MOS 2242A Statistics for MOS
Course Outline: Section 001 / Fall 2016

1. Course Information

1.1 Class Location and Time

Day & time: Friday 9:30am-12:30pm (3.0 hours)
Location: SSC 3014

1.2 Contact Information

Instructor: May Tajima, PhD
Office: SSC 4415
E-mail: mtajima@uwo.ca
Telephone: 519-661-2111, ext. 87619

DAN Management and Organizational Studies strives at all times to provide accessibility to all faculty, staff, students and visitors in a way that respects the dignity and independence of people with disabilities. Please contact the course instructor if you require material in an alternate format or if you require any other arrangements to make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext 82147 for any specific question regarding an accommodation. More information about "Accessibility at Western" is available at: http://accessibility.uwo.ca

1.3 Office Hours

Regular office hours [SSC 4415]

−   Wed. 12:00-2:00pm
−   The regular office hours will be held between the first day of classes, September 8, and the last day of classes, December 7

Test office hours [SSC 4415]:

−   For Test 1 (Fri., Sep. 23): Wed., Sep. 21, 12:00-2:00pm & Thu., Sep. 22, 1:30-2:20pm
−   For Test 2 (Fri., Oct. 14): Wed., Oct. 12, 12:00-2:00pm & Thu., Oct. 13, 1:30-2:20pm
−   For Midterm Exam (Fri., Nov. 11): Wed., Nov. 9, 12:00-2:00pm & Thu., Nov. 10, 1:30-2:20pm
−   For Final Exam: The office hours will be set after the exam date is released by the Registrar's Office.

Other meeting times are available by appointment.

1.4   Additional Assistance

Tutor Referral Service
- Offered by the Department of Statistical & Actuarial Sciences
- http://www.stats.uwo.ca/modules/undergraduate/wrap.php?id=28
- DAN Department and the instructor do not maintain a list of tutors

1.5   Means of Communications

From the instructor to students:
- In-class announcements
- Western e-mail
- OWL announcements

From students to the instructor:
- Brief in-person discussion before/after class
- Office hours
- Western e-mail

1.6   Late registration

The first test in this course/section is scheduled during the third lecture (i.e., 2 weeks after the first lecture). Hence, late registration into this course/section, which results in **missing** the first and/or second lecture, is **not recommended**.

2.   Calendar Description

2.1   Course Description

The purpose of this course is to introduce students to quantitative decision making skills, with an emphasis on analysis techniques in the business world. Topics include: descriptive statistics, probability, hypothesis testing, analysis of variance, correlation and regression, time series forecasting, and survey techniques.

3 lecture hours, 0.5 course

Antirequisite(s): Biology 2244A/B; Economics 2122A/B, 2222A/B; Geography 2210A/B; Health Sciences 3801A/B; Psychology 2810, 2820E, 2830A/B, 2885; Social Work 2205; Sociology 2205A/B; Statistical Sciences 2035, 2037A/B if taken before Fall 2010, 2141A/B, 2143A/B, 2244A/B, 2858A/B and the former 2122A/B

Prerequisite(s): 1.0 course or equivalent from Calculus 1000A/B, 1100A/B, 1301A/B, 1501A/B; Mathematics 1225A/B, 1228A/B, 1229A/B, 1600A/B; and enrolment in BMOS

2.2   Senate Regulations

Senate Regulations state, "unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

3. Textbooks

Business Statistics in Practice (3rd Canadian ed.)

Business Statistics in Practice (3rd Canadian ed.)

Bowerman, Aitken Schermer, Johnson, O'Connell & Murphree (2014)

McGraw-Hill

ISBN 978-0-07-133960-5

- Required
- No need to bring the textbook to every lecture
- Purchasing options: (1) Print book + (2) eBook, which can be purchased directly from the publisher's web site, http://www.mheducation.ca/highereducation/products/9781259067150/connect+with+learnsmart+%7C%7C+smartbook+online+access+for+business+statistics+in+practice/
- eBook option comes with Connect (premium online resources); you need to register for it from the following link: http://connect.mheducation.com/class/m-tajima-self-study
- Some free online resources are available for everyone from: http://highered.mheducation.com/sites/0071339604/student_view0/index.html
    o The free online resources include Student Solution Manual containing the solutions to odd-numbered textbook questions

Custom Course Book **#M11475**

Tajima, M.

- Bring to **every** lecture
- This slide book does not define what is covered in exams. See Section 5.1 ("Exam Information") for exam coverage information.
- Available for purchase from the Book Store (UCC, lower level)
- If the custom course books run out, the Book Store will **print more on demand**; look for a **voucher** for #M11475 and bring it to a cashier.

4. Course Objectives and Format

4.1 Course Objectives

Rooted in principles of the **evidence-based management (EBM)**, this course will focus on enhancing students' ability to obtain and evaluate statistical evidence, which is critical for making a variety of business decisions and policies.

4.2 Course Format

The course format will consist of lectures. It is expected that students will attend all lectures.

Students are strongly encouraged to participate in the classroom discussion. Private discussions that are distracting to others will not be tolerated; and those involved in the distracting private discussion will be asked to finish the conversation outside of the classroom.

- If students miss a lecture for any reason, it is their responsibility to **catch up on their own by reading the corresponding textbook sections and doing the corresponding end-of-section exercise** questions in the textbook.
- In order to encourage the lecture attendance, the details of the worksheets in the lecture slide book will be **completed during the lecture only** and will not be available outside of the lecture. However, most of the final answers are already provided on the worksheets.

4.3   Learning Outcomes

– Ability to conduct a hypothesis test and determine the difference between a one-tailed test and a two-tailed test (using the cumulative normal table) for when the population standard deviation is known and when it is unknown
– Ability to list the statistics that appear in an ANOVA and a regression results table and understand how they are computed
– Ability to define when a time series represents a trend, a seasonal pattern, or a cyclical pattern, or is irregular and explain the resulting confidence intervals
– Ability to compute the degrees of freedom and examine the significance of the chi-square test statistic

5.   Evaluation

There are 4 exams in this course:

– Test 1 = 10%
– Test 2 = 20%
– Test 3 (midterm) = 30%
– Test 4 (final exam) = 40%

The Dan Program has a grade policy which states that for courses in the 2000 range, the class average must fall between 65% and 72% for all sections of a course taught by the same instructor in that semester. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or the Chair. Class averages are not grounds for appeals.

5.1   Exam Information

All exams are **multiple choice** in format, and are **closed book** (i.e., students are not allowed to use their own formula sheets, crib notes or scrap paper during the exam).

Exams are **not cumulative** of previous exam coverage. Hence, students are required to write all four exams in this course.

The coverage for 4 exams is defined by the **textbook sections** (not by the lecture slide book). See the table below for which sections are covered in each exam (under "Section Coverage").

Note: the first test in this course/section is scheduled during the third lecture (i.e., 2 weeks after the first lecture). Hence, **late registration into this course/section is not recommended**.

	Test 1 (in-class)	Test 2 (in-class)	Midterm (in-class)	Final Exam (during exam period)
% of course grade	10%	20%	30%	40%
Date	Fri., Sep. 23	Fri., Oct. 14	Fri., Nov. 11	Set by the Registrar's Office (during Dec. 10-21)
Time	9:30-10:30am (1.0 hour)	9:30-11:00am (1.5 hours)	9:30-11:30am (2.0 hours)	Set by the Registrar's Office (2.0 hours)
Location	SSC 3014	SSC 3014	SSC 3014	Set by the Registrar's Office
No. of chapters	3	4	3	4
Chapters covered	Chapters: 1, 2 & 3	Chapters: 4, 5, 6 & 9	Chapters: 7, 8 & 14	Chapters: 10, 11, 12 & 16
Section covered (**exam coverage**)	Sections: 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.7, 2.8, 3.1, 3.2	Sections: 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 6.1, **8.1 (pp. 261-263 only)**, 9.1, 9.2	Sections: 7.1, 7.2, 7.3, 7.4, 7.5, 8.1, 8.2, 8.3, 8.4, 14.1, 14.2	Sections: 10.1, 10.2, 10.4, 11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 11.10, 11.11, 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 16.1, 16.2, 16.6, 16.7
No. of multiple choice questions	20 (7 questions from Ch. 1; 7 questions from Ch. 2; 6 questions from Ch. 3)	20 (5 questions from each of 4 chapters covered)	30 (10 questions from each of 3 chapters covered)	40 (10 questions from each of 4 chapters covered)
Exam total mark	1 mark per question = Total 20 marks	1 mark per question = Total 20 marks	1 mark per question = Total 30 marks	1 mark per question = Total 40 marks
To be provided on exam paper	- No tables provided - No formulas provided	- Table A.3 - Table A.5 - No formulas provided	- Table A.3 - Table A.5 - Table A.18 - 4 formulas provided (see p. 67 of the lecture slide book)	- No tables provided - Some (**not all**) formulas will be provided (see pp. 113-114 of the lecture slide book)

Type of questions	Each exam will have **both** conceptual and calculation questions.
	   – Definitions/descriptions of terminology, theoretical concepts, analysis methods/procedures, formulas, assumptions, distributions, degrees of freedom, etc.
	   – Graphs and charts: definitions, descriptions, components, process/method of building a graph/chart, interpretation of what the graph/chart shows, etc.
	   – Calculation based on formulas
	   – Interpretation of numbers (e.g., calculation result)
	   – Interpretation of computer output (for Chapters 10, 11, 12 & 16 only)
	   – Understanding of choice of formulas, methods, graphs/charts, etc. (e.g., when and why would you use one formula over another?): pay attention to the type of data/scenario/assumptions			

Review materials	- Review **all** corresponding lecture slides/examples.
	- Understand **all** corresponding **textbook sections**.
	- Do **all** corresponding end-of-section exercise questions.
	- Do **all** corresponding end-of-chapter supplementary exercise questions.
	   ↳ Answers to most odd-numbered questions are provided in the textbook (Appendix AN).
	   ↳ Answers to most even-numbered questions are provided on OWL (under "Resources").
	*** **_No past exam questions_** are available as review materials.			

5.2   Calculator

Students are allowed to bring calculators to the exams. The calculators must be:

- Non-programmable
- No built-in statistical formulas

The calculators that are not suitable for this course's exams will be removed from the owner. If you are not sure about the suitability of your calculators, please show it to the instructor <u>before</u> the exam starts.

5.3   Scantron Sheets

Student answers for multiple choice questions will be submitted on a scantron sheet. The students must fill in one and only one oval per question on the scantron sheet. Blank ovals will receive zero marks. Two or more filled ovals will also receive zero marks.

Warning: The scanner may not recognize lightly coloured or half-filled/half-erased ovals and treat them as blanks. The scanner reads the scantron sheet best when the students use quality HB pencils, do not doodle anywhere on their sheets, and use white erasers. It is the students' responsibility to fill in the ovals completely.

Multiple choice questions in the exams will be processed via computer software and may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

5.4   What to Bring

- Student ID
- Quality HB pencils and white erasers
- Non-programmable, no-statistical-formula calculators
- No formula sheets; no crib notes; no scrap paper
- No dictionaries
- **No cell phones or any other electronic devices** on person or on desk during the exam

5.5   Exam Result

Exam marks will be e-mailed individually to students' Western e-mail addresses. Please ensure that your ***Western inbox is <u>not full</u>***.

Exam papers will not be returned to students but may be reviewed in the instructor's office during the office hours.

The weight (i.e., % of course grade) of each exam will **<u>not</u>** be adjusted. Extra assignments to improve grades will **<u>not</u>** be available. Grades will **<u>not</u>** be adjusted on the basis of need.

5.6   Missing Exams

Missed exams will receive **zero marks** unless a legitimate excuse is presented by the student and the student writes a make-up exam that is scheduled by the instructor. If you miss an exam, please follow the steps below:

Step 1: If you miss an exam for any reason, you must e-mail the instructor as soon as you are able about the reason why you missed the exam.

Step 2: Then, you must report to the Social Science Academic Counselling (SSAC) Office (SSC 2105) as soon as you are able with proper documentation.

Step 3: After the instructor receives a notification from the SSAC Office, the instructor will then e-mail you to schedule a make-up exam.

5.7 Make-Up Exams

There are no predetermined make-up dates in this course, and the make-up exams will not be arranged prior to the original exam date.

A make-up exam will be arranged when there is an **exam conflict**. The university policy states that an exam conflict consists of having **3 exams within 23 hours**.

If it is not feasible to schedule a make-up exam before the next exam, the make-up exam can be scheduled even after the next exam. For example, a make-up for Test 1 should ideally be scheduled before the Test 2 date; if that is not possible (e.g., prolonged illness), the make-up for Test 1 can be written after Test 2 date or even after the Final Exam, as long as the student has the SSAC Office approval.

Students are required to write all 4 exams in this course. The weight (i.e., % of course grade) of each exam will not be adjusted or shifted. A missed exam will receive zero marks unless the student writes a make-up exam.

6. Lecture Information

6.1 Lecture Preparation

Before coming to the lecture, it is strongly recommended that students **skim** through the corresponding textbook sections. Make a "**question list**" of concepts that you are not sure about. During the lecture, try to get answers for your questions. If your question is not answered, please bring it up during the lecture, after the lecture, or during the office hours.

6.2 Lecture Review

After each lecture, it is strongly recommended that students read the corresponding textbook sections and understand all concepts covered there. It is also strongly recommended that students promptly attempt the corresponding **end-of-section** exercise questions (***not*** **end-of-*chapter*** supplementary exercise questions ⸺ use the end-of-chapter questions as exam review questions).

Answers to most odd-numbered questions are provided on pp. 670-677 of the textbook. Answers to most even-numbered questions are provided on OWL (under "Resources").

6.3 Important Dates

Sep. 8	Fall term classes begin
Sep. 16	Last day to add MOS 2242A
Oct. 10	Thanksgiving
Oct. 27-28	Fall Study Break
Nov. 5	Last day to drop MOS 2242A
Dec. 7	Fall term classes end
Dec. 8-9	Study days
Dec. 10-21	December exam period

6.4 Lecture Weekly Schedule

The following schedule is a guideline only and subject to change due to, for example, extreme weather conditions, etc.

	Date	Chapters	Textbook sections (= exam coverage)
1	Sep. 9	*Introduction to the course* **Chapter 1:** Introduction to Business Statistics **Chapter 2:** Descriptive Statistics	 1.1, 1.2, 1.3, 1.4, 1.5, 1.6 2.1, 2.2
2	Sep. 16	*Test 1 overview* **Chapter 2:** Descriptive Statistics **Chapter 3:** Probability	 2.3, 2.4, 2.5, 2.7, 2.8 3.1, 3.2
3	Sep. 23	**TEST 1 (9:30-10:30am)** **SSC 3014**	7 questions from Ch. 1 7 questions from Ch. 2 6 questions from Ch. 3
		Regular lecture **(11:00am-12:30pm)** **Chapter 4:** Discrete Random Variables **Chapter 5:** Continuous Random Variables	 4.1, 4.2, 4.3 5.1, 5.2
4	Sep. 30	**Chapter 5:** Continuous Random Variables **Chapter 6:** Sampling Distributions **Chapter 9:** Confidence Intervals	5.3 6.1 8.1 (pp. 261-263 only), 9.1, 9.2
5	Oct. 7	*Test 2 overview* **Chapter 7:** Hypothesis Testing	 7.1, 7.2, 7.3, 7.4, 7.5
6	Oct. 14	**TEST 2 (9:30-11:00am)** **SSC 3014**	5 questions from <u>each</u> of Chapters 4, 5, 6 & 9
7	Oct. 21	**Chapter 8:** Comparing Population Means and Variances Using t Tests and F Ratios	8.1, 8.2, 8.3, 8.4
	Oct. 28	***Fall Study Break – No Class***	
8	Nov. 4	*Midterm overview* **Chapter 14:** Chi-Square Tests	 14.1, 14.2
9	Nov. 11	**MIDTERM (9:30-11:30am)** **SSC 3014**	10 questions from <u>each</u> of Chapters 7, 8 & 14
10	Nov. 18	**Chapter 10:** Experimental Design and Analysis of Variance	10.1, 10.2, 10.4
11	Nov. 25	**Chapter 11:** Correlation Coefficient and Simple Linear Regression Analysis	11.1, 11.2, 11.3, 11.4, 11.5, 11.6, 11.7, 11.8, 11.9, 11.10, 11.11
12	Dec. 2	*Final exam overview* **Chapter 12:** Multiple Regression **Chapter 16:** Time Series Forecasting	 12.1, 12.2, 12.3, 12.4, 12.5, 12.6, 12.7, 12.8, 12.9, 16.1, 16.2, 16.6, 16.7
Exam period (Dec. 10-21)	**FINAL EXAM** **Location/time to be determined**		10 questions from <u>each</u> of Chapters 10, 11, 12 & 16

7. University Policy Regarding Illness

7.1 Illness

The University recognizes that a student's ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation supplied (see below for process) indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file, and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy
http://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf

Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty.

Academic accommodation shall be granted only where the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete his/her academic responsibilities. (Note: it will not be sufficient to provide documentation indicating simply that the student was seen for a medical reason or was ill.)

A form to be completed by off-campus physicians is available at:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.

In the case of a final examination in the course, the student must arrange for a Special Examination or Incomplete through their Dean's office, for which you will be required to provide acceptable documentation.

If you feel that you have a medical or personal problem that is interfering with your work, you should contact your instructor and the Faculty Academic Counselling Office as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. In general, retroactive requests for grade revisions on medical or compassionate grounds will not be considered.

7.2   Make Up Examinations

Missed exams will receive **zero marks** unless a legitimate excuse is provided by the student and a makeup exam is scheduled by the instructor. There are no predetermined makeup dates in this course, and the makeup exams will not be arranged prior to the original test date. A make-up exam will be arranged when there is an exam conflict. The university policy states that an exam conflict consists of having 3 exams within 23 hours.

7.3   Attendance

It is expected that students will attend all classes. The professor does not provide access to lecture notes/examples. Students are encouraged to obtain missed lecture notes from a fellow student.

8.   University Policy on Cheating and Academic Misconduct

Cheating on exams will not be tolerated; students are referred to the university policy on scholastic offenses (see section 9.0 below). Looking at the test of another student, allowing another student to view your exam, or obtaining information about a test in advance are all examples of cheating.

Students found cheating will receive a zero (0%) on that exam. A number of safeguards will be employed to discourage cheating. For example, examination supervisors (proctors) of the tests may ask students to move to another seat during the exam, cover their paper, avert their eyes from other students' papers, remove baseball caps, etc. This is not meant as a personal affront nor as an accusation of cheating, rather as vigilant attempts at proctoring. A copy of guidelines about how to avoid cheating can be obtained from the office of the Ombudsperson, Room 3135 WSSB, (519) 661-3573.

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offenses. Students are urged to read the section on Scholastic Offenses in the Academic Calendar. Note that such offenses include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. If you are in doubt about whether what you are doing is inappropriate, consult your instructor. A claim that "you didn't know it was wrong" will not be accepted as an excuse.

The penalties for a student guilty of a scholastic offense include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

9. Procedures For Appealing Academic Evaluations

In the first instance, all appeals of a grade must be made to the course instructor (informal consultation). If the student is not satisfied with the decision of the course instructor, a written appeal must be sent to the Assistant Program Director or Designate of the BMOS program. If the response of the Assistant Director is considered unsatisfactory to the student, he/she may then appeal to the Dean of the Faculty in which the course of program was taken. Only after receiving a final decision from the Dean, may a student appeal to the Senate Review Board Academic. A Guide to Appeals is available from the Ombudsperson's Office.

10. Student Responsibilities

Material covered in lectures will not always be the same as material covered in the textbook. These two sources should be viewed as complimentary and not redundant. As such, students who want to do well in this course are **strongly encouraged** to attend lectures on a regular basis. Please note that the instructor will not be providing copies of lecture examples or overheads. Therefore, if you miss a lecture, you should try to obtain this material from another student.

In this class, some students may be unaware that their private discussions are distracting to other people. If you feel that students are distracting your attention from the material, then you should ask them to be quiet. If you feel uncomfortable doing this (or the problem persists), then please see the instructor. In addition, please avoid engaging in private discussions with other students during the lectures.

To avoid unnecessary distractions, please arrive to each class on time.

11. Support Services

The Registrar's office can be accessed for Student Support Services at http://www.registrar.uwo.ca
Student Support Services *(including the services provided by the USC listed here)* can be reached at: http://westernusc.ca/services/
Student Development Services can be reached at: http://www.sdc.uwo.ca/

Students who are in emotional/mental distress should refer to Mental Health@Western http://www.health.uwo.ca/mental_health/ for a complete list of options about how to obtain help.

12. Other Issues

12.1 Grade Policy

The DAN Program has a grade policy which states that for courses in the 2000 range, the class average must fall between 65% and 72% for all sections of a course taught by the same instructor in that semester. In very exceptional circumstances only, class averages outside this range may be approved by the Undergraduate Chair or Chair. Class averages are not grounds for appeal.

12.2 Short Absences

If you miss a class due to minor illness or other problems, check your course outlines for information regarding attendance requirements and make sure you are not missing a test or exam. Cover any readings and arrange to borrow the missed lectures notes from a classmate.

12.3 Extended Absences

If you are absent more than approximately two weeks or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. The Academic Counsellors can help you to consider the alternatives. At your request, they can also keep your instructors informed about your difficulties.

12.4 Academic Concerns

If you are in academic difficulty, it is strongly recommended that you see your academic counsellor.

12.5 Important Dates

September 8, 2016	Classes begin
September 16, 2016	Last day to add a full course or first-term half course
October 27-28, 2016	Fall Study Break
November 5, 2016	Last day to drop a first-term half course without academic penalty
December 7, 2016	Fall Session classes end
December 8-9, 2016	Study Days
December 10-21, 2016	December examination period
January 5, 2017	Winter Session classes begin
January 13, 2017	Last day to add a second-term half course
February 20, 2017	Family Day
February 20-24, 2017	Reading Week
March 7, 2017	Last day to drop a second-term half course without academic penalty
April 7, 2017	Winter Session classes end
April 8, 2017	Study Day
April 9-30, 2017	April examination period

13. Other Information

- Bring student identification to exams
- Do not wear baseball caps to exams
- Do not bring music players, cell phones, beepers, or other electronic devices to exams

For The University of Western Ontario Senate Regulations, please see the Handbook of Academic and Scholarship Policy at: http://www.uwo.ca/univsec/academic_policies/index.html

14. E-mail Policies

14.1 UWO.CA Email Addresses Only

For privacy reasons, students must use their Western email accounts to contact the Professor. The Professor will not respond to emails from non-uwo.ca addresses (e.g. hotmail.com, gmail.com, etc.).

14.2 Acceptable Emails

- Questions about the course content or materials
- Asking to set up an appointment to ask questions or review an exam
- Notification of illness or other special circumstances
- Providing constructive comments or feedback about the course

14.3 Non-Acceptable Emails

- Questions that may be answered on OWL or on this course outline
- Asking when grades will be posted
- Requests for grade increases, extra assignments, or reweighting of course components

15. FREQUENTLY ASKED QUESTIONS

Question	Answer
How can I succeed in this course?	Attend all classes, read the textbook before and after each class, do end-of-section textbook questions after class, and do end-of-chapter textbook questions before the exams
I missed an exam because I was sick or there was a death in my family.	See the section of the course outline on ILLNESS AND SPECIAL CIRCUMSTANCES
I have a lot of mid-terms or projects at once. Can I write the make-up exam?	Make-up exams for exam conflicts are not available unless you have three exams within a 23 hour period.
When will the exam grades be posted?	Mid-term grades are e-mailed to your Western account when they become available.
Can I come and see my exam?	You can review your exam during office hours or at any other mutually convenient time.
There is so much material. How can I possibly remember everything?	The lecture slide book provides a good overview of important concepts covered in the textbook; it should help you organize what you need to know in the exams.
This mark is going to prevent me from getting accepted at Ivey/graduate school/NASA.	Grades are given based on actual performance, as set out on the course outline. In order to be fair to all the students in the course, grade adjustments, extra assignments, and the reweighting of course components are not available.
I need a certain mark to get or maintain a scholarship or my AEO status at Ivey.	
I tried really hard but I still got a poor mark.	
This is the lowest mark I have ever received.	