

**Foundations of Algebra Syllabus****Math 0305.002****Fall 2024****Instructor:** Jason W. Groves**Office:** AG 107 (Levelland)**Telephone:** (806) 716-2739**Email:** [jgroves@southplainscollege.edu](mailto:jgroves@southplainscollege.edu)

**Office Hours:** Mon/Wed 8:15 am – 9 am, Tues/Thurs 11 am – 1 pm, Friday from 8 am until 11 am, or by appointment. Please note that some Fridays may have office hours held at the Lubbock Downtown Center instead of the Levelland campus.

**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 organized and 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.
- **Required:** Gradescope. This is a free app, and we will be using it to turn in/grade all assignments. When logging in, make sure to select the option “Use School Credentials” in order to be connected to the appropriate course.
- **Recommended:** Large 3-ring binder with dividers to organize all notes and homework.
- **Optional:** Microsoft OneNote will be used as a way to preserve notes from the board during class, and facilitate student/teacher interactions outside of the classroom. You may choose to import the notes posted on Blackboard directly into your specific OneNote folders and take notes on a tablet if you have one. You may also use OneNote to put your questions down that you are emailing me about instead of attaching pictures to an email.

**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.

**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 and also fill out the sign in sheet to get credit for your attendance.
- A week is from Monday through Friday.
- Your grade will be computed by the fraction of the minutes you attended the tutoring lab over the required 60 minutes ( $\frac{\text{attended minutes}}{60} \cdot 100$ ). Note that a weekly tutoring grade has a **maximum** of 100.

**Weekly Assessments:**

- Most weeks there will be at least one quiz. One two occasions we will be having an exam instead. Please keep up with the course calendar to know when each assessment is being given.
- These assessments will be given and taken in class. Quizzes will be given at the end of the class, while exams will take up the entire class period.

- 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. 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%
- Assignments.....20%
- Midterm Exam (two).....20% each
- 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 assignments, you should be able to log into Blackboard to see your grade.

**Assignments:** All notes, practice problems, and quizzes are considered assignments.

**Exams:** All exams given will be comprehensive. The midterm exams will have a primary focus of the material covered in the unit. The Final Exam will be broad enough to cover all material from the term.

**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 [jgroves@southplainscollege.edu](mailto:jgroves@southplainscollege.edu).
- 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 count toward the limit. Students should consult with a Counselor/Educational Planner before they drop courses to determine if any exemptions apply. 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 Monday, 2 December, 2024.**

**Succeeding in a Math Class:**

- Be mentally present! Pay attention and ask questions in class.
- Work ahead! Try to work with notes and practice problems before class so that you will have time to ask questions or seek help if you need it, and still complete the assignment on time.
- Get help as soon as you feel yourself falling behind! Don’t wait!
- 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	Topics	Assignments
1 26-Aug through 30-Aug	Introduction	Quiz: Syllabus and Tips (due 8/30)
	Tips for success in math courses	Assignment 1 (due 9/4)
	Lesson 1: Adding & Subtracting Whole Numbers (including basic facts)	
2 2-Sep through 6-Sep	Time Management	Assignment 2 (due 9/6)
	<i>Labor Day</i>	
	Lesson 2: Multiplying & Dividing Whole Numbers (including basic facts)	
3 9-Sep through 13-Sep	Overcoming Anxiety	Quiz: Operations on Whole Numbers (due 9/9)
	Lesson 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3 (due 9/13)
	Lesson 4: Multiplying & Dividing Integers	Assignment 4 (due 9/13)
4 16-Sep through 20-Sep	How to Read & Use Class Material	Quiz: Operations on Integers (due 9/16)
	Lesson 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5 (due 9/20)
	Lesson 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6 (due 9/20)
5 23-Sep through 27-Sep	Note Taking for Math	Quiz: Exponents and Factors (due 9/23)
	Lesson 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7 (due 9/27)
	Lesson 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8 (due 9/27)
6 30-Sep through 4-Oct	Using Available Resources	Exam 1: Lessons 1 - 8 (due 9/30)
	Lesson 9: Add/Subtract Decimals	Assignment 9 (due 10/4)
	Lesson 10: Multiply/Divide Decimals	Assignment 10 (due 10/4)
7 7-Oct through 11-Oct	Improving Memory	Quiz: Operations with Decimals (due 10/7)
	Lesson 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11 (due 10/11)
	Lesson 12: Order of Operations	Assignment 12 (due 10/11)
8 14-Oct through	Preparing for a Math Test	Quiz: Percentages and Order of Operations (due 10/14)
	Lesson 13: Evaluating Algebraic	Assignment 13 (due 10/18)

18-Oct	Expressions	Assignment 13 (due 10/16)
	Lesson 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14 (due 10/18)
9 21-Oct through 25-Oct	Math Test-Taking Strategies	Quiz: Algebraic Expressions and Equations (due 10/21)
	Lesson 15: Solving Multi-Step Equations	Assignment 15 (due 10/25)
	Lesson 16: Percent Equations, Applications of Linear Equations	Assignment 16 (due 10/25)
10 28-Oct through 1-Nov	After Math Test Behavior	Assignment 17 (due 11/1)
	Lesson 17: Solving Linear Inequalities	Exam 2: Lessons 9 - 17 (due 11/1)
11 4-Nov through 8-Nov	Lesson 19: Rules of Exponents Part 1	Assignment 19 (due 11/8)
	Lesson 20: Rules of Exponents Part 2	Assignment 20 (due 11/8)
12 11-Nov through 15-Nov	Preparing for a Math Final Exam	Quiz: Rules for Exponents (due 11/11)
	Lesson 21: More with Rules of Exponents	Assignment 21 (due 11/15)
	Lesson 22: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 22 (due 11/15)
13 18-Nov through 22-Nov		Quiz: Intro to Polynomials (due 11/18)
	Lesson 23: Coordinate Plane Basics	Assignment 23 (due 11/22)
	Lesson 24: Intro to Lines & Slope	Assignment 24 (due 11/22)
14 25-Nov through 29-Nov	Lesson 25: Graphing Linear Equations	Quiz: Coordinate Plane, Lines, and Slope (due 11/25)
	<i>Thanksgiving Break Wed &amp; Thurs</i>	Assignment 25 (due 11/29)
15 2-Dec through 6-Dec	Review for Comprehensive Final	
	Review for Comprehensive Final	
9-Dec	<b>Final Exam @ 10:15 am</b>	