

Course Project Assignment #4

Overview For this assignment, you will gather your full data set and write a report giving the descriptive statistics for your data. You will incorporate this material in your final project report. (The final report will include results and conclusions from the inferential statistics you do.)

Submit your descriptive statistics report by Monday, April 28.

Specific requirements

- Submit a printed copy generated using a word processor such as Word.
- Write in the style of a technical report as opposed to something like a news report.
- Insert graphs into your document electronically. You can put each graph near the relevant place in the text or put all of the graphs at the end.
- Number and caption each figure and table.
- Use 1.5 or double spacing.

Comments and suggestions

- Refer back to the first two chapters in the text and what we discussed in the first few weeks of class for a reminder on descriptive statistics.
- Technical writing often uses a passive voice as in “A table of random digits was used to select a simple random sample from a list of all UPS students.” Some people encourage use of an active voice by writing in the first person as in “I used a table of random digits to select a simple random sample from a list of all UPS students.” You can use whichever style seems best to you.
- In your writing, reference a figure with something like “From Figure 1, we see that the distribution is . . .”
- Be precise and concise in your writing.
- You will need to stay organized as you start collecting data for the full study. Consider buying a bound notebook to record everything you do on this project, from notes on your ideas at this stage to data from the full study and everything in between.
- If you are using *Minitab* to get descriptive statistics and plots, save your work as a **Project** rather than a **Worksheet**. A Minitab Project file (with extension *.mpj*) will include all of the worksheets, graphs, and a full history in the **Session** window. A Minitab Worksheet (with extension *.mtw*) will include only the data in a single worksheet (that is, the part of Minitab that looks like a spreadsheet).
- Come talk with me or send e-mail if you have questions or want help thinking things through.

Looking ahead Here’s a rough outline of project steps with tentative deadlines:

- Descriptive statistics report on your full data set due Monday, April 28.
- Final report due by 2 pm on Wednesday, May 14 (which is the end of the final exam period scheduled for this course).