Department: Mathematics, Engineering, and Computer Science
Discipline: Mathematics
Course Number: MATH 0305
Course Title: Foundations of Algebra
Available Formats: conventional and internet
Campuses: Levelland, Downtown Center, Plainview Center

Course Description: This course is a study of fundamental mathematics principles and concepts to help prepare students for math corequisites. Topics include performing basic arithmetic operations on integers, fractions, and decimals; performing calculations involving exponents and order of operations; solving application problems involving proportions, percent, and fractions; simplifying algebraic expressions and solving linear equations; application problems involving linear models; graphs of linear equations in two variables; applying rules of exponents; and operations on polynomials. The course includes a non-course competency-based lab option that will require students to work with academic coaches, peer tutors, or online supplemental tools outside of the prescribed class meeting time to help develop skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. This course will not satisfy graduation requirements.

Prerequisite: This course is designed for students who test between 910-949 with a diagnostic level of 1-3 or TSIA: ABE Math Level 3-4.

Credit: 3 **Lecture:** 2 **Lab:** 2

Textbook: No textbook required, course materials will be provided on Blackboard

Supplies: Please see the instructor's course information sheet for specific supplies.

This course partially satisfies a Core Curriculum Requirement: No

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:
1. Add, subtract, multiply and divide real numbers.
2. Use the order of operations to simplify an expression.
3. Simplify algebraic expressions.
4. Solve linear equations.
5. Translate and solve word problems.
6. Solve linear inequalities.
7. Graph equations in two variables by the intercept method and the slope intercept method.
8. Evaluate expressions using exponent rules.
9. Add, subtract, multiply and divide polynomials.

Student Learning Outcomes Assessment: Comprehensive Final Exam

Course Evaluation: There will be a comprehensive departmental final exam given by all instructors.

Attendance/Student Engagement Policy: Attendance and effort are the most important activities for success in this course. The instructor maintains records of the student's engagement throughout the semester. The student will be allowed to miss twenty percent (20%) of class assignments for the semester, ***for any reason***. Should this number be exceeded, the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain an unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

Student Code of Conduct Policy: Any successful learning experience requires mutual respect from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit https://www.southplainscollege.edu/syllabusstatements/.

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: https://www.southplainscollege.edu/emergency/covid19-faq.php.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by* Amazon, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

Note: The instructor reserves the right to modify the course syllabus and policies, as well as notify students of any changes, at any point during the semester.

Instructor: Leah Chenault **Office:** M106 **Telephone:** (806)716-2740
Email: lchenault@southplainscollege.edu (preferred method of contact)

Office Hours: As listed below or by appointment. I will be in my office on the Levelland campus during face to face (F2F) times listed below if you wish to meet in person. I will be online (via Zoom) during the office hours listed as virtual. You are welcome to pop in and out of my virtual office hours during that virtual time without scheduling a meeting. I will post the virtual office hour information/invite on Blackboard if you wish to join. If you do join virtually and I am helping someone else, please be patient and wait your turn. *If you need to schedule a time to meet outside of the office hours below, please email me to set up a time.*

Monday	Tuesday	Wednesday	Thursday	Friday
F2F: 2:25 p.m. – 2:55 p.m.	F2F: 8:45 a.m. - 10:45 a.m. .	F2F: 2:25 p.m. – 2:55 p.m.	F2F: 8:45 a.m. - 10:45 a.m.	Virtual and F2F: 8:30 am –11:30 am

Email Correspondence: Our primary forms of communication will be Blackboard announcements as well as email. If you have a private question that you want to ask outside of class, email is the preferred method of contact. You are expected to use your SPC email address to do so. Due to privacy concerns, I will not reply to an email from you from a different email address. Please give me up to 24 hours to respond to questions sent via email during the work week. Starting on Friday at noon and throughout the weekend, please give me up to 48 hours to respond to an email. If you email about a specific homework question, please include a picture of the question and the work that you have tried in the email. If you need/want to set up a meeting because you don't feel your question can be answered adequately via email, either come by during office hours or email me to set up a meeting time (meeting can be either virtual or face-to-face).

Disclaimer: The instructor reserves the right to alter any class policies/dates as deemed necessary by the instructor. If there are any changes, they will be announced **in class and/or via an announcement in Blackboard.**

Showing Work: To receive full credit on an assignment or exam, you must show all work that leads to your answer(s). The work must be legible, make sense and be easy to follow. All work and answers must be handwritten.

Course Supplies – Please bring the following to class with you each day:
- Required: Large 3-ring binder, dividers, notebook paper, graph paper (available to print on blackboard), hole punch, pencils, and erasers.
- Required: Printed Lesson Notes. A blank copy of the notes will be posted on Blackboard and you will be expected to print them and have them in class. You are expected to fill them out during class. If you miss class for any reason, you will need to find a way to make sure those notes are completed. Your completed notes will be a requirement in the binder check.
- Please note that this is a basic skills math course so a calculator is **not** allowed.
- Warning: Do not expect your instructor to have supplies for you to borrow.

Class Attendance: The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **and** submit at least eighty percent (80%) of the **total** class assignments to have the best chance of success. If you fail to complete and turn in an assignment (*for any reason*) by the specified date and time, then it will count against your 80%. If your number of absences goes above **six**, you may be dropped from the class with either an X (if you exceed that number before the drop date) or an F (if you exceed that number after the drop date). Class attendance may be taken at any time during the class period, so please do not be late or leave early. Leaving early and/or being tardy will be considered ½ absence

Attendance Bonus: If you attend 100% of the classes throughout a unit (from the first section through the unit exam day), you will receive <u>five bonus points</u> on that unit exam. In order to get the bonus points, you must be in class participating 100% of the time (no absences, no tardies, no leaving early, no exceptions) during that unit.

Required Tutoring Lab Attendance: <u>You must attend the tutoring lab provided by South Plains College to get assistance and practice for 60 minutes (1 hour) weekly</u>. When you arrive at the Tutoring Lab, check in on the Penji app to get credit for your attendance. The work week is defined from Monday through Friday. Your weekly required tutoring lab grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes ($\frac{attended\ minutes}{60} \cdot 100$). The maximum weekly grade possible is 100%.

Face-to-Face Course Cancellation: In the event that our face-to-face class is cancelled (due to instructor illness, weather, etc.), I will send out a Blackboard announcement stating what you are responsible for doing on Blackboard for class that day. Please make sure you check Blackboard and your email.

Daily Assignments/Homework:
- Homework assignments will be assigned at each class. Work the problems early enough to seek help if needed.
- The assignment is due at the beginning of the next class. Late assignments are not accepted under any circumstances. If an assignment is turned in late, it will be a zero.
- If you are going to be absent, I will accept your assignment via email as long as that email is time-stamped <u>before</u> our scheduled class time and you give me a valid reason for your absence. If the email does not have those two things, you will receive a zero on the assignment.
- On days that we do not have a quiz, your daily assignment grade will be calculated as follows:
    1. Assignment Completion (50% of daily assignment grade)
    2. I will spot check 3-5 HW questions (50% of daily assignment grade)
- On all assignments, you are expected to write your full name at the top, give the assignment a title and clearly number the questions.
- To receive full credit on assigned problems, you must show work that is legible and it must make sense.
- Keys to the homework are posted on Blackboard so that you can check your answers. Please remember that when I grade, not only will I grade the answer, I am grading your work that leads to that answer.
- At the end of the semester, the lowest 4 daily grades (homework/binder) will be dropped.

Quizzes:
- Quizzes may be given at any point during class. The quiz will be short and will be over the same material as the previous notes/assignment in the course.
- Most, if not all, quizzes will be pop-quizzes so you will need to be prepared every class period.
- You are not allowed to have any resources out on your desk during quizzes.
- On days that we have a quiz, your daily assignment grade will be calculated as follows:
    1. Assignment Completion (50% of the daily assignment grade)
    2. Quiz (50% of the daily assignment grade)
- Make-up quizzes will NOT be given. If you miss a quiz, the quiz portion of your grade for the day will be a zero.

Binder:
- All students will keep a binder which will be used as a reference and study guide. If done correctly, this binder can serve as a course book and is a great resource to have.
- The binder will be graded randomly by the instructor during the semester. Each time it is graded, you will receive an assignment grade for it.

Binder Organization:
- Section I: Syllabus
- Section II: Study Skills sections in order.
- Section III: Unit 1: By section notes and assignment. At the end of the unit you will have a review and an Exam.
- Section IV: Unit 2

- Section V: Unit 3

Note: Being absent does not excuse you from notes or assignments. Notes printouts and assignments are available on Blackboard and should be printed and completed even if you are not in class.

Exams:
- 2 Unit Exams and a Final Exam
- Math is cumulative so all exams will be cumulative/comprehensive. Success on one exam will depend on how well you know not only the new material but also the material from previous exams.
- Leaving the class during an exam is not permitted.
- There are no exemptions for the final exam.
- Calculators are <u>not</u> allowed on exams.
- If you are going to miss an exam, contact your instructor immediately (preferably prior to the exam). Students are only allowed to take an exam outside of the scheduled testing time under <u>extreme and documented circumstances</u>. The instructor will determine if an exam given outside of our regular testing time is warranted based upon the documentation provided by the student.
- If your grade on your final exam is higher than one of the unit tests, I will replace that unit test grade with your final exam grade.
- All electronic communication devices (phones, smart watches, headphones etc) must be off and put away during exams. Failure to do so will result in a grade of zero on the exam.

Grading Formula: Class attendance and a strong work ethic do not guarantee a passing grade. However, these two things are extremely important and do increase the likelihood of passing. The final responsibility for learning lies with the student. The final letter grade for this course will be based on the following:
- Required Tutoring Lab Attendance…………………....10%
- Average of Assignment, Quiz, and Binder Grades...…20%
- Unit 1 Exam ……………...20%
- Unit 2 Exam…………………......................................20%
- Final Exam………..30%

Final Grade Determination: A 90-100   B 80-89   C 70-79   D 60-69   F 59 or below

Please note that for this course, a grade of D is not considered passing. If you make a D or below, you will need to retake the course.

Reviewing Grades on Blackboard: After I grade your exams, assignments, quizzes and binders, I will post that item's grade to Blackboard. Therefore, you should be able to log into Blackboard to see a current course average.

Academic Dishonesty: Academic dishonesty will not be tolerated. Please see the list of things that constitute plagiarism and cheating in the general 0305 syllabus above. If you violate anything on those lists, you will receive a zero on the exam/assignment and could be subject to other actions outlined in the South Plains College Student Code of Conduct.

Resources:
- Blackboard! Outside of the classroom, Blackboard is the hub of the class. The course syllabus, calendar, gradebook, "how to" files, notes handouts, notes videos, and assignments will be available on Blackboard.
- I am available to help you! You may visit with me (either face to face or virtually) during office hours. Also, feel free to email me questions at lchenault@southplainscollege.edu. When you email me, please give me up to 24 hours to respond. My response will be faster during the work week than it will be on weekends. When emailing about a specific homework problem, be sure to include a picture of the problem as well as any work you have tried.
- Peer tutoring is available via SPC. Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations. http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php.

- You also have 180 FREE minutes of online tutoring with a company named Brainfuse each week. Your hours reset every Monday morning. Log into Blackboard, click on the "Tools" option from the left-hand menu bar. Click on the Brainfuse Live Tutoring link and you will automatically be logged in for free tutoring. You may access tutor.com tutors during the following times:
  - Monday – Thursday: 8:00 p.m. – 8:00 a.m.
  - 6:00 p.m. Friday – 8:00 a.m. Monday
- Free tutorial videos are available at the following sites: http://www.mathtv.com/ and http://www.khanacademy.org/.

Withdrawal Policy: As required by Texas Education Code Section 51.907, all new students who enroll in a Texas public institution of higher education for the first time beginning with the 2007 fall semester and thereafter, are limited to six course drops throughout their entire undergraduate career. All course drops, including those initiated by students or faculty and any course a transfer student has dropped at another institution, automatically count toward the limit. After six grades of W are received, students must receive grades of A, B, C, D, or F in all courses. There are other exemptions from the six-drop limit and students should consult with a Counselor/Educational Planner before they drop courses to determine these exemptions. Students receiving financial aid must get in touch with the Financial Aid Office before withdrawing from a course. It is the student's responsibility to drop. Excessive absences will result in an administrative withdrawal with a Grade of X or F. If you plan to withdraw, please consult with the instructor immediately. **Note: The last day to drop with a grade of W is Wednesday, December 4, 2024.**

Classroom Etiquette:
- Follow the South Plains College COVID-19 guidelines and expectations.
- Students are expected to be respectful of their fellow classmates and maintain a classroom environment that is conducive to learning. Refrain from using offensive language, talking loudly or off-topic, working on outside assignments, or otherwise being disruptive in class.
- NO tobacco use of any form is allowed in the classroom.
- Food and/or drinks are NOT allowed in the classroom.
- Habitually disruptive students will be asked to leave.
- All electronic communication devices are to be silenced and put away during class unless you are specifically told otherwise by your instructor. You will be given one verbal warning, after which you will be asked to leave.
- If I have to ask you to leave class for any reason (class disruption, cell phone usage etc), you will receive a zero for the day's assignment.

Succeeding in a Math Class:
- Attend class every class period that you are assigned to be here.
- Check your SPC email and Blackboard at least once per day.
- Be mentally present! Pay attention, take notes and ask questions during class.
- Memorize required material as soon as you are asked to do so.
- Plan ahead. Do homework early enough before the due date that you will have time to ask questions or seek help if you need it.
- For every hour spent in class (this class is roughly 3 classroom hours per week), you should expect to spend 2-3 hours outside of class working on this course. This includes time spent on homework and studying for exams.
- Get to know at least one other person in class and exchange contact information. If you have to miss class for whatever reason, it is good to have this resource.
- Get help as soon as you feel yourself falling behind! Don't wait!
- All notes handouts and assignments for the course are posted on Blackboard. If you want to get ahead, that is encouraged.
- I have found that the best way for a student to study for a math exam is to practice working problems. Math must be practiced!
- Everyone learns and studies differently. I encourage you to seek out and find what works best for you.

Fall 2024 Schedule for MATH-0305-003
Monday and Wednesday from 1:00 p.m. – 2:15 p.m. in Math Room 123

Week #	Day #	Date	Due at Beginning of Class	Topic(s) for the Day's Class	Working on in Class
1	1	M – Aug 26th		Introduction and Syllabus; *Study Skills: Tips for Success in a Math Course*	
	2	W –Aug 28th	Syllabus Receipt	Notes 1: Adding and Subtracting Whole Numbers	Assignment 1
2	3	M – Sept 2nd		**No Class – Labor Day Holiday**	
	4	W – Sept 4th	Assignment 1	Notes 2: Multiplying and Dividing Whole Numbers *Study Skills: Time Management*	Assignment 2
3	5	M – Sept 9th	Assignment 2	Notes 3: Introduction to Integers, Absolute Value, Adding and Subtracting Integers *Study Skills: Overcoming Anxiety*	Assignment 3
	6	W – Sept 11th	Assignment 3	Notes 4: Multiplying and Dividing Integers	Assignment 4
4	7	M – Sept 16th	Assignment 4	Notes 5: Evaluating Exponents, Prime Factorization and Square Roots *Study Skills: How to Read and Use Class Material*	Assignment 5
	8	W – Sept 18th	Assignment 5	Notes 6: Finding Greatest Common Factors (GCFs) and Least Common Multiples (LCMs)	Assignment 6
5	9	M – Sept 23rd	Assignment 6	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying and Dividing Fractions *Study Skills: Note Taking for Math*	Assignment 7
	10	W – Sept 25th	Assignment 7	Notes 8: Adding and Subtracting Fractions; Mixed Numbers *Discuss Upcoming Unit 1 Exam*	Unit 1 Review *Optional for Bonus Points: Assignment 8*

6	11	M – Sept 30th	Unit 1 Review Binder 1 *Optional For Exam Bonus: Assignment 8*	**Unit 1 Exam in class (will be over material from Lesson 1 through Lesson 8)**	**Unit 1 Exam**
	12	W – Oct 2nd		Notes 9: Decimal Places, Adding and Subtracting Decimals *Study Skills: Using Available Resources*	Assignment 9
7	13	M – Oct 7th	Assignment 9	Notes 10: Multiplying and Dividing Decimals *Study Skills: Improving Memory*	Assignment 10
	14	W – Oct 9th	Assignment 10	Notes 11: Percents; Converting Between Fractions, Decimals and Percents	Assignment 11
8	15	M – Oct 14th	Assignment 11	Notes 12: Order of Operations *Study Skills: Preparing for a Math Test*	Assignment 12
	16	W – Oct 16th	Assignment 12	Notes 13: Algebraic Expressions	Assignment 13
9	17	M – Oct 21st	Assignment 13	Notes 14: Solving One-Step and Two Step Linear Equations *Study Skills: Math Test-Taking Strategies*	Assignment 14
	18	W – Oct 23rd	Assignment 14	Notes 15: Solving Multi-Step Linear Equations	Assignment 15
10	19	M – Oct 28th	Assignment 15	Notes 16: Applications of Linear Equations; Percent Equations	Assignment 16
	20	W – Oct 30th	Assignment 16	Notes 17: Solving Linear Inequalities *Discuss Upcoming Unit 2 Exam*	Unit 2 Review *Optional for Bonus Points: Assignment 17*
11	21	M – Nov 4th	Unit 2 Review Binder 2 *Optional For Exam Bonus: Assignment 17*	**Unit 2 Exam in class (will be over material from Lesson 1 through Lesson 17)**	**Unit 2 Exam**

	22	W – Nov 6th		Notes 18: Rules of Exponents Part I *Study Skills: After Math Test Behavior*	Assignment 18
12	23	M – Nov 11th	Assignment 18	Notes 19: Rules of Exponents Part II *Study Skills: Preparing for a Math Final Exam*	Assignment 19
	24	W – Nov 13th	Assignment 19	Notes 20: More with Rules of Exponents	Assignment 20
13	25	M – Nov 18th	Assignment 20	Notes 21: Intro to Polynomials; Polynomial Operations	Assignment 21
	26	W – Nov 20th	Assignment 21	Notes 22: Coordinate Plane Basics	Assignment 22
14	27	M – Nov 25th	Assignment 22	Notes 23: Intro to Lines and Slope	Assignment 23
	28	W – Nov 27th		**No Class – Thanksgiving Holiday**	
15	29	M – Dec 2nd	Assignment 23	Notes 24: Graphing Linear Equations	Assignment 24
	30	W – Dec 4th	Assignment 24	Review for Comprehensive Final Exam	Final Review
16	31	W – Dec 11th	Final Review Binder 3	**Final Exam – The comprehensive Final Exam (over Lessons 1 through 24) will be from 10:15 a.m. to 12:15 p.m. on Wednesday, December 11th.**	**Final Exam**

*Note: This schedule is tentative and may be altered as deemed necessary by the instructor. If there are any changes, they will be announced **in class and/or via a Blackboard announcement.***

Personal Info and Syllabus Receipt

Printed Name: _____   Age: _____

High School Attended: _____   Current City: _____

Major: _____

1. List any math classes (whether high school or college) that you completed successfully in the last four years:

2. Consider your weekly schedule (school, work, personal). Write the times in which you plan to work on this course during the week. You must account for at least 6 hours outside of our class time.

3. Below, please write anything else you feel I should know about you that pertains to this class.

Syllabus Receipt
I certify that I have read and understood the class syllabus for MATH-0305-003, which is being taught in the fall semester of 2024.

_____   _____
Signature   Date