

Department of Sociology

Website: https://soci.ucalgary.ca/ (Fall 2022)

SOCI 311 (04) Introductory Social Statistics I					
Pre/Co-Requisites	SOCI 201				
Instructor:	Alex Bierman	Lecture Location:	Online.		
Phone:	403-220-6226 (email is the best way to reach me)	Lecture Days/Time:	All lectures and labs are online and synchronous. Lecture is Tuesdays and Thursdays, 12:30 pm to 1:45 pm. Labs will be Thursdays from 3:30-6:15 pm. Students should plan to work on labs on this day and time so that they can receive help with the labs.		
Email:	aebierma@ucalgary.ca				
Office:	This class is online, and all office hours will be held online	Office Hours:	Tuesdays from 2-3 pm and Thursdays from 11 am to noon. Students must make an appointment for all office hours by email prior to the start of office hours.		
Instructor Email Policy					
	If you have a course-related question, please check the course outline first. Also, please e-mail me for administrative purposes only, for example to set up an appointment. Grade disputes are included as an administrative purpose, but please see the requirements regarding grade disputes later in				

this course outline. Questions about the course content and readings, concerns about grades, or any personal issues should be dealt with during office hours. If you email me a question about course content, your email will not receive a response. Wanting to understand why something was graded a certain way or clarification on a decision regarding a grading dispute should be addressed in office hours.

Please note that TAs should be emailed <u>only</u> to arrange an appointment for their office hours. All other questions should be directed to Dr. Bierman. Students are not assigned a specific TA. Students can see either or both TAs for questions.

Course policy regarding email etiquette. When emailing Dr. Bierman, your email should always contain certain elements. First, "SOCI 311" and the course section number should be in the subject line of the email. If you are emailing with a grade dispute, the subject line should say "grade dispute" in addition to "SOCI 311." Second, your email should start out, "Dr. Bierman," "Professor Bierman," or even "Dr. B." You should then put the issue you are emailing about in the body of your email, using correct sentence structure, spelling, and punctuation. Assignments should only be sent as an attachment if the instructor has previously provided a deferral. If you are emailing an assignment, you should indicate that the assignment is attached and, if the assignment is deferred, the reason for the deferral. You should also sign your name and include your student number. Messages which do not conform to this etiquette policy will not receive a response and any assignments attached to messages which violate this policy will not be considered to have been turned in to the instructor. Please note that replies to an email from Dr. Bierman should also follow this policy.

Course Description

Univariate and bivariate statistics for survey data. Topics include cross tabular analysis, the normal distribution, confidence intervals for means, hypothesis testing, Chi-squared and F distributions and bivariate linear regression analysis. In labs statistical software to analyze survey data will be used.

Course Objectives/Learning Outcomes

Univariate and bivariate statistics for survey data. Topics include cross tabular analysis, the normal distribution, confidence intervals for means, hypothesis testing, Chi-squared and F distributions and bivariate linear regression analysis. In labs statistical software to analyze survey data will be used.

Required Textbooks, Readings, Materials, Electronic Resources

The class has one required textbook and one optional textbook, both of which can be purchased through the university bookstore. Neither of these texts will be posted to D2L.

Required Textbook

Cooper, Jonathon A., Peter A. Collins, and Anthony Walsh. 2015. *Understanding and Using Statistics for Criminology and Criminal Justice*. New York, NY: Oxford University Press.

Optional Textbooks

Longest, Kyle C. 2020. Using Stata for Quantitative Analysis, 3rd Edition. Thousand Oaks, CA: Sage.

Please note that this text is very much optional. Examples will be provided for all work that will require Stata, and this book would be primarily useful for students who want additional descriptions of Stata procedures.

LEARNING TECHNOLOGIES AND REQUIREMENTS

There is a D2L site for this course which will contain all lecture videos and PowerPoint slides, as well as the data you will use in labs (see d2L.ucalgary.ca).

In order to successfully engage in their learning experiences at the University of Calgary, students taking online, remote and blended courses are required to have reliable access to the following technology:

- A computer with a supported operating system, as well as the latest security, and malware updates;
- A current and updated web browser;
- Webcam (built-in or external);
- Microphone and speaker (built-in or external), or headset with microphone;
- Current antivirus and/or firewall software enabled;
- Broadband internet connection.

Most current laptops will have a built-in webcam, speaker and microphone.

In addition, labs will be performed using the Stata statistical program (please note the spelling, as it is not "STATA"). Stata is available to registered students in the class through the Faculty of Arts computer lab. For this class, students will use a VPN to log into a lab computer remotely and access Stata.

Schedule of Lectures and Readings

PowerPoint slides will be posted on D2L as the class progresses. Students should use the slides to follow along with the lectures on Zoom. Following along with the lectures is especially important because students will still need to take notes, even if the PowerPoint slides are available. There are no lecture notes besides the PowerPoint slides. Students will be notified by email when a set of slides are posted to D2L, and when Dr. Bierman expects to present the lecture. A list of readings assignments that correspond to the lectures will also be posted to D2L.

Methods of Assessment and Grading Weights

COMPONENT	WEIGHTING	DUE DATES/DAY
Labs	30%	Tuesdays following labs
		at 9 AM on D2L
Midterm	35%	Posted on October 21 th
		at 9:00 AM on D2L
Final Exam	35%	Registrar Scheduled
Total	100%	

Final Exam Information

Final Exam	Υ	
Length	120 minutes	
Format	registrar scheduled	
Туре	of true/false and multiple choice questions	
Aids	Aids Open book	

Exams.

There will be two exams in this class. One will be a midterm and the second will be a final that will be registrar-scheduled.

The midterm will be posted to D2L on Friday, October 21st at 9 AM. The midterm will be due on October 24th at 3:30 PM.

It is estimated that the midterm exam should take no more than 100 minutes to complete. The D2L system will, however, be set up to allow 150 minutes to complete the midterm exam.

The final will be registrar-scheduled. However, please note that university regulations state, "Online exams must be made available for students to complete starting 24 hours ahead of the scheduled final exam time as indicated in the student centre." For example, if the registrar-scheduled day and time is December 10th from 2:00 PM to 4:00 PM, the final exam will be posted on December 9th at 4:00 PM.

It is estimated that the final exam should take no more than 120 minutes to complete. The D2L system will, however, be set up to allow 180 minutes to complete the final exam.

It is the student's responsibility to ensure that they finish the exams in the allotted times. Once a student has submitted an exam, the student **cannot** go back and change answers or re-take the exam.

Exams will be a mix of true/false and multiple choice questions. All exams will be taken through

Exams will focus on material covered in class and labs. Students will **not** need to use Stata for the exams, but may be asked to interpret Stata output on the exams or indicate appropriate syntax for Stata.

All exams are open-note and open-book. Students may use all lecture and lab materials in answering the questions, including the videos; students may also use the required and optional textbooks listed on the course outline. Students may **not** use any other resource to complete the exams. Prohibited resources include (but are not limited to): friends, family, and other students in the class; tutors, your instructor and TAs; and google, web pages, twitter, a class discord, online file sharing and "tutoring" sites such as CourseHero, Chegg, and other electronic resources. Prohibited behavior when taking the exam includes communicating with others in regards to class material and/or the exam in-person, over a phone, texting, online video conferencing, and/or over discord or other social media, such as Twitter, Facebook, and Reddit.

Sharing of exam content between students is strictly prohibited. This includes taking screenshots of exam questions, including after an exam has been graded.

If students have created collaboratively-authored study notes <u>prior to taking an exam</u>, each student may use these notes as long as they were created prior to when any and all students involved in the

collaboration took the exam, and no work was done on these notes once at least one student took the exam.

If a student is unclear on whether a resource or action is prohibited, the student should contact Dr. Bierman **before** using the resource or taking the action.

If a student experiences connectivity or other electronic issues while taking an exam that prevent completing the exam in the 150 minute time-period, the student should contact Dr. Bierman immediately. The student should not wait until grades are posted.

Dr. Bierman will be available between 9:00 AM and 10:30 AM on October 21st and to answer student questions about the midterm. Please be aware, though, that all information that students should need to answer the exam questions will be included in the questions and class material, and Dr. Bierman is primarily available for issues with exam administration.

Exams will not be graded or released until after the exam closes for the entire class. Marks for exams will be posted to D2L, but students must make an appointment in office hours with Dr. Bierman or the T.A.'s to view their exams. Students should view their midterms prior to end of classes.

IMPORTANT!!! Students should retain evidence that they completed the exams on D2L. **SPECIFICALLY**, the student should have an emailed confirmation or a screenshot of a confirmation that the exam was submitted. The student should retain this evidence until they have received their final grade in the class. A student should retain evidence for **each** exam. If a student reports to Dr. Bierman that an exam was completed and there is no record of this exam for the student on D2L, the student will be asked to produce the evidence of the submission. If the student cannot produce evidence of the submission, Dr. Bierman will consider the exam not to have been completed by the student. Please <u>note well</u> that no other evidence of submission can be substituted.

Students who do not meet the criteria for deferrals will typically not be allowed to take exams outside of the allotted time. For the midterm, if a student meets a criteria for deferral, it is entirely up to Dr. Bierman's discretion if the weight of the exam will be added to the final or the student will be allowed to take a make-up exam.

Each exam will be worth 35% of a student's grade. Each exam percentage will be rounded to the fifth decimal place.

Labs.

Labs will serve two purposes. First, labs will be a student's opportunity to answer questions regarding material that will be addressed on the exams, but with a T.A. available for assistance. Second, students will learn and apply the Stata computer program to analyze data using statistical procedures that are being covered in class. Lab assignments will be a mix of work problems and Stata exercises. Labs should be turned in through the appropriate folder on D2L.

We will have a specific day and time of labs reserved, which will be Thursdays from 3:30 to 6:15 pm. Students should plan to work on labs on this day and time so that they can receive help with the labs.

Students will need to log into a lab computer remotely through the university VPN, and we will have the lab reserved for students of this class on that day and time. Directions on how to use the university VPN will be provided by the Faculty of Arts.

Labs will typically be due on the Tuesdays following the reserved lab time by 9 AM., but due dates will be on the lab assignment. If a student does not turn in the lab by this date and time, the D2L folder will close and the student will need to email the assignment directly to Dr. Bierman. If the lab

is turned in after the due date and does not meet the policy for deferrals, 50% of the total marks possible may be deducted from the lab before any marks are deducted for errors.

If a student turns in an assignment partially completed, no additional aspects of the assignment will be accepted after the due date. Furthermore, if a student accidentally turns in the wrong assignment and does not realize this until after the due date, the student will not be allowed to turn in the correct assignment for credit after the due date. A student is free to turn in an updated assignment before the due date; D2L will be set so that only the most recently turned-in assignment is retained for grading.

Absolutely no handwriting or pictures of handwriting should be turned in as a lab answer; handwritten drawings of figures or pictures of hand-written drawings are also not acceptable. Answers of this type will not receive lab credit.

Students should retain evidence that they submitted lab assignments on D2L. SPECIFICALLY, the student should have an emailed confirmation that the assignment was submitted or a screenshot of a confirmation that the assignment was submitted. The student should retain this evidence until they have received their final grade in the class. A student should retain evidence for each assignment. If a student reports to Dr. Bierman that a lab assignment was turned in and there is no record of this assignment for the student in D2L, the student will be asked to produce the evidence of the submission. If the student cannot produce evidence of the submission, Dr. Bierman will consider the assignment not to have been turned in by the student. Please note well that no other evidence of submission can be substituted.

The lab average will be worth 30% of a student's final grade. A student's lab average will be based on the **total** number of lab points that are earned by the student out of the **total** number of lab points possible across the semester. For example, if there was a total of 201 points that could be earned across all of the labs in the semester, and a student earned 166 points, the student's lab average would be 100*(166/201) = 82.58706%. The lab average will be rounded to the fifth decimal place.

Extra Credit.

Extra credit assignments are not typically offered, but if an opportunity for extra credit arises, this opportunity will be given to the class as a whole. Individual opportunities for extra credit will not be allowed.

Calculation of Final Average.

The final average will be calculated as ((0.3*lab average)+(0.35*midterm percentage)+(0.35*final percentage)). The result of this calculation will then be rounded to the fourth decimal place. Please note that, after rounding to the fourth decimal place, Dr. Bierman will **not** round up when assigning a letter grade. For example, if a student's final average is 89.9999, this will convert to an A-, not an A.

Grade Reappraisal

Dr. Bierman addresses all grade reappraisals. TAs can be asked to clarify or explain why marks were lost on a lab or exam, but not to reappraise grading. Students must seek reappraisal of grading within two weeks of the date on which the marks for an exam or assignment are posted to D2L. Students seeking reappraisal of exams or assignments may meet with Dr. Bierman in his office hours to discuss the basis for reconsideration. Only asking for re-grading is not sufficient; students must explain why they believe changes in grading are appropriate. Please note that Dr. Bierman may not make an immediate decision regarding a change of grade. It should be noted that a re- assessed

grade may be raised, lowered, or remain the same. Students can also email Dr. Bierman to request a grade reappraisal. Students emailing Dr. Bierman to request a grade reappraisal should follow all email etiquette requirements. Students should also include all explanations for reappraisal in one email. Dr. Bierman will respond over email to an emailed request for grade reappraisal, may indicate that the issue needs to be discussed in his office hours. If a student wants further clarification after receiving Dr. Bierman's emailed response, this should be addressed in Dr. Bierman's office hours, and not over email.

Grading Scale

Letter grades will be assigned and submitted to the registrar based on the following scale:

Grade	Percent range	Grade Point Value	Description
A+	96 – 100%	4.0	Outstanding performance
Α	90 – 95.9999%	4.0	Excellent performance
Α-	85 – 89.9999%	3.7	Approaching excellent performance
B+	80 – 84.9999%	3.3	Exceeding good performance
В	75 – 79.9999%	3.0	Good performance
B-	70 – 74.9999%	2.7	Approaching good performance
C+	67 – 69.9999%	2.3	Exceeding satisfactory performance
С	63 – 66.9999%	2.0	Satisfactory performance
C-	59 – 62.9999%	1.7	Approaching satisfactory performance
D+	55 – 58.9999%	1.3	Marginal pass. Insufficient preparation for subsequent courses in the same subject
D	50 – 54.9999%	1.0	Minimal Pass. Insufficient preparation for subsequent courses in the same subject.
F	<50%	0	Failure. Did not meet course requirements.

Passing Grades

Students do **not** have to pass all exams to receive a passing grade in the class. Students also do **not** have to pass all of the lab assignments to pass the class. A student's letter grade is entirely based on the procedures described in the calculations of the final average described above.

Absences and Deferrals

When possible, students should provide advance notice if they are unable to complete an exam or turn-in assignments on time. Deferrals will be allowed in the following circumstances: illness, domestic affliction, religious conviction, or participation in a school-sponsored activity. Please see Dr. Bierman before the need for a deferral to ensure that participation in a school-sponsored activity will qualify; for example, attending an event as a spectator will not qualify. Deferrals will not be granted if it is determined that just cause is not shown by the student.

Guidelines for Zoom Sessions

Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.

To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom, including any teaching materials, must not be shared, distributed or published without the instructor's permission.

The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the Code of Conduct). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g Student Non-Academic Misconduct Policy). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: https://elearn.ucalgary.ca/guidelines-for-zoom/.

Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).

The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.

*Media recording for lesson capture

The instructor will use media recordings to capture the delivery of a lecture. Please note that every lecture will be recorded and later posted to D2L. These recordings are intended to be used for lecture capture only and will not be used for any other purpose. Students should thus be aware that any questions they ask during the class time will be captured in the recording. Consequently, anyone who asks a question will be taken to have de facto consented to having their voice on the recording. If students do not want to appear in the recording or have their voice captured on the recording, they should contact Dr. Bierman or a TA outside of the lecture with their questions.

Libraries & Cultural Resources

To contact your librarian or find out about the resources and services available to sociology students go to the Sociology Library guide: https://library.ucalgary.ca/guides/sociology

To access the main Library website, go to: https://library.ucalgary.ca

IMPORTANT POLICIES AND INFORMATION

Absence From a Mid-term Examination

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of that email may be requested as proof of the attempt to contact the instructor.

Deferred Term Work Form: Deferral of term work past the end of a term requires a form to be filled out by the student and submitted, along with any supporting documentation, to the instructor. The form is available at: https://live-ucalgary.ucalgary.ca/sites/default/files/teams/14/P22 deferral-of-termwork lapseGrade.pdf

Once an extension date has been agreed between instructor and student, the instructor will email the form to the Faculty of Arts Program Information Centre (ascarts@ucalgary.ca) for approval by the Associate Dean.

Deferral of a Final Examination

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final exams will not be granted to those who sit the exam, who have made travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements and submission instructions can be found on the Enrolment Services website at https://www.ucalgary.ca/registrar/exams/deferred-exams.

Reappraisal of Grades:

For Reappraisal of Graded Term Work, see Calendar I.2 http://www.ucalgary.ca/pubs/calendar/current/i-2.html

For Reappraisal of Final Grade, see Calendar I.3 http://www.ucalgary.ca/pubs/calendar/current/i-3.html

Academic Misconduct:

Academic Misconduct refers to student behavior that compromises proper assessment of students' academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

Student committing academic misconduct during the final exam will not receive a passing grade for the course.

For information on the Student Academic Misconduct Policy, Procedure and Academic Integrity, please visit: https://www.ucalgary.ca/pubs/calendar/current/k-3.html

Plagiarism And Other Forms Of Academic Misconduct

Academic misconduct in any form (e.g. cheating, plagiarism) is a serious academic offence that can lead

to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at http://www.ucalgary.ca/pubs/calendar/current/k.html. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

Recording of Lectures:

Recording of lectures is prohibited, except for audio recordings authorized as an accommodation by SAS or an audio recording for individual private study and only with the written permission of the instructor. Any unauthorized electronic or mechanical recording of lectures, their transcription, copying, or distribution, constitutes academic misconduct. See https://www.ucalgary.ca/pubs/calendar/current/e-6.html.

Academic Accommodations:

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services. SAS will process the request and issue letters of accommodation to instructors. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their instructor. The full policy on Student Accommodations is available at

https://www.ucalgary.ca/legal-services/university-policies-procedures/accommodation-students-disabilities-procedure

Research Ethics

Students are advised that any research with human subjects – including any interviewing (even with friends and family), opinion polling, or unobtrusive observation – must have the approval of the Conjoint Faculties Research Ethics Board. In completing course requirements, students must not undertake any human subject research without discussing their plans with the instructor, to determine if ethics approval is required.

Instructor Intellectual Property

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Freedom of Information and Protection of Privacy (FOIP) Act:

Personal information is collected in accordance with FOIP. Assignments can only be returned to the student and will be accessible only to authorized faculty and staff. For more information, see https://www.ucalgary.ca/legal-services/access-information-privacy

Copyright Legislation:

See the University of Calgary policy on Acceptable Use of Material Protected by Copyright at https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

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materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Evacuation Assembly Points

In the event of an emergency evacuation from class, students are required to gather in designated assembly points. Please check the list found at https://www.ucalgary.ca/risk/emergency-management/evac-drills-assembly-points/assembly-points and note the assembly point nearest to your classroom.

Important Dates:

Please check: http://www.ucalgary.ca/pubs/calendar/current/academic-schedule.html.

Faculty of Arts Program Advising and Student Information Resources

- Have a question, but not sure where to start? The Arts Students' Centre is your information
 resource for everything in Arts! Drop in at SS102, call them at 403-220-3580, or email them at
 artsads@ucalgary.ca. You can also visit the Faculty of Arts website at
 http://arts.ucalgary.ca/undergraduate, which has detailed information on common academic
 concerns, including program planning and advice.
- For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at 403-210-ROCK [7625] or visit them in the MacKimmie Tower.

Important Contact Information

Campus Security and Safewalk (24 hours a day/7 days a week/365 days a year)

Phone: 403-220-5333

Faculty of Arts Undergraduate Students' Union Representatives

Phone: 403-220-6551

Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,

arts4@su.ucalgary.ca

Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association

Phone: 403-220-5997 Email: askgsa@ucalgary.ca URL: www.ucalgary.ca/gsa

Student Ombudsman

Phone: 403-220-6420 Email: ombuds@ucalgary.ca

Campus Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the

following resources:

SU Wellness Centre: http://www.ucalgary.ca/wellnesscentre/

Student Wellness Services:

https://www.ucalgary.ca/wellness-services/services/mental-health-services

Campus Mental Health Strategy website: https://www.ucalgary.ca/mentalhealth/.