SOC3811 Basic Social Statistics
Spring 2019 (2/22-05/06), Blegen Hall 235, Tuesdays 5:30-8:00 pm

Instructor information:
Professor Yanjie Bian, 967 SSB, Tel: 4-9554; Email: bianx001@umn.edu;
Office hours: Tue/Thu, 2:30-4:00 pm, or by appointment

TA and lab instructor: to be given.

Study materials:
2. Lecture notes: available from Canvas for soc3811. Required. Special thanks to Professor David Knoke for making available his lecture notes in PDF format.
3. Data for assignments: General Social Surveys, available from the computer lab.
4. STATA is the computer software package we will be using in the class.

Course description:
This course will introduce sociology majors to basic statistical measures and procedures that are used to describe and analyze quantitative data in sociological research. The topics include (1) frequency and percentage distributions, (2) central tendency and dispersion, (3) probability theory and statistical inference, (4) models of bivariate analysis, and (5) multivariate analysis. Lectures on these topics will be given in class, and lab exercises are designed to help students learn statistical skills needed to analyze quantitative data provided in the class. In addition to attendance to lectures and labs, students are expected to read relevant chapters prior to class. There will be two mid-term exams.

This course meets the CLE requirements for the Mathematical Thinking core. We explore the dual nature of social statistics as a body of knowledge with its own logic and way of thinking, and as a powerful tool for understanding and describing social reality. Students in this course are exposed to the mathematic knowledge that underlies key concepts, but they are also shown how each concept applies to real world social science issues and debates. They are asked to demonstrate their mastery of the mathematical concept and its practical application through in-class discussions, problem sets, and exam questions. Students are taught the mathematical foundations of probability and sampling theory; they are taught about sampling distributions; and they are shown the real-world implications of these ideas for how social science knowledge is gained through surveys of randomly sampled observations.

Course Requirements
1. Class attendance and quizzes: You are responsible for attending each class, and you take randomly given quizzes in classes.
2. Labs and assignments: Statistics is to be understood and learned by doing the problems, and completing assignments is an essential part of your learning. Eleven
assignments will be given in the labs. Each assignment deals with a specific set of techniques taught in the week, and it is given in the lab of the week of lecture and it is due in the next week’s lab. Your lab instructor will provide guidance on how to complete the assignments. You can choose to complete the assignments outside of the labs, and you may choose to miss one assignment without penalty. You will receive a zero on any assignment that is completed using dishonest means, and you will fail the course following a second infraction. No late assignment is accepted.

3. **Exams:** One mid-term exam covering the contents before the lectures of multiple regression will be given, and a second exam is given on the contents of multiple regression in the last class for an extra credit. No make-up exam will be arranged unless with a signed doctor's note for illness or with documented evidence for the most unusual of circumstances. In this case, the make-up exam must be taken with your lab instructor and within seven days of the original exam.

4. **Calculator:** You will need a hand calculator with a square root key.

**Grading**

**Distribution:**
- Lecture attendance and in-class quizzes, 10%;
- 10 out of 11 assignments, each for 5% and a total of 50%;
- Exam #1, 40%;
- Exam #2 for extra credit, 5%.

**Letter grade:**
- 95 and higher=A; 94-90 =A-; 89-85=B+; 84-80=B; 79-75=B-;
- 74-70=C+; 69-65=C; 64-60=C-; 59-55=D+; 54-50=D; <50=F

**Passing grade:** C-

**Policy on a Make-Up Exam:**

Students who miss the exams--due to verifiable illness, family emergency, religious observance, or mandatory University-sponsored event--must take a makeup exam on a scheduled date. A departmental make-up exam will be held after the Spring Semester on a date to be announced, and the incomplete grade will change to a new grade taking into account this makeup exam and all other coursework. 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 all exams as scheduled in class. A written verification (e.g., an assigned doctor’s note) must be presented before a makeup exam is permitted by the instructor.
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<thead>
<tr>
<th>Month/Dates</th>
<th>Topics</th>
<th>Readings</th>
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<tbody>
<tr>
<td>1/22</td>
<td>The social research process and measurement Assignment #1</td>
<td>Chap 1</td>
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<tr>
<td>1/29</td>
<td>Frequency distribution Assignment #2</td>
<td>Chap 2</td>
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<td>2/5</td>
<td>Central tendency and dispersion Assignment #3</td>
<td>Chap 2</td>
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<td>2/12</td>
<td>Basics of statistical inference &amp; estimation Assignment #4</td>
<td>Chap 3</td>
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<td>2/19</td>
<td>Hypothesis testing for one mean Assignment #5</td>
<td>Chap 3</td>
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<td>2/26</td>
<td>Hypothesis testing for two means Assignment #6</td>
<td>Chap 4</td>
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<td>3/5</td>
<td>Hypothesis testing for multiple means Assignment #7</td>
<td>Chap 4</td>
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<td>3/12</td>
<td>Bivariate crosstabulation Assignment #8</td>
<td>Chap 5</td>
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<td>3/19</td>
<td><strong>Spring Break: No Class</strong></td>
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<tr>
<td>3/26</td>
<td>Bivariate regression and correlation Assignment #9</td>
<td>Chap 6</td>
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<td>3/27</td>
<td>More on bivariate regression and review for Exam #1 No new assignment but lab is used to conduct review</td>
<td>Handout</td>
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<td>4/2</td>
<td><strong>Exam #1 on contents of Chapters 1-6</strong></td>
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<td>4/9</td>
<td>Multiple regression with continuous independent variables Assignment #10</td>
<td>Chap 8</td>
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<td>4/16</td>
<td>Multiple regression: dummy variables &amp; interactions Assignment #11</td>
<td>Chap 8</td>
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<td>4/23</td>
<td>Multiple regression: advanced topics and review for Exam #2</td>
<td>Chap 8</td>
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<td>4/30</td>
<td><strong>Exam #2 on multiple regression for extra credit</strong></td>
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COLLEGE OF LIBERAL ARTS POLICIES

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 the Calendar web site at https://onestop.umn.edu/academics/final-exam-times): 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 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 (https://policy.umn.edu/education/makeupwork).

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 final 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 on-line at https://communitystandards.umn.edu/know-code/consequences).

ELECTRONIC DEVICES: University instructors may restrict or prohibit the use of personal electronic devices in his or her classroom, lab, or any other instructional setting. For the complete policy, visit: http://policy.umn.edu/education/studentresp.

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.

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”). For the complete policy, visit: http://regents.umn.edu/sites/default/files/policies/Student_Conduct_Code.pdf

STUDENT MENTAL HEALTH AND STRESS MANAGEMENT: As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via http://www.mentalhealth.umn.edu/.
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 the MyU Portal.

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. Students need to have completed a substantial portion of the course in order to be even considered for an Incomplete.

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 Director of Undergraduate Studies or the Coordinator of Undergraduate Advising (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 Disability Resource Center in 180 McNamara.

SEXUAL HARASSMENT: "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Faculty, Graduate Students, and full time Staff are Mandated Reporters for prohibited conduct. Such behavior is not acceptable in the University setting. If you have experienced sexual misconduct, discrimination, harassment, or related retaliation; or if you have questions about any EOAA-related issue, please contact Equal Opportunity and Affirmative Action (EOAA) at (612) 624-9547 or eoaa@umn.edu For the complete policy, visit https://regents.umn.edu/sites/regents.umn.edu/files/policies/Sexual_Harassment_Sexual_Assault_Stalking_Relationship_Violence.pdf.

SOCIOLOGY PROGRAMS INFORMATION: The Sociology Department offers two options for the Bachelor of Arts degree and a Bachelor of Science degree. Students interested in majoring in Sociology should view the online information session about the major. Further information can be obtained from the following persons and offices or online at http://cla.umn.edu/sociology.

- General information, Sociology Department, 909 Social Sciences - 624-4300
- Coordinator of Undergraduate Advising, Bobby Bryant, 923 Social Sciences – 624-4300
- Director of Undergraduate Studies, Professor Joe Gerteis, 1125 Social Sciences - 624-1615
- Soc Honors Faculty Representative, Prof. Joe Gerteis, 1125 Social Sciences - 624-1615
- Director of Graduate Studies, Professor Jeylan Mortimer, 1014B Social Sciences – 624-4064 and/or
- Graduate Program Associate, Becky Drasin, 927 Social Sciences - 624-2093

Undergraduate jobs, internships, volunteer and research opportunities, scholarships, and much more can be found in the Undergraduate Resources site - https://sociologyundergrad.wordpress.com/