Foundations of Algebra ~ MATH-0305-003
M W 1:00 – 2:15   AG105
Spring 2024 Course Syllabus

Instructor:	Rebecca Darby
Office:	M109
Phone:	(806) 716-2645
E-Mail:	rdarby@southplainscollege.edu
Blackboard:	https://southplainscollege.blackboard.com

Office Hours: As listed below or by appointment.

	Monday	Tuesday	Wednesday	Thursday	Friday
Levelland Campus (M109)	10:45 - 12:15	8:30 - 9:30	10:45 - 12:15	8:30 - 9:30	
Virtual					9:00 - 12:00

Course Modality: **Fully Face-to-Face** ~ In this course, classes will be held face-to-face, twice a week in a classroom, specifically Mondays and Wednesdays in Room AG105*.*

Textbook: **NO TEXTBOOK IS REQUIRED FOR THIS COURSE!!** All resources for the course, including notes, assignments, etc., are available on Blackboard.

Supplies: You will need pencils, notebook paper, and a folder or binder.

You will need access to a working computer with reliable internet access. All homework will be submitted on Blackboard. It is permissible to submit photos of your work but creating pdfs of your homework and uploading those is the best way to ensure a clear, easy to read/grade document. There are several methods/apps for doing this. A couple of popular apps are CamScanner and Genius Scan.

Blackboard: All information and resources needed for this course are available on Blackboard. The syllabus, instructor contact information, and all course resources including notes and assignment documents can be found there. Assignments due dates and quiz dates are posted on the Blackboard calendar. I'll be posting your grades in the gradebook on Blackboard so that is where you can see what your grade is in the course at any time. You should get into the habit of checking Blackboard daily for pertinent information.

Important Dates: **Classes begin on January 16th**. Other important dates are listed below.
- **March 11-15**   Spring Break
- **March 29**   Easter Break
- **April 25**   Last day to drop Spring semester courses
- **May 8**   Final Exam

Tutoring Lab: You are required to attend the SPC Tutoring Lab for 60 minutes each week (Monday through Friday). When you arrive at the Tutoring Lab, check in on the **Penji** app to get credit for your attendance. Your weekly Lab grade will be computed by dividing the number of minutes you spend in the lab by the required 60 minutes.

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.

Homework: Homework will be assigned regularly and each assignment must be submitted on the day that it is due. Homework will be submitted on Blackboard. For full credit on each assignment, you must attempt to complete all problems assigned, show all necessary work for each problem, and make sure your work is legible, neat, and organized. Spend as much time with your tutors as needed to be sure you understand each assignment.

Quizzes: Quizzes will be given on Wednesdays, almost every week. The dates for each quiz can be found in the Schedule of Topics and also on the Blackboard Calendar. To receive full credit for each question on a quiz, all necessary work must be shown. All work on your quiz should be legible, neat, and organized.

Academic Dishonesty: <u>Academic dishonesty will not be tolerated</u>. 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.

Grading Scheme: Your grade in the course will be comprised of scores from the following categories. **This course and its grade will be recorded on your official transcript.** Grades will be posted on Blackboard throughout the semester.

- Tutoring Lab Attendance (15%).
- Quizzes (15%)
- Comprehensive Final Exam (70%) ~ Wednesday, May 8 @ 10:15 AM

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

Where to Get Help: <u>Math can be challenging occasionally</u>. Here are some ways in which you can receive quality assistance.

- As your instructor, I am always happy to provide assistance. I am available during my office hours (both virtual and walk-in) and by appointment. Also, you can email me if you have a question and I'll do my best to assist you via email. If you email me regarding a specific math question, please attach a picture of the question and any work you have attempted.

- **SPC Tutors** ~ In this course, <u>tutoring is required</u>. 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

- **Tutor.com** ~ You also have <u>180 FREE minutes</u> of tutoring with tutor.com each week, and your hours reset every Monday morning. Log into Blackboard, click on the Tutor.com link on the left-hand tool bar, click on the tools option from the left-hand menu bar. Then, click on the Tutor.com link and you will automatically be logged in for free tutoring. You can access tutor.com tutors during the following times:
  - Monday – Thursday: 8pm-8am
  - 6pm Friday – 8am Monday morning

Responsibilities & Expectations:
1. Attend class regularly, be on time, and be prepared to learn.
2. Be attentive, take notes, and fully participate in class.
3. **DO ALL HOMEWORK.** Fully invest yourself in the homework process so that you can maximize your potential to be successful in the course. Do your own work, show all work, and complete the homework early enough that you can seek help if needed. <u>Always</u> <u>turn in your homework on time</u>.
4. Food, drink, and tobacco products are not allowed in class, with the exception of bottled water.
5. Cell phones and any other electronic devices must be silenced and put away while you're in the classroom.
6. Reasonable standards of decency apply to the college community. The student should dress in a manner that does not distract from the academic atmosphere. Revealing attire or clothing carrying obscene or offensive slogans is not permitted. In all academic buildings, classrooms, offices, the Student Center, and dining facilities, students are required to wear shirts and shoes. Refrain from using offensive language, talking loudly or off-topic, or working on outside assignments.
7. Be respectful to others in the classroom and assist in maintaining an optimum learning environment for all. Any student who disrupts the learning environment will be asked to leave and may be dropped from the course.

South Plains College
Common Course Syllabus: MATH 0305
Revised July 2023

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:** 1

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 on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. 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.

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

South Plains College policies concerning intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry Statements can be found here:

https://www.southplainscollege.edu/syllabusstatements/

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 0305-003 Foundations of Algebra
Schedule of Topics   Spring 2024
M W   1:00 – 2:15   AG105

Week	Day	Date	Lecture Topic	Assignment Due Dates	Wednesday Quizzes
1	Mon	Jan 15	Martin Luther King Holiday ~ No Class		
	Wed	Jan 17	*Syllabus Overview/Blackboard Tour*	*Assignment 1 due Mon 1/22*	*Quiz 1 ~ Syllabus & Tips*
			MSS ~ Tips for Success in Math Courses		
			Topic 1 ~ Adding/Subtracting Whole Numbers		
2	Mon	Jan 22	**MSS** ~ Time Management	*Assignment 2 due Wed 1/24*	*Quiz 2 ~ Topics 1 & 2*
			Topic 2 ~ Multiplying/Dividing Whole Numbers		
	Wed	Jan 24	**Topic 3** ~ Integers, Absolute Value, Adding/Subtracting Integers	*Assignment 3 due Mon 1/29*	
3	Mon	Jan 29	**MSS** ~ Overcoming Anxiety	*Assignment 4 due Wed 1/31*	*Quiz 3 ~ Topics 3 & 4*
			Topic 4 ~ Multiplying/Dividing Integers		
	Wed	Jan 31	**Topic 5** ~ Evaluating Exponents, Prime Factoring, & Square Roots	*Assignment 5 due Mon 2/5*	
4	Mon	Feb 5	**MSS** ~ How to Read and Use Class Materials	*Assignment 6 due Wed 2/7*	*Quiz 4 ~ Topics 5 & 6*
			Topic 6 ~ Greatest Common Factor (GCF) & Least Common Multiple (LCM)		
	Wed	Feb 7	**Topic 7** ~ Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	*Assignment 7 due Mon 2/12*	
5	Mon	Feb 12	**MSS** ~ Note Taking for Math	*Assignment 8 due Wed 2/14*	*Quiz 5 ~ Topics 7 & 8*
			Topic 8 ~ Adding & Subtracting Fractions; Mixed Numbers		
	Wed	Feb 14	**Topic 9** ~ Decimal Places, Adding & Subtracting Decimals	*Assignment 9 due Mon 2/19*	
6	Mon	Feb 19	**MSS** ~ Using Available Resources	*Assignment 10 due Wed 2/21*	*Quiz 6 ~ Topics 9 & 10*
			Topic 10 ~ Multiplying and Dividing Decimals		
	Wed	Feb 21	**Topic 11** ~ Percent, Converting Between Fractions, Decimals, and Percent	*Assignment 11 due Mon 2/26*	
7	Mon	Feb 26	**MSS** ~ Improving Memory	*Assignment 12 due Wed 2/28*	*Quiz 7 ~ Topics 11 & 12*
			Topic 12 ~ Order of Operations		
	Wed	Feb 28	**Topic 13** ~ Evaluating Algebraic Expressions	*Assignment 13 due Mon 3/4*	
8	Mon	Mar 4	**MSS** ~ Preparing for a Math Test	*Assignment 14 due Wed 3/6*	*Quiz 8 ~ Topics 13 & 14*
			Topic 14 ~ Solving One-Step and Two-Step Equations (including single fraction)		
	Wed	Mar 6	**Topic 15** ~ Solving Multi-Step Equations	*Assignment 15 due Mon 3/18*	

Week	Day	Date	Lecture Topic	Assignment Due Dates	Wednesday Quizzes
			Spring Break ~ 3/11 – 3/15		
9	Mon	Mar 18	**MSS** ~ Math Test-Taking Strategies	*Assignment 16 due Wed 3/20*	*Quiz 9 ~ Topics 15 & 16*
			Topic 16 ~ Percent Equations and Applications of Linear Equations		
	Wed	Mar 20	**Topic 17** ~ Solving Linear Inequalities	*Assignment 17 due Mon 3/25*	
10	Mon	Mar 25	**MSS** ~ After Math Test Behavior	*Assignment 18 due Wed 3/27*	*Quiz 10 ~ Topics 17 & 18*
			Topic 18 ~ Solving Compound Inequalities		
	Wed	Mar 27	**Topic 19** ~ Rules of Exponents: Part 1	*Assignment 19 due Mon 4/1*	
11	Mon	Apr 1	**Topic 20** ~ Rules of Exponents: Part 2	*Assignment 20 due Wed 4/3*	*Quiz 11 ~ Topics 19 & 20*
	Wed	Apr 3	**Topic 21** ~ Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	*Assignment 21 due Mon 4/8*	
12	Mon	Apr 8	**MSS** ~ Preparing for a Math Final Exam	*Assignment 22 due Wed 4/10*	*Quiz 12 ~ Topics 21 & 22*
			Topic 22 ~ Coordinate Plane Basics		
	Wed	Apr 10	**Topic 23** ~ Intro to Lines and Slope	*Assignment 23 due Mon 4/15*	
13	Mon	Apr 15	**Topic 24** ~ Graphing Linear Equations	*Assignment 24 due Wed 4/17*	*Quiz 13 ~ Topics 23 & 24*
	Wed	Apr 17	Review Assignment 24/Take Quiz 13		
14	Mon	Apr 22	*Review for Final Exam*		
	Wed	Apr 24	*Review for Final Exam*		
15	Mon	Apr 29	*Review for Final Exam*		
	Wed	May 1	*Review for Final Exam*		
16	Wed	May 8	Final Exam @ 10:15 AM		