

South Plains College
Common Course Syllabus: MATH 0315
Revised August 2020

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics **Course Number:** MATH 0315 **Course Title:** Beginning Algebra

Available Formats: conventional/flex and internet

Campuses: Levelland, Reese, Plainview, and Lubbock Center

Course Description: This course is designed for those students who need MATH 0314 or MATH 0324 and did not score a minimum of 340 on the TSIA. It includes properties of signed numbers, algebraic expressions, linear equations in one unknown and geometry. Time in a math lab is required. This course will not satisfy graduation requirements. The course is required if testing indicates a need.

Prerequisite: Max score of 339 on TSIA without an ABE score or successful completion of NCBM 0105.

Credit: 3 **Lecture:** 3 **Lab:** 1 **This course partially satisfies a Core Curriculum Requirement:** No

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

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.
10. Factor polynomials.
11. Solve quadratic equations by factoring.

Student Learning Outcomes Assessment: None

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

Attendance Policy/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.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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 0315.151 – Beginning Algebra Online – Fall 2020

Instructor Information: Jacqueline Fowler
806-716-4640

RC 223 E (Reese Campus - Building 2)
jfowler@southplainscollege.edu

Office Hours:

Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 virtual 10:00 – 11:00 office	3:00 – 5:00 virtual	9:00 – 10:00 virtual 10:00 – 11:00 office	8:00 –9:00 Virtual

Required Materials: reliable internet service, computer and printer access, webcam, pencils, erasers, approved calculator.

The following are approved calculators and can be found at Walmart or Target for around \$10.



Note: Graphing calculators along with cell phones, smart watches, and any other electronic device will not be allowed during quizzes.

Blackboard: Blackboard is an online course management system. For technical support, call 806-716-2180 or email blackboard@southplainscollege.edu.

Attendance/ Student Engagement Policy: Your attendance is monitored through completion of assignments. Twenty percent (20%) of missing assignments are allotted to you for the semester, for any reason. Should this number be exceeded, you will be dropped with an F or an X at my discretion.

If you wish to drop this class, please submit a [Student Initiated Drop Form](#) online. You should contact me before dropping the class to make sure that is the right decision for you. For additional information regarding schedule changes, drops and withdrawals, [click here](#).

Communication: We will use the messages tool in Blackboard for email. Please be professional in your emails. Do not use all CAPS or text language. I will respond to all messages within 36 hours. Between 9 am on Friday and 9 am on Tuesday, email responses could take longer than 36 hours.

Tutoring: You have access to free tutoring through SPC. Click on the tutoring link in Blackboard. If you visit with a tutor, please share with them the work shown in my videos, so they can help you with the correct steps.

Lesson Videos: To help you with the lessons, there are videos in Blackboard. You need to watch the videos and fill in the notes to learn the material. Your work on homework and quizzes **MUST** follow the work in the videos created by me. If your work does not follow the work in the videos, you will not receive credit.

Extension of deadlines: Please make note of all deadlines on the outline in Blackboard. There are no extensions on any deadlines. All assignments are available on the first day of class with the due dates listed so you can plan accordingly to complete all assignments on time. You should **ALWAYS** stay days ahead of schedule so that if you have any issues, it can be resolved before the deadline. Issues cannot be resolved after the deadline. You must give me 24 hours to fix any issues. **NEVER** wait until the last minute to complete an assignment. Computers seem to have issues when you are in a hurry to meet a deadline. **Internet provider issues or any computer problems do not constitute excuses for late submission of work. You must have a reliable computer and reliable internet service.**

Gradescope: All homework and quizzes will be graded using a program called Gradescope which is free for you to use. Once I set it up for the semester, you will receive an email to create a password.

Homework: In Blackboard, you will find homework for all sections covered in the course. Homework is to be done using the **guidelines for showing your work**. You will turn in the odd numbers on every section for one participation grade per unit. The even numbers are for extra practice. All homework assignments have the answers listed so you can check your answers and make sure you are working the problems correctly. If you are having problems, send me a picture of your problem so I can look through it and help you. You must upload each section of homework as one PDF file with multiple pages into Gradescope.

Guidelines for showing your work on homework:

- All work is to be completed on notebook paper.
- Pencil should be used to work all problems. Mark outs are not allowed, so the work must be rewritten with no errors if you are using a pen.
- Write down the question and show every step of your work.
- You **MUST** work **DOWN** your paper.
- You may make **TWO** columns on your paper. (Leave enough room for me to write comments.)
- If any one of these guidelines are not followed, you will receive a zero for your assignment.

Quizzes: In Blackboard, you will find a quiz over every unit. These will be proctored using the Proctorio Program. You will be allowed only one attempt on each quiz. Quizzes are to be done on the template given in Blackboard. You must print the template before starting the quiz. Any quiz not written on the template will receive a zero. You must show all steps on every problem. Any problem that does not have all steps shown will not receive credit. Quizzes will not be accepted late. You must upload your quiz into Gradescope before you hit submit.

Proctorio Program: Proctorio is a program used to take quizzes. The program will record you and your computer screen as you take your quiz. You must use Chrome to take your quizzes, and you will need to download the Proctorio Chrome Extension. Please see the video in Blackboard on how to download the extension and use proctorio.

Guidelines for using the Proctorio Program:

- You must show your workspace during the entire quiz. Your workspace is your desk area, not just your face.
- You must put your cell phone on the corner of your desk in the camera view and you are not allowed to use it during the quiz.
- You are not allowed to have another person in the camera view.
- Make sure to show your ID face up. If your face is sideways, Proctorio will flag it.
- You must have good light so you are easily seen in the video. If it is too dark, I can't see you.
- You are not allowed to move out of the camera view at any time during your quiz.
- Once you are finished with the quiz, BEFORE you hit submit, you must email your scanned work to me using your cell phone. Once you take the pictures with your cell phone, you are NOT allowed to write anything else on your paper.
- If any one of these guidelines are not followed, you will receive a zero on your quiz. Watch the video in Blackboard over Proctorio. I will explain all of these guidelines to you.

****Make sure to plug in your computer before starting a quiz. If your battery dies and you get kicked out of Proctorio due to that, you will receive a zero on your quiz.**

If you have technical issues during a quiz with Proctorio that are not listed here in the guidelines, you must inform me with your email when you turn in your work. I will post an announcement when all videos have been watched. If I find an issue with your quiz when I watch your video, I will enter a zero and make a comment on your quiz. If the issue is due to student error, you will receive a zero for your quiz. If the issue is due to Proctorio, you have 24 hours to contact me about the issue once the announcement has been made.

Grading Scale and Policy:

A: 90 – 100	Homework	20 %
B: 80 – 89	Quizzes	60 %
C: 70 – 79	Final Exam	20 %
D: 60 – 69		
F: 0 – 59		