STA2023-0I1 (#20312): Elementary Statistics
Spring 2026 (B12) – Online

Instructor Information

Name: Tricia Lynn, Assistant Professor
Email: tricia.lynn@fgc.edu or through Canvas message. I will respond to you within 1 business day.
Office: Building 009, Room 223
Office Phone: (386) 754 – 4394
Office Hours: Monday 9:45AM – 10:00AM in Building 9 Room 234
Tues & Thurs 11:15AM – 1:00PM and 3:45PM – 5:30PM in Building 9 Room 223
Other Available Hours: If emailing, I will respond by the end of the next business day or sooner.

Course Information

Credits: 3
Requirements Met: AATR, GE, GEC, GR
General Education Area: Mathematics
Prerequisites: Successful completion of MAT 1033, Intermediate Algebra, or appropriate placement test score, AND Principles of Reading with a grade of C or better, or appropriate placement test score.

Course Description

In this course, students will utilize descriptive and inferential statistical methods in contextual situations, using technology as appropriate. The course is designed to increase problem-solving abilities and data interpretation through practical applications of statistical concepts. This course is appropriate for students in a wide range of disciplines and programs.

Required Materials

Link to required text in bookstore.

Elementary Statistics: Picturing the World, 8th Edition, by Ron Larson. ISBN: 9780137493500. Pearson, 2023. MyLabStat access kit ONLY. There is a full e-copy of the text within MyLabStat. No physical copy of the textbook is required. The license is available online when you register in MyLabStat (purchase with credit card) or may be purchased in the bookstore (if using financial aid). *IMPORTANT: MyLabStat has a free trial option (for 14 days) that will allow you to immediately start your course even if you do not have funds to purchase access at the start of the course.*

Laptops

Students in this course are highly encouraged to have a laptop (not a Chromebook) that has Google Chrome and is capable of running Honorlock. Use of technology will be required in this course.

Gordon Rule

6A-10.30(2)(b), FAC, commonly known as the "Gordon Rule" states that each college shall require a minimum of six semester hours of mathematics as part of the graduation requirements for the A.A. Degree. Students who take six hours of math at the level of MAC 1105 (College Algebra), MGF 1130 (Mathematical Thinking), or higher, WITH A FINAL GRADE NO LOWER THAN A "C", will be considered to have fulfilled the mathematics requirement.

General Learning Outcomes

- **Critical Thinking:** Students will logically evaluate, analyze, and synthesize information.
- **Quantitative Reasoning:** Students will apply mathematical concepts and reasoning to draw valid conclusions.

Course Learning Outcomes

Successful completion of this course will include meeting the following course-specific learning requirements, which will be assessed by online homework, classroom activities and participation, tests, quizzes, and a comprehensive final exam:

- Distinguish between population and sample data and apply various sampling techniques.
- Model linear relationships between quantitative variables using correlation and linear regression.
- Construct frequency distributions and other graphical representations.
- Visualize and summarize data using descriptive statistics.
- Apply basic probability concepts to draw reasonable conclusions.
- Distinguish between discrete and continuous probability distributions.
- Employ concepts of random variables, sampling distributions, and central limit theorem to analyze and interpret representations of data.
- Choose an appropriate method of inferential statistics, including confidence intervals and hypothesis testing, to make broader decisions based on sample data.

Critical Dates – Spring 2026

Date	Event
Wednesday, December 10	Spring H Term start
Wednesday – Friday, December 10-12	Add/Drop period for Spring H
Monday, December 29	Deadline for student-initiated withdrawals – H
Tuesday, January 6	Course End Date – H
Monday, January 12	Spring A16 and A8 classes start
Monday – Wednesday, January 12-14	Add/Drop period for Spring A8
Monday – Friday, January 12-16	Add/Drop period for Spring A16
Monday, January 19	Martin Luther King, Jr. Day – No Classes
Monday, February 9	Spring B12 classes start
Monday – Wednesday, February 9-11	Add/Drop period for Spring B12
Monday, February 16	President's Day – No Classes
Friday, February 20	Deadline for student-initiated withdrawals – A8
Monday, February 23	Spring B10 classes start
Monday – Thursday, February 23-25	Add/Drop period for Spring B10
Friday, March 6	Course End Date – A8
Monday, March 9	Spring B8 classes start
Monday – Wednesday, March 9-11	Add/Drop period for Spring B8
Friday – Friday, March 20-27	Spring Break
Friday, April 10	Deadline for student-initiated withdrawals – A16
Friday, April 17	Deadline for student-initiated withdrawals – B12
Monday, April 20	Deadline for student-initiated withdrawals – B10
Friday, April 24	Deadline for student-initiated withdrawals – B8
Thursday, May 7	Course End Date – A16, B12, B10, B8

Student Expectations and Performance Measures (Grading)

Attendance

Attendance is mandatory. Class will begin on time. Arrival after the designated start time or before the designated end time are both considered tardy. FOUR tardies is equal to an absence. If the student misses more than 40% of the class time (30 minutes of the 75-minute class), they are considered absent.

There are no excused or unexcused absences in this course. An absence is an absence; and a missed opportunity at learning. Upon their FIFTH absence from this course, students will automatically receive a grade of F in the course. Extenuating emergent situations (like extended illness or hospitalization) will be considered if supporting documentation is submitted to the instructor and the student has been in communication with the instructor regarding this situation.

During class, students are expected to be on task and working on Statistics work only. Students who are working on other courses' work (e.g. working on an English paper) or doing non-academic work (e.g. watching Netflix or playing a game) will be asked to leave and will be marked absent for the day.

Homework

Students are required to do online homework in Access Pearson (MyLab Stat). You will work in the online homework platform, completing necessary homework assignments. There are due dates for each topic area/section covered. Students attending lecture sections of this course will have the opportunity to work in MyLab Stat during class time, if time allows. Information on registering and using MyLab Stat will be provided to you by your instructor in Canvas.

For seated classes, homework and practice tests are due at the beginning of the class the day of the test.
For online classes, homework and practices tests are due at midnight the day before the unit test is due.

Courtesy and Student Conduct Code

Students should not arrive late to class without an explanation afterward or leave early from class without advance permission. Self-restraint, courtesy and consideration for fellow students and the instructor are imperative. In particular, please turn off cell phones and do not use laptops/tablets for non-academic purposes during class time. Cheating in any form is not acceptable. See *The Student Code of Conduct* in the Student Handbook**.**

Technology

Online classes: If you are using your own computer, it is your responsibility to make sure that you have the appropriate laptop with a webcam for testing. You are responsible for making sure you know how to use the software required and can do so successfully on testing days. The professor will provide practice, but the professor is NOT technical support. You must adhere to all guidelines set forth in the Honorlock Agreement on Canvas.

Calculators: Students can use a **SCIENTIFIC calculator that does NOT have a solver function**. *Use of a calculator with a solver function will result in a score of zero on that assessment.* I recommend the TI-30XIIS, as there are many tutorials online for this particular calculator. Students are **not** permitted to borrow calculators or to use cell phones or any other electronic devices as calculators during exams. Despite the use of calculators and/or computer-based testing, students MUST show all work on all tests with all formulas and steps clearly written for each problem. Use of unauthorized electronics on any assessment will result in a grade of zero.

Formulas Sheet Policy

Due to the nature of statistics and the large number of formulas and computation, you will be allowed to use an **unmarked** Statistics Formula Sheet that has been specifically designed for this course and a scientific calculator on every assessment. Seated students will be given a clean copy during testing. Please do not write on this copy. *Fully online classes are to use the Canvas link for this formula sheet during testing, as that link will be allowed by Honorlock.*

Testing Procedure

All sections: Tests will be given as indicated on the course outline. Other graded assignments and quizzes may be given as deemed necessary by the instructor. There are no make-up tests or retakes on tests. All test work must be shown on paper and your organized, labeled work must be turned in immediately after you finish your test.

For seated sections, all tests will be administered on paper using a scientific calculator only. Partial credit will be given based on your work. No work = no partial credit. Correct answers are worth only one point per problem.

For online sections, all tests will be administered remotely using our online homework platform MyLab Math and proctored via the online proctoring system Honorlock using the **Chrome browser only**. *Smartphones, Chromebooks, and tablets are not currently supported by Honorlock.* IMPORTANT: All test work must be shown on paper and your organized, labeled work must be turned in immediately (within 5 minutes for online students) after you finish your test. You will upload a PDF into the designated Canvas assignment. Templates for showing your work will be provided. Reminder, there will be no use of StatCrunch or Excel during the assessments. Only your authorized scientific calculator is allowed. A scientific calculator will be available in Honorlock as well.

Templates for showing your work will be provided. *Failure to turn in your shown work for your test will result in a grade of zero on that test. Online students have FIVE minutes after their assessment ends to upload their written work. Failure to do so will result in a score of zero on that assessment.*

ATTENTION Dual Enrollment Students: Your school provided laptops may not be able to run Honorlock, so you may not be able to take your assessments while you are at the high school. You may have to take these assessments at home on your personal laptop or desktop. *It is your responsibility to make sure that you have a properly functioning computer that can run Honorlock for this course.*

Honorlock Testing Procedures for Online Courses

For online sections, all assessments will be administered remotely using our online homework platform MyLab and proctored via the online proctoring system Honorlock. To use Honorlock, you DO NOT need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection. Smartphones and tablets are not currently supported by Honorlock.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension at www.honorlock.com/extension/install. When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking Launch Proctoring will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (844-243-2500), and/or email (support@honorlock.com).

Closely follow the directions and rules as outlined regarding room scans and testing in the appropriate environment.

ROOM SCAN

You must conduct a thorough room scan of your testing environment to earn credit on the test. You should complete a 360-degree rotation to show the area behind you, to your sides, below you, and in front of you. You must also show your desktop and workspace. You should only have your approved scientific calculator, pencil, and work shown print out to do your work. Please show the camera both sides of each page of paper you have to ensure it does not have any formulas, etc. Your cell phone and smart watch should be turned off and put away and cannot be used as a calculator.

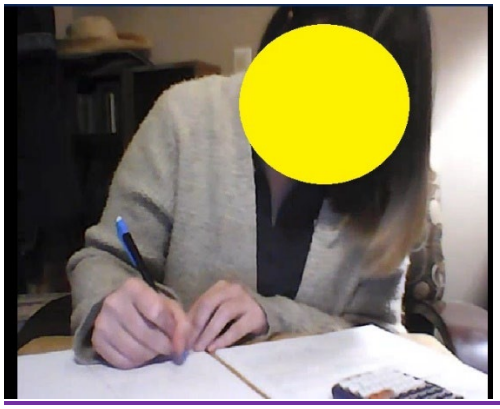
Honorlock may let you move forward even with an incomplete room scan so please make sure to follow these directions. An incomplete room scan as well as failure to follow the other requirements below will result in a grade of "0."

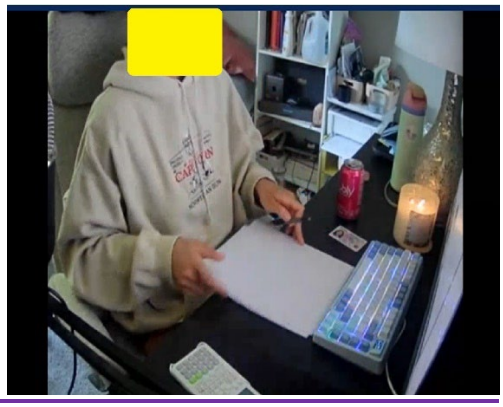
Example of a Room Scan - https://www.youtube.com/watch?v=ctoLtu3k2koLinks to an external site.

OTHER REQUIREMENTS

The online testing environment should mimic the "in class" testing environment, and must conform to the following:

- Students are required to establish identity following the procedures outlined in the Honorlock instructions. You will need to have a state-issued ID with your name and picture on it.
- It is highly recommended that you use a 360-degree-webcam for testing.
- Lighting in the room must be bright enough to be considered "daylight" quality.
- Be sure the desk or table is clear of all other materials. This means the removal of all books, papers, notebooks, electronics, etc. unless specifically permitted by the instructor.
- For room scans, students must show work area as well as entire room - this needs to be a 360-degree room scan. If this is not completed, the test will be marked invalid.
- No writing visible on desk or on walls.
- Close all other programs and/or windows on the testing computer prior to logging into the proctored test environment. - Honorlock uses a lockdown browser. When a student tries to access another window, Honorlock will notify the instructor.
- Do not have loud music or the television playing in the background.
- Do not talk to talk to anyone else--No communicating with others by any means.
- No other persons except the test-taker should be permitted near the testing environment.
- You must have your entire work area visible in your camera, not just your head. Your desk, calculator, and paper for showing work must be in full view. See the pictures below as an example of what the instructor MUST be able to see:





The following is NOT ALLOWED during testing:

- Cell phones (turn them off during testing)
- Apple Watches (turn them off during testing)
- Graphing Calculators or any scientific calculator with a solving function
- Excel, StatCrunch, or any other software package
- Any website, unless specifically allowed. For example, you can have the Google Drive link for the formula sheet open.

The following IS ALLOWED:

- scientific calculator (one will be provided by Honorlock on your screen)
- pens/pencils/highlighters
- blank loose-leaf paper, blank graph paper, or printed showing work template.

Testing Behavior:

- You must not leave the room during the testing period at any time.
- You must not take the computer into another room to finish testing (exam must be completed in the same room the "Exam Environment View" is completed in).
- No use of headsets, ear plugs (or similar audio devices) are permitted.
- Do not use a phone for any reason. The only exception is to contact support or your instructor in the event of a technical issue.
- There should be no use of Apple Handoff during the exam. If Honorlock flags the use of Apple Handout, this will result in an automatic zero.
- If a proctor Pop-In occurs during your testing in Honorlock, you may be given a zero, depending on the severity of the infraction.

WORK SHOWN

You are required to submit work for each unit test and the final exam immediately after submission of your test. The work shown document should be downloaded and printed before the assessment. Do not write on the document before the assessment. During the assessment, show the steps to solve the problems in the appropriate numbered box. Then, immediately after the assessment, scan and upload one pdf of the work shown document into the assignment here on Canvas. The assignments are located within the appropriate module. Failure to upload work within FIVE minutes of submitting your assessment will result in a grade of "0." Additional guidelines, requirements, and procedures will be communicated through Canvas.

How do I change a written document to a PDF after I have taken a picture of it with my cell phone?

For iPhone: https://www.adobe.com/au/acrobat/roc/blog/how-to-convert-picture-to-pdf-on-iphone.htmlLinks to an external site.
For Android: https://imagesuggest.com/blog/convert-android-image-to-pdfLinks to an external site.
Or Visit: https://www.ilovepdf.com/

If any of these above are violated, the student will be subject to reduced points and/or a zero for the exam. It will also be up to the instructor if the student can continue to test via Honorlock on future tests. The result of a violation could prompt the requirement of testing on campus in the testing center using paper tests.

Instructor's Late Work Policy

Late adds to this course will not receive any extensions on any assignments.

There will be no late work accepted.

If you should miss an assessment due to illness or emergency, the final exam will replace that grade at the end of the semester.

Extra Credit

There is no extra credit in this course. Extra credit is already built into the course in the homework and the final exam replacement for the lowest test score (see Learning Activities section). This extra credit is designed to benefit students who are putting in the effort needed for this course.

Grading Scale

A	90% - 100%	**B**	80% - 89.9%	**C**	70% - 79.9%
D	60% - 69.9%	**F**	59.9% or below		
I	Incomplete (assigned for reasons as stated in college catalog)				
W	Voluntary withdrawal by student before the withdrawal date				

Returning Grades/Feedback

Homework assignments are graded by Access Pearson (MyLabStat) as you go, so you will have instant feedback. Practice Tests give you feedback and allow for guidance using the help buttons in review mode only after you have completed the practice test. Feedback on incorrect problems from assessments will be provided within a week of an assessment.

Learning Activities

Homework (15%): Will be assigned on Access Pearson (MyLabStat) for each section covered. A score of 80% or higher is required for each section to receive full credit for that section. Any score below an 80% will result in no credit. If you receive a score of at least 80% on all the sections that were assigned for that unit, you will be assigned a score of 100% for the homework for that unit. Be sure that you can complete the assignment without looking at notes or using the help button so that you are sure you fully understand how to do the work.

Practice Assessments (5%): There will be a practice assessment posted in Canvas for each unit. These will be worth 5% of your total course grade. You will have unlimited attempts at each practice assessment. This practice assessment is also due before midnight the day BEFORE the unit assessment. It is recommended that you complete the practice assessment multiple times. First using notes; Second without notes; Third without notes and a timer. (Tests are 75 minutes. Quizzes are 45 minutes.)

Midterm Project (5%): This project encompasses all the material from the first half of the course. It makes sure that you are able to gather data, organize and graph data, find measures of center for your data, and make logical comparisons of data sets using complete sentences. It should be professional and not handwritten. Handwritten projects will automatically receive a score of zero.

Unit Assessments (55%): Assessments will be given in class on paper (for seated courses) or using an online proctoring software (for online classes) on Access Pearson (MyLab Stat). Tests will be 75 minutes and quizzes will be 45 minutes. In the case where tests are given using online proctoring, students will still benefit from the written feedback of the instructor as appropriate so your written work MUST be uploaded (in PDF or DOC form) onto Canvas or turned into your instructor immediately (within FIVE minutes) after finishing your test on Access Pearson (MyLab Math). Feedback on incorrect problems will be provided in Access Pearson (MyLab Math). No work means no partial credit on any of the problems. The correct answer(s) is worth only one point per problem.

Comprehensive Department Final (20%): The departmental final exam should be given during the final exam period. As always, exams will be proctored. You will need to turn in all your organized work at the end of the exam. All necessary formulas and tables will be provided. The lowest assessment score will be replaced by this Final Exam percentage if that score is higher than the lowest assessment.

Student Support and Tech Needs

Succeeding in Any College Mathematics Course

Develop a systematic study routine between class meetings - study your notes, read the book, and work the assigned problems. Keep your notes and assessments in an organized binder. Use all help at your disposal: instructor office hours, Student Success Center, and the online free tutoring in Canvas. Your personal motivation and work ethics are the key to your success. You are ultimately responsible for mastering the material in any course.

Getting Help with Your Math

If you are having trouble with your math, **seek help early in the semester!** FGC has help available for you at the following places...

1. Your **Instructor** is available during regular office hours and sometimes by appointment to help with specific homework assignments. If your instructor is busy when you drop by, come back at another time. Check the resources they post on Canvas for you as well!
2. Form a **Study Group** with other students enrolled in the same course. Meet at a regular time and a place (e.g., the library, the math lab, an empty classroom).
3. The **Student Success Center** offers free peer-tutoring for most mathematics courses. The Center is currently located in the back of Building 008.
4. **Brainfuse** offers 24/7 general tutoring and specialized tutoring during specific hours. A link for Brainfuse is located in the left-hand course menu in Canvas.
5. **Khan Academy** can be found at http://www.khanacademy.org and has several videos on multiple topics.
6. **YouTube** has many math instructional videos. Just type in the topic in the search bar.

All of these services are offered to you **free** at Florida Gateway College! Take advantage of the available resources and **SUCCEED** in your math course!

Basic Technical Requirements

This course requires students to have access to a computer and the internet. You must use Google Chrome and Honorlock for computer testing, which will not function on some tablets, Chromebooks, or smartphones. For those students who do not own a computer, computer labs are available on the FGC campus and in public libraries. Students without the internet can come to the FGC campus, go to local public libraries, coffee shops, etc.

Remember, during any class, you are responsible for troubleshooting your technology. Your professor is not tech support.

Please see the ORIENTATION module in Canvas for more technical assistance with Access Pearson (MyLab Math) and Honorlock.

If you have any additional questions, please contact IT at 386-754-4408. You can also email the Florida Gateway College helpdesk at helpdesk@fgc.edu.

Access Pearson (MyLab & Mastering or MyMathLab)

Getting Started

Step #1: Go to your course in Canvas. On the left side of the screen, you will click on Access Pearson (formerly known as MyMathLab).

Step #2: Click on "Open Pearson."

Step #3: If you have not used MyMathLab while at FGC, you will need to click on "Create an account". *Be sure to use your FGC email account as your username!* If you have used it before while at FGC, log in using your username and password.

Step #4: You should then come to a payment page.

- Use an access code – If you purchased from the bookstore, you will need to use the website on your receipt to get this access code.
- Use a credit card or PayPal – You have some options for buying directly from the publisher.
- Get temporary access without payment for 14 days – Click on this if you have not purchased your access code. This gives you two weeks of free access.

If you get a screen that asks for the course code, get back to Step 1 and make sure you are in YOUR CANVAS COURSE!!

Step #5: You should be all set now! Go back to your Canvas course and repeat Step #1.

Step #6: You should have a screen with several options:

- **MyLab Math Assignments** – This will bring you to just the assignments in MyMathLab.
- **MyLab and Mastering Course Home** – This will bring you to the homepage in MyMathLab that will have a screen on the left side with ALL the options and resources at your disposal. Be sure to check out the Multimedia library that has author videos for each section.

Note: In the future, it is recommended you enter your Access Pearson course through Canvas.

Need Help?

See Help for Access Pearson with Canvas.
Go to our YouTube channel where students and instructors can find getting started videos.
Contact Pearson 24/7 Technical Support. To provide them with your details in an export file, enter your Canvas course and go to **Access Pearson >Diagnostics**. (If you don't have access to the Diagnostics page, please contact your instructor for this information.)

Here are some helpful links and videos that will help you navigate and use Access Pearson/MyMathLab:

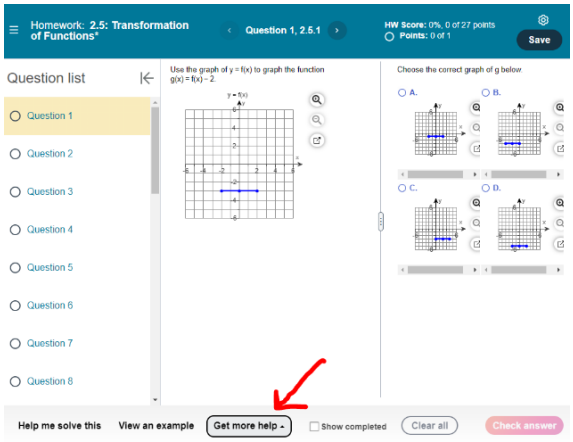
- How to work in your course: https://support.pearson.com/getsupport/s/work-in-your-course
- How to use the toolbar (includes graphing lines): https://www.youtube.com/watch?v=NLbsRp2QBKs
- How to use the graphing tool: https://www.youtube.com/watch?v=0bJ8czUnk40

Using MyMathLab

1. Homework problems are graded, but if you do not get the correct answer, often times you will receive several attempts at the same problem. **Eventually, if you do not come to the correct answer, MyMathLab will display the solution and ask you to try a similar problem (but with different numbers). As long as you *EVENTUALLY* get the problem correct, you will get credit.** Again, your time spent on the Homework is documented along with your progress. You may repeat each homework section assignment as many times as you want and your highest score will be recorded.
2. Practice tests are provided to help you prepare for the instructor's assessments.
3. Study plans and sample tests are all OPTIONAL and are not graded. These tools will help remediate topics, but are not graded.
4. To check your progress on MyMathLab, click on the "**Gradebook"** button. This will display any time spent on practice tests, homework, and tutorial exercises (study plan) as well as grades earned on homework. You can also click "Review" next to any assignment and review it using all the help buttons.

Homework and Practice Exercises

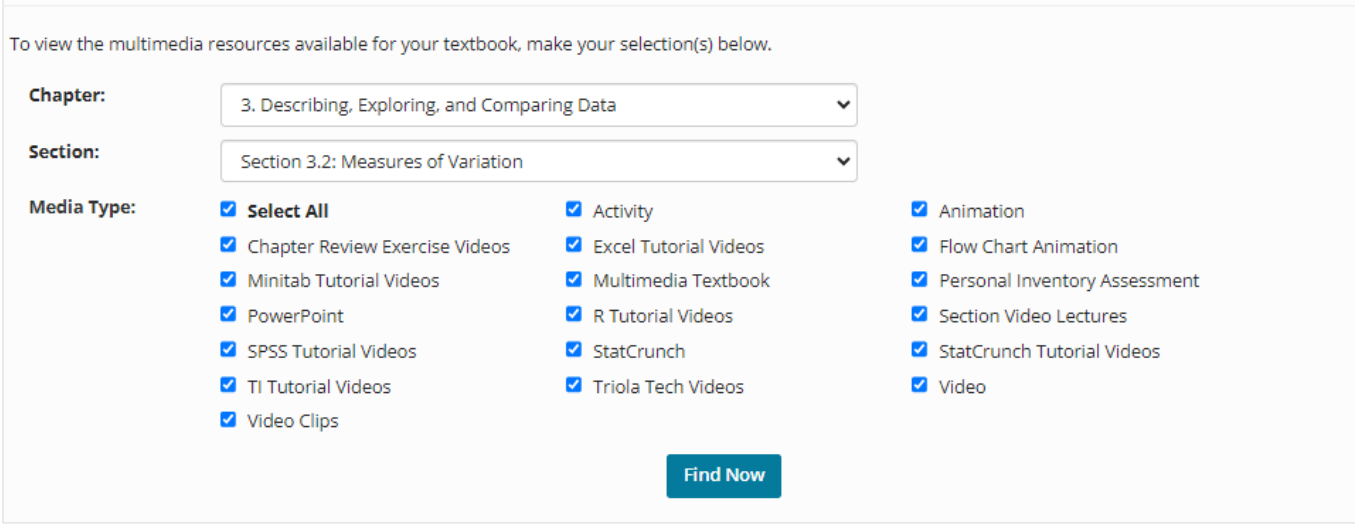
To the right is a screenshot from the Homework Exercises and those in your Study Plan. When doing Homework or Practice Exercises make sure you are aware of the resources available to you. Let's outline the "Question Help" features designed to assist you complete a problem.

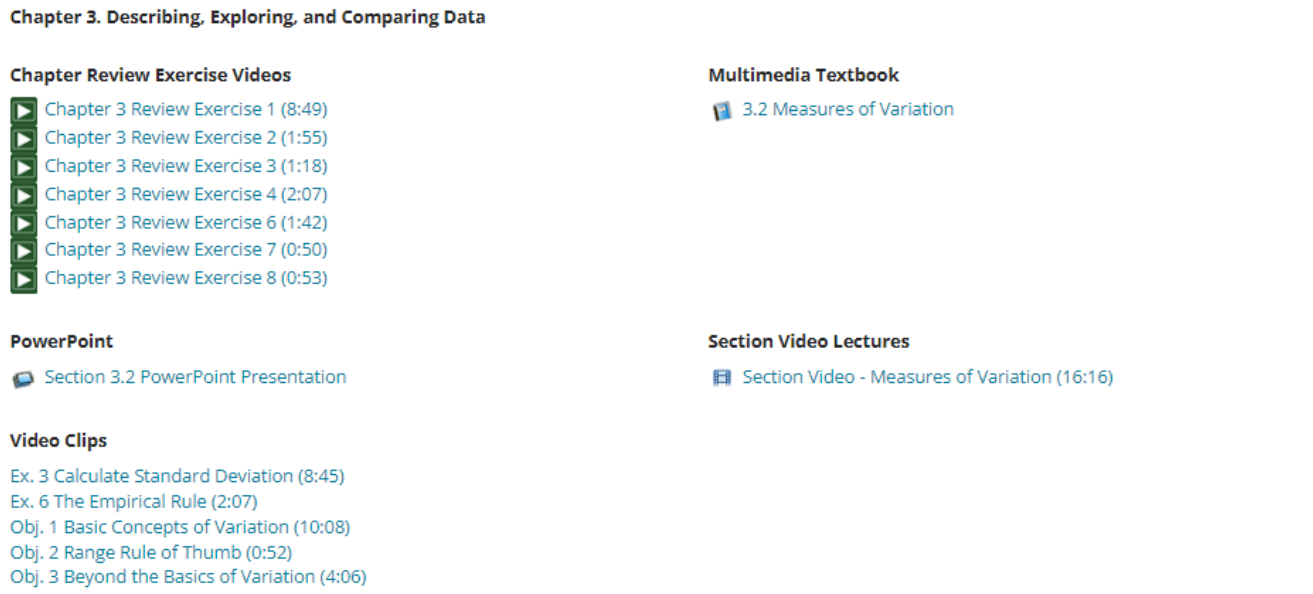


- **Help me solve this:** This walks you through that exact problem step by step and then has you try a similar problem on your own.
- **View an Example:** This is less interactive but gives you an example of a similar problem in step-by-step fashion with the option to return to the original problem at any time.
- **Video** (not all problems have this option): This option will display a video where a solution will be given to that particular type of problem by the author of the book.
- **Animation** (not all problems have this option): The animation option is similar to "View an Example" except that there is an audio voice over included with the solution. There is also more animation than in "View an Example."
- **Textbook:** This option open will open a window that turns to the relevant pages out of your textbook. This is an interactive version of the textbook that has practice problems for you to try and video examples.
- **Ask My Instructor:** Click this option if you'd like to ask a specific question about this problem to your instructor. You will be able to type a message and a link to the problem you are working on will be included with the message.
- **Print:** If you'd like to print the problem for later, click this button.
- The navigation button in the top center will allow you to move to different problems.
- On the left side of the page is your toolbox for inputting answers. See https://help.pearsoncmg.com/xl/videos/tour-player/enteranswers_html5.html for more details on special input procedures.
- After selecting your answer choice (or inputting the answer) you may move onto another problem by using the exercise navigator above the problem. You should always click **Check Answer** in the lower right before moving on to another problem. Remember, you will only receive HW credit for those problems you eventually answer correctly.

Supplemental Resources in MyLab

1. The "**E-text Contents**" section has information about your textbook that can supplement your studying. It contains a summary video lecture for each section, a multimedia textbook section giving you an interactive version of your textbook, practice exercises associated with the textbook that are NOT tracked in MyMathLab (**neither grades, nor time spent will be documented in MyMathLab**), and a link to the study plan for that particular section. There is also a link to the FREE tutoring center you have access to.
2. The "**Video and Resource Library"** section gives you a way to search for a particular medium (animation, video, power point presentations) that you might find useful in any section. Search by Chapter and Section, then select all resources. You will find lots of extra videos here. See example below in the snapshot below:





You have many options of videos from this section.
You also have the multi-media textbook, which is interactive and would definitely benefit your learning.

Florida Gateway College Policies and Statements

The Library

The Wilson S. Rivers Library is located in Building 200 and also includes millions of e-books and articles (https://www.fgc.edu/academics/library/).The library has more than 70 computers with 50 pages daily of free B&W printing for students. There are also small and large study rooms available for two hours at a time. Click the link above for more information. Librarians are available to assist with research help, and there are helpful videos on library searching and citation help here: https://www.fgc.edu/academics/library/research-help-and-guides/.
Phone: 386-754-4401 Email: library@fgc.edu Ask-A-Librarian text and chat

Fall & Spring Semester Library Hours	Summer Semester Library Hours
Monday- Thursday 7:30 am – 7:30 pm Friday- 9:00 am – 4:00 pm Saturday & Sunday - CLOSED	Monday- Thursday 7:30 am – 6:30 pm Friday- CLOSED Saturday & Sunday - CLOSED

The Student Success Center (SSC)

The Student Success Center (SSC) is located in Building 008. The SSC offers a variety of resources for students and faculty. Access to computers and limited printing is available. Copies of reference books, textbooks, access to course specific software, and access to tutors for all levels of math and writing are available in the SSC. Tutoring in other subjects is also offered. The SSC provides space for students to study in subject specific learning groups. Stop by or call the Student Success Center to request the most current tutor schedule (386-754-4382).

The SSC also partners with Brainfuse, an online service that provides live on-demand one-to-one tutoring, skills building, and expert writing assistance in a variety of college subjects. The system is easily accessed directly through the Canvas dashboard.

Fall Semester SSC Hours	Spring Semester SSC Hours	Summer Semester SSC Hours
Monday –Thursday 8:00 am – 7:30 pm Friday 9:00 am – 4:30 pm	Monday – Thursday 8:00 am – 6:00 pm Friday 9:00 am – 4:30 pm	Monday – Thursday 7:30 am – 5:00 pm

If you have any questions, you may contact the center by phone at 386-754-4479, 386-754-4382, or by emailing Christina Slater at christina.slater@fgc.edu.

The TRiO program is also housed in the SSC. It offers coaching to enhance, navigate, and simplify the college experience. Qualified students may participate in workshops, travel, individualized tutoring sessions and other educational experiences.

EAB Navigate

The SSC initiates student progress reports to the entire campus through EAB Navigate. EAB Navigate is an early-alert tool designed to identify students who may be susceptible to falling behind in their course before they actually do.

Twice during the semester, we provide instructors with the opportunity to ALERT students of their course progress. This is done through the FGC Wolves email account. Students may receive an email stating their success may be at risk in a specific course. If you receive this email, DO NOT PANIC. Please contact your instructor directly, your academic advisor, and the SSC. Your instructor's information is provided in the email.

Navigate Student is a mobile app designed to support students during their academic careers at FGC. Navigate Student is the ultimate student resource that acts as a personal advisor and provides students with the information they need, when they need it. Additionally, students may make an appointment with an advisor, view campus events, be alerted on important to-do's, view class schedules, explore their major, and much more.

Please do not allow yourself to struggle. We are here to help you achieve success. The mission of the SSC is to help encourage and promote your educational journey here at FGC and beyond.

Class Recording

A student shall not make a recording in class unless the recording is limited to the class lecture, and…

1. the recording is made for the student's personal educational use,
2. in connection with a complaint to the college, **or**
3. as evidence in or in preparation for a criminal or civil proceeding.

Students are not permitted to record in class, through any means over any medium, any academic or other activity that is not a class lecture. A recording of any meeting or conversation between students, or between students and faculty, is strictly prohibited unless all parties have consented to such recording. A recording of a class lecture may not be published without the prior express written consent of the recorded faculty member.

Resource Information

Florida Gateway College has partnered with **BetterMynd**, (https://www.bettermynd.com/students), an online therapy platform for college students, to offer our students access to free video-therapy sessions with their diverse network of licensed mental health counselors.

Florida Gateway College students can now access free online therapy sessions on the BetterMynd platform with the counselor of their choice. These 50-minute, live video-sessions are private, confidential, and can take place from the convenience of your laptop, smartphone, or tablet. Sessions are available during the day, at night, and on the weekends.

To register and get started with a counselor that's a good fit for you, sign-up here. (https://app.bettermynd.com/register)

If you have any questions about these services, you can email BetterMynd at students@bettermynd.com.

If you are in the need of additional resources please contact the Director of Student Life, Amy Dekle, at amy.dekle@fgc.edu, or by visiting Building 007.

Academic Appeal; Grievances; General Complaint

If a student wishes to file an academic appeal, grievance, or general complaint, please visit the college's website. Under Students and the Complaints & Appeals section (https://www.fgc.edu/students/complaints-and-appeals/), information regarding policy, procedure, and forms related to these topics is provided.

College Course Withdrawal and Drop Process

A course may be dropped only during the published add/drop period. After add/drop, students must withdrawal from their course. Please visit the College Catalog for more detailed information about the drop and withdrawal process.

Students are responsible for withdrawing by the published deadline. Students must allow sufficient time for the process to be completed. **The fully approved withdrawal form is due to Enrollment Services by 4:30 p.m. on the deadline posted on the** Academic Calendar **or it is considered late**.

To withdraw from a course, the following steps must take place:

1. The student will log in to MyFGC and navigate to the Withdrawal form.
2. First, click the Student tab; next click Registration; and then click Course Withdrawal Form.
3. The student will enter the course information, the instructor's email address, and the advisor's name and email address. Once all information is entered, submit the form.
4. The form then routes directly to the instructor for approval and the last date of attendance. Once the instructor has completed their portion, the form will route to the advisor.
5. The advisor will complete their portion of the form and submit.
6. The form then routes to Registration & Records for processing. The student will receive an email notification to their FGC Wolves email account once this step is completed.
7. If the form is denied, the student will be notified by email and should contact the advisor with any questions.

Students are strongly encouraged to begin the withdrawal process the day **before** the withdrawal deadline to allow sufficient time for the process to be completed by all offices involved (Instructor, Advising Services, Financial Aid, Enrollment Services).

It is the student's responsibility to understand all financial and academic implications of the withdrawal. Students are permitted a maximum of two (2) withdrawals per course. Upon the third attempt, a student must receive a grade for the course. Absence from class or merely notifying the professor does not constitute withdrawal. A student who stops attending class without withdrawing will receive a grade from the instructor.

Incompletes

Incomplete grades are reserved for students who are unable to complete a course and the withdrawal date has passed. A student should only be issued an incomplete if at least 75% of the course assignments have been submitted and the student can reasonably complete the remaining assignments **within the first three weeks** of the next term to earn a passing overall grade. Otherwise, students should be issued the earned letter grade in the course at the end of the current term.

The *Incomplete Grade Request Form* must be completed and submitted for approval by the **FIRST day of Final Exams** and BEFORE issuing the "I" grade. The instructor will describe the circumstances leading up to the requested "I" for the course, and list the missing assignments, quizzes, exams, and any other course requirement needed to satisfactorily complete the courses **within the first three weeks** of the next term. The form must be signed by the instructor, student, and the Dean/Executive Director over the program. Once all participants have signed, an approval email will be sent to the instructor for authorization to assign the "I" grade.

Student Communication Standards

You are expected to communicate in a professional and respectful tone with the instructor and fellow classmates. All written communication (in email correspondence, discussion forums, assignments, quizzes and exams, etc.) must use proper written English. Please refrain from using online and texting abbreviations and language. Oral communications, if applicable, must be made with a respectful tone and body language. Use proper netiquette throughout!

Academic Honesty

At Florida Gateway College, we value the development of critical thinking, effective communication, and academic growth. To ensure fairness and uphold the principles of academic integrity, any instances of academic dishonesty (i.e., cheating, plagiarism, bribery, misrepresentation, fabrication, unauthorized use of AI technologies, etc.) are not permitted and will be dealt with severely. Students should make themselves aware of the student code of conduct found in the Student Handbook. We believe in your ability to think critically and develop your own unique perspectives. By adhering to these guidelines and committing to the principles of academic integrity, you will not only enhance your learning experience, but also foster an environment of trust and respect within our academic community.

Use of AI Technologies

The use of AI technologies to generate or assist in the creation and completion of assignments is strictly prohibited, unless explicitly allowed by the instructor as described in the course syllabus. It is your responsibility to read this thoroughly and carefully at the beginning of the semester.

Your assignments should reflect your own thoughts, analysis, and original work. Florida Gateway College employs the use of AI detection tools to assess the authenticity of your assignments. These tools are designed to identify instances of cheating and plagiarism, including the use of AI technologies. Any submissions that violate this policy will be subject to disciplinary action. If you have any questions or concerns regarding the use of AI technologies in your courses, please review your course syllabus or reach out to your instructor for clarification.

Equity and Diversity

Florida Gateway College does not discriminate in education or employment related decisions on the basis of race, color, ethnicity, national origin, gender, religion, disability, age, marital status, genetic information, sexual orientation, pregnancy, or any other legally protected status in accordance with the law. The Civil Rights & Compliance Officer is Cassie Buckles, Executive Director of Human Resources, Building 001, Room 116, 149 SE College Place, Lake City, FL 32025, and may be reached at cassandra.buckles@fgc.edu or by phone at 386-754-4313.

Disability Statement

The Office of Accessibility Services (OAS) is a resource for both students with disabilities as well as faculty. Students with disabilities in need of academic accommodations must first be registered with the OAS to verify the disability, establish eligibility, and determine reasonable academic accommodations.

After registering with the OAS, students must request their academic accommodation letters be sent to them each semester to share with their instructors. Upon receipt of the letter, the instructor will be available during office hours or via email to discuss the accommodations a student will need during the course.

Students with disabilities who are not registered with the OAS or faculty who may have questions or concerns regarding an accommodation, please contact the office at the following:
In person: Building 007, Room 107
Phone: 386-754-4393
Email: accessibility.services@fgc.edu

FERPA Statement

The Family Educational Rights and Privacy Act (FERPA) provides certain privacy rights to students related to educational records. This information can be found in the College Catalog, at the Office of Enrollment Services in Building 015 or on the Florida Gateway College website www.fgc.edu/students/registration-and-records/ferpa/).

SACSCOC Statement

Florida Gateway College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate and associate degrees. Florida Gateway College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florida Gateway College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling 404-679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

Honorlock Statement

Florida Gateway College has partnered with Honorlock, an online testing proctoring service. If off-campus remote proctoring is required during any course, Honorlock will be the online proctoring service that allows you to take your exam. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam, and a stable Internet connection.

To get started, you will need to download the Honorlock Chrome Extension using Google Chrome. You can download the extension on the Honorlock website (https://app.honorlock.com/install/extension). When you are ready to test, log into the LMS, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, by phone at 844-243-2500, and/or by email at support@honorlock.com.

If you encounter a Canvas issue, please contact Canvas via the Canvas Help menu or by clicking the **Canvas Support** link within your course(s).

Turnitin Statement

Instructors may require writing assignments to be submitted to Turnitin when uploaded to Canvas. Turnitin is an internet-based service that looks for similarities and potential plagiarism by comparing your assignment submissions with its massive database of student work (including previous student submissions at Florida Gateway College), the Internet, and its entire archive, books, and journal and reference publications. Turnitin generates a similarity report, which can help you and your instructor determine whether you used sources fairly and ethically, cited correctly, and paraphrased effectively.

You are encouraged to submit your written work to Turnitin prior to assignment deadlines, whether through Canvas or Draft Coach. If needed, that would allow you time to review the library's research and help guides or seek writing assistance from your instructor or a tutor in the Student Success Center.

Mission Statement

The mission of Florida Gateway College is to provide superior instruction, nurture individual development, foster career readiness, and enrich the diverse communities it serves through affordable, quality higher education programs and lifelong learning opportunities.

STA2023.0I1 Course Schedule – Spring 2026 (B12)

Dates are suggested pacing to keep you on track

Unit A: Introduction to Statistics

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Orientation and Syllabus Modules	2/09 – 2/12	Course and Instructor Introduction Course Materials Support Resources **(All activities in this module due R, 2/12)**	Instructor Introduction Video Quiz Syllabus Quiz & Agreement Honorlock Agreement Course Introductions Enroll in MyLab Stats (MML) Course Complete Honorlock Practice Test
Module 1	2/12 – 2/15	An Overview of Statistics Data Classification Data Collection & Experimental Design	Readings, Lecture, & MML Coursework: Section 1.1 Section 1.2 Section 1.3
Review	2/15 – 2/16	Review for Unit A Quiz	Discussion Unit A Practice Quiz
Assess	2/16 – 2/17	Unit A Quiz	Unit A Quiz (Module 1) in MML

Unit B: Graphs and Descriptive Statistics

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 2	2/18 – 2/20	Frequency Distributions & Their Graphs More Graphs and Displays	Readings, Lecture, & MML Coursework: Section 2.1 Section 2.2
Module 3	2/21 – 2/23	Measures of Central Tendency	Readings, Lecture, & MML Coursework: Section 2.3
Module 4	2/24 – 2/26	Measures of Variation	Readings, Lecture, & MML Coursework: Section 2.4
Module 5	2/27 – 3/1	Measures of Position	Readings, Lecture, & MML Coursework: Section 2.5
Review	3/2 – 3/3	Review for Unit B Test	Discussion Unit B Practice Test
Assess	3/03 – 3/04	Unit B Test	Unit B Test (Modules 2-5) in MML

Unit C: Probability and Probability Distributions

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 6	3/05 – 3/09	Basic Concepts of Probability & Counting Conditional Probability & The Multiplication Rule	Readings, Lecture, & MML Coursework: Section 3.1 Section 3.2
Module 7	3/09 – 3/13	The Addition Rule Additional Topics in Probability & Counting	Readings, Lecture, & MML Coursework: Section 3.3 Section 3.4
Assess	*Mon, 3/16*	*Midterm Project*	*Upload Project Document*
Module 8	3/13 – 3/17	Probability Distributions Binomial Distributions More Discrete Probability Distributions	Readings, Lecture, & MML Coursework: Section 4.1 Section 4.2 Section 4.3
Review	3/17 – 3/18	Review for Unit C Test	Discussion Unit C Practice Test
Assess	3/18 – 3/19	Unit C Test	Unit C Test (Modules 6-8)

Unit D: Normal Distributions and Applications

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 9	3/30 – 4/03	Introduction to Normal Distributions & The Standard Normal Distribution Normal Distributions: Finding Probabilities Normal Distributions: Finding Values	Readings, Lecture, & MML Coursework: Section 5.1 Section 5.2 Section 5.3
Module 10	4/03 – 4/04	Sampling Distributions & The Central Limit Theorem	Readings, Lecture, & MML Coursework: Section 5.4
Module 11	4/05 – 4/08	Normal Confidence Intervals for the Mean (σ Known) Normal Confidence Intervals for the Mean (σ Uknown)	Readings, Lecture, & MML Coursework: Section 6.1 Section 6.2
Module 12	4/08 – 4/10	Confidence Intervals for the Population Proportions	Readings, Lecture, & MML Coursework: Section 6.3
Review	4/11 – 4/12	Review for Unit D Test	Discussion Unit D Practice Test
Assess	4/12 – 4/13	Unit D Test	Unit D Test (Modules 9-12)

Unit E: Hypothesis Testing and Final Exam

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Module 13	4/14 – 4/16	Introduction to Hypothesis Testing	Readings, Lecture, & MML Coursework: Section 7.1
Module 14	4/16 – 4/22	Hypothesis Testing for Mean (σ Known) Hypothesis Testing for Mean (σ unknown) Hypothesis Testing for Proportions	Readings, Lecture, & MML Coursework: Section 7.2 Section 7.3 Section 7.4
Review	4/23 – 4/24	Review for Unit E Quiz	Discussion Unit E Practice Quiz
Assess	4/24 – 4/25	Unit E Quiz	Unit E Quiz (Module 13-14)

Final Exam

MODULE	DATES	TOPIC(S)	Coursework & Assignments
Cumulative Review	4/25 – 4/30	Review Modules 1 - 14	Final Exam Review
Final Exam	4/30 –5/01	Final Exam	Final Exam (Modules 1-14)