South Plains College
Common Course Syllabus: MATH 0305-602; Fall 2024

Meets face to face (f2f) at the Lubbock Downtown Center in the basement in room B010.

Department: Mathematics, Engineering, and Computer Science
Discipline: Mathematics
Course Number: MATH 0305
Course Title: Foundations of Algebra
Available Formats: conventional and internet: This course is Face to Face (f2f).
Campus: Downtown 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 (Bb).

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. If the student misses twenty percent (20%) or more of class assignments the instructor has the right to drop the student with a grade of F or an X, depending on the instructor's discretion. **Keep all work in a 3-ring binder**.

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes and tests, to daily reports, and to term papers" *(SPC General Catalog)*.

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.*

Math 0305 – Foundations of Algebra (3:2:2)
Course Syllabus Fall 2024
Meets face to face (f2f) at the Lubbock Downtown Center in the basement in room B010.

Instructor: Larry Moffett   **Email:** lmoffett@southplainscollege.edu
Office: B014, Lubbock Downtown Center (basement)   **Telephone:** (806) 716-2528
Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 11:00	4:00 – 5:20	9:30 – 11:00	4:00 - 5:20	8:30 – 10:50

Email Correspondence: All email correspondence should come *from your SPC email address*. Please give me up to 24 hours to respond via email. If you email about a specific math question, please attach a picture of the question and the work that you have tried.

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

Showing Work: To receive full credit for practice problems and exams, you must show all work that leads to your answers. The work must be legible, make sense, and be easy to follow. All work and answers should be handwritten.

Course Supplies:
- Required: Notebook paper on which to complete your assignments.
- Required: Printed Notes. A blank copy of the notes will be posted on Blackboard. You should print them off and fill them out as we go through the notes in class. Please note that the SPC campus computer labs are available if you want to print your notes off there. You could also print them off at most public libraries, but please note that it usually requires you to pay a small fee per page. I recommend keeping all of your notes in order in a notebook so they are easily accessible.
- Required: *Three-ring binder with dividers to organize all notes and homework*.
- No calculators allowed in this course.

Attendance: Course **attendance** will be taken. Per South Plains College math department policy, you will be administratively dropped from the course if your number of missed submissions goes over 20% of all submissions. Five absences are allowed for the semester. If you exceed this number, you may be dropped from the course. The unauthorized use of a cell phone, leaving before class has ended, two tardies, or being ten minutes late are considered as absences.

SPC Tutors
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, get to know the tutors, and view tutoring locations.
http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php

Brainfuse Live Tutoring
Go to Blackboard. Select your math class. Under Books and Tools on the left select view course and institution tools. Investigate **Brainfuse Live Tutoring.**

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

Quizzes:
- There will be a quiz most weeks. ***Be prepared for a quiz over material that has been covered***.
- Quizzes will be given and taken in class. No calculators allowed.
- You should do all your work for the quiz on the quiz paper.
- You must show all work to receive credit for each individual problem.

Grading Formula:
Completing all assignments and having a strong work ethic are important but do not guarantee a passing grade. However, these two things 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 Tutor Lab Attendance…………………….………………………….. 10%
- Quizzes…………... 20%
- Exam 1…………………………………………………………………… 20%
- Exam 2…………………………………………………………………… 20%
- Comprehensive Final Exam.. 30%

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

Reviewing Grades on Blackboard: After I grade your quizzes, you should be able to log into Blackboard to see your grade.

Academic Dishonesty:
Academic dishonesty will not be tolerated. Please refer to the South Plains College Student Code of Conduct to see the list of what constitutes academic dishonesty and plagiarism. **Use of a calculator, cell phone, or other electronic devices or apps during an in-class assignment or exam will result in a grade of zero.** Leaving the classroom during a quiz or exam **will not** be permitted. Students who do not follow the academic honesty policy will receive a grade of zero for the assignment or exam, and may be dropped from the course with an F, or face possible suspension from the college.

Resources:
- Blackboard! The course syllabus, calendar, gradebook, notes, handouts, and assignments will be available on Blackboard.
- Peer tutoring is available via SPC and is required for this course Visit the link below to learn more about SPC tutoring:
  http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php
- Links to free tutorial videos are available on Blackboard.

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 contact 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.

Succeeding in a Math Class:
- Be mentally present! Pay attention.
- Plan ahead. Complete notes and practice problems early enough before the due date that you will have time to ask questions or seek help if you need it.
- All notes, printouts, and practice problems for the course are posted on Blackboard (Bb). If you want to get ahead, that is encouraged. Time management is crucial.
- I have found that the best way for a student to study for a math exam is to practice working problems over and over (**repetition**).
- Everyone learns and studies differently. Seek out and find what works best for you.

MATH 0305 Course Calendar

Note: There are assignments for each set of notes, and they are due 2 days **after** they are covered in class.

Week	Topics	Assignments
1	Introduction	
	Tips for success in math courses	
	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1
2	Time Management	
	Labor Day: Those who have 2 classes this week can work more on multiplication facts.	
	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2
3	Overcoming Anxiety	
	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3
	Notes 4: Multiplying & Dividing Integers	Assignment 4

4	How to Read & Use Class Material	
	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5
	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6
5	Note Taking for Math	
	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7
	Exam 1 (Covers Notes 1 through 7)	
6	Using Available Resources	
	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8
	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9
7	Improving Memory	
	Notes 10: Multiplying & Dividing Decimals	Assignment 10
	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11
8	Preparing for a Math Test	
	Notes 12: Order of Operations	Assignment 12
	Notes 13: Evaluating Algebraic Expressions	Assignment 13
9	Math Test-Taking Strategies	
	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14
	Notes 15: Solving Multi-Step Equations	Assignment 15

10	After Math Test Behavior	
	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16
	Exam 2 (Covers Week 1 through 16)	
11	Notes 17: Solving Linear Inequalities	Assignment 17
	Notes 18: Rules of Exponents Part 1	Assignment 18
12	Preparing for a Math Final Exam	
	Notes 19: Rules of Exponents Part 2	Assignment 19
	Notes 20: More with Rules of Exponents	Assignment 20
13	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 21
14	Notes 22: Coordinate Plane Basics	Assignment 22
	Thanksgiving Break (Wednesday & Thursday)	Assignment 23
15	Notes 24: Graphing Linear Equations	Assignment 24
	Review for Comprehensive Final Exam	
16	**Final Exam Week**	