

SOCIOLOGY 3811

BASIC SOCIAL STATISTICS

Spring 2011, Tu & Th 9:45-11:00 Anderson Hall 250
<http://www.soc.umn.edu/~knoke/pages/SOC3811.htm/>

Professor: David Knoke

Teaching Assistants: Kyungmin Baek, Yu-Ju Chien, Jasmine Harris

Course meets Liberal Education requirement of Mathematical Thinking Core

COURSE DESCRIPTION

This is a social statistics course for undergraduate sociology majors. It emphasizes describing data and testing hypotheses. Lectures expose students to the theoretical bases of statistical methods and how to use them in social research. Laboratory sessions teach computing skills and data manipulation techniques. Test problems and lab assignments help students to gain knowledge of basic descriptive and inferential statistics, including frequency distributions, means tests, correlation and regression. Many examples are drawn from diverse sociological topics and illustrated with national survey data.

Our emphasis throughout is on learning by doing. The textbook, course notes, and lab assignments have been built around the testing of substantive social theoretical hypotheses with real data. As you gain more familiarity and confidence in using statistical tools to ask and answer sophisticated questions about social relationships, you will acquire a greater ability to read and comprehend the current literature in your chosen specialties. The data analysis methods may be useful for future courses, particularly the major project seminar required for all sociology majors.

Although we don't keep attendance at lectures, you should come to all lectures and labs, fully prepared by reading the assigned material, and complete all assignments on time. Keeping current is important to mastery and comprehension, as later materials will become progressively more difficult without a solid, cumulative foundation. Ask lots of questions as we go along; it's a primary way for the instructor and assistants to learn how to offer better explanations.

Degrees of Difficulty: Teaching this course at a pace and level that satisfactorily meets every student's interests, needs, and abilities is impossible. Therefore, I intend to aim at a middle range, which inevitably means that some students will be annoyed by the class's plodding pace while others are exasperated by its too-fast coverage. If you find yourself experiencing boredom and/or frustration, please come and talk with me personally about how we could better meet your learning requirements.

Calculator: Bring a cheap hand calculator with square-root key to classes and exams.

Computer Storage: Buy a thumb drive to save your lab work.

Computer: We will use the Statistical Package in the Social Sciences (SPSS). Instructions on accessing the computer system and analyzing General Social Survey dataset are provided in handouts and lab demonstrations. To work on assignments, you may use public terminals located in Blegen 440, Blegen 455, or Humphrey 50 during posted hours (look for machines with SPSS installed).

Reading Materials: The only required course reading material is a packet of Soc 3811 Course Notes, which are the PowerPoint slides used in the lectures (minus the answers to example problems). It may be downloaded from the course Webpage or purchased as a printed packet at the University Bookstore.

An **OPTIONAL** textbook, on which the course notes are based, is also for sale:

Knoke, Bohrnstedt and Mee. 2002. *Statistics for Social Data Analysis*, 4th Ed.

Lectures: Anderson Hall 250 - 9:45 a.m. - 11:00 a.m. Tuesday & Thursday

Laboratories: All lab sections meet in Blegen Hall 440

Lab 002: 8:00-9:40 a.m. Monday – Harris

Lab 003: 10:10-11:50 a.m. Monday – Baek

Lab 004: 12:20-2:00 p.m. Monday – Harris

Lab 005: 10:10-11:50 a.m. Friday – Chien

Lab 006: 12:20-2:00 p.m. Friday – Chien

OFFICE HOURS & CONTACT INFO

Please contact the instructor and TAs only by email to request an appointment during office hours listed below, or for some other time if necessary. If you must cancel your appointment at the last minute, phone Room 980 Social Sciences (612-624-9882).

David Knoke: knoke001@umn.edu

Office Hours: Tues & Thurs 11:15-12:00 in 939 Social Sciences or by appointment

Kyungmin Baek: baekx016@umn.edu;

Office Hours: _____ in 980 Social Sciences or by appointment

Yu-Ju Chien: chien019@umn.edu

Office Hours: Tues & Thurs 11:10-12:10 in 980 Social Sciences or by appointment

Jasmine Harris: harr0954@umn.edu

Office Hours: Wed 9:00-11:00 in 980 Social Sciences or by appointment

COURSE PROCEDURES & POLICIES

Course Notes: The PowerPoint slides used in lectures may be purchased as a Soc 3811 Course Notes packet or can be downloaded as “.pdf” files from the course Website. You should read the text selections, the lecture notes, and try to solve the example problems in advance of the class meeting. **The slides are not a substitute for lecture and lab attendance and reading the optional textbook pages**, because these materials typically provide additional examples, explanations, interpretations, answers to problems, responses to student questions, and other useful information that may enhance your learning.

Examinations: All exams are “semi-open note.” That is, to assist you in your answers, you may bring **ONE** sheet of paper to class with formulas, definitions, and other information, written on both sides. You must write your name at the top of this sheet, enclose it inside your exam booklet, and turn them in at the end of the exam period.

Lab Assignments. The two lab assignments will be passed out at the end of a lecture class, at least two weeks before the due-date. They will also be posted on the website for downloading. To receive full credit, a completed assignment must be turned in by the end of the lecture period on the due-date.

Grading: Course grades are based on the scores of five graded components: (a) three in-class exams, each covering a preceding portion of the course; and (b) two lab assignments. Scores on all graded components use a 100-point scale. Exam and lab assignment scores are not calculated on a “curve” but are based on each student’s demonstrated understanding of the material.

Course grades will be determined by lab attendance and the average of the five graded components, using the following percentage weights:

(a) Three in-class exams @ 25.0% each	75%
(b) Two lab assignments @ 12.5% each	25%
TOTAL	100%

For the course grade, the following numerical ranges translate into letter grades (averages involving 0.50 point will be rounded up to the nearest integer): A+ = 96-100; A = 93-95; A- = 90-92; B+ = 86-89; B = 83-85; B- = 80-82; C+ = 76-79; C = 73-75; C- = 70-72; D+ = 66-69; D = 63-65; D- = 60-62; F = 59 and lower.

Lab Attendance: To encourage everyone’s attendance in the labs, the TAs may keep attendance lists but scores and grades will not depend on a student’s attendance. However, students should keep in mind that the instructor and teaching assistants have limited time during classes and office hours to offer individualized assistance, so regular attendance at all lectures and labs is strongly encouraged.

Late Assignments: Lab assignments are due by the end of the lecture period on the dates noted in this syllabus. Late assignments will be penalized at 5 points off for each day late, including a late submission on the due-date. Any assignment not turned in within 5 days after the due-date will not be graded, but will receive 50 points. If a medical or family emergency prevents you from attending class when an assignment is due, you should fax your your assignment to (612) 624-7020; be sure to indicate clearly which teaching assistant should receive the fax!

Make-Up Exams: Students who miss one in-class exam – due to verifiable illness, family emergency, religious observance, or mandatory University-sponsored event – must take a makeup exam on that material during the scheduled final exam period. Students who miss a second midterm exam will receive a course incomplete grade (I), only if all other coursework is completed. A departmental make-up exam will be held in the Spring Semester at a date to be announced. From past experience, scores on make-up exams tend to be much lower than scores on scheduled exams, so you should make every effort to take each exam when it is scheduled.

Extra Credit: No extra credit work is available in this course.

Incompletes: An incomplete grade (I) for the course will be granted only on presentation of a written explanation from a medical authority and only if at least three of the five graded components are completed by the end of the Semester.

COLLEGE & DEPARTMENT POLICIES: See pages at end of this document.

This material is available in alternative formats upon request. Please contact Ann Rausch, Department of Sociology, 923 Social Sciences (612) 624-6013.

SCHOLASTIC DISHONESTY

By becoming a student at the University of Minnesota, you have agreed to abide by the University's student conduct code, including these provisions on scholastic dishonesty:

From UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY
STUDENT CONDUCT CODE

Section V. DISCIPLINARY OFFENSES

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty mean plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records of to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

http://www1.umn.edu/regents/policies/academic/Student_Conduct_Code.pdf

Cheating on Assignments and Examinations is the most relevant issue for this basic social statistics course. Merriam-Webster's Online Dictionary defines *cheat* as "to deprive of something valuable by use of deceit or fraud." You must learn the course material and demonstrate your statistical knowledge by your own performances on lab assignments and exams. **All coursework must be entirely your own work: YOU CANNOT RECEIVE ASSISTANCE IN ANY FORM ON LAB ASSIGNMENTS from another person (except from the teaching assistants or the instructor) nor use any recording devices during exams (except a single sheet of notes).**

Both provider and receiver of assistance are at fault and will be equally penalized. Every possible form of assistance is unacceptable, including but not limited to the following:

- Discussing an Assignment with another student in lab sessions or outside of lab
- Copying any part of another student's Assignment
- Revealing your calculations, verbally or in written form, to another student
- Demonstrating or sharing computer procedures with another student
- Attaching another student's computer output to your Assignment

Depending on the severity of scholastic dishonesty incident, I will award a grade of F (59 points) for the entire assignment or the entire course, as well as pursuing disciplinary action with University authorities.

The instructor and teaching assistants will investigate all allegations of scholastic dishonesty. If we find evidence of intentional cheating, a Report of Scholastic Dishonesty will be filed with the Office for Student Conduct and Academic Integrity. Although a first Report is not indicated on the student's official transcript, that information is available to employers and agencies that conduct background checks. A second Report is grounds for expulsion from the University.

TOPICAL CALENDAR SPRING 2010

DATE	COURSE NOTES (REQUIRED)	BOOK CHAPTER (OPTIONAL)
Week 1 Jan 18	Intro to Statistics for Social Research	Chapter 1 (skim)
Jan 20	Frequency Distributions	Chapter 2: 29-40
Week 2 Jan 25	Measures of Central Tendency	Chapter 2: 40-46
Jan 27	Measures of Dispersion	Chapter 2: 46-53
Week 3 Feb 1	Measures of Dispersion	
Feb 3	Standardized Scores - Z	Chapter 2: 56-60
Week 4 Feb 8	Inferential Statistics	Chapter 3: 69-85
Feb 10	Inferential Statistics	
Week 5 Feb 15	Review for First Midterm Exam	
Feb 17	1st MIDTERM EXAM	1st MIDTERM EXAM
Week 6 Feb 22	The <i>t</i> Distribution & Hypothesis Testing	Chapter 3: 85-102
Feb 24	Hypothesis Testing	
Week 7 Mar 1	Hypothesis Testing	Midterm Course Evaluations
Mar 3	Hypothesis Testing	
Week 8 Mar 8	Hypothesis Testing	Lab Assignment #1 due 3/10
Mar 10	Tests for Two Means	Chapter 4: 121-128

DATE	COURSE NOTES (REQUIRED)	BOOK CHAPTER (OPTIONAL)
Mar 14-18	SPRING BREAK	
Week 9 Mar 22	Tests for Two Means	
Mar 24	Tests for Two Means	
Week 10 Mar 29	Review for Second Midterm Exam	
Mar 31	2nd MIDTERM EXAM	2nd MIDTERM EXAM
Week 11 Apr 5	Bivariate Correlation and Regression	Chapter 6: 169-199
Apr 7	BCR & Chi-Square and F-Distribution	Chapter 3: 102-104
Week 12 Apr 12	Multiple Regression Analysis	Chapter 8: 235-263
Apr 14	Multiple Regression Analysis	
Week 13 Apr 19	Multiple Regression Analysis	Chapter 8: 263-281
Apr 21	Multiple Regression Analysis	Lab Assignment #2 due 4/21
Week 14 Apr 26	Multiple Regression Analysis	
Apr 28	Multiple Regression Analysis	Final Course Evaluations
Week 15 May 3	Review for Third Midterm Exam	
May 5	3rd MIDTERM EXAM	3rd MIDTERM EXAM
EXAMS	1:30-2:45 SATURDAY May 14	MAKE-UP EXAMS

COLLEGE OF LIBERAL ARTS POLICY

GRADES: University academic achievement is graded under two systems: A-F (with pluses and minuses) and S-N. Choice of grading system and course level (1xxx/3xxx/4xxx) is indicated on the registration website; changes in grade scale may not be made after the second week of the semester. Some courses may be taken under only one system; limitations are identified in the course listings. The Department of Sociology requires A-F registration in courses required for the major/minor. University regulations prescribe the grades that will be reported on your transcript.

- A Represents achievement that is outstanding relative to the level necessary to meet course requirements (4.00 grade points)
- A- 3.67 grade points
- B+ 3.33 grade points
- B Achievement significantly above the level necessary to meet course requirements (3.00 grade points)
- B- 2.67 grade points
- C+ 2.33 grade points
- C Achievement that meets the basic course requirements in every respect (2.00 grade points)
- C- 1.67 grade points
- D+ 1.33 grade points
- D Achievement worthy of credit even though it fails to meet fully the course requirements (1.00 grade point)
- F Performance that fails to meet the basic course requirements (0 grade points)
- S Represents achievement that is satisfactory, which is equivalent to a C- or better.

- N No credit. Its use is now restricted to students not earning an S on the S-N grade base
- I Incomplete, a temporary symbol assigned when the instructor has a "reasonable expectation" that you 1) can successfully complete unfinished work on your own no later than one year from the last day of classes and 2) believes that legitimate reasons exist to justify extending the deadline for course completion. The instructor may set date conditions for make-up work. If a course is not completed as prescribed or not made up as agreed within the year, the I will lapse to an F if registered on the A-F grade base or an N if registered on the S-N grade base.
- W Official withdrawal from a course after the end of the second week of the semester. You must file a course cancellation request before the end of the sixth week of the semester to ensure that the W, rather than the F, will be formerly entered on your record.

FINAL EXAMINATIONS (see schedule on the Calendar web site at

<http://onestop.umn.edu/onestop/Calendars/FinalExams.html>): You are required to take final examinations at the scheduled times. Under certain circumstances, however, you may request final examination schedule adjustment in your college office. Instructors are obligated to schedule make-up examinations within the final examination period for students who have three final examinations within a 16-hour period. Instructors also are encouraged to reschedule examinations for students with religious objections to taking an examination on a given day. You must submit your request for an adjustment in your schedule at least two weeks before the examination period begins. For assistance in resolving conflicts, call the CLA Student Information Office at 625-2020. If you miss a final, an F or N is recorded. You must obtain the instructor's permission to make up the examination. Final examinations may be rescheduled by the instructor only through the official procedure for that purpose (as noted on the above web page). Final examinations may not be scheduled for the last day of class or earlier or for Study Day. If an examination is rescheduled at the instructor's request, and you have an examination conflict because of it, you are entitled to be given the final examination at an alternative time within the regularly scheduled examination period for that semester.

CLASS ATTENDANCE: As a CLA student, you are responsible for attending class and for ascertaining the particular attendance requirements for each class or department. You should also learn each instructor's policies concerning make-up of work for absences. Instructors and students may consult the CLA Classroom, Grading, and Examination Procedures Handbook for more information on these policies (<http://advisingtools.class.umn.edu/cgep/>).

COURSE PERFORMANCE AND GRADING: Instructors establish ground rules for their courses in conformity with their department policies and are expected to explain them at the first course meeting. This includes announcement of office hours and location, the kind of help to be expected from the instructor and teaching assistants, and tutorial services, if available. The instructor also describes the general nature of the course, the work expected, dates for examinations and paper submissions, and expectations for classroom participation and attendance. Instructors determine the standards for grading in their classes and will describe expectations, methods of evaluation, and factors that enter into grade determination. The special conditions under which an incomplete (I) might be awarded also should be established. The college does not permit you to submit extra work to raise your grade unless all students in the class are afforded the same opportunity.

CLASSROOM BEHAVIOR: You are entitled to a good learning environment in the classroom. Students whose behavior is disruptive either to the instructor or to other students will be asked to leave (the policies regarding student conduct are outlined in the CLA Classroom, Grading, and Examination Procedures Handbook on-line at <http://advisingtools.class.umn.edu/cgep/>).

SCHOLASTIC CONDUCT: The University Student Conduct Code defines scholastic dishonesty as follows:

Scholastic Dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis. Scholastic dishonesty includes, but is not limited to, the description above. It could also be said that scholastic dishonesty is any act that violates the rights of another student with respect to academic work or that involves misrepresentation of a student's own work. Also included would be cheating on assignments or examinations, inventing or falsifying research or other findings with the intent to deceive, submitting the same or substantially similar papers (or creative work) for more than one course without consent of all instructors concerned, depriving another of necessary course materials, and sabotaging another's work. Should misconduct arise, the college's Scholastic Conduct Committee in cooperation with the Office of Student Academic Integrity/Student Judicial Affairs (OSAI/SJA) assists instructors in resolving cases, reviews cases in which students believe themselves unfairly treated, and checks for multiple offenses in different courses. Faculty members who suspect students of scholastic misconduct must report the matter to OSAI/SJA. **Students cannot evade (intentionally or unintentionally) a grade sanction by withdrawing from a course before or after the misconduct charge is reported. This also applies to late withdrawals, including discretionary late cancellation (also known as the "one-time-only drop").**

A REMINDER OF RELEVANT POLICIES AND PROCEDURES * SOCIOLOGY DEPARTMENT POLICIES *

GRADE INFORMATION: Grades are due in the Office the Registrar within 3 business days after the final examination. No information regarding grades will be released by the department office staff to anyone except designated personnel in Records and college offices. Students may access their own grades through their computer account. They may do this by following the directions on the One Stop web site at <http://onestop.umn.edu/>.

INCOMPLETES: It is the instructor's responsibility to specify conditions under which an Incomplete (I) grade is assigned. Students should refer to the course syllabus and talk with the instructor as early as possible if they anticipate not completing the course work. Coursework submitted after the final examination will generally be evaluated down unless prior arrangements are made in writing by the instructor. University policy states that if completion of the work requires the student to attend class in substantial part a second time, assigning an "I" grade is NOT appropriate. Incompletes are appropriate only if the student can make up the coursework independently with the same professor.

MAKE-UP EXAMINATIONS: Arrangements for special examinations must be made directly with the instructor who taught the course and who is responsible for approving and supervising the examination or making individual arrangements. Circumstances for missing an exam include, but are not necessarily limited to: verified illness, participation in athletic events or other group activities sponsored by the University, serious family emergencies, subpoenas, jury duty, military service, and religious observances. It is the responsibility of the student to notify faculty members of such circumstances as far in advance as possible.

GRADE CHANGES: Grades properly arrived at are not subject to renegotiation unless all students in the class have similar opportunities. Students have the right to check for possible clerical errors in the assignment of grades by checking with the instructor and/or teaching assistant.

Students with justifiable complaints about grades or classroom procedures have recourse through well-established grievance procedures. You are expected to confer first with the course instructor. If no satisfactory solution is reached, the complaint should be presented in writing to the department associate chair and/or the department academic advisor (909 Soc Sci). If these informal processes fail to reach a satisfactory resolution, other formal procedures for hearing and appeal can be invoked. See the departmental advisor in 923 Social Sciences to explore options.

DISABILITY SERVICES: Students with disabilities that affect their ability to participate fully in class or to meet all course requirements are encouraged to bring this to the attention of the instructor so that appropriate accommodations can be arranged. For more info contact Disabilities Services in 230 McNamara.

SEXUAL HARASSMENT: University policy prohibits sexual harassment as defined in the December 1998 policy statement, available at the Office of Equal Opportunity and Affirmative Action. Questions or concerns about sexual harassment should be directed to this office in 419 Morrill Hall.

SOCIOLOGY PROGRAMS INFORMATION: The Sociology Department offers two options for the Bachelor of Arts degree and a Bachelor of Science degree. We also have an Honors Program. Students interested in majoring in Sociology should attend an information meeting about the major. Meetings are held about once a week. Sign up for a meeting in 909 Social Sciences. Further information can be obtained from the following persons and offices:

General information, Sociology Department, 909 Social Sciences - 624-4300

Undergraduate Advisor, Becky Mooney, 923 Social Sciences – 624-6013

Director of Undergraduate Studies, Professor Rob Warren, 1172 Social Sciences - 624-2310

Sociology Honors Advisor, Professor Joachim Savelsberg, 1181 Social Sciences - 624-0273

Director of Graduate Studies, Professor Penny Edgell, 1074 Social Sciences – 624-9828 and/or Graduate Program Associate, Robert Fox, 931 Social Sciences - 624-2093