

January 2, 2012

Welcome! Let me introduce myself, I am Mike Marzinske and I will be your instructor for Math 1103-99 this semester. I want to share a couple of basic pieces of information with you regarding some things that you need to know about this course and about getting the correct course materials. I will be referring to some already existing materials so please follow up with these requests. If you have any questions --- PLEASE CONTACT ME AND ASK!

About the Course:

Math 1103-99 is an online section of Introduction to Statistics which is equivalent to the traditional sections offered on campus. This section is conducted entirely online except for four exams: two 1.5-hour midterm exams, one 1-hour Minitab final exam, and one 2-hour comprehensive final exam that will all be administered on campus. Students who live more than 50 miles from campus or have a legitimate reason have the option to take their tests with a proctor in an approved location. If this applies to you, contact me now so that I can give you instructions for finding suitable options for a proctor and testing location in your area (such arrangements must be **mutually agreed upon!**). Dates and times for the exams are listed in the class schedule (calendar), and students will be notified regarding the testing room in advance.

The semester officially begins on Monday, January 9. There are multiple assignments due by the end of that week. Although the assignment schedule shows the work on particular days, you have freedom within the week to do the work when it best fits your schedule. However, the work for the week should be completed by Saturday evening of that week.

Currently copies of the syllabus, homework assignments, a schedule (calendar), and a "Getting Acquainted Assignment" (which requires the activation of some basic electronic accounts) are posted on my D2L course website. I also have a copy of the "Getting Acquainted Assignment" on my open faculty website, <http://faculty.inverhills.edu/mmarzin>. I strongly recommend that you read through each of these documents.

Instruction on course objectives, concepts and procedures will be provided by streamed video lectures and by reading the text book. Instruction for Minitab (a required statistical software program) is provided by streamed video demonstration "labs" that I have created. Proficiency in solving problems is learned by doing a variety of exercises from the textbook and MyStatLab software by hand, calculator and in some cases using Minitab. The interactive software provides helpful feedback, hints, steps, examples, and references to specific pages in the text when a wrong answer is entered. Also, students will be allowed to work in a small group, if desired, during the semester on graded Minitab multiple-chapter assignments prior to exams.

Getting the right course materials:

You can purchase all your materials at the Inver Hills Bookstore either in person or online at <http://www.inverhillsbookstore.com>. For the online option, the materials must be shipped so if you use this option, be sure to order early. If you purchase the materials in person, be sure to get the correct text package and correct course pack since there are *similar but different* text packages and course packs for the traditional sections. If you don't see what you need on the shelves, ask someone on the bookstore staff to help you. Sometimes the course packs need to be ordered from the copy center as individual requests are made. The following materials are required.

1. A **Math 1103-99 Course Pack** (Instructor Mike Marzinske) is required. This course pack contains the Minitab demonstrations, Minitab homework and solutions.
2. A **statistical scientific calculator** capable of doing two-variable statistics is required. You also need to have the original manual for your calculator that explains how to perform the various

statistical calculations. If you have a calculator, but are uncertain if it will work for this class, check the manual to see if there is a section for statistics. If you are still uncertain, ask me before purchasing a new calculator. If you plan to purchase an inexpensive calculator (less than \$20), the Texas Instrument 36X works well for statistics, but most scientific calculators will be sufficient. If you want to purchase a more expensive graphing calculator, I recommend either Texas Instruments 83 Plus or 84 Plus because directions for their use are provided throughout the text and there are two excellent graphing calculator resources in MyStatLab including a manual written as a companion to our text as well as video tutorials for topics throughout the text.

3. The **textbook package** contains all six component pieces from the publishers including the *Elementary Statistics* textbook, 11th edition, by Mario Triola, the **Student Solutions Manual**, the software package **MyStatLab access code**, the student version of **Minitab 14** software, the Triola **Minitab Manual/Workbook**, and the complete **CD video lecture series** for the textbook. If you purchase the items separately (even used), it usually will end up costing you more than the total package bundled with a new textbook. Also, the two software packages must be unused in order for the licenses to be valid. For a less expensive option you may use an online text, see Note 1 below.

Note 1: As an option to the textbook bundle (#3 above), students may opt to purchase the stand-alone MyStatLab software package which has links to the online textbook and online textbook homework in lieu of the hardcover text package. The stand-alone software can be purchased online at <http://www.pearsonmylabmastering.com> > Student > Register and then follow the instructions (currently \$82). **YOU WILL NEED TO OPEN THE MYSTATLAB REGISTRATION FILE** on D2L for course ID info. Also, if you choose this option instead of the textbook bundle, you will also need to rent a fixed-time single-user licensed copy of **Minitab (version 16)** (currently \$29.99) from www.onthehub.com (unless you do all of your Minitab work on campus computers for free). This online text option does include electronic access to the Minitab student manual. This online text option also does not include the student solutions manual or the CD video lectures, however, the video lectures can be streamed through the MyStatLab website with a decent web connection and some solutions are also available online in the software. If you use the online text package, you still need to purchase the course pack and have a scientific calculator capable of doing statistics.

Note 2: For those of you who have a TI-83/84, there is one oddity about the calculator that should be taken care of right away. Go to the Catalog, just above the 0 button. Scroll down to Diagnostic On and hit Enter. Then hit Enter again. Once you've done this, Diagnostics will be on permanently.

If you have any questions after reading this information and reviewing the course materials on my website, please contact me. Please check the D2L site for weekly updates and messages. I will send a "welcome to the class" e-mail that will include reminders of what to do during the first week of class to get started. I look forward to working with you this semester and I hope that you have a fun, practical, and interesting journey into the world of statistics. Please let me know if I can help you in any way.

Sincerely,

Mike Marzinske, IHCC Math Instructor

E-mail: mmarzin@inverhills.edu

Faculty website: <http://faculty.inverhills.edu/mmarzin>

Phone: 651-450-3384 (leave a voice message)

Install software, plug-ins, and players: Complete as soon as possible [Note: most of these are components of your “Getting Acquainted Assignment” posted online].

A. **Register & enroll in MyStatLab software:** To get set up in the software, you need three things in addition to a valid e-mail address:

1. The course ID is **marzinske27389** (no space between my name and the numbers),
2. The **Student Access Code** is under the removable strip in the software package.
3. A set of instructions can be found on my D2L course website under the ‘Content’ menu.

Note: When registering/enrolling in the software, user names must be unique. If the name you enter has already been taken, the program gives you another suggestion usually with a number attached. Whatever user name is accepted by the program should be written down and stored in a safe place so that you can refer to it if necessary. MyStatLab allows you to enter your own personal e-mail address. If your personal e-mail address changes during the semester, be sure to change it in the software so that you will get all of my communications. Although I will be using the D2L e-mail system as the primary means of communication after the semester begins, I could still use the MyStatLab e-mail system as a backup should we experience difficulty with D2L. Your campus-issued e-mail account is the college’s official means of communicating and is the address that will be used in D2L. To simplify matters, it would be better to activate the student campus e-mail account and enter that address when registering in MyStatLab software. Be sure to check your campus e-mail account at least twice per week and more frequently before test dates.

B. **Install Plug-ins & Players:** Do the plug-in installations as soon as possible so that you will not be held up by technical issues when the course is ready to begin (your first online homework assignment is due January 12th). Most students do not have difficulties, but for those who do, it takes time to resolve.

1. Turn off any pop-up blocker software prior to logging into MyStatLab every time. Some computers have multiple pop-up blockers. If you miss one, somewhere in the process, you may be prompted to “allow pop-ups for this site” or you may be prompted whether or not to allow a particular pop-up. The software cannot run correctly until you allow the pop ups. You can turn the pop-up blocker on again when you finish your software sessions.
2. Log into MyStatLab (www.pearsonmylabmastering.com).
3. Select the course and then select the **Browser Check** button to download and install a number of plug-ins & players. You will be given an option to check if each is already installed on the computer and then you will be given an option to download and to install or just go on to the next step. Follow the on-screen instructions.
4. If you have trouble with any of the installations, there is a link to **product support** on the first page of the installation wizard that has information regarding a number of possible issues including dealing with multiple pop-up blocker programs. To speak with customer technical support, call toll free 1-888-433-8435, M-F, 8AM-5PM CST.

C. **Install Minitab** from the CD in your text package according to the instructions or if you chose to use the online textbook, then download a limited-time single-user licensed copy of Minitab 16 from www.onthehub.com/minitab (options currently starting at \$29.99). If you plan to use Minitab on campus, the computers in the Math Center or first floor Library have the program loaded and should be ready to go.

Verify that communication tools work between you and me:

A. **Download, read, print and save documents:** Recommended document file types for online courses are Microsoft Word (doc extension), rich text format (rtf extension) and plain text (txt

extension). When you type a document, use the “save as” option and choose from the file types in the drop-down box. A **Word** document is posted on my *faculty web site* for Math1103(Online) that is called “**Getting Acquainted Assignment**” and is also posted on the course D2L website under ‘Content’. 1. Go to <http://faculty.inverhills.edu/mmarzin> > Math1103(Online) and download “Getting Acquainted.doc”. 2. Open the document and type in your responses. 3. Print the document. 4. Save it to your computer using the file name **GA yourname.doc** (GA for getting acquainted). If I were naming the document, it would be **GA mikemarzinske.doc**. Remember where you save the file so that you can retrieve it for part B below.

If any part of the document is not readable or does not print, then please contact me and I can try to post it in either a rtf or txt format. If you use one of these other file formats, then use the appropriate extension in place of .doc when naming and saving the file. Most students will be using Word documents, but I will make other file formats available if needed by anyone in the class. Be sure to let me know on the *Getting Acquainted* document what file format you prefer.

B. Send a document via the D2L Drop Box:

1. Activate your D2L account (and other accounts): www.inverhills.edu/accounts
2. Log into your D2L account: Go to www.inverhills.edu > Click on the **Students** tab> Under the **Online Services** click on **D2L**. Our D2L course site will be visible when we can access it.
3. Send me the completed **Getting Acquainted** document using the D2L drop box during the first week of class. Upon completion of this activity, you will know what to do when sending answer documents or project files for graded Minitab assignments. And I will be sure that I can open and read documents that you send to me via the drop box.

If there are any technology issues affecting communications between you and me involving downloading, opening, reading, saving, sending or printing documents, we need to have that worked out as soon as possible since homework will be due during the first week of the course.

C. Send & receive E-mail communications:

1. Activate your Inver Hills account. Go to www.inverhills.edu/accounts/
2. Send me an e-mail from the campus-issued account to mmarzin@inverhills.edu. In the subject line put *1103-99 with your name*. For example, my subject line would be **1103-99 mike marzinske**. In the body of that e-mail include your phone number(s) with suggested times that you most likely will be working on the course during the semester and you can let me know if you have an alternate e-mail address. I will save them on my computer for a quick reference.

When I respond to the campus e-mail, it will go to your campus e-mail account. If we ever have the need to communicate through the MyStatLab e-mail, any response from me will be forwarded to whatever e-mail account used when you registered in the software (again preferably the campus account). Please contact me directly by phone 651-450-3384 and leave a message if you do not get a response from me. I plan to communicate with you via the D2L e-mail system (which utilizes your campus e-mail account) after the semester begins and the college sends all official communications to this campus account. Please check these accounts at least twice per week.