1. **The Course Syllabus and Homepage is:** [http://statistics.berkeley.edu/~shobhana/s21su13](http://statistics.berkeley.edu/~shobhana/s21su13)
   - BOOKMARK this site and READ completely

2. **Textbook**
   - The SticiGui online text is statistics.berkeley.edu/~stark/SticiGui
   - SticiGui is the only required text for the course.
   - The online text is interactive and includes demonstrations and homework assignments.
   - The discussion forum will be on piazza.com.
   - We will use Google hangouts for the online office hours.
   - All other texts for this course are suggested or recommended texts.

3. **Computer Requirements**
   - Please make sure that you have the latest versions of your browser downloaded. (At the time of writing, this is version 24.0.1312.57 or higher for Google Chrome, version 18.0.2 for Mozilla Firefox, and version 6.0.2 for Safari. Internet Explorer is not supported, and may not work correctly.)
   - SticiGui may not work correctly with older versions of browsers, problems may not be apparent
   - You must have JavaScript enabled in your browser.
   - Be sure that your browser accepts cookies from the originating server

4. **Course Logon**
   - The text, lectures, practice exercises, homework assignments are all at statistics.berkeley.edu/~stark/SticiGui. The discussion forum at Piazza and online office hours can be accessed through the course page.
   - You will NOT be able to log in until a few days prior to the official course start date: **June 24th**.
   - Your username is your email address on file with the Summer Session department.
   - Your password is your SID#.
• On the Assignments page you MUST choose the correct course in order to see the correct assignment and due dates.
• Due dates for all assignments are 11:59pm, PDT.

5. UC Berkeley Summer Sessions Orientation Course Demonstrations for STATISTICS

• **Overview:** There is a demonstration designed to help familiarize you with the tools and features that you will need to complete STAT W21. Activities included will assist you in developing a comfort level for working within the online environment so that you are better equipped to focus on learning rather than on the technology.
• The links to view the STATS demonstration: **Tracie will email the link to the demonstrations when they are live.** These will be available for viewing throughout the term.

6. Course Info/Delivery

• The primary resource is the online text, SticiGui. There are recorded lectures to go with every assigned chapter.
• You will not be able to log into the assignments until a few days before the semester starts.
• Your first assignments are due the 2nd day of class.
• There are about four assignments per week.
• Each assignment may be submitted up to 5 times before the due date. Only the last submission counts. You get no credit for an assignment if your score on the last submission is below 80%.
• Assignments may be completed in advance.

7. Office Hour Rules

• Prepare BEFORE attending office hours
• Do not ask questions about material you have not read or about problems you have not attempted. GSIs may reduce your grade if you do.
• GSIs will not answer specific questions about assignments before assignments are due. Don’t ask. However, they will help you find similar problems or work through similar problems.
• Private chats are not allowed except for private issues—discussion of course material is open to everyone.
• In-person office hours at the Student Learning Center; hours TBA

8. Discussion Boards and Email

• All discussions will be at Piazza.com. Please make sure to open an account there and join the course (make sure to join the course for **Summer 2013**, not Spring 2013).
• You can configure Piazza to send you email.
• You are responsible for reading the discussions on Piazza and email concerning the course, in a timely manner, even if you configure the discussion board not to send you email.
• You may begin posting discussions first day of course. Expect replies to your posts within 12 hours.
• Please use Piazza for all questions about course material. Do not send emails to the instructor or the GSIs about non-private and course-related matters. Please reserve emails for emergencies, exam accommodations, and other private matters. Also send emails about bugs and typo reports, when you have made sure that they are bugs. Please note that we will not reply to email that we believe is better posted on Piazza, and we may take points off your final grade for violating email policy.
• Of course, do not post your SID on Piazza.

9. Description of Instructor, Graduate Student Instructor (GSI):

• Professor Stoyanov will be hold regular (virtual) office hours each week, and will read and often reply to questions on Piazza.
• Do not send email to Prof. Stoyanov except to report a bug or to request a disability accommodation.
• The GSIs are your primary contact for personal and academic issues.
• GSIs will be posted on the course website when the list is final.
• GSI will hold both online and in-person office hours, and monitor Piazza every day. Read the chapter and attempt the homework before asking questions about the homework. If you do not, the GSIs or instructor may subtract points from your grade
• Online office hours take place through Google hangout, so make sure that you have a gmail account that you can use to access Google plus and Google hangout.
• In-person office hours at the Student Learning Center; hours TBA
• The discussion board is a great resource for dealing with questions about the course material.

10. Description of Course Manager/Program Coordinator

Your Course Manager, Tracie Littlejohn, is responsible for the following activities:

• Distribution of the course materials
• Notifying students about textbook information
• Monitoring course
• Maintaining student records, database updates, and address changes
• Managing off-site proctoring

You should contact Tracie at 510-664-9898 or summer_online_support@berkeley.edu if you have the following issues:

• About your proctor site or questions or problems scheduling your proctor
• If you have difficulty contacting a faculty member
• If you have difficulty navigating the course site or using course tools
• General course information

11. Final Exam Expectations

• Your final exam will be available in an on-campus setting on Friday, August 16, 2013 from 8-11 a.m. for those who are in Berkeley. Please consult your course site for location.
• If you cannot attend on-campus you **must secure a proctor** at an approved proctoring site. For details, please reference the proctor approval. You must have your proctoring site secured by July 16, 2013. **You must notify Tracie about your final exam and proctoring arrangements.**

• You **must** bring the **correct** Scranton form to the final, whether you take the final on campus or elsewhere.

• You **must** bring a **photo ID** and proof of your student identification number to the final, whether you take the final on campus or elsewhere.

• If you fail the final exam you fail the class, no matter how well you do on the homework.

• Practice exams are available online in the “review” link of SticiGui.