

Letter to Math 235 online students:

Welcome! I wanted to welcome you and to warn you *not* to take this course lightly. An online course is *much harder* than a traditional course. The course syllabus is available on www.stlmath.com. Follow Courses > Math 235 to find it. Be sure to read the entire syllabus for class policies. This letter is *not* meant to be a summary of the syllabus. I have changed many policies this semester so please read this carefully.

Make sure you stay on top of the material as it can snowball quickly. A complete schedule is given on the syllabus. You will also find details about MyStatLab (MSL), a mandatory, publisher-provided, online homework and testing system. **Your grade consists of many homework assignments and four chapter exams. Homework will be done in MSL while exams will be paper-and-pencil and done at a campus testing center.**

You will be expected to use MyStatLab (MSL) for graded homework assignments as well as other resources (e.g. videos, guided examples, gradebook, and a copy of your textbook). If you have never used MyStatLab (MSL) and need help, you should email me or ask for help from the site itself (www.MyMathLab.com). MyStatLab is really just MyMathLab (if you are familiar with that) but with statistical capabilities. It is crucial you get it set up as quickly as possible. If you run into problems, get help immediately. Do *not* wait.

You will find Class Notes, the syllabus, optional (ungraded) worksheets, and other resources on **my Website** www.stlmath.com. You will want to complete the Class Notes I have provided for every section we cover. Print the Class Notes and complete them on paper as you watch the videos provided (or complete them on a iPad or similar device and save some trees). They will mention worksheets, some optional while others are highly suggested, that will be available on www.stlmath.com. Many sections of Class Notes will have videos of me going over the Notes as if in class. However, some do not. I have posted completed PDF versions of the Notes when no video is available.

You will see the due dates for homework in MyStatLab (MSL). The homework due dates are set for the Monday after the week you should be working on each section. The due dates listed for the Homework assignments in MSL strict but with leniency. All homework assignments and exams are available after the “due date” but you will incur a 50% penalty for problems completed after the due date. In addition, there is a strict deadline for homework which is midnight of the day before the exam is available. **The last day you will be allowed to complete MSL assignments is Tuesday, December 16.** You will then have that Wednesday and Thursday to schedule the exam. The last day of the semester is Thursday, December 18.

You may access the MSL site directly at www.MyStatLab.com. This site must be used to do homework assignments. We are using a system to get enrolled in MSL called Willo this year. The syllabus explains it but know that you will go to the class’ Blackboard page to get started. **The deadline for registering MSL is September 8.**

There is a **Blackboard** area for the course. There you will find minimal resources. You will use it, as I have just said, to enroll in MSL. However, Blackboard is *not* the main area you will use this semester. You will spend most of your time in MSL and www.stlmath.com. In Blackboard,

once you are in the Math 235-80 shell, you need to click on the Pearson Course Materials link. The **Announcements** in Blackboard will *not* be used. Instead, I will email important announcements using your LC email address or the one you provide MSL. Be sure you are checking both emails if you give MSL a non-LC email address. Your **grade information** will be found on the MyStatLab (MSL) Website's Gradebook, *not* the Blackboard gradebook. Be aware that the overall grade will only be accurate if you stay current with the assignments.

Exams and Homework will need to be completed according to the schedule on the syllabus. There is, as mentioned, some leniency for late work but you need to work hard to stick to the schedule. You are allowed to use one sheet of notebook-sized paper (front and back) and your calculator on each exam. (These are major changes to my policies so if you had me before, please take note.)

Most homework problems in MSL can be done as many times as you need to get it right. See the syllabus for a brief overview of MSL. You will schedule exams through the **Assessment and Testing Center (aka Haskell Testing Center, www.lc.edu/testing)**. You will have only one attempt per exam so be sure you are prepared by completing the Class Notes and MSL Homework first.

You will need a graphing calculator to do homework and take exams. If you prefer, feel free to get a graphing calculator app (preferably TI, Texas instruments) on your phone for use at home. However, neither your phone nor your laptop will be permitted for exams; you must borrow a proper calculator for exams. You can borrow a calculator (daily or semester long) in the Math and Science Resource Center located in CM 233. [Here, CM stands for Commons, which is the part of our building between the Math and Science wings. It is located roughly above the Blazer Bites café.]

I hope you are as excited to get started as I am. During the first few days of class, take some time to become oriented to the course design and tools so that you learn where things are and how they are to be used. Again, unlike many online classes, we will rely much more on MyStatLab (MSL) and my Website www.stlmath.com than Blackboard. Get familiar with them. If you have any questions or concerns, please feel free to contact me.

My response time for answering questions will not exceed 48 hours, except for holidays and recesses. I log in to the MSL course and check email a minimum of 5 out of 7 days a week, excepting holidays and recesses. There is a mandatory icebreaker activity where you can introduce yourself to other students. You will see this in the Blackboard shell under the Discussions tab (near the top of our Bb shell) or simply as an item on the front page. My hope is that you feel less alone in this class. Do *not* hesitate to reach out to me when you feel the need. I encourage you to visit me in office hours with questions or just to say hello.

Stefanie O'Leary-Johnson

CM 217 (Commons area, above the café), Math & Science Building, 5800 Godfrey Road, Godfrey, IL 60235, www.stlmath.com, soleary@lc.edu, phone 618-468-4844

Office hours (CM 217): Monday through Thursday 8:30 – 9:30 am; Monday and Wednesday 11:00 – noon; Tuesday and Thursday 12:45 – 2:00 pm **Tutors Available:** See the syllabus!