

	<b>Course Number:</b> MATH 251C-ES eStart Statistics
	<b>100% Online, Credits – 4.0</b>
	<b>Prerequisite(s):</b> MATH 120(X)C or MATH 124(X)C
	<b>Term:</b> Spring 2020 (1/21/2020 – 5/8/2020)
	<b>Faculty:</b> Valerie LaVoice, MBA
	<b>Email:</b> <a href="mailto:vlavoice@ccsnh.edu">vlavoice@ccsnh.edu</a>
<b>Office:</b> L203 <b>Phone:</b> (603) 271-6464 Ext. 4231	
This syllabus is to be used as a guide; it contains information about the course, how it will be taught, what will be required of the student and assessment methods that will be used. All information is subject to change at any time.	

<b>Course Description .....</b>	<b>1</b>
<b>Learner Outcomes.....</b>	<b>2</b>
<b>Course Materials and Resources.....</b>	<b>3</b>
<b>Canvas Orientation and Technical Support .....</b>	<b>3</b>
<b>Faculty Communication Policy .....</b>	<b>3</b>
E-mail Response Time.....	3
Grade Posting.....	3
<b>Assessment of Learning (Course Grade Calculation) .....</b>	<b>3</b>
Assignment and Assessment Descriptions.....	4
<b>Course Schedule.....</b>	<b>5</b>
<b>Other Course Information.....</b>	<b>6</b>
Enrolling in Pearson   MyLab   Statistics.....	6
Attendance Policy .....	6
Recommended Sequence for Study .....	6
Smarthinking Online Tutoring Service.....	6
<b>NHTI ACADEMIC AFFAIRS NOTICES .....</b>	<b>7</b>

## Course Description

Topics will include: data collection and summarization; basic measurements of central tendency and variability; frequency distributions, probability, binomial, Poisson, normal, Student t, and Chi-Square distributions; sampling distributions and the Central Limit Theorem; estimation of parameters; hypothesis testing; and linear regression and correlation. All course work is completed online on the Pearson MyLab Statistics web site. (Prerequisites: Passing grade in MATH 120(X)C or MATH 124(X)C or by placement testing.)

[Return to Top](#)

---

## Learner Outcomes

Upon completion of this course, the student will be able to:

### I. Introduction to Statistics

- Use statistical thinking.
- Understand and identify types of data.
- Use critical thinking to interpret statistical reports.
- Understand and identify various methods for collecting data.
- Analyze sample data and understand context, source and sampling method.
- Describe the difference between statistical significance and practical significance.
- Determine the basic statistical calculations that are appropriate for a data set.
- Describe sound sampling methods and good design experiments.

### II. Summarizing and Graphing Data

- Identify and create frequency distributions.
- Identify and create histograms, scatter plots, and other types of statistical graphs.
- Use critical thinking when evaluating scaled graphs.
- Produce and interpret a scatterplot.

### III. Statistics for Describing, Exploring, and Comparing Data

- Identify and compute measures of center.
- Determine the effect of outliers on measures of center.
- Identify and compute measures of variation.
- Identify and compute measures of relative standing.
- Create and interpret boxplots.

### IV. Probability

- Understand basic concepts of probability.
- Understand and use the addition rule to compute probability.
- Understand and use the multiplication rule to compute probability.
- Understand and use the complement to compute probability.

### V. Discrete Probability Distributions

- Identify a random variable.
- Generate and interpret a binomial probability distribution.
- Compute the mean, variance, and standard deviation for a binomial distribution.
- Generate, interpret, and find probability values for a Poisson probability distribution.

### VI. Normal Probability Distributions

- Identify and interpret the standard normal distribution.
- Use a normal distribution to compute probability.
- Understand sampling distributions and estimators.
- Understand the Central Limit Theorem.
- Be able to assess normality in a population based on a sample.

### VII. Estimates and Sample Sizes

- Estimate a population proportion.
- Estimate a population mean (standard deviation known).
- Estimate a population mean (standard deviation unknown).
- Understand student t distributions.
- Estimate a population variance or standard deviation (chi-square distribution).

### VIII. Hypothesis Testing

- Understand the basic concepts of hypothesis testing.
- Test a claim about a proportion.
- Test a claim about a mean (standard deviation known).
- Test a claim about a mean (standard deviation unknown).
- Test a claim about variation.

### IX. Correlation and Regression

- Understand and interpret correlation.
- Understand and interpret regression.

[Return to Top](#)

---

## Course Materials and Resources

**REQUIRED:** Pearson MyLab Statistics for Elementary Statistics, 13/e ISBN: 9780135900826

An access code is required to enroll at the MyLab Statistics web site. All homework assignments and chapter exams will be completed through MyLab Statistics. The web site includes the textbook as an eBook.

Students who prefer a printed textbook should purchase the loose-leaf textbook bundled with the access code (ISBN: 9780134763705). See **Enrolling in Pearson | MyLab | Statistics** on page 6 for more information.

- OPTIONAL: TI 84 (+) graphing calculator

*MyLab Statistics* includes StatCrunch, a statistical analysis tool that can be used to solve problems in the homework and on tests; therefore, purchase of the TI-84 calculator is optional.

- OPTIONAL (recommended): Programs for the TI-84 calculator

Programs that will simplify solving problems in Chapters 7, 8, and 10 are available in the **TI-84 Calculator Programs** module in Canvas. Instructions for loading the programs are also provided in this module.

Textbooks, materials, and software are available online at [eFollet](#) unless specified by your instructor.

[Return to Top](#)

---

## Canvas Orientation and Technical Support

If you are new to Canvas watch the short Canvas Overview tutorial video available in the *Getting Started* module.

You also have access to [24/7 technical support services](#). Click this link to access tutorials, live chat, and phone Frequently asked questions regarding online learning, Student Information System (SIS) and student e-mail.

[Return to Top](#)

---

## Faculty Communication Policy

To communicate with the student, the instructor will use the CCSNH Student E-mail system. The student is expected to maintain an active registration in *MyLab Statistics* using a valid CCSNH Student E-mail address. The student is expected to regularly check the CCSNH Student E-mail account and the e-mail account in the Pearson user account profile for messages from the instructor.

### E-mail Response Time

You can expect a response within 12 hours of sending an e-mail.

### Grade Posting

Grades on homework assignments and tests are continually kept up-to-date automatically by Pearson *MyLab Statistics* and will be regularly imported into Canvas Grades. Any discrepancy should be reported to the instructor as soon as possible.

[Return to Top](#)

---

## Assessment of Learning (Course Grade Calculation)

Category	% of Final Course Grade
Reading Questions	10%
Homework	18%
Tests	72%
<b>Total</b>	<b>100%</b>

Grading Schema	
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	< 60

## Assignment and Assessment Descriptions

- **Reading Questions**

These assignments consist of reading the assigned material (textbook chapter, PowerPoint lecture, and video). Then the student is expected to submit a typed response on Canvas by answering questions about the readings. Since this class is in an online format, these preparation assignments are of utmost importance to student success.

- **Homework**

All homework assignments (one per textbook section) are to be completed on or before the due date specified in *MyLab Statistics*.

No limits are placed on the number of attempts or time to complete problems. Students are able to continue working on past-due homework assignments, but late problems receive a penalty of 50%. Homework assignments marked Past Due will receive a score of 0 to more accurately reflect academic standing. (Otherwise, unworked assignments are not included in the overall score.)

The student will have access to a wide variety of learning aids while completing homework assignments through the **Question Help** menu, including videos, animations, calculator help, worked-out examples, Help Me Solve This, and Ask My Instructor. (Not all aids are available with every problem.)

In addition, the **Technology Tips** section of each weekly Canvas module contains videos and documents provided by the instructor to demonstrate use of StatCrunch and the TI-84 graphing calculator in solving homework problems.

- **Tests**

The student's mastery of the course material is assessed by four tests, to be submitted by midnight on the due date indicated in *MyLab Statistics*. (See also **Course Schedule** for exact dates.) The tests are available for a two-day period. Tests have a 3-hour time limit. The problems on the tests are taken from the homework assignments; therefore, the best way to prepare for tests is to complete the homework assignments each week.

If you have a known conflict with a test due date, you are expected to contact the instructor prior to the test to arrange for a modified due date.

If you miss a test due date (the test is marked Past Due in *MyLab Math*), you are expected to contact the instructor to gain access to the missed test. To be eligible to make up a missed test, you must have completed at least 50% of the homework assignments on the corresponding chapters. A late test must be made up within two calendar days of the original due date or by the date assigned by the instructor. A late penalty of 5% on the final score is imposed on a test submitted after the original due date.

You can suspend activity on a test by clicking the X in the upper right corner of the test window. The timer will stop and restart when you reopen the test. Do not click the Submit button until you are finished with the test.

To potentially earn additional partial credit for incorrect answers, you are invited (not required) to send photos of your work on test problems to [vlavoice@ccsnh.edu](mailto:vlavoice@ccsnh.edu)—no later than midnight on the due date of the test. Your work must be legible, organized, and clearly show how you obtained the submitted answer. In other words, this is not intended as an opportunity to correct errors on the test. Be sure to clearly indicate the question number for each submitted solution. Include your name and the test number at the top of each page.

**NOTE:** The first week (which starts on Tuesday, January 21) and the last week (which ends on Friday, May 8) are short weeks, so please plan accordingly.

**No additional assignments other than homework and tests will be offered for credit.** Students may use the Study Plan, Quiz Me feature, and Sample Tests in *MyLab Statistics* for additional practice; these exercises are not included in the student's Overall Score but do appear in the instructor's online gradebook (as evidence of the student's extra effort).

[Return to Top](#)

---

## Course Schedule

This schedule is subject to change at the discretion of the instructor.

Assignments are due by midnight on Saturday each week (except for Week 16, which ends on **Friday, May 8**).

In the event of a discrepancy, the due date for an assignment or test specified in *MyLab Statistics* is the official due date unless otherwise notified.

WK	Date	Sections	Topics	Tests
1	1/21 – 1/25	1-1, 1-2, 1-3	Statistical and Critical Thinking; Types of Data; Collecting Sample Data	
2	1/26 – 2/1	2-1, 2-2	Frequency Distributions; Histograms	
3	2/2 – 2/8	2-3, 3-1	Graphs That Enlighten and Deceive; Measures of Center	
4	2/9 – 2/15	3-2, 3-3	Measures of Variation; Measures of Relative Standing and Boxplots;	<b>Test 1 (Ch. 1 – 3) 2/14 – 2/15</b>
5	2/16 – 2/22	4-1, 4-2	Basic Concepts of Probability; Addition Rule and Multiplication Rule	
6	2/23 – 2/29	4-3, 5-1	Complements and Conditional Probability; Probability Distributions	
7	3/1 – 3/7	5-2, 5-3	Binomial Distributions and Parameters; Poisson Distributions and Parameters	<b>Test 2 (Ch. 4 &amp; 5) 3/6 – 3/7</b>
8	3/8 – 3/14	6-1 – 6-3	Standard Normal Distribution; Real Applications of Normal Distributions; Sampling Distributions and Estimators	
9	3/15 – 3/21		Spring Break	
10	3/22 – 3/28	6-4, 6-5	Central Limit Theorem; Assessing Normality	
11	3/29 – 4/4	7-1, 7-2	Estimating a Population Proportion; Estimating a Population Mean	
12	4/5 – 4/11	7-3	Estimating a Population Standard Deviation	<b>Test 3 (Ch. 6 &amp; 7) 4/10 – 4/11</b>
13	4/12 – 4/18	8-1, 8-2	Basics of Hypothesis Testing; Testing a Claim About a Proportion	
14	4/19 – 4/25	8-3	Testing a Claim About a Mean	
15	4/26 – 5/2	8-4	Testing a Claim About a Standard Deviation or Variance	
16	5/3 – 5/8	10-1, 10-2	Correlation; Regression	<b>Test 4 (Ch. 8 &amp; 10) 5/7 – 5/8</b>

[Return to Top](#)

---

## Other Course Information

### Enrolling in Pearson | MyLab | Statistics

All homework assignments and tests in this course are to be completed on the *MyLab Statistics* web site. Students are expected to enroll in *MyLab Statistics* via the NHTI Canvas course with **permanent (not temporary) access** by no later than **February 3, 2020** (which is the last day to drop the course for a full refund). **Students who fail to meet this deadline will be dropped from the course with an AF grade.** Instructions for enrolling in *MyLab Statistics* are provided in the *Getting Started* module in Canvas.

**Maintaining access to the *MyLab Statistics* web site is the student's responsibility. If a student enrolls using temporary access, the student is expected to convert to permanent access before the temporary access expires. Assignments from duplicate accounts cannot be merged and, therefore, will not be accepted!**

Students are responsible for contacting **Pearson Technical Support** ([support.pearson.com/getsupport](http://support.pearson.com/getsupport)) to resolve any problems with creating or logging in to their accounts.

### Attendance Policy

Logging into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. Participation is indicated by the student's activity in responding to the reading questions and in the *MyLab Statistics* web site, which automatically tracks the time spent on each assignment and test. Attendance can also be demonstrated by engagement in an academically related activity, such as initiating contact with the instructor to ask a course-related question.

A student who has only logged into the online class, and has not demonstrated any engagement toward course outcome-specific assignments, or course-content specific discussion participation, will be identified as Never Attended on the official attendance roster. A student who has not completed any assignments for any continuous one-week period without contacting the instructor is subject to termination from the course with a grade of AF. All course work must be completed by **Friday, May 8, 2020**.

### Recommended Sequence for Study

The following is a recommended sequence for study to properly prepare for tests:

- 1) Start with the **Course Schedule** in this syllabus to determine what to study each week.
- 2) Read the textbook section for the topic you want to study. The online textbook is available by expanding the **Chapter Contents** tab in *MyLab Statistics*. The online textbook provides animated lessons, example videos, and You Try It problems to help you assess your learning as you go. (The HTML eBook is an alternate form of the book that can be read online without the Adobe Reader.)
- 3) Watch the section video to learn how to solve sample problems. These videos are available through the online textbook or by searching the **Multimedia Library** in *MyLab Statistics*.
- 4) View the PowerPoint lectures posted in Canvas. These lectures were produced by your instructor and will often show calculator-based solutions not given in the textbook or in the publisher's version of the slides.
- 5) Try the homework problems for the section you just studied. Keep a notebook containing a copy of each homework problem and your worked-out solution to use as a reference while taking tests.
- 6) Here are some suggested things to try if you get stuck:
  - Check the **Technology Tips** and **Selected Solutions** pages in each weekly module to see if there is a handout that deals with the topic. These documents have been prepared by your instructor and demonstrate how to use the calculator or StatCrunch to solve problems in the homework and on tests.
  - Click the **Ask My Instructor** button on the **Question Help** menu in the homework window. An email containing a copy of the problem you are working on and your question will be sent to your instructor who will then respond via email with a solution based on your choice of technology (TI calculator or StatCrunch).
  - Look up the solution to a similar problem in the **Student Solutions Manual**, which is available as the first item under **Chapter Contents**. (Note that the solutions in the manual are not technology-based and can be quite tedious.)

### Smarthinking Online Tutoring Service

**Smarthinking** is an online tutoring service available to students 24 hours a day, 7 days a week. You can obtain help by chatting with a tutor or by e-mail. To access Smarthinking, click the Smarthinking Online Tutoring tab in the Canvas course navigation panel. To obtain support and instructions for using Smarthinking, use this link:

<http://www.smarthinking.com/static/customerSupport/usersGuideFAQ/>

## NHTI ACADEMIC AFFAIRS NOTICES

*For inclusion with all course syllabi*

Students must meet the requirements of all academic policies. Therefore, students are expected to acquaint themselves with these policies by visiting the college's Web site at:

<http://www.nhti.edu/academics/requirements-policies>.

### COURSE DROP/WITHDRAWAL AND REFUND

A full semester course must be dropped by notifying the Registrar's Office or the Academic Advising Center prior to the end of the **fourteenth** calendar day of the semester in order to receive a 100% refund of tuition, less non-refundable fees. After that time, the student may submit a DROP form to the Registrar's Office or Advising Center but no refund will be granted. ***Ceasing to attend a class does not constitute an official drop or withdrawal and may result in a failing grade.*** Officially dropping a course prior to the completion of 60% of the scheduled duration of a course will result in a grade of "W". After that time, a grade of "WP" or "WF" will be issued depending on the student's standing at the time of the drop. **Note:** Dates are prorated for courses offered in an alternative format; contact the Registrar or Advising Center for details. Classes that run for less than the full semester have 7 calendar days from the start of the alternative semester to drop with a full refund. See policy at: <https://www.nhti.edu/academics/requirements-policies/dropping-classes-withdrawing-nhti> Dates for the **spring 2020** full semester are as follows:

Last day to drop with a full refund for full semester courses

Last day to withdraw with a grade of "W" from full semester courses

***Spring 2020***

***2/3/2020***

***3/30/2020***

### CLASSROOM ETIQUETTE

Academic integrity is of primary importance in the classroom, whether the classroom be face-to-face or online. Both students and faculty are responsible for creating and maintaining an environment that supports an effective learning community. It is therefore imperative that students and faculty demonstrate mutual respect. Inappropriate behavior may compromise the learning and performance of all students. Such inappropriate behaviors include, but are not limited to: late arrivals/early departures; loud or prolonged side conversations; use of cell phones; computers (other than for legitimate academic use); iPods (or similar devices), etc.; use of derogatory or vulgar language. All students are expected to abide by the [Student Code of Conduct](https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process) (<https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process>) as published in the [NHTI Student Handbook](#), as well as the [CCSNH Netiquette Guidelines](#), and are subject to sanctions as described therein for any violations.

### CLASSROOM SAFETY AND EMERGENCY PROTOCOLS

NHTI- Concord's Community College values the safety of its community members and guests. To report suspicious activity or if you are in need of assistance contact the NHTI Campus Safety Department: Monday through Friday from 8am to 4pm at (603) 230-4042, after hours and on weekends on the Emergency Line at (603) 224-3287. You also may report [non-emergency](#) information using the following link <https://www.nhti.edu/student-life/campus-safety/report-incident-campus-safety>. If it is an emergency that requires police, fire or medical response contact 911 first, then contact the NHTI Campus Safety Department.

Emergency information will be provided to the College Community via email, phone and text through the NHTI Alerts program RAVE. Ensure your information is current in RAVE by going to <https://www.nhti.edu/student-life/campus-safety/nhti-alerts> and logging on.

NHTI Campus Safety Department provides its Annual Security Report and information on Campus Policies, Emergency Response and Crime Prevention on its page on the NHTI Website at <https://www.nhti.edu/student-life/campus-safety>

To aid in emergency response situations all NHTI classrooms and offices have fire evacuation plans posted by the door and emergency cards at teacher stations. Emergency cards contain emergency response information along with



first aid box/AED locations throughout campus. Please familiarize yourself with these items and if you have any questions or concerns please don't hesitate to contact the NHTI Campus Safety Department at [nhticampusafety@ccsnh.edu](mailto:nhticampusafety@ccsnh.edu).

### **PROCESS TO ADDRESS A CLASSROOM CONCERN**

NHTI is committed to creating and maintaining a positive and productive learning environment for all students. Students who have concerns about any aspect of the classroom experience should first discuss the concern with the course instructor. Discussions may be held in person, via telephone, or CCSNH email system. In the event that discussion with the course instructor does not resolve the issue, the concern should then be brought to the appropriate department chair (<https://www.nhti.edu/community-visitors/campus-directory/academic-department-heads-listing>). Only after a student has been unable to resolve the issue through discussion with their course instructor and department chair should a student bring concerns to the Vice President of Academic Affairs.

Where the concern about the classroom experience involves discrimination on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law, the student should also report the conduct to the college's Title IX and Equity Coordinator, and follow the process set for in Student Affairs Policy 730.06 [https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process#student\\_grievance](https://www.nhti.edu/student-life/campus-safety/student-code-conduct-and-judicial-process#student_grievance) and where the concern involves a grade appeal the student must follow the process and timeline outlined in Academic Affairs Policy, <https://www.nhti.edu/academics/requirements-policies/grading-system#gradeappeal>.

### **CIVIL RIGHTS and EQUITY ISSUES (discrimination and harassment)**

NHTI is committed to creating and maintaining a positive and productive learning environment for students, a professional setting for its employees, and a community atmosphere grounded in mutual respect, dignity, and integrity. In light of these objectives, NHTI prohibits all manner of discrimination in the administration of its employment programs and practices on the basis of unlawful criteria including race, color, religion, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or expression, genetic information, and veteran status, as defined under applicable law. The college is sensitive to the concerns an individual may have in coming forward with a complaint regarding discrimination. The grievance reporting procedures outlined in the Student and Employee Handbooks are designed to provide a safe, confidential, and supportive environment in which an individual may discuss his/her concerns. Retaliation of any kind against anyone making an allegation of discrimination, against anyone involved in the investigation, or against anyone involved in the decision regarding corrective and/or disciplinary action is prohibited, and will result in disciplinary action against the retaliator. Any NHTI student, employee, or visitor who has observed, is aware of, or has been a victim of discriminatory or harassing behavior while engaged in an NHTI-sponsored activity should report such behavior to the NHTI Title IX and Equity Coordinator (Laura Pantano, Student Center 229 [lpantano@ccsnh.edu](mailto:lpantano@ccsnh.edu) 603.271.6484 extension 4128) or the NHTI Human Resources Officer (Susan Makee, Little Hall, President's Office Suite, [smakee@ccsnh.edu](mailto:smakee@ccsnh.edu) 603.271.6486 extension 4122).

### **REPORTING SEXUAL MISCONDUCT, VIOLENCE, OR EXPLOITATION**

At NHTI, Concord's Community College, every attempt is made to create and maintain a safe learning environment in which students feel able to share opinions and related life experiences in classroom discussions, in your written work, and in meetings with your professors. To the greatest extent possible, this information will be kept private. However, staff and faculty have a legal obligation to report information concerning sexual misconduct, violence, and exploitation of individuals per federal statute and in compliance with established policies and procedures at NHTI Concord's Community College. If you have been subjected to sexual misconduct, violence or exploitation, we encourage you to contact the NHTI Title IX and Equity Coordinator, Laura Pantano, Student Center 229 [lpantano@ccsnh.edu](mailto:lpantano@ccsnh.edu) 603.271.6484 extension 4128. You may also contact: Crisis Center of Central New Hampshire at Telephone: 866.841.6229 (crisis line). You are not alone.

Additional information including resources can be found at:

New Hampshire Coalition Against Domestic and Sexual Violence: <https://www.nhcadsv.org/>  
uSafe (Add NHTI specific uSafe link): <http://www.usafenh.org>



## THE ACADEMIC CENTER FOR EXCELLENCE

The Academic Center for Excellence (ACE), located in the library, provides free academic assistance to all NHTI students who would like to improve their grades. The ACE offers peer and professional tutoring in Accounting, A&P, Biological Sciences, Math, Chemistry, Physics and most other subjects. The Writing Center & Study Solutions Lab offers writing, reading and study skills. The Academic Center for Excellence also includes Accessibility Services and a computer lab. For more information call 230-4027 or visit <https://www.nhti.edu/student-resources/get-help-your-studies>.

## ACCESSIBILITY SERVICES

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991, students with disabilities are eligible to receive academic adjustments and services to ensure equal access to classes and programs. Students with disabilities are encouraged to contact the Coordinator of Accessibility Services as soon as possible for a confidential discussion regarding their learning needs and the process for requesting reasonable accommodations in the classroom. Once the Office of Accessibility Services has approved services, the student must show the Letter of Accommodation to their instructor. Accommodations are not provided retroactively. The Office of Accessibility Services is located in the Academic Center for Excellence or by email at [NHTIAccessibilityServices@ccsnh.edu](mailto:NHTIAccessibilityServices@ccsnh.edu).

## CCSNH CLASSROOM RECORDING POLICY

As per CCSNH policy: "Students are not permitted to record any class lectures, activities or discussion using electronic video, still photo, or audio recording unless the student first obtains permission from the instructor. If the recording is made as a recommended, reasonable accommodation or modification for a student with a disability, permission shall not be unreasonably withheld." To view the entire policy please visit: <http://www.ccsnh.edu/sites/default/files/System%20Policies-%20600-%20Academic-%2002%2027%2018.pdf> (starting on page 37).

## CROSS-CULTURAL EDUCATION & ENGLISH for SPEAKERS of OTHER LANGUAGES (ESOL)

The cross-cultural education department is located in the Library, 135. The department works to provide the tools, strategies, and materials necessary for second language/second culture students and their instructors to access and deliver academic content, respectively. Services also include advising, and support in acculturating to college and community life. Prospective students may test to allow for appropriate academic recommendations and course placement and registration. ESOL courses are offered for college credit throughout the year. An academic transition process allows students to take ESOL courses and courses required in their chosen program simultaneously. One-on-one and open group tutoring can be arranged. Programs that assist members of the international, immigrant, and host communities are also offered to better support cross-cultural communication and to promote awareness and understanding of and appreciation for the growing diversity of our community. Call 230-4055 for more information, or stop by. We are happy to help!

## PLAGIARISM/CHEATING POLICY

As stated in the Student Handbook: Honesty is expected of all NHTI students. In academic matters this includes the submission of work that clearly indicates its source. Dishonest acts include cheating and plagiarism. **Cheating** includes, but is not limited to: (1) use of any unauthorized assistance from other persons or technologies in taking quizzes, tests, or examinations or in the preparation and completion of class assignments; (2) dependence upon the aid of resources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the CCSNH colleges faculty, staff, or students; or (4) knowingly providing unauthorized assistance of any kind to another for the purpose of providing unfair advantage to the recipient in the completion of course assessments/assignments (sometimes known as **facilitation**). **Plagiarism** includes, but is not limited to, the use (intentional or unintentional), by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in providing term papers or other academic materials via direct sale, barter, or other means. Cheating and plagiarism are considered serious disciplinary matters and are subject to the same penalties and procedures as other NHTI disciplinary matters. Students should be aware that penalties levied in proven cases of cheating or plagiarism may include the issuance of a grade of AF (which may in turn lead to delay of graduation), suspension or dismissal from a program or from the college, or other sanctions as deemed appropriate.

## **CANCELLATION/DELAYED START OF CLASSES**

When the President deems it prudent to cancel all classes at the college, students will receive a notice via their college email address using the NHTI Alerts Notification System. (To receive Alerts messages via other addresses/phone numbers, sign up at [www.nhti.edu](http://www.nhti.edu).) An announcement will also be made on WMUR-TV (Channel 9) and local radio stations and will be posted to the NHTI Web site. Students checking the Web page for cancellation announcements should be aware that the page must be repeatedly “refreshed” to obtain the latest information. Occasionally, the President will opt for a delayed start to classes. This means that students should be prepared to begin their school day with whatever activity they would normally be doing at the announced opening time. For example, if a two-hour delay is announced, and a student is scheduled for a class that normally meets from 8:00-10:50 AM, the student should come to that class at 10:00 AM for the remaining 50 minutes of class; classes that are normally completed before 10:00 AM would be cancelled.

## **GRADE REPORTING**

Faculty submit grades electronically to the Registrar’s Office within a few days following the end of each final exam period. FINAL GRADES ARE **NOT** MAILED to students. It is the student’s responsibility to review his/her final grades via the Student Information System as soon as grades are available. Students who receive an “I” (Incomplete) grade should coordinate with the instructor to complete the remaining coursework as soon as possible. Unresolved “I” grades will convert to an “F” (Failing) grade automatically at the end of the third week of the following semester. A grade of Incomplete will place a student’s financial aid status on hold for the subsequent semester. Consult the NHTI catalog for the full “Incomplete Grade Policy.”

## **STUDENT ATHLETES**

NHTI values its student athletes and wants them to be successful both on the field/court and off. Therefore, student athletes participating on any NHTI-sponsored team **MUST** provide each of their instructors with documentation from the NHTI Athletic Department confirming their participation on a team, as well as the schedule of practices and games, within the first week of the semester or immediately upon joining a team (if joining after the semester begins) to receive consideration for excused absences, make-up testing, or other sorts of accommodations related to the team schedule. This documentation must be presented in advance of any special requests. Participation on an NHTI-sponsored team does not excuse any student from compliance with any/all course requirements. Faculty are not required to excuse students from class or lab to attend practice sessions, and there may be circumstances (such as clinical requirements) under which athletes may not be excused for games, though every effort will be made to accommodate the schedules of student athletes who work responsibly with their instructors.

## **STUDENT EMAIL**

Official Community College System of New Hampshire (CCSNH) email accounts will be created automatically for all enrolled students at the time of course registration. This is the only email address that will be recognized by NHTI for any required correspondence in NHTI-controlled courses and will serve as the official account for ALL of your electronic communication with the college. This practice will ensure that all students are able to comply with the email-based requirements specified by faculty. Students are responsible for checking their official student email regularly and reading college-related communications. The electronic mail system is college property. Additionally, all messages composed, sent, or received on the electronic mail system are and remain the property of CCSNH or NHTI. The CCSNH electronic mail system is not to be used to create or forward any offensive messages. CCSNH is not responsible for the handling of email by outside vendors.

## **ACADEMIC CREDIT**

NHTI awards academic credit in accordance with the policy of the Community College System of New Hampshire, which equates a credit hour to (1) one hour\* of “lecture” per week for 15-16 weeks\*\*; (2) 2-3 hours of lab per week for 15-16 weeks\*\*; (3) 3 hours of practicum per week for 15-16 weeks\*\*; (4) 3-6 internship hours per week for 15-16 weeks\*\*; or (5) 3-5 clinical hours per week for 15-16 weeks\*\*. In awarding academic credit, NHTI faculty create instructional plans, activities, and assessments with the expectation that students will spend a minimum of 2-3 hours outside of class per week per credit (\*\*) in related course activities (completing assignments, studying, etc.).

\*one instructional hour equals 50 minutes

\*\* All “per week” hours should be prorated accordingly for alternative-length semesters. For example, a course that meets for 3 hours per week in a 16-week semester and requires 6-9 hours per week of additional work outside the classroom would meet for 6 hours per week and require 12-18 hours per week of additional study time when offered in an 8-week format.