

Foundations of Algebra Syllabus
Math 0305.610
Tuesdays & Thursdays 7pm – 8:15pm
Fall 2024

Instructor: Mrs. Morgan Groves
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Office: B017
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Office Hours: Mon/Wed 1pm – 2:30pm
 Tues/Thurs 4pm – 5pm
 Fri 9am – 12pm
 (or by appointment)

Course Structure

- Live in-person lectures
 - Daily lectures will be done in class with the notes outline provided on Blackboard.
 - Students are to print the notes **before** coming to class.
 - Assessments, such as quizzes and exams, will all be done in class.
 - All students are expected to be physically in class each day.
- All notes done in class can be found on OneNote, a link to which is found in the Course Resources page on Blackboard.

Textbook

- No book for this section.

Course Requirements/Materials

- Attend all classes with notes and homework printed in advance.
- Get at least 60 minutes of SPC tutoring each week.
- All graded assessments assigned in class are expected to be completed in the allotted class time, unless otherwise instructed by the professor.
- Reliable internet access
- Printer (for notes and homework), but notes can be done electronically (tablet/iPad) as long as they are written by hand.
- Solid work ethic and character.

Email Correspondence

- All email correspondence should come from your SPC email address.
- Please give me at least 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.

Grading Policy:

- Tutoring 10%
- Assignments 20%
- Midterm Exams (2) 40%
- Final Exam 30%

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	E
Below 60	F

Students must earn a C or higher to move up to their next math course.

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 for practice problems and exams, you must show all the work that leads to your answers.
- 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 (2-3 inches) 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 may be administratively dropped from the course if your number of missed submissions goes over 20% of all submissions. (missing more than 6 classes)

Reviewing Grades on Blackboard

- After I grade your assignments, you should be able to log into Blackboard to see your grade in the Gradebook.

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.
 - The tutor will check you out on the app when you leave.
- 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 ($\frac{\text{attended minutes}}{60} \cdot 100$).
 - The maximum grade possible is 100 per week for tutoring.

Weekly Quizzes:

- There will be a weekly quiz most weeks.
- Weekly quizzes will be administered 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.
- Up to 3 quiz grades may be dropped by the end of the term.

Homework

- Written assignments
- Not graded nor submitted, but the only way to succeed in this course is to do every homework problem on every assignment.
- All work should be shown on your own paper.
- Must use pencil.
- Must be done by hand (no typing).
- Show all work!!
- Must be your own work!
- Answers found on Blackboard.
- Using PhotoMath (or similar) is strictly prohibited and will result in academic dishonesty reports being submitted to your permanent record.
- Using ChatGPT on any assignment in this class is strictly prohibited.


Make-ups:

- Definition: work that is done by students after the class has already completed the assignment.
 - Ex: Student misses a quiz in class because they were late or absent from class.
- Make-up work is given at the discretion of the instructor.
- NO make-up quizzes are given without prior notification AND proper documentation.
- If you are absent from class on a quiz day, have given prior notification and proper documentation of your absence, you MUST plan to take the quiz BEFORE the next class period or the end of the week, whichever occurs first.
- If proper documentation and/or prior notification was not provided for your absence, and/or if you have not planned (prior to the missed class) with the professor to take the missed assignment, then you will receive a 0 for that assignment.

Late work:

- Definition: work that was assigned but not turned in on time.
 - Ex: notes were to be completed using the lecture videos and uploaded to Gradescope, but student did not upload the notes by the due date.
- Late work is not accepted.
- If you do not turn in an assignment on time, you will receive a zero.

Lectures:

- Most lectures will be recorded during class on Blackboard Collaborate.
- The instructor cannot promise a video will be taken every class day.
- You can access the videos through the Collaborate link found on Blackboard by going to the menu button  and clicking on "Recordings"

Gradescope:

- All quizzes will be uploaded to Gradescope by the instructor and graded on Gradescope.
- To see graded quizzes, you will need to go to Gradescope.
- Gradescope is not your gradebook. Your gradebook is in Blackboard.

Final Exam:

- The final is comprehensive.
- Tuesday, Dec 10th at 7:15pm – 9:15pm in regular classroom

Calculators:

- No calculators are allowed in this course.

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 at least 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, 2 December 2024.**

Virtual Students (Class Collaborate – By permission Only):

- Stay active and attentive during the entire class.
- Keep your camera on until you have explicit permission from your instructor to turn it off.
- Students are expected to follow the same assessment rules as any student in class.
- If you leave the view of the camera during an assessment without explicit permission from the instructor, you will be given a 0 on the assessment.
- Keep chat windows open during assessments as a way for the instructor to communicate (quietly) with you.
 - If the student does not keep their chat window visible to themselves during assessments and misses a message from the instructor, 15% credit may be deducted from that assignment's score.
- If you break any of the rules listed above, you will receive a 0 on the assessment.
- Students who are virtually attending class have been given explicit permission by the instructor that day to do so. If you are not given this permission, you are expected to be in class. Instructor permission is not given lightly nor liberally and the decision to allow a student to work virtually is entirely at the instructor's discretion.

In the event of “life” preventing you from attending class:

1. Email the professor ASAP to inform her of your situation. Provide documentation, if applicable.
2. Plan to attend class virtually via Blackboard Collaborate (permission required).
 - This will count for your attendance that day.
3. If you are absent or a virtual student on a quiz/test day, plan with the professor via email BEFORE class to take the quiz/test when you return. If that is unreasonable (i.e. you expect a long absence), then a virtual quiz/test might be possible with enough advanced notice for the professor.
 - Virtual quizzing/testing is allowed at the discretion of the professor.
4. If students are not able to attend class virtually and/or are not granted permission to be a virtual student that day, then that missed class will count as an absence regardless of the reason.
5. Students are expected to make every effort to attend class each day.

Class Rules:

- Be on time and ready to learn.
- Use only pencil for all assignments.
- Have the notes printed **prior** to coming to class.
- Students are not permitted to use electronic devices, other than a calculator or tablet for taking notes, in class. **Put the cell phones away!!**
- During testing, all cell phones should be placed on SILENT or turned off, and all smart watches need to be removed and placed on the floor face-down to the left of your seat.
- Any student who leaves the classroom for any reason (bathroom, phone call, etc.) during a quiz or exam will not be allowed to continue the exam upon their return. Once you leave the classroom during a quiz or exam, you are done.
- Adhere to the requirements of the Student Code of Conduct.
- ***If you are joining the class through virtual means, please keep your microphone on mute until you have a question.***

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.

MATH 0305 Course Calendar MW Fall 2024

Week	Day	Date	Topics	Assignments	Assessments
1			<i>Study Skills: Tips for success in math courses</i>	Read	
	Tuesday	Aug 27	Introduction		
	Thursday	Aug 29	Notes 1: Adding & Subtracting Whole Numbers (including basic fractions)	1	
2			<i>Study Skills: Time Management</i>	Read	
	Tuesday	Sept 3	Notes 2: Multiplying & Dividing Whole Numbers (including basic fractions)	2	
	Thursday	Sept 5	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	3	Quiz over Notes 1 & 2
3			<i>Study Skills: Overcoming Anxiety</i>	Read	
	Tuesday	Sept 10	Notes 4: Multiplying & Dividing Integers	4	
	Thursday	Sept 12	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	5	Quiz over Notes 3 & 4
4			<i>Study Skills: How to Read & Use Class Material</i>	Read	
	Tuesday	Sept 17	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	6	
	Thursday	Sept 19	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	7	Quiz over Notes 5 & 6
5			<i>Study Skills: Note Taking for Math</i>	Read	
	Tuesday	Sept 24	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	8	
	Thursday	Sept 26	Exam 1		Exam 1
6			<i>Study Skills: Using Available Resources</i>	Read	
	Tuesday	Oct 1	Notes 9: Decimal Places, Adding & Subtracting Decimals	9	
	Thursday	Oct 3	Notes 10: Multiplying & Dividing Decimals	10	
7			<i>Study Skills: Improving Memory</i>	Read	
	Tuesday	Oct 8	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	11	Quiz over Notes 9 & 10
	Thursday	Oct 10	Notes 12: Order of Operations	12	
8			<i>Study Skills: Preparing for a Math Test</i>	Read	
	Tuesday	Oct 15	Notes 13: Evaluating Algebraic Expressions	13	Quiz over Notes 11 & 12
	Thursday	Oct 17	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	14	

Week	Day	Date	Topics	Assignments	Assessments
9			<i>Study Skills: Math Test-Taking Strategies</i>	Read	
	Tuesday	Oct 22	Notes 15: Solving Multi-Step Equations	15	Quiz over Notes 13 & 14
	Thursday	Oct 24	Notes 16: Percent Equations, Applications of Linear Equations	16	
10			<i>Study Skills: After Math Test Behavior</i>	Read	
	Tuesday	Oct 29	Notes 17: Solving Linear Inequalities	17	
	Thursday	Oct 31	Exam 2	Comprehensive	Exam 2
11	Tuesday	Nov 5	Notes 18: Rules of Exponents Part 1	18	
	Thursday	Nov 7	Notes 19: Rules of Exponents Part 2	19	Quiz over Notes 17 & 18
12			<i>Study Skills: Preparing for a Math Final Exam</i>	Read	
	Tuesday	Nov 12	Notes 20: More with Rules of Exponents	20	
	Thursday	Nov 14	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	21	Quiz over Notes 19 & 20
13	Tuesday	Nov 19	Notes 22: Coordinate Plane Basics	22	
	Thursday	Nov 21	Notes 23: Intro to Lines & Slope	23	Quiz over Notes 21 & 22
14	Tuesday	Nov 26	Notes 24: Graphing Linear Equations	24	
	Thursday	Nov 28	Thanksgiving Break		
15	Tuesday	Dec 3	Review for Comprehensive Final	Review	Quiz over Notes 23 & 24
	Thursday	Dec 5	Review for Comprehensive Final	Review	
16	Tuesday	Dec 10	Final Exam	Comprehensive	7:15pm – 9:15pm

Last Day to Drop a Class: Thursday Dec 2, 2024