

CHAMINADE UNIVERSITY MISSION STATEMENT

Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service, and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The university offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.

Fall 2022 Semester
August 22 – December 9, 2022
BU-224-01-1 Applied Business Statistics

DARE TO LEARN. DARE TO CHANGE.

“The future is no longer stable; it has become moving target. No single “right” projection can be deducted from the past behavior. The better approach, I believe, is to accept uncertainty, try to understand it, and make it part of our reasoning. Uncertainty today is not just occasional, temporary deviation from a reasonable predictability; it is a basic structural feature of the business environment.”¹

1. FACULTY CONTACT INFORMATION

| | |
|-----------------------------------|---|
| Maria Brownlow, Ph.D.: | Management Science, Business Strategy, Business Analytics/Informatics, Computer Information Systems (CIS) |
| Program Advisor: | Maria Brownlow |
| Division: | School of Business & Communication |
| Email: | maria.brownlow@chaminde.edu |
| Office Phone #: | 808-739-8337 |
| Administrative Assistant to Dean: | Linda Lau |
| Division Phone #: | 808-739-8369 |
| Class Schedule: | MWF at 10:30 – 11:20 AM room SULV201 |
| Office Hours: | Noon – 01:00 PM MWF at Kieffer Room 28 or by appointment |

¹ Farsighted. How We Make the Decisions that Matter the Most” by Steven Johnson, New York Times best-selling author

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2. COURSE INTRODUCTION AND OVERVIEW

Statistics is used every day in our lives – from purchasing a car (blue book review) to a new cancer treatment that became available passing medical trial. We make our investment decisions based on the technical analysis of the company stock over period. Statistics influences and shapes the world around us. Think about current economic crisis in Greece or how decisions of the European Union affect the rest of the world economy. It is statistics using Excel illustrates the relationship between statistics and our world with a variety of decisions we made daily even we do not realize this fact.

Using every day simple tool like Excel, an abstract theory becomes reality. Additional tools such as DDXL, STATDISK, SAS, and SPSS and can be used to enhance students' learning. Think what would happen to statistical process control that is out of the control and more outliers begin to appear without management knowledge.

Intro to Probability and Statistics course is designed to understand statistical tools in research and practice. This course places strong emphasis on understanding concepts of statistics.

Topics are presented with illustrative examples, identification of required assumptions, and underlying theory is discussed during interactive lecture and videos. Excel is used for calculations as a technology tool and instructions are provided along with typical displays of results. Results are reviewed and concluding with interpretation. In some cases, such as examples involving formulas and graphs—detailed instructions are presented so that Excel can be used effectively in all applications, instead of those relating only to statistics.

This course is designed to guide students in using the best features of Excel, DDXL, STATDISK and other software mention in this syllabus. Students enter professional careers with a solid knowledge and skills that are required not only desired.

The objective of this course is to present the fundamental concepts in a consistent and straightforward way so that students understand the need to master them. Achieving statistical thinking skills has always been an important challenge of mastering statistics. This course puts strong emphasis on understanding concepts of statistics and explaining and interpreting results. Without this skill the knowledge of numbers is useless – and it would be right to ask a question “So what?” Instead of blindly accepting and using formulas, we better have some understanding why and how they work, what does it mean?

This course is a building step to acquire knowledge and skills to conduct data modeling. Such vast data analysis is further used in business intelligence to make smart and effective decisions. We live in projects-oriented economy where strategic modeling to predict behavior leads to efficient use of limited resources, including funds.

In the 1st chapter, “Introduction to Statistics”, students learn why poll results for President Roosevelt-London election were so wrong.

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What is a critical thinking in statistics so that we avoid “GIGO” (garbage in, garbage out) results? Instead of blindly using formulas and procedures, students must think carefully about the context of the data, the source of the data, the method used in data collection, the conclusions reached, and the practical implications. Common sense to think critically about data and statistics and do not misuse them is one of the goals of this course.

The course topics are organized into five parts, as described in this textbook:

1. **Chapter 1 - 3:** Introduces statistics and describe, explore, and compare data. Summarizing and graphing data correctly “speaks better than words” allowing students to identify bad graphs that might be technically correct but misleading. It is important to understand how graphs misleading. These chapters explain some fundamental tools used in the statistical methods.
2. **Chapter 4 - 6:** Introduces and describes concept of probability and probability distributions. Sound understanding concept of probability values constitute the underlying foundation on which the methods of inferential statistics are built.

Major activities of inferential statistics are:

1. use sample data to estimate values of population parameters such as a population proportion or population mean, and
 2. test hypotheses or claims made about population parameters
3. **Chapter 7 - 9:** These chapters focus on the use of sample data to estimate a population parameter and introduce the basic methods for testing claims or hypotheses that have been made about a population parameter.
 4. **Chapter 10:** In this chapter students learn methods for determining whether correlation or association between two variables exists and whether the correlation is linear. For linear correlations, students identify an equation that best fits the data and use that equation to predict the value of one variable given the value of the other variable.

In this chapter, methods for analyzing differences between predicted values and actual values are presented. In addition, methods for identifying linear equations for correlations among three or more variables are discussed.

In conclusion, some basic methods for developing a mathematical model that can be used to describe nonlinear correlations between two variables, is presented.

5. **Chapter 14:** Students will learn that important characteristic of data is a changing pattern over time. Statistical process control deals with this issue. The main objective of this chapter is to learn how to construct and interpret control charts that can be used to monitor









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changing characteristics of data over time. That knowledge will better prepare students for work with businesses trying to improve the quality of their goods and services.

The course is using mySTATlab as a tool that includes pedagogic features to enhance a student's learning experience:

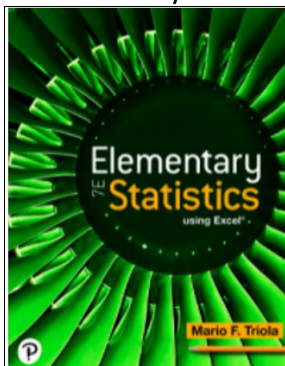
- Excel exercises
- DDXL add-in
- Data sets and real data analysis add-in
- Data to decision project
- Cooperative group activities
- STATDISK software
- List of key words and glossary

Use of technology for developing conceptual understanding and analyzing data throughout the course is extensive. All assignments are paperless through use of mySTATlab giving students ability to learn the subjects as they do their assignments (homework, quizzes, tests, and exams) via help tools included in mySTATlab.²

-  Help Me Solve This
-  View an Example
-  Video
-  Textbook
-  StatCrunch
-  Tech Help
-  Calculator
-  Instructor Tip

3. CATALOG DESCRIPTION

The course introduces students to the use of statistical information for business decision-making. Topics include summary measures, frequency distributions, probability, sampling, statistical inference, and simple regression. Emphasis is given to the interpretation and meaning of statistical information. Offered every semester. Prerequisites: MA 103.



Textbook: **Mario F. Triola "Elementary Statistics using Excel," Seventh Edition**, Pearson, Prentice Hall, Inc., **Textbook ONLY**, (Unbound (Saleable))
ISBN-13: 9780136937432

Minimum Requirements:

MyLab Statistics with Pearson eText – 18 weeks Standalone Access Card -- for Elementary Statistics Using Excel, 6th Edition; Format: Access Code Card
ISBN-13: 9780136961888

² Textbook: [Mario F. Triola "Elementary Statistics using Excel"](#)

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4. BUSINESS ADMINISTRATION PROGRAM LEARNING OUTCOMES (PLO)

UPON COMPLETION OF THE B.A. UNDERGRADUATE PROGRAM IN BUSINESS ADMINISTRATION, STUDENTS WILL BE ABLE TO:

1. **Communicate** effectively regarding business related tasks, in both oral and written modes.
2. **Select** and use the appropriate quantitative tools for decision-making.
3. **Undertake** analysis, perform tasks, and develop strategies using the central concepts of each functional area of business.
4. **Assess** and create business strategy appropriate for organizations in specified business environments, including global and domestic markets.
5. **Discuss** the legal obligations of organizations and the ethical dilemmas they face, along with appropriate frameworks for addressing these dilemmas.
6. **Discuss** the distinctive features and challenges of conducting business internationally.
7. **Serve** as an effective individual contributor to a group process and deliverable
8. **Use** business skills to promote service, justice, and peace within community organizations.³

5. COURSE LEARNING OUTCOMES (CLO).

At conclusion of the course, students will be able to:

1. **Differentiate** between the various measures of central tendency.
2. **Demonstrate** the ability to communicate statistical results verbally and in writing to both technical and non-technical audiences.
3. **Interpret** numerical and visual data for the purposes of making informed business decisions.

Alignment of Learning Outcomes: PLO, CLO with Marianist, and Hawaiian Values

| | CLO 1 | CLO 2 | CLO 3 |
|---------------------------------|-------|-------|-------|
| Marianist Values | 1 | 2 | 5 |
| Native Hawaiian Values | 4 | 2 | 5 |
| Program Learning Outcomes (PLO) | 2 | 1 | 4 |

³ <https://chaminade.edu/business-and-communication/business-administration/>

4. INSTITUTIONAL LEARNING OUTCOME

1. Written communication
2. Oral communication
3. Critical thinking
4. Information literacy
5. Quantitative reasoning

5. Marianist Values

An education in the *Marianist Tradition* is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development. Characteristics of Marianist Universities: Chaminade University of Honolulu, St. Mary's University, University of Dayton, A Resource Paper, published in 1999, Republished in 2006

This class represents one component of your education at Chaminade University of Honolulu. An education in the *Marianist Tradition* is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development. Characteristics of Marianist Universities: Chaminade University of Honolulu, St. Mary's University, University of Dayton, A Resource Paper, published in 1999, Republished in 2006

1. Educate for formation in faith

"As higher educational institutions, Marianist universities have kept, along with education in the disciplines, a commitment to the development of the whole person, which includes the dimension of religious faith and its personal appropriation and practice."

2. Provide an integral quality education

"In the Marianist approach to education, "excellence" includes the whole person, not just the technician or rhetorician. It also includes people with their curricular and extra-curricular experiences, their intellectual and spiritual development, understood and supported best in and through community."

3. Educate in family spirit

"Marianist educational experience fosters the development of a community characterized by a sense of family spirit that accepts each person with loving respect and draws everyone in the university into the challenge of building community. Community support for scholarship, friendship among faculty, staff and students, and participation in university governance characterize the Marianist University."

4. Educate for service, justice, and peace

"The Marianist approach to higher education is deeply committed to the common good. The intellectual life itself is undertaken as a form of service in the interest of justice and peace, and the university

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curriculum is designed to connect the classroom with the wider world. In addition, Marianist universities extend a special concern for the poor and marginalized and promote the dignity, rights, and responsibilities of all peoples.”

5. Educate for adaptation and change

“In the midst of rapid social and technological change, Marianist universities readily adapt and change their methods and structures so that the wisdom of their educational philosophy and spirituality may be transmitted even more fully.”

8. NATIVE HAWAIIAN VALUES

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the ‘Olelo No’eau (Hawaiian proverbs) and Marianist core beliefs:

1. **Educate for Formation in Faith (Mana)** E ola au i ke akua (‘Olelo No’eau 364) [May I live by God.](#)
2. **Provide an Integral, Quality Education (Na’auao)** Lawe i ka ma’alea a kū’ono’ono (‘Olelo No’eau 1957) [Acquire skills and make it deep.](#)
3. **Educate in Family Spirit (‘Ohana)** ‘Ike aku, ‘ike mai, kōkua aku kōkua mai; pela iho la ka nohana ‘ohana (‘Olelo No’eau 1200) [Recognize others, be recognized, help others, be helped; such is a family relationship.](#)
4. **Educate for Service, Justice, and Peace (Aloha)** Ka lama kū o ka no’eau (‘Olelo No’eau 1430) [Education is the standing torch of wisdom and using it has no boundaries.](#)
5. **Educate for Adaptation and Change (Aina)** ‘A’ohe pau ka ‘ike i ka hālau ho’okahi (‘Olelo No’eau 203) [All knowledge is not taught in the same school.](#)

9. ASSESSMENT AND GRADING

The Home Page of this course is located on CANVAS and there is a link to **mySTATlab** Pearson portal where an entire course resides. Grades will be based on the following:

Assessment tools to improve and evaluate student learning outcomes:

- ✓ End of the chapter questions
- ✓ Chapter and cumulative review exercises
- ✓ Homework assignments
- ✓ Quick quizzes

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- ✓ Selected TestBank questions
- ✓ Suggestions for further reading
- ✓ Research projects
- ✓ Recommended Web sites and other subject matter websites
- ✓ Multimedia videos associated with each chapter
- ✓ YouTube and Khan Academy

TENTATIVE SCHEDULE

Lecture schedule subject to change at the discretion of the instructor based on students' progress. Schedule is defined in the separate document which you can find in mySTATlab Course Materials folder.

GRADING

Grading will be based on the following table:

| GRADING YOUR ACCOMPLISHMENTS: | GRADE SCALE: |
|---|---------------------|
| Homework assignments | A = 90% – 100% |
| Quizzes & tests | B = 80% – 89% |
| Exams | C = 70% – 79% |
| Attendance & class participation Priceless | |

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's assignments, class participation, quizzes, tests, term papers, reports, and exams. They are interpreted as follows:

- A → Outstanding scholarship and an unusual degree of intellectual initiative
- B → Superior work done in a consistent and intellectual manner
- C → Average grade indicating a competent grasp of subject matter
- D → Inferior work of the lowest passing grade, not satisfactory for fulfillment of prerequisite course work
- F → Failed to grasp the minimum subject matter; no credit given
- W → Withdrawal before published deadline
- I → The issuance of an "I" grade is not automatic. At the discretion of the faculty member, a grade of "I" may be assigned to a student who has successfully completed with at least a passing grade, a majority of the work of the course and who has an unavoidable and compelling reason the remainder of the work cannot be completed on schedule
- IP → In progress; primarily used for thesis completion or practicum completion
- AU → Audit
- CR/NC → Credit/N

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Learning is never ending process. We learn every day by observing, solving problems, making mistakes and try not to repeat them. Student responsibility is discovering your own style of learning. Educators' responsibility is to crate learning environment that student flourish.

What students need to know about my pedagogy, how to succeed in such environment?

1. Maintain open communication.
2. You have a question, just ask me.
3. The statistics course resides on the Pearson myLAB Statistics portal specifically developed for the textbook.
4. You grade yourself by submitting assignments into myLAB Statistics.
5. If you obtained a grade that you did not expect and you want review incorrect answers and re-do them, you are welcome to do this within next two weeks. Practice is learning.
6. I do not deduct points.
7. We do not have final exam. However, we have exams during semester, which are logically scheduled based on the covered material.
8. Exams cannot be repeated and must be completed within assigned dates. If unusual circumstances had occurred, and you notify me before the date of the exam, exam will be rescheduled. Each request to re-do exam will be considered individually.

9. TITLE IX COMPLIANCE

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

10. UNIVERSITY POLICIES

Undergraduate Catalog, 2019-2020 Academic Year

https://portal.chaminade.edu/student/CourseCatalog/2019-2020-UG-Catalog_updated.pdf

Student Conduct

Undergraduate Catalog, 2019-2020 Academic Year, page 39

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards

SYLLBUS

are managed through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's authority from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

Student Health

In the overall scope of student development, health care is a vital element for physical development and well-being. Because Chaminade University does not have a health center on campus, we offer free alternative means of transportation for residence students to and from several local public clinics and area hospitals.

Please visit <https://studentaffairs.chaminade.edu/counseling-center/health-services/> for more information. Chaminade supports health requirements that complement the goals of maintaining a healthy, safe campus. These requirements are based upon laws of the State of Hawaii and therefore are strictly enforced. Failure to comply will result in being prohibited from registering for classes and/or moving into residence halls. For more information, see page 39 and following pages.

Tutoring Services

All Chaminade undergraduate students are eligible to receive free tutoring through Kōkua 'Ike: Center for Student Learning. Kōkua 'Ike. Provides in-person tutoring with student or professional tutors. Appointments are scheduled via an online appointment system. Students seeking more information and wanted to schedule appointments should stop by Kōkua 'Ike, located in the Student Services Building, call the [Tutor Coordinator at 808-735-8305](tel:808-735-8305) or [email tutoring@chaminade.edu](mailto:tutoring@chaminade.edu).

Graduate students are also eligible for tutoring in certain subject areas. Please call 808-735-8305 for further information. All Chaminade students have access to Smarthinking, an online tutoring resource. Students may access Smarthinking through the university's learning management system. [Please call 808-735-8305 for further information.](tel:808-735-8305)

Academic Grievance

Concerns of Academic Issues Questions regarding the conduct of a course, including grading, should be director to the instructor of the course. If the issue cannot be resolved in discussion with the instructor, the student should invoke the additional steps outlines below.

The following three items of an academic nature have specific procedures to address concerns:

1. Course content that veers significantly and substantively from the content and requirements as set forth in a course syllabus
2. Demonstrably arbitrary/unfair evaluation of student produced coursework
3. Accusations of plagiarism or other forms of academic dishonesty.

Page #53 and following pages

SYLLBUS

Academic Honesty

Academic honesty is an essential aspect of all learning, scholarship, and research. It is one of the values regarded most highly by academic communities throughout the world. Violations of the principle of academic honesty are extremely serious and will not be tolerated.

Students are responsible for promoting academic honesty at Chaminade by not participating in any act of dishonesty and by reporting any incidence of academic dishonesty to an instructor or to a university official. Academic dishonesty may include theft of records or examinations, alteration of grades, and plagiarism, in addition to more obvious dishonesty.

Questions of academic dishonesty in a particular class are first reviewed by the instructor, who must make a report with recommendations to the Dean of the Academic Division. Punishment for academic dishonesty will be determined by the instructor and the Dean of Academic Division and may include an “F” grade for the work in question, an “F” grade for the course, suspension, or dismissal from the University.

Accusations of Plagiarism or Other Forms of Academic Dishonesty

Plagiarism is the offering of work of another as one’s own. Plagiarism is a serious offense and may include, but is not limited to, the following:

1. Complete or partial copying directly from a published or unpublished source without proper acknowledgement to the author. Minor changes in wording or syntax are not sufficient to avoid charges of plagiarism. Proper acknowledgement of the source of a text is always mandatory.
2. Paraphrasing the work of another without proper author acknowledgement.
3. Submitting as one’s own original work, however freely given or purchased, the original exam, research paper, manuscript, report, computer file, or other assignment that has been prepared by another individual.

In the cases of alleged academic dishonesty, such as plagiarism, cheating, claiming work not done by the student, or lying, where a faculty member observes or discovers the dishonesty, the faculty members may choose to confront the student and handle the matter between the faculty member and the student, or the faculty member may choose to refer the incident to the Dean or Graduate Program Director. If the Dean or Graduate Program Director is the instructor in question, the concern should be directed to the provost. If the Provost is the instructor in question, the concern should be directed to the President. If the faculty member chooses to confront the situation and it is not satisfactorily resolved between the faculty member and the student, the matter may then be referred or appealed to the Dean or Director.

In either case, the Dean or Graduate Program Director may choose to resolve the matter through a meeting with both the student and the faculty member or refer the matter to the provost. The findings, in either case, are final.



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ADA Policy

<https://chaminade.edu/student-life/counseling-services/>

email: counselingcenter@chaminade.edu

Counseling Center, Student Support Services Building, Room 101, (808) 735-4845. Pursuant to federal and state laws, including the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, all qualified students with disabilities are protected from discrimination on the basis of disability and are eligible for reasonable accommodations or modifications in the academic environment to enable them with equal access to academic programs, services, or activities. If a student would like to determine if they meet the criteria for accommodations, they should contact the Counseling Center at (808) 735-4845 or email counselingcenter@chaminade.edu for further information.

Attendance Policy

Class begins on time. **Unexcused absence** is unacceptable. **Chronic tardiness will be viewed as absence from class.** Attendance is expected and essential for your progress in this class. The goal of the lecture and discussion is to provide the needed context to remove barriers to students understanding of the material.

The following attendance policy is from the 2018-2019 Academic Catalog (p. 57-58). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to regularly attend all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and plan to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, *although the instructor is not required to withdraw students in that scenario.* Repeated absences put students at risk of failing grades.

Campus Security, Henry Hall Annex (808) 735 - 4792

Campus Security at the university is overseen by the Director of Campus Safety, a full-time university employee. Guard services are contracted with Allied Universal. The Campus Security Officers are uniformed, unarmed, and not deputized. Their authority to arrest is the same power as that of any private citizen.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused,

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such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Chat online:

Introduce yourself to others in the chat session. Be polite. Choose words carefully. Do not use derogatory statements. Be concise in responding to others in the chat session. Be constructive in your comments.

Classroom Policies

While each instructor has their own policies regarding classroom conduct and requirements, the following University policies apply to all classes:

- Smoking and alcoholic beverages are prohibited in all classrooms, whether or not class is in session.
- No pets are allowed in class. Exceptions will be made in the case of a seeing-eye dog.
- Radio, CD players, headsets, televisions, and other personal audiovisual equipment not pertinent to the class are prohibited during class.
- Cellular telephone use is also prohibited during class except in extenuating circumstances approved in advance by the professor.
- The use of any camera or video devices while in class, restrooms, locker rooms, or in any situation not normally considered public or where users of the facility may expect privacy is prohibited. Such devices shall include but are not limited to those in mobile telephones, computers, electronic organizers, or other more surreptitious equipment, and which are capable of capturing either still or moving image.
- A dress code requiring footwear and appropriate attire, to be worn in classrooms, as well as in the library, cafeteria, and administrative offices. No beachwear is allowed. Laboratories have additional requirements. Please note that it is the instructor's sole prerogative to determine whether a student is.
- In a fit condition to perform classroom work (e.g., is not under the influence of alcohol or drugs, and is not sleeping).
- Working on assignments for that particular class (rather than working on projects for other classes or engaging in activity unrelated to schoolwork).
- Distracting other students as to impair the learning environment.

If the instructor finds a student in violation of any of these provisions, or the policies outlines in the course syllabus, he or she may require the student to leave the classroom and may subsequently mark the student absent, which could eventually affect the student's final grade. Failure on the part of the student to honor the instructor's request to leave the classroom may result in removal of the student by the University security personnel and initiation of the University disciplinary process.

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Communicable Disease Policy

<https://www.cdc.gov/>

Residence Life: (808) 739-4648

Dean of Students: (808) 735-4710

Discussion Groups:

1. Review discussion threads thoroughly before entering the discussion.
2. Maintain threads by using the “reply” button rather than starting a new topic.
3. Be respectful of others’ ideas.
4. Read the comments of others thoroughly before entering your remarks.
5. Cooperate with group leaders in completing assigned tasks.
6. Be positive and constructive in group discussions.
7. Respond in a thoughtful and timely manner.

Drug – Free Workplace & Campus Policy

Student Handbook, on page # 43

Grades of "Incomplete"

Student will be given one more chance to complete assignment within 90 days.

Guidelines for Communication

Email: Use your Chaminade email account.

Always include a subject line.

Remember that without others being able to see your facial expressions or hear your tone, some comments may be taken in a way you did not intend. So be careful in wording your emails. Use of emoticons may be helpful in some cases.

Special formatting such as centering, audio messages, tables, html, etc. should be avoided unless necessary to complete an assignment or other communication.

Information Technology Resources

Computer Labs The public computer lab on campus is located on the central floor of the Sullivan Family Library. This computer lab features PC desktops as well as MACs with a variety of software and provides an ideal environment for students and faculty to reference materials for research, as well as work assignments. For use of specialized computer labs in Environmental + Interior Design and Communications, please seek approval from the respective department. 2019-2020 UG Catalog, page # 24.



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Instructor and Student Communication

Questions for this course can be emailed to the instructor at mariabrownlow@hawaiaintel.net online, in-person and phone conferences can be arranged. Response time will take place up to time required for discussion.

Online, in-person and phone conferences can be arranged. Response time will take place within 24 hours.

Late Work Policy

Points are NOT deducted however assignment must be delivered within 2 weeks of assignment date or valid reason is provided.

Library:

Provide a link to the Chaminade library, www.chaminade.edu/library

Privacy and Confidentiality

See Catalog, page #50

Here are a few important items "You Need to Know:"

24-Hour Chaminade University **Emergency Information Hotline (808) 739 - 7499; (833) 739 - 7499**
University Emergency Information webpage: <https://chaminade.edu/emergency/>

Technical Support:

CANVAS Technical Support is: **1-877-251-6615**

Technical Assistance for Canvas Users:

Search for help on specific topics at help.instructure.com

[Chat live with Canvas Support 24/7/365](#)

Watch this [video to get you started](#) with online guides and tutorials

Contact the Chaminade IT **Helpdesk** for technical issues:

helpdesk@chaminade.edu or **call (808) 735-4855**

Use of Technology to Harass

No student may, under any circumstances, use technology to harass any other person.

Writing Policy

This course support described recommendation on formatting, e.g., use of MLA or APA. The standard font is Calibri or Arial.