STAT 5302, Spring 2011

TA INFORMATION AND GRADING POLICY

TA: Jie Ren (email: renxx034@umn.edu)

Office hours: Tue 1:00 - 2:00 and Thu 12:00 - 1:00, or by appointment with at least 24 hours notice.

Office: Ford Hall 352 (this is the room where all Statistics TAs hold office hours).

Lab sessions: We will meet weekly on Thursday at Vincent Hall 301. I will provide *Arc* instructions, discuss homework assignments, and answer questions. Occasionally, new material will be presented, but the format will be more discussion than lecture. Please bring up any questions you may have, or email me your questions ahead of time to be discussed during lab.

Computer lab: You will be using the software *Arc* for this course. Feel free to bring your own laptop to lab meetings. If you do not have a personal computer, you can use the computer lab at Ford Hall B53. Computer lab schedule will be announced by email.

Homework: Homework will typically be assigned in class on Wednesday and due on Thursday of the following week. Homework must either be turned in during lab, or in my mailbox on the third floor of Ford Hall by the end of the day (Thursday). Only hard copies will be accepted, and no late homework will be accepted without prior permission from Prof. Cook.

Homework solutions: Solutions will be made available for review and photocopy in the Math Library in Vincent Hall. Under no circumstances will credit be given for homework turned in after solutions have been released. Graded homework assignments will be returned in lab the week after they are due.

Guidelines for writing up homework:

Be complete, but concise. Many assigned problems will have multiple questions, so make sure you answer them all. Include relevant *Arc* output that support your conclusions. However, extraneous computer output is unnecessary and may even be held against you in grading. Use your best judgment when deciding what to include in your papers.

Please use a word processor (Microsoft Word, Open Office, etc.) as much as you can. Pasting

Arc output into a word document will be demonstrated in the first lab session. Mathematical expressions can be inserted as MathType or Microsoft Equation objects, or written by hand, but not typed in your word processor, unless you are typing up assignments in LaTeX. Just leave some space in your document to write your work by hand if need be.

Problems must be in the order they are assigned, and pages must be stapled together. Working together in groups on homework is permitted, but each student must do his or her own write-up of the solutions.

To copy Arc output into a word processor:

For text, copy and paste, convert the font to `Courier` so that columns line up, and shrink the font if necessary so your tables fit the page.
For graphs, Windows users may copy and paste, Mac and Linux users must save graphs as pdf files (or as LaTeX files) and insert into your document. Resize your graphs if necessary. Titles on graphs are very helpful and can be done in *Arc* under the plot menu.

Feel free to ask me if you have questions. I look forward to working with all of you this semester.