COURSE INFORMATION

PROFESSOR: Jessica Craig, Ph.D.
CLASS MEETING: Tuesdays 1-3:50 PM
CLASSROOM: Chemistry Building 253
OFFICE: Chilton 273L
TELEPHONE: 940-565-3464
EMAIL: Jessica.Craig@unt.edu
OFFICE HOURS: Wednesdays/Thursdays 12:30-2 PM and by appointment

Email expectations: When sending an email, please put the COURSE NUMBER (CJUS 5750) in the subject line of the mail. Only emails sent through your Eagle Connect email account (username@my.unt.edu) will receive a response. Do NOT message me through the Blackboard messaging service as I do not check that system. You can expect to receive a response within 48 hours during the week and 72 hours on the weekend. If you have not received a response within that time, please email me back as it may have gotten lost. Also, to ensure that you receive timely course related correspondence, make sure your official email address at UNT is forwarded to your preferred email address.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
- There are no pre-requisites for this course. However, you MUST be able to do math at a college algebra level. If you cannot, and you do not seek remedial assistance, it is likely that you will fail this course. If you doubt your ability, see me. Many errors on tests and assignments arise from improper execution of basic algebra: order of operations, powers, roots, and equations. DO NOT FEAR! Remedial help is available, so there is no need to drop the course. Just be sure of your abilities before we start.

Materials – Text and Other Supplies

Required materials
-A calculator—no need for an expensive graphing calculator. Simple arithmetic functions, as well as ability to take square roots and raise numbers to powers will be helpful. For example, the Texas Instruments TI-30Xa costs under $10.

Suggested materials
-Software: One goal of this course is to familiarize you with the software often used in graduate education to complete simple and sophisticated quantitative analyses. For this class, this is SPSS. You can purchase a temporary license for about $50 (https://store.thinkedu.com/statistics-math-
The latest version is also available in the computer labs located in Chilton 270 and 274.

-Statistical data: Various problem sets and in-class examples will make use of electronic datasets. These SPSS-formatted datasets will be made available to you via the Blackboard site for this class OR the textbook’s website.

**Course Description**

This introductory graduate-level statistics course is geared to the consumption of statistical methods commonly used in criminal justice research. Topics include creating and interpreting graphical and tabular summaries of data, descriptive statistics, basic probability theory, sampling distributions, basic hypothesis testing (t-tests, chi-square tests, and analysis of variance), and estimation of population parameters, confidence intervals, and correlation. An introduction to regression analysis will also be provided. Topics are supported by computer-supported data analyses.

**Course Objectives**

Upon successful completion of the course, students will become acquainted with common statistics used in criminal justice, and will learn to compute these basic statistics as appropriate for the data at hand. Most importantly, the student will become an educated consumer of statistical information, and the ability to apply what is learned in class to statistical information presented in everyday life and in the course of education in criminal justice. In addition, the student will become familiar with the computer tools used to complete basic and advanced statistical analyses in criminal justice. Finally, students will have a sound foundation in the mathematical skills required for criminal justice research.

**Course Notes and Recommendations**

Please make sure to have your official UNT email forwarded to your preferred email address (if different) to receive important updates, changes, announcements, class cancellations (if applicable), and generally, so I can reach you if necessary.

**Before emailing Dr. Craig with a question, make sure to review this syllabus. Most questions are answered in this document.**

The announcement board in Blackboard, and email, will be used for primary communication to the class as a whole. I advise you check the announcements section frequently.

**Important:** It is your responsibility to utilize a computer system that works and is compatible with the UNT online system/Blackboard Learn.

**Course Requirements and Grading**

Your final grade will be determined based on your performance on three exams and 10 homework assignments. There are a total of 400 points that can be earned in this class.

Exams: 3 @ 100 points each  
Homework assignments: 10 @ 10 points each
Grading Scale: 360-400 = A
320-359 = B
280-319 = C
240-279 = D
239 or fewer points = F

**Exams:** There will be three exams administered in this course for a total of 300 points. You will have the entire class period to complete the exam. If you arrive late to class, you will not be afforded any additional time. If you arrive to class after the first completed test has been turned in, you will not be eligible to take the exam (see Make-up exams).

In the real world, your employer will not ask you to perform statistical calculations “without referring to your notes;” neither will I. **Your exams will be open note/open book.** Resist the temptation to think these will be easy. Open book tests are generally harder because the answer is not in the book. While you may rely liberally on your notes and text for exams, you may not rely on your neighbor (see Cheating).

**Homework assignments:** There will be 12 homework assignments throughout the course of this class. Each homework assignment is worth 10 points. These assignments are due at the subsequent class meeting after they are assigned and are to be turned in at the **beginning** of class. Homework assignments will be graded both for completion and accuracy. The two lowest homework grades will be dropped, for a total of 100 points of homework assignments. If a homework assignment is submitted late, an automatic 3 points will be deducted prior to grading the assignment.

**Extra credit:** If an opportunity for extra credit presents itself, it will be discussed in class and available to the entire class at the discretion of the instructor. There will be no individual opportunities for extra credit.

**Make-up exams:** Should you miss a scheduled exam or be ineligible to complete it, you may take the make-up final exam offered during the final exam date for this class. This exam is comprehensive but will follow the open note/open book policy discussed above. Your grade on this exam will replace your missing grade.

**CLASS POLICIES**

**Showing Your Work & Partial Credit**

Any assignments, quizzes, and exams completed for this class must show all steps (i.e. all calculations). To receive any credit for an answer, all work must be shown. If you only provide the “final” answer, you will not receive any credit for the answer. If I cannot read your answer, follow the steps that you have taken, and clearly see how you arrived at your answer, you will not receive any credit for the answer.

Provided you have shown your work, your answer will be considered correct if it is within rounding error of the answer I have calculated on the key. Incorrect answers will receive no credit. Partial credit is not given unless a particular item shows a partial credit breakdown.
**Attendance Policy**
Class attendance is essential. It is also your responsibility. Whether or not you attend, you are responsible for all material delivered in class. This will probably include: deviations from the text, notification of errors in the text, rescheduled or cancelled exams, announcement of extra credit opportunities, etc. You can avoid many headaches by checking with a friend (or me) to see what you missed.

Students that have fallen behind, are failing and/or choose to not complete the coursework for the semester are responsible for officially withdrawing themselves from the course; failure to do so will result in a performance grade of “F.” Last day to withdraw with a grade of “W” is **April 5, 2016**.

**Make-Up Policy**
There will be no opportunities to make up any missed coursework with the exception of authorized absences according to University policies prescribing authorized absences in certain situations. I reserve the right to consider extreme circumstances and modify this rule. Students should notify me prior to missing an assignment, if possible. Those in athletics, those who are absent for religious holidays, and/or those involved in other school supported activities that require being absent from class will be allowed to make up assignments if proper procedures are followed in requesting an excused absence. I must have written documentation in advance that you will be away from class for the absence to be excused.

**Student Behavior and University Policy:**
Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at [www.unt.edu/csrr](http://www.unt.edu/csrr)

Additionally, disruptive behaviors such as arriving late, having a conversation while someone else is talking, profanity, sleeping, text messaging, using laptops/tablets for anything other than course related activities, cell phones going off during class, etc. are not acceptable. Students repeatedly engaging in any of these behaviors may be asked to leave the classroom.

**Additional policies:**
- Recording devices are not allowed in the classroom unless specifically approved by the instructor.
- Tobacco products of any kind (including e-cigs) are not allowed in the classroom.
- Cell phones, pagers, or any other electronic device that makes noise should be turned off before class.
- Due to liability concerns and the content of course discussions, children are not permitted in the classroom at any time.
- Laptops and similar devices can be used during class as long as they are used for taking notes and/or other related classroom functions. If used for surfing the web, instant messaging, sending emails or otherwise, they will not be allowed in the classroom.

**Authorized Absences**
Absences are authorized only in cases of participation in school sponsored activities and/or religious holidays. For an excused absence due to a school sponsored activity, students must be approved in advance by the department chair and academic dean. Within three days after the absence, students must obtain authorized absence cards from the Dean of Students for presentation to instructor. Students who wish to request an excused absence for religious holidays can do so and will be excused from class as long as they make a request within the required time frame set by the University (see the most recent undergraduate catalog). Notification must be in writing so that I may have it for my records. You must arrange to make up any work missed during the excused religious absence or school sponsored activity.

**Academic Dishonesty/Integrity**
Students caught cheating or plagiarizing will receive a "0" for that particular assignment or exam. Additionally, the incident will be reported to the Dean of Students, who may impose further penalty. According to the UNT catalog, the term "cheating" includes, but is not limited to: a. use of any unauthorized assistance in taking quizzes, tests, or examinations; b. dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; c. the acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; d. dual submission of a paper or project, or resubmission of a paper or project to a different class without express permission from the instructor(s); or e. any other act designed to give a student an unfair advantage. The term "plagiarism" includes, but is not limited to: a. the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; and b. the knowing or negligent unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

**Office of Disability Accommodation**
The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. **Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student.**
Students can access resources and information regarding disability accommodations in the Academic Support tab in Blackboard Learn. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**Student Evaluation of Instruction**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. This short survey will be made available at the end of the semester to provide you with an opportunity to evaluate how this course is taught.

**Syllabus Changes**
I reserve the right and have the discretion to change this syllabus. While every effort will be made to follow this syllabus as closely as possible, it is sometimes the case that the syllabus must be modified. In the case that the syllabus needs to be adjusted, I will announce such adjustments to the class. I will make every effort to ensure that any changes to the syllabus benefit the class as a whole. It is the student’s responsibility to check announcements/email so that any and all syllabus changes are documented. Failure to obtain syllabus changes because of failure to check and read announcements does not constitute a defense against missed assignments, test dates, and other applicable changes.

**Succeed at UNT**
UNT endeavors to offer you a high-quality education and to provide a supportive environment to help you learn and grown. And, as a faculty member, I am committed to helping you be successful as a student. Here’s how to succeed at UNT: Show up. Find Support. Get advised. Be prepared. Get involved. Stay focused. To learn more about campus resources and information on how you can achieve success, go success.unt.edu/.

**Emergency Notification & Procedures**
UNT uses a system called Eagle Alert to quickly notify you with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). The system sends voice messages (and text messages upon permission) to the phones of all active faculty staff, and students. Please make certain to update your phone numbers at my.unt.edu. Some helpful emergency preparedness actions include: 1) know the evacuation routes and severe weather shelter areas in the buildings where your classes are held, 2) determine how you will contact family and friends if phones are temporarily unavailable, and 3) identify where you will go if you need to evacuate the Denton area suddenly. In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

**Retention of Student Records**
Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. You have a right to view
your individual record; however, information about your records will not be divulged to other individuals without the proper written consent. You are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the university’s policy in accordance with those mandates at the following link:
essc.unt.edu/registrar/ferpa.html

Miscellaneous:
The material posted online is my personal intellectual property or that of the University of North Texas. You may not utilize the material for other than class purposes.

A variety of resources services are available to students in the Academic Support tab in Blackboard Learn.
**Academic Calendar**

*NOTE: Read the assigned reading for each day prior to coming to class*

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<thead>
<tr>
<th>Date</th>
<th>Topic and Reading Assignment</th>
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<tbody>
<tr>
<td>1/19</td>
<td><strong>Topic:</strong> Course Introduction and Why Use Statistics?</td>
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<tr>
<td></td>
<td><strong>Readings:</strong> Chapter 1</td>
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<tr>
<td>1/26</td>
<td><strong>Topic:</strong> Organizing the Data</td>
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<td></td>
<td><strong>Readings:</strong> Chapter 2</td>
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<tr>
<td>2/2</td>
<td><strong>Topic:</strong> Measures of Central Tendency &amp; Guest Speaker</td>
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<td><strong>Readings:</strong> Chapter 3</td>
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<tr>
<td>2/9</td>
<td><strong>Topic:</strong> Measures of Variability</td>
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<td><strong>Readings:</strong> Chapter 4</td>
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<td>2/16</td>
<td><strong>Exam 1 - Chapters 1-4</strong></td>
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<td>2/23</td>
<td><strong>Topic:</strong> Probability and the Normal Curve</td>
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<td><strong>Readings:</strong> Chapter 5</td>
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<td>3/1</td>
<td><strong>Topic:</strong> Samples and Populations</td>
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<td><strong>Readings:</strong> Chapter 6</td>
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<td>3/8</td>
<td><strong>Topic:</strong> Testing Differences between Means</td>
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<td><strong>Readings:</strong> Chapter 7</td>
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<td>3/15</td>
<td><strong>No Class—Spring Break</strong></td>
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<td>3/22</td>
<td><strong>Topic:</strong> Analysis of Variance</td>
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<td><strong>Readings:</strong> Chapter 8</td>
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<td>3/29</td>
<td><strong>Exam 2 - Chapters 5-8</strong></td>
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<td>4/5</td>
<td><strong>Topic:</strong> Nonparametric Tests of Significance</td>
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<td><strong>Readings:</strong> Chapter 9</td>
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<td>4/12</td>
<td><strong>Topic:</strong> Correlation</td>
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<td><strong>Readings:</strong> Chapter 10</td>
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<td>4/19</td>
<td><strong>Topic:</strong> Nonparametric Measures of Correlation</td>
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<td><strong>Readings:</strong> Chapter 12</td>
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<td>4/26</td>
<td><strong>Topic:</strong> Regression Analysis</td>
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<td><strong>Readings:</strong> Chapter 11</td>
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<td>5/3</td>
<td><strong>Exam 3 - Chapters 9-12</strong></td>
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<td>5/10</td>
<td><strong>Optional Final Exam – Cumulative</strong></td>
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<td><strong>NOTE TIME CHANGE: 1:30-3:30 PM</strong></td>
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