

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.

Make sure you stay on top of the material as it can snowball quickly. A complete schedule is given on the syllabus. 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.** Everything will be done in MSL including exams. **You must come to campus to take your exams in person at one of the LC exam locations.**

You will be expected to use MyStatLab (MSL) for graded homework assignments and exams 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.MyStatLab.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. They will mention worksheets, some optional while others are highly suggested, that will be available on www.stlmath.com.

You will see the due dates for homework in MyStatLab (MSL) and the syllabus. The homework due dates are usually set for the Monday after the week you should be working on each section. Some due dates are curtailed to accommodate an upcoming exam. The due dates listed for the Homework assignments in MSL are strict. All homework assignments are available after the due date but a 50% late penalty will be deducted for all questions completed after the due date. **The last day you will be allowed to complete MSL assignments is Friday, August 1 as that is the last day of our class.**

Once enrolled, you may access the MSL site directly at www.MyStatLab.com. The first thing you need to do is visit the Blackboard shell for our class and click on **Pearson Course Materials**. This will lead you through the enrollment process. Details are on the syllabus and on www.stlmath.com under MyMathLab. **The deadline for registering MSL is June 14.** After that, you will be locked out and should drop the class if not enrolled.

If you register MSL on your home computer, it may lead you through the process to install the necessary plug-ins on your computer so you can see the course material and work on homework assignments. This should only need to be done once on a given computer, but may need to be done again if settings are changed. You will need to disable your pop-up blocker in the least.

There is a **Blackboard** area for the course. There you will find minimal resources. It is *not* the main area you will use this semester. You will spend most of your time in MSL and www.stlmath.com. Get familiar with them. Again, in Blackboard, once you are in the Math 235-80R shell, you should start with the Pearson Course Materials menu item (should be at the top of the list, even above Course Orientation). You certainly can browse the other bits in Blackboard but I do not intend for you to spend time there.

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. 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. I would prefer you use standard email (soleary@lc.edu) versus Blackboard Messages to contact me.

Exams (and Homework) must be completed according to the schedule on the syllabus. We are attempting to complete 16 weeks of hard material in just 8 weeks. This will be very difficult and it will take you doing work almost every day.

You are allowed to use your Class Notes, calculator, and homework on each exam. You will come in person to an LC testing location (information on www.lc.edu/testing.) The tests are taken in MSL but you must show up in person to take them.

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 should schedule exams so that you take the exam (after completing the homework assignments) early so that you have time to reschedule if problems occur.

You will need a graphing calculator to do homework and take exams. For homework, feel free to get a graphing calculator app (preferably TI, Texas instruments) on your phone. A real calculator (or use of StatCrunch within MSL) must be used during exams. You may borrow a real calculator in CM 233, our tutoring center. [Here, CM stands for Commons, which is the part of our building between the Math and Science wings.]

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. 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 an icebreaker activity (where you can introduce yourself to me and other students) in the Blackboard shell under Discussions. My hope is that you feel less alone in this class. Do not hesitate to reach out to me when you feel the need.

Sincerely, Stefanie O'Leary-Johnson
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I will not be in the office this summer. Contact me via phone or email.