1. The Course Syllabus and Homepage is: [http://statistics.berkeley.edu/~stark/Teach/S21/Su12](http://statistics.berkeley.edu/~stark/Teach/S21/Su12)
   - BOOKMARK this site and READ completely

2. Textbook(s)
   - The SticiGui online text is [statistics.berkeley.edu/~stark/SticiGui](http://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
   - Always access your course material through the course portal; which includes the online text, online lectures, online office hours, discussion group, and chat tools: [http://www.willthatbeonthefinal.com:8088/portal](http://www.willthatbeonthefinal.com:8088/portal)
   - All other texts for this course are suggested or recommended texts

3. Computer Requirements
   - Mozilla Firefox 11.0 (the latest version) is the only browser fully supported. If Firefox releases an update during the class, check the announcements before upgrading to a newer version
   - SticiGui may not work correctly with older versions of browsers, problems may not be apparent
   - Sun Java Runtime Environment installed
   - JavaScript enabled
   - Be sure that your browser accepts cookies from the originating server
   - Set your computer clock to the PDT time zone. If your computer's clock is set to a time zone other than PDT, the due dates may appear wrong on your computer, and the "submit" button for your assignments might be missing
   - See [statistics.berkeley.edu/~stark/SticiGui/minimum.htm](http://statistics.berkeley.edu/~stark/SticiGui/minimum.htm) for details

4. Course Logon
   - The text, lectures, practice exercises, homework assignments, discussion board, chat room, and online office hours are all accessed through the course portal
   - You will NOT be able to log in until a few days prior to the official course start date: **June 18th**
   - 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 are two demonstrations 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 demonstrations: 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 optional recorded lectures to go with every assigned chapter
- Access the online text and the recorded lectures through the course portal
- You will not be able to log into the assignments or the course portal until a few days before the semester starts
- Your first assignments are due 2\textsuperscript{nd} 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
- If your computer's clock is set to a time zone other than PDT, the due dates may appear wrong on your computer, and the "submit" button for your assignments might be missing

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

- Access the discussion board, office hours, and chat through the class portal
- You can configure the discussion board to send you email or not
- You are responsible for reading the discussion board and email concerning the course, in a timely manner, even if you configure the discussion board not to send you email.
- Discussion group policy: [http://statistics.berkeley.edu/~stark/Teach/S21/Su12/index.htm#discussionBoard](http://statistics.berkeley.edu/~stark/Teach/S21/Su12/index.htm#discussionBoard)
- You may begin posting discussions first day of course. Expect replies to your posts within 12 hours.
9. Description of Instructor, Graduate Student Instructor (GSI):

- Professor Stark will be available for online chat regularly throughout the term and will read and often replies to postings to the discussion board. However, do not send email to Prof. Stark except to report a bug or to request a disability accommodation.
- The Instructor is the overall lead of the course; he develops and maintains the material, manages the GSIs, and designs the assessments and exams.
- The GSIs are your primary contact for personal and academic issues.
- The Professor and GSI's are able to see what you have read and done within the course portal. If they see you have not done your reading or assignments they will not assist you in office hours or answer your discussion posts.
- GSIs will be posted on the course website when the list is final.
- GSI chat available 5h/week. 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 the course portal.
- 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 727-424-9256 or tlittlejohn@unex.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 10, 2012 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 10, 2012. 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