressed stamped envelope. Course grades are available electronically in the week following final-exam week.

## DSCI 2710 COURSE SPECIFIC POLICIES

1. **Homework:** Homework will be assigned and should be completed when due. However, only the Excel computer assignments are graded. Completing the homework is **critical** to learning the material and completing the exams on time. **You are expected to read and understand** the relevant sections of the textbook. *All reading material is testable, even if it is not emphasized in the lecture.*

**NOTE:** Part of your grade will consist of the end-of-chapter quizzes. To take a quiz, click on the **Study Guide**. The quiz is under **Chapter Assessments**. The first time you take the quiz, your score will be counted so be sure you are ready when you click on this.

2. **Computer Exercises:** Computer exercises using Excel will be assigned. **There will be quizzes on these Exercises to establish your point score.**
3. **Tutorial Exercises:** Fifteen tutorial exercises using the **Hawkes Learning Systems (HLS) modules** will be assigned. These are an important part of the course grade. You will not hand in anything here since the modules need to be registered online upon completion.
4. **Exams:** There will be three exams plus a final exam. The End-of-Chapter Online Quizzes and Hawkes Modules/Excel Quizzes each will be equivalent to one-half of an exam (100 points). All exams will be closed book. For each exam, you will be allowed to use a calculator, a formula sheet, and statistical tables.

Point Allocation:	
Exam # 1	200
Exam # 2	200
Exam # 3	200
(Low exam of # 1, # 2, # 3 will be thrown out)	-200
Final Exam (Cumulative)	200
End-of-Chapter Online Quizzes	100
Hawkes Learning Systems Modules	75
Online Excel Quizzes	25
<b>TOTAL</b>	<b>800</b>

5. **Grading:** Course average based on all components  
720+ = A  
640+ = B  
560+ = C  
480+ = D  
Below 480 = F

## STATISTICS LAB

1. A Statistics Lab. is available for students seeking additional help. Hours will be announced in class. The purpose of the lab is to assist students to overcome difficulties they may encounter in attempting statistics problems.
2. The statistics Lab is not available to aid students in taking online quizzes.
3. **(IMPORTANT)** The stat lab is especially busy right before exams. There is not enough staff to handle a surge of students and so you may not get the help you need. It is much better to visit the stat lab as homework questions come up and not wait until the last minute.

## DEPARTMENT & COLLEGE POLICIES

1. To be eligible for enrollment in upper level business courses, students should have completed Math 1110 and 1190.
2. If you wish to register a complaint, you should first discuss your complaint with your instructor. To further pursue your complaint, contact Dr. Al Kvanli (DSCI 2710 coordinator) at 940-565-3115, Office 302D in the COBA building. You can also contact Dr. Mary Jones, ITDS Department Chairman, but ONLY after discussing it with your instructor and Dr. Kvanli.
3. As a general rule **NO MAKE-UP EXAMS** will be given.
4. The University policy on Code of Conduct and Ethics is contained in the **Student Guidebook**. You are responsible for knowing the information contained in this and all other official University publications.
5. Students with Disabilities: The College of Business Administration complies with the **Americans with Disabilities Act** in making reasonable accommodations for qualified students with disability. If you have an established disability as defined in the "Act" and would like to request accommodation, please see me as soon as possible. My office hours and office number are shown at the top of this syllabus.
6. Dates of drop deadlines, exams, final exams, etc., are published in the university catalog and schedule of classes. Please be sure you keep informed about these dates.
7. **A grade of "I" will not be assigned except in very rare circumstances.** If you think you will not be able to complete the class satisfactorily, please drop the course. An "I" grade cannot be used to substitute your poor performance in class.
8. If a student is caught cheating, he or she will be immediately removed from the class with a "WF" grade. To be reinstated, the student must provide substantial evidence to the contrary in a hearing held in the Dean of Students Office, University of North Texas.

## DSCI 2710.001 SYLLABUS – SPRING 2008

The syllabus below is a tentative outline for the semester. It is meant to be a guide and several items are subject to change. Exams may be moved in time. Certain topics may be stressed more or less than indicated.

<i>Date</i>	<i>Topics</i>	<i>Sections in Text (Online Version)</i>
Jan. 17	Introduction to Statistics Descriptive Graphs <b>HLS: Request Password</b>	Chap. 1.1 thru 1.6 (1.1 thru 1.6) Chap. 2.1 thru 2.4 (2.1 thru 2.4)
Jan. 24	Descriptive Graphs Descriptive Measures Descriptive Measures	Chap. 2.5, 2.6 (2.5, 2.6) Chap. 3.1 thru 3.6 (3.1 thru 3.6) Chap. 3.8 (3.8)
Jan. 31	Trend and Seasonal Variation Index Numbers – CPI	Chap. 13.1 thru 13.6 (4.1 thru 4.6) Chap. 13.10 (4.10)
Feb. 07	<b>*** Exam # 1 ***</b>	<b>All sections listed above of Chapters 1 thru 3 (1 – 3), and 13 (4).</b>
Feb. 14	Probability Concepts	Chap. 4.1 thru 4.4 (5.1 thru 5.4)
Feb. 21	Discrete Prob. Distribution Binomial Distribution	Chap. 5.1, 5.2 (6.1, 6.2) Chap.5.3 (6.3)
Feb. 28	Poisson Distribution Continuous Prob. Dist.	Chap. 5.4 (6.4) Chap. 6.1 thru 6.4 (7.1 thru 7.4)
Mar. 06	The Normal Curve Inference & Sampling	Chap. 6.5 thru 6.7 (7.5 thru 7.7) Chap. 7.1, 7.2 (8.1, 8.2)
Mar. 13	<b>*** Exam # 2 ***</b>	<b>All sections listed above of Chapters 4 and 5 (5 and 6).</b>
Mar. 20	<b>No Class</b>	<b>Spring Break</b>
Mar. 27	Confidence Intervals <ul style="list-style-type: none"> <li>▪ for the mean (<math>\sigma</math> known)</li> <li>▪ for the mean (<math>\sigma</math> unknown)</li> </ul>	Chap. 7.3, 7.4 (8.3, 8.4)
Apr. 03	Determining Sample Size Quality Improvement	Chap. 7.5 (8.5) Chap. QI.1 thru QI.3 (9.1 thru 9.3)

<i>Date</i>	<i>Topics</i>	<i>Sections in Text (Online Version)</i>
Apr. 10	Control Charts Control Charts for Variables	Chap. QI.4 (9.4) Chap. QI.5 (9.5)
Apr. 17	<b>*** Exam # 3 ***</b>	<b>All sections listed above of Chapters 6 (7) and 7.1, 7.2 (8.1, 8.2)</b>
Apr. 24	Control Charts for Attributes Process Capability	Chap. QI.6 (9.6) Chap. QI.7 (9.7)
May 01	Review for final exam	
May 08	<b>*** Final Exam ***</b> <b>(Date and Time may change)</b>	<b>Comprehensive</b>

#### **TAKING ONLINE QUIZZES**

1. Get into the Hawkes software as usual (as though you were going to complete one of the 15 modules). At the bottom of the page, select **Web Test**. This will open the Web Test area. Select **Take Test** on the left side of the page. When a new window opens, select **Assigned Test** and **OK**. From the **Select a Test** menu, you can select the appropriate quiz.
2. These quizzes will not open until the scheduled time in the syllabus or as announced in class. Once you select the **Begin Test** button, the clock is running for the assigned time allotted for the quiz. **If you log off before completing the quiz, you will receive either a -0- or partial credit for the portion you did complete.** Therefore, get everything you need (e.g., hard copy of the Excel spreadsheets, calculator, textbook) **BEFORE** opening the quiz.
3. The date to take the Excel quiz is the date in the syllabus or the preceding day. For example, the date for Excel Quiz 1 is February 2. You can take the quiz on February 2 (all day) or anytime on February 1.
4. Be sure to turn off your firewall (if you have one) before starting the Excel quiz.

## ONLINE EXCEL QUIZZES

<i>Quizzes</i>	<i>Due Date</i>
Online Excel Quiz 1	02/01
Online Excel Quiz 2	02/08
Online Excel Quiz 3	02/29
Online Excel Quiz 4	04/04
Online Excel Quiz 5	04/25

## HAWKES LEARNING SYSTEMS (HLS) MODULES

	<i>Module</i>	<i>Due Date</i>
1	1.2 Level of Measurement	02/01
2	3.1 Measures of Center	02/08
3	3.3 Constructing Samples	02/10
4	5.1 Discrete Random Variables	03/06
5	5.2 Binomial Word Problems	03/08
6	5.3 Poisson Word Problems	03/08
7	6.2 Reading a Normal Curve Table	03/13
8	6.4 Find the Value of z	03/15
9	6.3 Normal Distr. Word Problems	03/28
10	7.3 Sampling Distributions: Means	04/03
11	8.3 Estimating Means: Sigma Unknown	04/05
12	13.1 R-Charts	04/25
13	13.4 Mean Charts Using Range	04/25
14	13.2 p-Charts	05/02
15	13.3 c-Charts	05/02

### NOTE

The next page of the syllabus contains instructions for registering a Hawkes Learning module online. All modules must be registered online, whether you complete the module in one of the UNT computer labs or at home. After completing a module and registering it, you check your HLS progress report. **You should print a copy of the progress report every time you complete a module.** This hard copy of the progress report can be used in case of need if the system fails/crashes. Late certification is accepted but at a **50%** penalty. Progress reports showing completion of a module may be used if the system errs in recording a module. The date on the progress report will be used to update the system. **No late assignments taken after 05/02.**

**Note:** If you have an internet connection while completing a module, the Hawkes Learning system should automatically register your module when you successfully complete the CERTIFY phase.

## **CERTIFY A HAWKES LEARNING SYSTEMS (HLS) MODULE ONLINE**

1. Either Save, Print, or Write down the Certification code you are given at the end of the lesson.
2. Go to <http://www.quantssystem.com/untbstat>. Enter the Access Code using one of the methods listed on the page.
3. Select your instructor from the drop down menu (only have to do this once)
4. Select your section from the drop down menu (only have to do this once)
5. The next page will be your online progress report. At the top of the page is a button labeled "Register a lesson certificate". Click on that button.
6. Select the lesson name that you registered in from the drop down list on the next page.
7. Either type in your Certification code or load it from where you saved it. Click the OK button.
8. You will be shown a page that tells you whether the Certification code was valid or not and will give you the opportunity to enter another certification code for a different lesson if the code was correct or for the same lesson if the code was incorrect.
9. After registering the code(s), you can view your progress in the class by clicking on the button labeled "Progress Report". **You should print this Progress Report every time you register a module.**

## **DSCI 2710 WEB SITE**

<http://www.coba.unt.edu/itds/courses/dsci2710/dsci2710.htm>

This site contains

- Course syllabus
- Excel data sets used in the Excel assignments
- Power Point slides for each chapter
- Link for registering the Hawkes Learning Systems (HLS) modules.

## EXCEL ASSIGNMENTS FOR ONLINE EXCEL QUIZZES

### *Excel #1 – Due Feb. 01*

Retrieve the data for problem # 3.45 (page 83) using Data Set EX3-45.xls from KPK. **Ignore the questions in the exercise** and answer the following questions.

- Produce two histograms, using two different class widths.
- Do you agree with the statements that less than one percent of the minimum balances exceed \$30,000? Why or why not?
- Determine the descriptive statistics using Excel's **Tools > Data Analysis > Descriptive Statistics**.
- Give a reason why the distribution is skewed (if it is) and in which direction. **Be sure to use the Pearson measure of Skewness, not the excel measure of Skewness.**

### *Excel #2 – Due Feb. 08*

Retrieve the data for problem #13.87 (page 597) using Data Set EX13-87.xls from KPK. Ignore the questions and answer the following questions. **Note: The name of the online data set is EX4-87.xls.**

- Using the Excel macros, what are the seasonal indexes and trend line?
- What are the cyclical components for the year 2001?
- What do you observe in the data?

### *Excel #3 – Due Feb. 29*

Use the binomial function to answer the following problems. Suppose a shipment of 400 components contains 52 defective and 348 non-defective computer components. From the shipment you take a random sample of 20. When sampling with replacement (binomial), determine the probability of obtaining:

- Exactly two defective components in the sample of 20.
- Two or more defective components in the sample of 20.
- Three or less defective components in the sample of 20.
- Between one and three (inclusive) defective components.
- More than four defective components.
- What are the mean and variance of this discrete probability distribution?

For the binomial answers, construct the entire sample distribution:

<u>X</u>	<u>P(x)</u>
0	0.xxxx
1	0.xxxx
2	0.xxxx
.	
.	
.	
20	<u>0.xxxx</u> 1.0000

***Excel #4 – Due Apr. 04***

- a. Use data set EX7-20.xls to determine 95% confidence interval for the mean luggage fee assuming the population standard deviation is \$11.60. You can ignore the questions within the problem. **Note: The name of the online data set is EX8-87.xls.**
- b. Suppose in part (a) that the population standard deviation is not known. Now what is the 95% confidence interval for the mean luggage fee?

***Excel #5 – Due Apr. 25***

Using the data set QI-31.xls (discussed in Exercise QI-31), construct the Xbar chart and the R chart. Also, look for patterns in the Xbar chart. Does the process appear to be in control? What are your recommendations? **Note: The name of the online data set is EX9-31.xls.**

## Student Getting Started Directions

### TO PURCHASE THE SOFTWARE (an Access Code) FOR YOUR COURSE

1. Go to [www.hawkeslearning.com](http://www.hawkeslearning.com) and click on **get your access code**.
2. Under the heading, I do not have a License Number; click the link to [purchase an Access Code online](#).
3. Choose the product you need from the dropdown list.
4. Choose pay with Credit Card.
5. You will be taken to a secure site, where you will be asked to enter your credit card information. Please note that the address information **MUST** match the billing address of the credit card.
6. After your credit card information has been verified, you will be taken to a page where you will request an Access Code by entering your name, school, and email address.
7. Upon submitting the Access Code request, your Access Code will be emailed to you as well as displayed on the screen.

### TO INSTALL THE SOFTWARE AT HOME

1. Place CD #1 in the CD-ROM drive. (CD#1 is the only CD needed for the installation.)
2. Double-click on the **My Computer** icon.
3. Double-click on the CD-ROM drive (has a picture of a CD-ROM disk).
4. Double-click on Setup.exe.
5. Follow the on-screen instructions.
6. You will be prompted for a **Course ID**.
  - **If you have internet access**, select “Yes, the Course ID is:” and enter [UNTBSTAT](#) in the box provided.
  - **If you do not have internet access**, select the option that says “No, I will not be accessing an online progress report from this computer.”

### TO ENTER THE SOFTWARE AND SAVE YOUR ACCESS CODE

1. Double-click on the purple diamond icon on your Desktop (or go to Start, Programs, Hawkes Learning Systems).
2. Enter your access code when prompted. You may type it, paste it, or load it from a disk (if you saved it from e-mail) by clicking the “F1-Load From Disk” option and browsing to the path where you saved it. If you type or paste your access code, you will be prompted to save it. Save your access code to a floppy disk or another option to avoid typing it each time.

### TO ENROLL IN YOUR INSTRUCTOR’S GRADEBOOK

1. **If you have internet access** and have entered your Course ID (which is [UNTBSTAT](#)), you will automatically be asked to enroll in your instructor’s gradebook the first time that you log in to the software. Choose your instructor’s name and the correct section from the pull-down menus.
2. **If you do not have internet access** on the computer where the software is installed, you will need to enroll in your instructor’s gradebook by going to [www.hawkeslearning.com/UNTBSTAT](http://www.hawkeslearning.com/UNTBSTAT). After entering your Access Code, you will be prompted to choose your instructor’s name and the correct section from the pull-down menus.

## TO CERTIFY (DO YOUR ASSIGNMENT IN THE SOFTWARE)

1. The **Certify** option is where you will complete your assignment.
2. After certifying, you will be given a certification code (this verifies that you completed your assignment). It is recommended that you print and/or save your certification code.
3. **a. If you have internet access**, you should receive a message that says your certificate has been submitted in your instructor's gradebook. You are now done with that assignment! If you do not receive this message, follow the directions under "b."  
**b. If you do not have internet access**, you will need to save the certification code file to a disk and upload the saved file from your disk on the internet from campus to get credit for your assignment in your instructor's gradebook. To do this,
  - go to [www.hawkeslearning.com/UNTBSTAT](http://www.hawkeslearning.com/UNTBSTAT) and log in using your access code
  - click the [Submit Certificate\(s\)](#) link
  - select the Lesson Name from the drop down list. Load your certification code from a disk and click OK. Your certification code is now submitted!
  - you need to perform these steps after you Certify to get credit for each of your assignments

## LAST BUT NOT LEAST

1. **Be sure you submit your Certification Code ON or BEFORE the due date to get credit for the assignment.**
2. See [www.hawkeslearning.com](http://www.hawkeslearning.com) or Phone HLS at 843-571-2825 for help.
3. **Remember:** The course ID is UNTBSTAT.

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**STATEMENT OF UNDERSTANDING OF DSCI 2710-001 POLICIES AND PROCEDURES**

1. I have read the COURSE SYLLABUS and DSCI 2710-001 Policies and Procedures.
2. Any changes made to the Course Syllabus (e.g., change of deadlines, addition or deletion of course materials, etc.) will be announced in class only. I have the final responsibility for knowing such changes if I miss the class or part thereof, or DO NOT pay attention while such changes are announced.
3. I understand that the instructor has the right to remove me from a class session or from the course with an "F" if I demonstrate an act (e.g., gossiping, making noise, creating disturbance, etc.) deemed inappropriate for the classroom environment.
4. I understand that if the final exam can not be held because of the closure of the university due to reasons such as inclement weather, my final grade may be determined based on the other exams, assignments, and quizzes.

I agree to abide by the COURSE SYLLABUS and the above acknowledgement.

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(Your Signature)

(Print Your Name)

(Today's Date)

PLEASE SIGN YOUR NAME ON THE ABOVE LINE EXACTLY THE WAY THAT YOU WILL SIGN ON EACH EXAM.

(Student's Copy)

## ETHICAL BEHAVIOR IN ITDS CLASSES

The ITDS Department expects its students to behave at all times in an ethical and legal manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, both IT and Decision Science professionals frequently handle confidential information on behalf of their employers and clients. Thus employers of BCIS and DSCI graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization.

Academic dishonesty is a major violation of ethical and legal behavior. The ITDS Department defines academic dishonesty as claiming the work of others as your own, or using illegal or unapproved means to raise your grade in a class. Examples include: copying answers from another person's paper; using unapproved notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

**The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Consequently, there will be in-class testing to validate all major assignments you complete out of class. This may be accomplished by examination, oral reports, individual interviews or any other means your professor may deem appropriate. Further, the student grade for academic dishonesty in ITDS classes is an immediate "F" for the course involved and referral of the case to the COBA Academic Advising Office.**

By my signature below, I attest that I understand the above policy. I will behave ethically in this class, and will encourage my classmates to behave ethically. I also understand that I have a moral responsibility to report to my instructor any suspected case of academic dishonesty in this class.

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On the line above, please print your name and give your signature.

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On the line above, please give your student ID number, and provide today's date.

(Student's Copy)

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(Print Your Name)

(Today's Date)

PLEASE SIGN YOUR NAME ON THE ABOVE LINE EXACTLY THE WAY THAT YOU WILL SIGN ON EACH EXAM.

(Instructor's Copy)

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Academic dishonesty is a major violation of ethical and legal behavior. The ITDS Department defines academic dishonesty as claiming the work of others as your own, or using illegal or unapproved means to raise your grade in a class. Examples include: copying answers from another person's paper; using unapproved notes during an exam; copying computer code from another person's work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

**The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Consequently, there will be in-class testing to validate all major assignments you complete out of class. This may be accomplished by examination, oral reports, individual interviews or any other means your professor may deem appropriate. Further, the student grade for academic dishonesty in ITDS classes is an immediate "F" for the course involved and referral of the case to the COBA Academic Advising Office.**

By my signature below, I attest that I understand the above policy. I will behave ethically in this class, and will encourage my classmates to behave ethically. I also understand that I have a moral responsibility to report to my instructor any suspected case of academic dishonesty in this class.

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On the line above, please print your name and give your signature.

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On the line above, please give your student ID number, and provide today's date.

(Instructor's Copy)