

Foundations of Algebra Syllabus
Math 0305.151
Spring 2024

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Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am – 11:00 am 1:30 pm – 2:30 pm		9:00 am – 11:00 am 1:30 pm – 2:30 pm		9:00 am – 11:00am

Email Correspondence: All email correspondence should come from your **SPC email address**. Please give me up to 24 hours to respond via email. **Please do not message me using Blackboard messages**. I do not check messages in Blackboard, but I will check my SPC email regularly. 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.
- **Required:** A computer or laptop, reliable internet service, a way to print documents, a way to scan and upload documents and a webcam (internal or USB) with a microphone.
- **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.

Computer Issues: If your personal computer/internet become “disabled,” please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer/internet issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. Early submissions are welcome and encouraged.

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

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 (homework assignments, weekly quizzes, discussions).....20%
- Midterm Exam #1.....20%
- Midterm Exam #2.....20%
- Final Exam.....30%

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

Methods of Learning Assessment:

- **Handwritten notes and homework:** These will be submitted in Gradescope. 50 points of the grade will be properly completed notes. The other 50 points will be based on your work within the assignment. You will have answer keys to all assignments, so obviously your answers are not being graded. Please remember to scan the notes first, followed by the homework assignment. I will be looking at 5-10 questions randomly to see if your work actually leads to the answer. Occasionally students copy work from an app. While you may get full credit on the assignment, you will not be prepared fully for an exam, and the exams count so much more. Do not cheat yourself out of the opportunity to practice the skills that will be required on an exam. Please check your own answers with the keys provided so that you can be aware of any misunderstandings you may have and get them corrected before an exam. The goal of an assignment is not the grade, but to gain the skill so that you can do well on the exam.
- **Discussions:** There will be a discussion post over the skills lessons most weeks. When completing the discussion, please write in complete sentences and answer the questions thoroughly. Also, please remember to reply to at least one other student's post.
- **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 open for 34 hours in Blackboard. You may take the quiz any time during that window. Once you open and start the quiz, you will have 45 minutes to complete it and upload it in Gradescope. Quizzes will be monitored via Honorlock. You must show all work to receive credit for each individual problem
- **Midterm Exams:** The two midterm exams will be taken in an online monitoring system called Honorlock. Please read through the Honorlock policies in the syllabus. They are also found in Course Resources in Blackboard. If you prefer to take your exam in person and are able to travel to the Levelland SPC campus, I will be happy to set up a time with you. You must plan for this option in advance of the exam.
- **Final Exam:** The final exam must be taken in person. There will be two times that you may come and take the exam, one being in Levelland and the other at the Downtown Center in Lubbock. Times and locations are listed on the course calendar.

Weekly Quizzes and Midterm Exams Monitored with Honorlock:

- Weekly quizzes/Midterm Exams will be monitored virtually via the Honorlock software. In order for Honorlock to work correctly, you need to be using the **most up-to-date Chrome internet browser** and add the Honorlock plug in/extension. This extension can be added at <https://app.honorlock.com/install/extension> .
- Enrollment in the course is an agreement to abide by and accept all terms for online testing. Online exams within this course will require online proctoring. **Therefore, students will be required to have a webcam (USB or internal) with a microphone** when taking an exam as well as the **Chrome internet browser**. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns.
- Quizzes/Exams must be completed in the time window given. Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take

breaks during the exam so plan accordingly. An exam should not take more than two hours to complete. Therefore, you will pick a window of two hours out of the 24 hour window that the exam is posted.

- **Your PDF of the quiz/exam** must be submitted by the due date and time for that exam. You will use Gradescope to scan and upload your work.
- To begin a quiz/exam, click on that link and a PDF will open. You are not allowed to download this PDF to your computer or print the PDF. When you are done taking the quiz/exam, you will need to put down your writing utensil and pick up your phone to scan your work using Gradescope. Once you are finished scanning and uploading your work, you will type “finished” in the box and then click on “Submit.”
- You are not allowed to print off the exam. You should do all of your work for the exam on notebook paper. A PDF of the notebook paper that you used to do the questions is what you will submit over Blackboard.
- Audio, video and your computer screen are being recorded during testing. Please make sure your computer’s audio and video are turned on.
- **The webcam/video must show both you and your workspace at all times during the exam.** Your quiz/exam workspace should include a writing utensil and blank notebook paper (no spirals) on which to complete the exam. If I can’t see both you and your workspace throughout the exam, you will receive a zero. See the posted Blackboard video for an example of what I should see when you are testing.
- While taking the quiz/exam, your phone (smartwatch, etc.) needs to be placed away from your workspace. If it is too close, Honorlock will detect its presence. Once you finish the exam, you may retrieve your phone to scan your work using Gradescope.
- The quiz/exam itself will be posted on Blackboard and you should be able to have it open on your computer screen during the exam. That is all that should be on your computer screen until you are finished with the exam. Surfing the internet during the exam is prohibited and will result in a zero. Remember that the Honorlock software monitors your computer screen during the exam.
- You should find a private place to test where you will not be interrupted. Please sit at a table or desk to complete the exam. You should be the only person in the room where you are testing. If I see or hear other people in the room with you, then you will get a zero on the exam.
- There is no talking during the quiz/exam. The computer will be recording both audio and video.
- If there is anything questionable that happens during the quiz/exam or if you do not follow directions, you will receive a zero on the quiz/exam.
- If at any point during your quiz/exam you lose internet access, immediately scan the work you have done up to that point and upload it to the turn in link. If you are not able to access the turn in link, email it to me at kthompson@southplainscollege.edu.

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 kthompson@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 December 2, 2024.**

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.

**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:** 2

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 from the student and the instructor. Neither the instructor nor the student should be subject to others' rude, disruptive, intimidating, aggressive, or demeaning behavior. 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.

For information regarding official South Plains College statements about intellectual exchange, disabilities, non-discrimination, Title IX Pregnancy Accommodations, CARE Team, and Campus Concealed Carry, please visit <https://www.southplainscollege.edu/syllabusstatements/>.

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>.

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.