Foundations of Algebra Syllabus
Math 0305.602
Fall 2023

Instructor: Mrs. Morgan Groves   **Office:** B017   **Telephone:** (806)716-2735

Email: mgroves@southplainscollege.edu   **Office Hours:**   TR 11am – 1:30pm

Office Hours and Contact Info: F 8am – 11am

(or by appointment)

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 by the instructor. If there are any changes, they will be announced **over Blackboard and via your SPC email.**

Showing Work: To receive full credit on 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.
- Recommended: Large 3-ring binder with dividers to organize all notes and homework.

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.

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 ($\frac{attended\ minutes}{60} \cdot 100$).

Weekly Quizzes:
- There will be a weekly quiz most weeks. Please see the class calendar to determine the weeks there will not be a quiz.
- Weekly quizzes will be given and taken in class.
- You should do all of your work for the weekly quiz on the weekly quiz.
- You must show all work to receive credit for each individual problem.

Grading Formula:

Completing all submissions 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. <u>The final responsibility for learning lies with the student</u>. The final letter grade for this course will be based on the following:

- Required Tutor Lab Attendance………………….…………………………………..15%
- Weekly Quizzes…………..15%
- Comprehensive Final Exam..70%

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 assignments, you should be able to log into Blackboard to see your grade.

Academic Dishonesty:
Academic dishonesty will not be tolerated. Please see the list of things that constitute plagiarism and cheating in the general Math 0305 syllabus. If you violate anything on those lists, you will receive a zero on the assignment and could be subject to other actions outlined in the South Plains College Student Code of Conduct. Please note that these actions could include failing the course and being expelled from the college.

Resources:
- Blackboard! The course syllabus, calendar, gradebook, notes handouts, and assignments will be available on Blackboard.
- I am available to help you! Feel free to email me at mgroves@southplainscollege.edu. When you email me, please give me up to 24 hours to respond. If you email about a specific math question, please attach a picture of the question and the work that you have tried.
- 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
- Free tutorial videos are available at the following sites: https://www.mathtv.com/ and https://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 Thursday, 30 November 2023.**

Succeeding in a Math Class:
- Be mentally present! Pay attention and ask questions in class.
- Plan ahead. Do 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.
- Get help as soon as you feel yourself falling behind! Don't wait!
- All notes, printouts, and practice problems for the course are posted on Blackboard. 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.
- Everyone learns and studies differently. I encourage you to seek out and find what works best for you.

Week	Day	Date	Topics	Assignments	Assessment
1			Tips for success in math courses	Read	
	Monday	Aug 28	Introduction		
	Wednesday	Aug 30	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1	Syllabus and Tips Quiz (1)
2			Time Management	Read	
	Monday	Sept 4	*Labor Day*		
	Wednesday	Sept 6	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2	
3			Overcoming Anxiety	Read	
	Monday	Sept 11	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3	Adding, Subtracting Multiplying & Dividing Whole Numbers Quiz (2)
	Wednesday	Sept 13	Notes 4: Multiplying & Dividing Integers	Assignment 4	
4			How to Read & Use Class Material	Read	
	Monday	Sept 18	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5	Absolute Value, Additive Inverses, Adding, Subtracting, Multiplying & Dividing Integers Quiz (3)
	Wednesday	Sept 20	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6	
5			Note Taking for Math	Read	
	Monday	Sept 25	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7	Evaluating Exponents, Prime Factoring & Square Roots, Finding the GCF & LCM Quiz (4)
	Wednesday	Sept 27	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8	
6			Using Available Resources	Read	
	Monday	Oct 2	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9	Simplifying Fractions, Finding Reciprocals, Multiplying, Dividing, Adding & Subtracting Fractions, Mixed Numbers Quiz (5)
	Wednesday	Oct 4	Notes 10: Multiplying & Dividing Decimals	Assignment 10	
7			Improving Memory	Read	
	Monday	Oct 9	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11	Decimal Places, Adding, Subtracting, Multiplying & Dividing Decimals Quiz (6)
	Wednesday	Oct 11	Notes 12: Order of Operations	Assignment 12	
8			Preparing for a Math Test	Read	
	Monday	Oct 16	Notes 13: Evaluating Algebraic Expressions	Assignment 13	Percents, Converting Between Fractions, Decimals & Percents, Order of Operations Quiz (7)
	Wednesday	Oct 18	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14	
Week	Day	Date	Topics	Assignments	Assessment

9			Math Test-Taking Strategies	Read	
	Monday	Oct 23	Notes 15: Solving Multi-Step Equations	Assignment 15	Evaluating Algebraic Expressions, Solving One-Step and Two-Step Equations (include single fraction) Quiz (8)
	Wednesday	Oct 25	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16	
10			After Math Test Behavior	Read	
	Monday	Oct 30	Notes 17: Solving Linear Inequalities	Assignment 17	Solving Multi-Step Equations, Percent Equations, Applications of Linear Equations Quiz (9)
	Wednesday	Nov 1	Notes 18: Solving Compound Inequalities	Assignment 18	
11	Monday	Nov 6	Notes 19: Rules of Exponents Part 1	Assignment 19	Solving Linear & Compound Inequalities Quiz (10)
	Wednesday	Nov 8	Notes 20: Rules of Exponents Part 2	Assignment 20	
12			Preparing for a Math Final Exam	Read	Rules of Exponents Quiz (11)
	Monday	Nov 13	Notes 21: More with Rules of Exponents	Assignment 21	
	Wednesday	Nov 15	Notes 22: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 22	
13	Monday	Nov 20	Notes 23: Coordinate Plane Basics	Assignment 23	
	Wednesday	Nov 22	*Thanksgiving Break*		
14	Monday	Nov 27	Notes 24: Intro to Lines & Slope	Assignment 24	Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial, Coordinate Plane Basics Quiz (12)
	Wednesday	Nov 29	Notes 25: Graphing Linear Equations	Assignment 25	
15	Monday	Dec 4	Review for Comprehensive Final	Review	Intro to Lines & Slope, Graphing Linear Functions Quiz (13)
	Wednesday	Dec 6	Review for Comprehensive Final	Review	
	Wednesday	Dec 13	**Final Exam Week 10:15am – 12:15pm**		