



August 1, 2010

To all Math 1103-99 Students:

This letter is to introduce myself as your instructor for Math 1103-99 this fall as well as to provide information for how to get started in the course. Course documents and information needed prior to the beginning of the semester is posted on my IHCC faculty website. After that it will be posted only in D2L (our course management system).

About the Course:

Math 1103-99 is an online section of Introduction to Statistics which is equivalent to the traditional sections offered on campus. Section 99 is conducted entirely online except for four exams: three midterm exams and one 2-hour comprehensive final exam that will all be proctored on campus. Students who live at least 45 miles from campus have the option to take their tests with an approved proctor off campus, but it must be arranged at the beginning of the semester. If this applies to you, contact me within the first two weeks so that I can give you instructions for finding a suitable proctor and a testing location in your area. Dates and times for the exams are listed in the class schedule (calendar), and all students will be notified regarding any room changes via student e-mail prior to the exam dates.

To get set up and to begin the course, follow these instructions:

1. Go to <http://faculty.inverhills.edu/nlange> and then select the 1103-99 tab. Read **1103-99 General Information**.
2. Read the *syllabus* and then print the *homework* and *schedule* (calendar).
3. Print the **Technology Setup Instructions**. Follow instructions to set up all required student accounts at the beginning of the first week or before so that you can begin the course on time. Instructions are also on that document to complete the first graded assignment by the stated deadline to receive full points (See *Get Acquainted* assignment 23 pts).
4. Watch the **Intro to Stats** instructor's video to get a brief orientation to the various technologies in the course. The video was made last fall, and there is one change since then. We now use the @go.inverhills.edu e-mail system rather than metnet.
5. Log into D2L and open Math 1103-99. On the upper menu bar, click *Content* to see the folders available. Click on *Week-by-week* to read the specific **First Week** instructions for readings in the text, homework, and assignments. I plan for *D2L to be open by August 18*.
6. Take some time during the first week while in D2L to check out other folders in the *Content* menu items so that you know what is available and where to look for it.

I look forward to working with each of you. Learning statistics is practical, fun, interesting and moderately challenging. Please let me know if I can help you in any way.

Sincerely,

Nancy Lange

Nancy Lange, IHCC Math Instructor
Office: Library 239, Phone 651-450-3395
E-mail: nlange@inverhills.edu