

***Statistics for Human Resource Management, 37:533:440:02, Spring 2026, In-Person,  
JLB Room 107-C***

## **Spring 2026 Course Syllabus**

Be sure to review all the components of the syllabus below.

### **Course Delivery Format**

**This course runs from Wednesday, January 21 to Wednesday, April 29**

This course is delivered, in-person, in a classroom. You are expected to attend each class in-person. If the delivery format changes, the instructor will let you know in advance.

We will be utilizing this Canvas Learning Management System (LMS) to access learning materials, announcements, quizzes, submit Assignments, communicate via the Inbox feature. Be sure to check this site frequently as there will be announcements and instructions. **Note:** Whenever anything is posted to this site, you will automatically receive a notification to your **rutgers.edu** email account. Checking that email account frequently is highly recommended.

If you are new to Canvas or need a refresher, please review the [Canvas tutorials](#).

Be sure to review all the components of this course Syllabus below. Click on the Syllabus Navigation floating panel to jump from section to section.

### ***Class Meets in-Person***

- **Wednesdays, 10:20 AM - 1:20 PM (EST) in Room 107-C in JLB, Livingston Campus.**

### ***Office Hours***

- In Person Office Hours will be conducted with our TA, Alex Crosby
- The Virtual Office Hour will be conducted through Zoom by appointment

## Instructor Information and Contact Method

Instructor: Sarina Vinci

E-mail: [sgarr@smlr.rutgers.edu](mailto:sgarr@smlr.rutgers.edu)

### *How to contact your instructor*

Email your instructor through the Canvas Inbox feature (left Navigation tab, red section). This ensures your email is received and the instructor knows which student, from which course site is emailing.

If you cannot access Canvas for some reason and just want to email, email the instructor from your Rutgers email account to [sgarr@smlr.rutgers.edu](mailto:sgarr@smlr.rutgers.edu)

## Course Materials

### *Optional Textbook:*

- Salkind, N. J. (2021). *Statistics for People Who (Think They) Hate Statistics: Using Microsoft Excel* (5th ed.). Thousand Oaks, CA: Sage. ISBN-13: 978-1071803882
- However, there are tables in the appendix of the book that we will reference and you may utilize on your exams

A free and open companion website for [\*Statistics for People Who \(Think They\) Hate Statistics\*](#) is available to help you study. The site includes the data sets for the exercises in the book, as well as practice quizzes, flashcards, videos, and journal articles.

All other supplemental course learning materials (articles, videos, podcasts, recordings, etc.) will be provided as needed in the Modules under the Supplemental Course Materials section.

- Microsoft Excel (Free access via Rutgers [University Software Portal](#))

## Course Description

This course is designed to introduce statistical concepts and analyses that are critical to Human Resource Managers. Emphasis will be placed on the basic concepts of quantitative

analysis including models used to explore causality, an introduction to multivariate analysis, and the use of Microsoft Excel, a computer program used for statistics. Importantly, the course will focus on understanding, applying, and interpreting statistical techniques, rather on the derivations of methods or performance of calculations. Students are expected to take the material/concepts presented in class and apply them through a series of in-class activities, homework assignments, and quizzes. The overall goal of the course is not only to help students understand the mathematical/statistical concepts presented but also to assist in the application of these procedures.

If you do miss a class, it is your responsibility to contact another class member to get any material missed. If you are absent from class, do not contact the professor for a complete review of the lecture that you have missed.

## **Course Objectives**

By the end of this course, you will be able to:

1. Explain the role of statistics in the overall process of organizational research.
2. Develop and present statistical information using a variety of descriptive procedures in both graphic and narrative forms.
3. Apply a variety of tests and procedures that can be useful in data analysis, subsequent hypothesis testing and decision-making activities.
4. Demonstrate a critical understanding of how these tests can be used, their major weaknesses and strengths, and the critical assumptions underlying their legitimate application.

Provide a foundation of statistical knowledge for pursuing more advanced statistical methods in future courses.

## **Learning Objectives**

Quantitative, Qualitative & Analytical Skills

## **Accommodations**

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide

documentation ([See Documentation Guidelines](#)). If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you and your instructor with a Letter of Accommodations. Please discuss the accommodations with your instructors as early in your courses as possible. To begin this process, please complete the [registration form](#). I am happy to facilitate the process if you need me to. Just let me know.

### ***Office of Disability Services contact and address***

**Lucy Stone Hall, Livingston Campus**, 54 Joyce Kilmer Avenue, Suite A145, Piscataway, NJ 08854-8045.

- E-mail Address: [dsoffice@rci.rutgers.edu](mailto:dsoffice@rci.rutgers.edu)
- Phone: (848) 445-6800 • Fax: (732) 445-3388
- <https://ods.rutgers.edu/>

### **Rutgers Diversity Statement**

The Division of Student Affairs works to create an environment of **inclusion** which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities and perspectives. Our practices reflect awareness and understanding of the complexity of identity and the increasing interconnectedness of our world. It is our **responsibility** to promote and maintain a community of compassion, embracing the rich dimensions of **diversity**, and facilitating opportunities for understanding and the expression of both individual and shared truths.

### **How to Access Zoom**

Virtual office hours are conducted through scheduled ZOOM meeting. If you have not activated your Rutgers ZOOM account, you will need to do so prior to class starts. Follow the steps below:

- Follow instructions on [Creating Rutgers ZOOM Account \(Links to an external site.\)](#). Note: be sure to read what to do if you have an existing personal ZOOM account that uses your Rutgers email.
- Once you have activated your Rutgers ZOOM account you will then need to make sure your Canvas default email is in the format [netid@rutgers.edu](mailto:netid@rutgers.edu). Follow instructions on [How to check and set your Canvas Default Email](#) if needed. Then you can access the scheduled ZOOM class sessions.

- To access and join the scheduled class sessions, select the ZOOM tab from the left navigation menu, then select Join to join the scheduled session. If you are new to ZOOM, review the tutorials under [Course Tools Tutorials](#) or at [Rutgers ZOOM Homepage](#).

### ***ZOOM etiquettes:***

- For audio clarity, mute your microphone when not speaking, unmute only when you are speaking.
- Allow for the brief delay that happens when a conversation from one speaker transitions to another. Be patient and allow the person to speak.
- You have the option to turn on/off your webcam.
- You can use the Chat box to ask questions, share your thoughts.

## **Canvas Tutorials & Technical Support**

If you are new to Canvas or need a refresher tutorial, visit:

- [Getting Started In Canvas for Students](#)
- [Canvas \(Links to an external site.\)](#)Canvas is Web Accessibility Guidelines compliant. More on [Canvas accessibility Standards](#)

If you need technical assistance at any time during the course or to report a problem with Canvas:

- Contact [Rutgers IT Help Desk \(Links to an external site.\)](#). 833-648-4357, email [help@oit.rutgers.edu](mailto:help@oit.rutgers.edu), accessible 24 hours a day, 7 days a week.
- Refer to the [Canvas Student TutorialLinks to an external site.](#)
- Canvas [Student Guide PDF Version](#)
- Access Rutgers Canvas via the [MyRutgers Portal](#), [rutgers.instructure.com](https://rutgers.instructure.com), mobile app and <https://canvas.rutgers.edu>
- For Canvas assistance, Passwords, or any other computer-related technical support contact the [Rutgers Canvas Help Desk](#).
  - [help@canvas.rutgers.edu](mailto:help@canvas.rutgers.edu)

## Computer and other Technology Requirements

- Access to the internet
- Reliable computer
- Headphones/Headsets - optional
- Webcam - optional
- **Microsoft Excel (Free access via Rutgers [University Software Portal](#))**
- [Basic Computer Specifications for Canvas \(Links to an external site.\)](#)

For convenience, you can also download/install the Canvas Student App for Android or iOS devices. Follow the instruction on the respective app centers:

- [Canvas Student App for Android \(Links to an external site.\)](#)
- [Canvas Student App for iOS](#)

## Course Schedules & Structure

This course is structured by weekly modules. Each Module contains the weekly topics and tasks. The modules are inclusive of 1 midterm and 1 final as follows:

**\*\*Subject to Change\*\***

<i><b>Module</b></i>	<i><b>Date</b></i>	<i><b>Topic/Reading</b></i>	<i><b>Tasks</b></i>
<b>1</b>	1/21	Chapter 1: Statistics or Sadistics? It's Up to You	None
		Chapter 2: Getting Started in Excel	
<b>2</b>	1/28	Chapter 3: Computing and Understanding Averages	Knowledge Check #1
		Chapter 4: Understanding Variability	
<b>3</b>	2/4	Chapter 5: Creating Graphs: A Picture Really is Worth a Thousand Words	Knowledge Check #2

<b>4</b>	2/11	Chapter 6: Computing Correlation Coefficients	Knowledge Check #3
<b>5</b>	2/18	Chapter 7: Understanding Reliability and Validity: Just the truth	Knowledge Check #4
<b>6</b>	2/25	Chapter 8: Hypotheticals and You: Testing Your Questions  Chapter 9: Probability and Why It Counts: Fun with a Bell-Shaped Curve	Knowledge Check #5
<b>7</b>	3/4	MIDTERM: Chapter 1-9 (Part I, II and III)	None
<b>8</b>	3/11	Chapter 10: Significantly Significant: What it Means for You and Me  Chapter 11: The One-sample Z Test: Only the Lonely	Knowledge Check #6
<b>9</b>	3/25	Chapter 12: Tests Between the Means of Different Groups	Knowledge Check #7
<b>10</b>	4/1	Chapter 13: Tests Between the Means of Related Groups	Knowledge Check #8

11	4/8	Chapter 14: Analysis of Variance: Two Groups Too Many?	Knowledge Check #9
12	4/15	Project	None
13	4/22	Review	Knowledge Check #10
14	4/29	Final	None

## Course Work

**Readings:** You are responsible for the material covered in the book prior to attending class. Please note that the week's readings are specified in the class schedule on the following pages. In addition to these readings, the professor may assign supplemental readings/youtube videos throughout the semester. These supplemental readings/videos do not appear on the schedule as these readings will be assigned at the professor's discretion in class.

**Exams/Projects:** One midterm exam, one project and one final exam will be given on the material covered in class. Projects and exams will be based on the readings, material discussed in-class, knowledge checks, and weekly assignments.

**Knowledge Checks:** In-class, graded knowledge checks will be given throughout the semester and will require that you understand the different terms and definitions discussed in the textbook/in class. Lowest grade will be dropped.

**Exercises/Assignments:** You are responsible for the completion of homework assignments. The purpose of the assignment is to assist you in demonstrating your understanding of the statistical procedures discussed in class as well as to provide an opportunity for students to respond to the readings. Lowest grade will be dropped.



## Grading Structure

<i>Grading Components</i>	<i>% of Final Course Grade</i>
Knowledge Checks	20%
Weekly Exercises/ In Class Assignments	15%
Midterm	30%
Final Project	5%
Final	30%
<b>Total</b>	<b>100%</b>

## Grading Scale

<i>Points Range</i>	<i>Grade</i>
90 - 100	A
85 - 89	B+
80 - 84	B
75 - 79	C+
68 - 74	C
60 - 67	D
59 and below	F

## Rutgers Support Resources for Your Well-Being

### *Rutgers Student Health Services:*

- Rutgers Student Affairs is dedicated to health for the whole student body, mind and spirit. It accomplishes this through a staff of qualified clinicians and support staff. [Health, Counseling, and Wellness services](#) are available at several locations throughout Rutgers University.

### *Crisis Intervention - Student Health*

- [Crisis Situations](#)

- [In the Wake of Trauma](#)

#### ***Academic Services:***

- For academic support including tutoring, visit the [Rutgers - New Brunswick Learning Centers](#).
- For coaching help with writing skills and assignments visit the [Rutgers - New Brunswick Writing Tutors in the Learning Center](#).
- Many library resources are available online. Assistance is available through phone, email, and chat. For information, check the [Rutgers Libraries website](#).

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#### ***Veteran Services:***

- Rutgers is proud to support veterans. If you are a veteran of the armed forces, please visit the [Office of Veteran and Military Programs and Services website](#) for more information.

### **How we work in this space**

**Weekly Exercises** assigned throughout the semester are due on Wednesday by 8 AM. The lowest grade will be dropped. There will be a deduction for late assignments.

**Knowledge Checks** will be given during class on Canvas. You must attend class to take the knowledge check. If you complete the knowledge check, but are not in class, you will receive a 0. The lowest grade will be dropped.

**There will be no extra credit given.**

It is expected that you will turn in all homework assignments and exams on or before the due date. Late homework/exams will not be accepted unless you receive prior approval by the professor and have an official document that excuses you from meeting the deadline.

In the rare circumstance where an alternative arrangement is necessary, it needs to be discussed with the professor, but it is understood that things happen and that is why the lowest grade for weekly exercises and knowledge checks will be dropped.

## **Academic Integrity**

Be sure to review and abide by the [Rutgers Academic Integrity](#)

In Addition, here are the boundaries/expectations set for this class:

Academic integrity violations include, but are not limited to:

- Using unauthorized materials during exams or quizzes
- Copying or sharing answers with others
- Submitting work that is not your own
- Using artificial intelligence (AI) tools in ways not explicitly permitted

All students are responsible for understanding and complying with these expectations.

## **Use of AI Tools**

AI tools (e.g., ChatGPT, Grammarly, AI writing assistants, solution generators) may be used only in ways explicitly authorized for a specific assignment. Unless otherwise stated, AI use on exams, knowledge checks, and weekly graded assessments are not permitted.

Using AI to generate, rewrite, or substantially alter answers on assessments intended to evaluate your individual understanding constitutes an academic integrity violation. If you are unsure whether a particular use of AI is allowed, you must ask before submitting the assignment.

As the instructor, I am required to uphold academic integrity standards to ensure fairness to all students in the course.

## **Any Broken Links/URLs**

At SMLR, we strive to continuously improve our course design. If you come across any broken links/URLs, or pages that don't exist, please email SMLR Instructional Technology Specialist, Marta Pulley, [marta.pulley@rutgers.edu](mailto:marta.pulley@rutgers.edu). Any suggestions you have for improving the course design is greatly appreciated.

