• **Instructor:** Prof. Rama T. Lingham  
  – Office: DuSable 366 B  
  – Office Hours: Tuesday and Thursday 1:00pm to 1:50pm, Friday 10:00am to 10:50am and by appointment  
  – Phone: 815-753-6773  
  – Email: rama@math.niu.edu (for emergencies only)  


• **Coverage of Topics:** Selected material from chapters 1 to 11 of the Text and an introduction to the R language.  

• **Course Regulations:**  
  1. You may receive course information by email through MyNIU / Blackboard. Please make sure that you can open and read jpg, pdf and MS-Word 2007 files from my emails. Not reading information sent to your NIU-email on a daily basis is not an acceptable excuse for you not to follow my instructions.  
  2. Homework will be assigned in class or via email, and will be due at times announced. It is the responsibility of the student to keep track of which assignments are due when. Make a friend or two in this class just in case you are unable to attend the lectures (see item 15 below). Late assignments will NOT be accepted unless your emergencies can be confirmed with written documentation.  
  3. Assignments are to be neat and presented logically on loose-leaf paper. If more than one sheet of paper is used, the assignment must be stapled together. Please do not ask faculty for use of a stapler. Spiral paper is unacceptable. You are to show all your work. If your assignments are messy, disorganized or do not follow the stated instructions, you will not receive any credit for those assignments.  
  4. The maximum possible points for all of the homework during the semester will be 50. Your homework points will be computed by first computing your average homework grade for the semester as a percentage. You will then receive that percentage of the 50 points.  
  5. Please note that, because of the quick pace of this course, it is unlikely that all of your homework will be graded and returned to you before the exams. You may want to make copies of your homework before turning it in.  
  6. Announced quizzes will be given in the lectures. The maximum possible points for all of the quizzes during the semester will be 50. Your quiz points will be computed by first deleting the lowest quiz score and then computing your average quiz score for the semester as a percentage. You will then receive that percentage of the 50 points. **During quizzes, you are not allowed to use anything except a calculator.**  
  7. One mid-term and a final exam will be given in the usual classroom. The mid-term Exam is tentatively scheduled for Thursday, October 13, 2011 during regular class time. The Final (**comprehensive**) Exam is on Tuesday, December 6, 2011 from 4:00 pm to 5:50 pm in the usual classroom.
8. All exams are closed-book. You are encouraged to bring only a hand-held scientific calculator and up to four (eight)-pages of only formulas for the mid-term (final) exam. You will receive a zero credit for the exams if your formula sheets contain examples, home work problems and R-codes. However, they can include general formulas and results we discuss in the lectures or from the book. Sharing of calculators is prohibited. When the instructor calls "Time", all exams and exam materials must be turned in within the next minute; otherwise you will get a 0 on the exam.

9. A class project to analyze time series data will be due at the in-class Final Exam. For rules in doing the project, please wait for an announcement. There is no extra credit given in this course. Please do not even ask!

10. **Grade Structure**: There are a total of 400 possible points in this course, consisting of the mid-term exam (100 points), one final exam (120 points), one project (80 points total), announced quizzes (50 points total) and homework (50 points total). With a total of 400 points possible, the cut-points in STAT 478 for the final letter grades A, B, C, and D will be 340, 300, 260, and 220 points respectively. An “F” will result if your total score for the entire semester is less than 220. **Cut-offs for STAT 578 are uniformly more than those for STAT 478 by 5%**.

11. Please note that a grade of incomplete (I) will only be considered for students who are passing the course, but cannot complete the course due to health or family reasons. A grade of incomplete will not be assigned to anyone who is not passing the course at the time of the request.

12. Make-up exams will not be given. If there is a serious medical problem which prevents you from taking an exam or if there is a death in the immediate family, contact me as soon as possible. In such a case where missing an exam is warranted, your final exam will be worth 300 points instead of the usual 200. Make-up quizzes may be given during the final exam, at the discretion of the instructor. The remaining aspects of your grade will be computed as outlined above.

13. The syllabus and announcements will soon be posted on the NIU BlackBoard. Please check your scores on the Blackboard upon receiving them. Any discrepancies between your record and the Blackboard must be e-mailed to the grader, Mr. Qi Jiang, at Z1444160@students.niu.edu than one week from the time you receive it; after that the blackboard data will be final. **Discussions about homework, etc., with the grader are prohibited**.

14. Due to privacy concerns, I will not discuss grades using email or the telephone. You must meet with me in person to discuss your grades.

15. **Attendance**: There is no mandatory attendance requirement for this class. Please note, however, that if you frequently miss class, the instructor reserves the right to deny office hour privileges to you. Further, it is your responsibility to be sure that your work is turned in and that you get the notes and announcements, if any, from a student in the class. My notes will not be available to students.

16. All university regulations regarding academic misconduct will be followed in this class. Evidence of academic misconduct will be forwarded to the Northern Illinois University judicial system and may result in a failing grade for the course or expulsion from the university.

17. If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see me and the staff at the Center for Access-Ability Resources (CAAR) located at the Health Services Building as soon as possible so that accommodations may be arranged.

18. The instructor reserves the right to amend the syllabus at any time. Changes will be announced.