University of Calgary
Faculty of Social Sciences
Department of Sociology

SOCI 311
Introductory Social Statistics I
Course Syllabus – Fall 2009

Course Information

Course: SOCI 311: Introductory Social Statistics 1 (Section 2)
Prerequisites: SOCI 201 or consent of the department
Class Time: Tuesdays and Thursdays, 2:00 – 3:15pm
Location: SB 105
Lab Time: Thursdays, 3:30 – 6:30pm
Lab Location: SS 113

Instructor: Heather Rollwagen
Email: harollwa@ucalgary.ca
Office: SS 952
Office Hours: Tuesdays and Thursdays, 12:00 to 1:00pm (or by appointment)

Emergency Evacuation: In case of fire or other emergency evacuation of this classroom/lab, please proceed to the assembly point by the Food Court in the Professional Faculties Building.

Teaching Assistants:
Lena Rinquist   Zia Rahman
larinqui@ucalgary.ca   zia_soci71@yahoo.com
Office: SS 919   Office: SS 1047
Office Hours: Tuesdays 12:30-1:30pm   Office Hours: Thursdays 12:30-1:30pm

Course Description

In sociology, statistics are used to explore, explain and describe the social world. This course provides an introduction to basic descriptive statistics. We will cover topics such as frequency distributions, cross tabular analysis, bivariate correlations, and regression analysis. This course will also include lab sessions, where you will learn to use SPSS to analyze data. This course will prepare you for the second statistics course offered by the Department of Sociology.

Required Texts

Frankfort-Nachmias, Chava and Anna Leon-Guerrero. 2009. *Social Statistics for a Diverse Society, 5th ed*. Thousand Oaks, California: Pine Forge Press. (with SPSS CD)

Allison, Paul D. 1999. *Multiple Regression: A Primer*. Thousand Oaks, California: Pine Forge Press.

Evaluation

Lab Assignments (5 x 5% each)	25%
Lab Quiz	5%
In-Class Assignment	5%
Assignment 1	10%
Assignment 2	10%
Mid-term Exam	20%
Final Exam	25%

Exams
The mid-term exam will be written in class on Thursday, October 22, 2009. The final exam will be scheduled by the registrar's office during the exam period. The final exam will be cumulative. The mid-term exam and the final exam are both closed book exams. Calculators are permitted for exams. The instructor will mark both exams.

Lab and Lab Assignment Information
Labs will be led by the teaching assistants. During labs, you will be instructed on SPSS, the statistical software package you will use for this course. Teaching assistants will provide a short lesson on SPSS, and then you will be given the opportunity to work on your lab assignment. The lab time is the only occasion in which the computer lab is reserved specifically for you, with the teaching assistants available to assist you; therefore, it is recommended that you make full use of this time. There will be five lab assignments due throughout the semester, each worth 5% of your final mark. All lab assignments must be typed, double-spaced, and well organized. Specific lab expectations will be discussed during the first lab. Teaching assistants will mark all lab assignments. **A $15 lab fee is required to cover the costs of printing in the lab – please bring this to the teaching assistants at the first lab.**

Lab Quiz
A lab quiz will be administered during the last lab session of the semester. You will be required to work independently to run several analyses, and submit the output for grading. Teaching assistants will mark the lab quiz.

Assignments
Two assignments will be handed out over the course of the semester. These assignments are to be completed independently. All assignments must be typed and double-spaced. Any calculations may be hand-written, but must be incorporated into the body of the assignment. The instructor will mark both assignments.

In-Class Assignment

The classes scheduled for November 3 and November 5 will be used to complete an in-class assignment. The assignment will be due by the end of class on November 5. This assignment will be hand-written. The instructor will mark this assignment.

Some Important Policies:

Inclusive and Supportive Classroom Environment
I will do my best to create a space in which you feel comfortable asking questions, discussing the topics and deepening your understanding of social statistics. Similarly, I will not tolerate any language or behaviour that undermines this safe space. Should you have any concerns, please bring them to my attention.

Use of laptop computers in class
You are permitted to use a computer in class and in lab for the sole purpose of taking notes. If it is discovered that you are not using your computer for this purpose, you will be asked to put away the computer, and you will not be permitted to use your computer in class again.

Cell phones
Please try and remember to turn off your cell phone in class. If you must leave your cell phone on or bring a pager to class, please come speak to me so that we may work out an arrangement that will not disrupt the learning or teaching environment of the class.

Late assignments
Unless prior arrangements or proper documentation (i.e. medical certificate) are provided, assignments that are not handed in at the ***beginning*** of class will be subject to a late penalty of 10 percent for each day the assignment is late (including weekend days). Labs and assignments are not to be submitted via email.

Email
Email is a great way to get in touch with me regarding quick questions. However, substantive concerns regarding course material or questions about assignments should be directed to me in person during my office hours. I will not write lengthy answers to questions over email, and I reserve the right to ask you to come speak to me in person. Please note that it may take up to 24 hours to receive a response from me during the week, and I do not respond to emails on the weekend.

Exam Policies and Deferrals (Assignments and Exams)
You must provide advance notice to the instructor if you are unable to take an exam or pass in an assignment/lab on time. All requests for deferral of a course component due to health reasons must be accompanied by written documentation as outlined in the University Calendar and should be obtained while the student has the physical or emotional problem rather than after recovery. Deferred exams may be allowed in the following circumstances: illness, domestic affliction or religious conviction. If you have missed an exam for a legitimate reason, you will be able to write a "make up" exam as

close to the original exam as possible. The date and location will be at the convenience of the Sociology Department. Travel arrangements and misreading of the syllabus are not valid reasons for requesting a deferred exam. Deferred exams will not be granted if it is determined that just cause is not shown by the student.

If you have missed a test for a legitimate reason, the instructor can require you to write a "make up" test as close in time to the original test as possible or can choose to transfer the percentage weight to another course component. If the instructor schedules a "make up" test for you, its date and location will be at the convenience of the Sociology Department.

Please note that requests to defer a final examination or to defer term work past the end of a term go through the Undergraduate Programs Office (UPO) and must be processed by the deadlines that are established in the U of C Calendar. You can find the forms you need online:

Deferred Final Exam Application:
http://www.ucalgary.ca/registrar/files/registrar/Winter2008DEFERREDFINALEXAMIN ATIONS.pdf
Deferred Term Work Form:
http://www.ucalgary.ca/registrar/files/registrar/defTW.pdf

You must submit these deferral forms to the Social Sciences Associate Dean (Students) through the UPO office: Undergraduate Programs Office, 4th Floor, MacEwan Student Centre. Only the Associate Dean approves requests for deferrals which extend beyond the end of a term. Instructors are not involved in such decisions. To make an appointment with the Associate Dean, phone (403) 220-8155.

Ethics
Students are advised that any research with human subjects--including any interviewing (even with friends and family), opinion polling, or unobtrusive observation--must have the approval of the Departmental Ethics Committee. In completing course requirements, students must not undertake any human subject research without discussing their plans with the instructor, to determine if ethics approval is required.

Academic Misconduct
Cheating is regarded as a serious academic offense. Students are advised to consult the University Calendar, which presents a Statement of Intellectual Honesty and definitions and penalties associated with cheating, plagiarism, and other academic misconduct.

The Freedom of Information and Protection of Privacy (FOIP)
This legislation disallows the practice of having students retrieve assignments from a public place, e.g., outside an instructor's office or the Department main office. Term assignments must be returned to students individually, during class, or during the instructor's office hours; if a student is unable to pick up her/his assignment s/he may

provide the instructor with a stamped, self-addressed envelope to be used for the return of the assignment.

Safewalk
The University of Calgary provides a "safe walk" service to any location on Campus, including the LRT, parking lots, bus zones, and campus housing. For Campus Security/Safewalk call 220-5333. Campus Security can also be contacted from any of the "Help" phones located around Campus.

Academic Accommodation
Students with a disability, who require academic accommodation, need to register with the Disability Resource Centre (MC 295, telephone 220-8237). Academic accommodation letters need to be provided to course instructors no later than fourteen (14) days after the first day of class. *It is a student's responsibility to register with the Disability Resource Centre and to request academic accommodation, if required.*

Emergency Evacuations:
In the case of fire or other emergency evacuation of the classroom or lab, please proceed to the assembly point by the Food Court in the Professional Faculties Building.

Handing in Papers Outside of Class, Return of Final Papers and Release of Final Grades

1. When students are unable to submit papers at class, they should make arrangements to hand in their papers directly to the instructor or teaching assistant rather than at the Sociology Department main office.

2. Final papers will not be returned through the Sociology Department main office. The Freedom of Information and Protection of Privacy (FOIP) legislation disallows the practice of having students retrieve assignments from a public place, (i.e., outside an instructor's office, the department office, etc.). Students who want their final papers returned by mail must attach a stamped, self-addressed envelope with the paper. Otherwise final papers will only be available for pick-up during the instructor's office hours at the end of this term or the beginning of the next term.

3. Final grades are not posted by the Sociology department. They are only available online.

Grading Scheme

Grades will be assigned based on the following scale:

A+	96-100	C+	67-69
A	90-95	C	63-66
A-	85-89	C-	60-62
B+	80-84	D	50-59

B	74-79	F	0-49
B-	70-73		

**The grades for a course component may be scaled to maintain equity among sections and to conform to departmental norms.

Tentative Schedule (subject to change)

Week	Date	Class Lesson	Lab Lesson	Assigned Reading
1	Sept 8 Sept 10	Measuring Variables	Data Entry	Text Chapter 1
2	Sept 15 Sept 17	Measurement and Coding of Variables	Coding and Recoding Data	
3	Sept 22 Sept 24	Frequency Distributions	Frequency Distributions	Text Chapter 2
4	Sept 29 Oct 1	Graphs and Charts	Graphs and Charts	Text Chapter 3
5	Oct 6 Oct 8	Measures of Central Tendency	Central Tendency	Text Chapter 4
6	Oct 13 Oct 15	Measures of Variability	Variability	Text Chapter 5
7	Oct 20 Oct 22	Cross-Tabulation **MID-TERM EXAM**	Cross-Tabulation	Text Chapter 10
8	Oct 27 Oct 29	Gamma and Lambda Correlation	Measures of Association	Text Chapter 12
9	Nov 3 Nov 5	In-class Assignment In-class Assignment	Correlation	Text Chapter 13
10	Nov 10 Nov 12	Correlation *No Class: Reading Break*	No Lab	Allison Chp.1
11	Nov 17 Nov 19	Multiple Regression	Multiple Regression	Allison Chp.5
12	Nov 24 Nov 26	Multiple Regression	Open Lab	Allison Chps. 2 & 4

13	Dec 1 Dec 3	Normal Distribution and Z Scores	LAB QUIZ	Text Chapter 6
14	Dec 8	Final Exam Review	No Lab	
December 11-21		**FINAL EXAM** (scheduled by the university registrar)		

Lab and Assignment Due Dates

Lab Assignment Topics and Due Dates

Lab 1: Measurement, coding data, frequency distributions and graphs and charts
Due at the beginning of lab on Thursday, October 8

Lab 2: Central tendency and variability
Due at the beginning of lab on Thursday, October 22

Lab 3: Cross-tabulation, gamma and lambda
Due at the beginning of lab on Thursday, November 5

Lab 4: Correlation
Due at the beginning of lab on Thursday, November 19

Lab 5: Multiple regression
Due at the beginning of lab on Thursday, December 3

Assignment Topics and Due Dates

Assignment 1: Univariate analysis
Due at the beginning of class on Tuesday, October 20

Assignment 2: Bivariate analysis and simple multiple regression
Due at the beginning of class on Tuesday, December 1