

**Foundations of Algebra Syllabus**  
**Math 0305.004**  
**Fall 2023**

**Instructor:** Dr. Sheyleah Harris-Plant (Dr. HP)

**Office:** M120A

**Telephone:** (806)716-2665

**Email:** [sharris@southplainscollege.edu](mailto:sharris@southplainscollege.edu)

**Office Hours: Monday** – Virtual: 18:00 (6:00 pm) – 19:00 (7:00 pm)

**Tuesday** – (Levelland) M120A: 11:00 (11:00 am) – noon;  
(Levelland) M120A: 13:00 (1:00 pm) – 14:30 (2:30 pm);  
Virtual: 19:00 (7:00 pm) – 20:00 (8:00 pm)

**Wednesday** – (Lubbock Downtown) B001: 16:30 (4:30 pm) – 17:30 (5:30 pm)

**Thursday** – (Levelland) M120A: 11:00 (11:00 am) – noon;  
(Levelland) M120A: 13:00 (1:00 pm) – 14:30 (2:30 pm);  
Virtual: 16:00 (4:00 pm) – 17:00 (5:00 pm)

**Friday** – Virtual: 10:00 (10:00 am) – 11:00 (11:00 am)

**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 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.
- **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.

**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 minutes ( $\frac{\text{attended minutes}}{60} \cdot 100$ ).

**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 given and taken 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.

## 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.....15%
- Weekly Quizzes.....15%
- Comprehensive Final Exam.....70%

**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.

## 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 [sharris@southplainscollege.edu](mailto:sharris@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 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 contact 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, 30 November 2023.**

## 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.

## Students will improve the following mathematical practices.

1. Students will make sense of problems and persist while solving them.
2. Students will engage in productive struggle with mathematics problems.
3. Students will productively collaborate with others.
4. Students will communicate through mathematical writing.

**Course policy regarding supportive discourse.** Students are not allowed to comment negatively about themselves or their mathematical ability, at any time, for any reason. Here are example statements that are banned, along with acceptable replacement phrases.

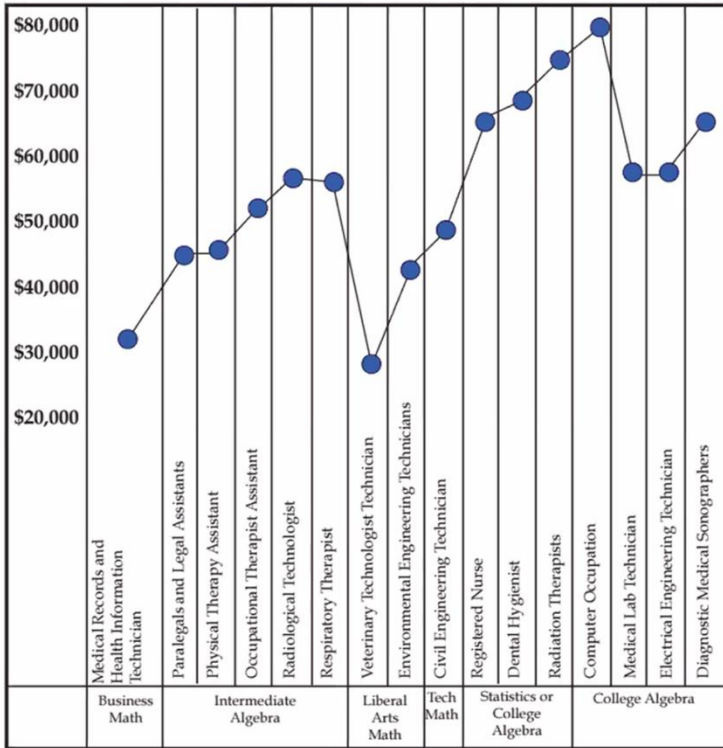
- I can't do this **instead, use:** I am still learning how to do this.
- That was stupid **instead, use:** That was a productive mistake.
- This is impossible **instead, use:** Something is interesting and subtle in this problem.
- I'm an idiot **instead, use:** This will take careful thought.
- I'll never understand this **instead, use:** This might take me a long time and a lot of work to figure out.
- This is terrible **instead, use:** I think I've done something incorrectly. Let me check it again.

The banned phrases represent having a fixed view of your own intelligence, which does not reflect the reality that you are all capable of dynamic, continued learning. The suggested replacement phrases support and represent a realistic perspective regarding your abilities and your capacity for improvement.

**Question: How much math do I have to take?**

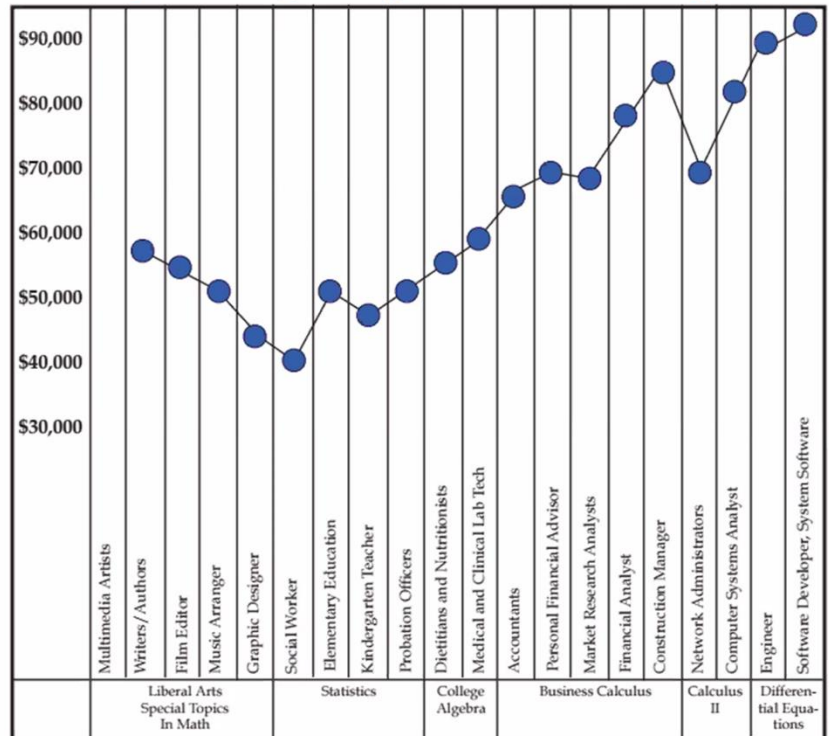
**Answer: How much money do you want to make?**

**Best Jobs Requiring an Associate's Degree**



Source: *Best Jobs for the 21st Century*, Sixth Edition © JIST Works 2012  
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**Best Jobs Requiring a Bachelor's Degree**



Source: *Best Jobs for the 21st Century*, Sixth Edition © JIST Works 2012  
Graph: © Academic Success Press Inc. 2013

**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:** All instructors will give a comprehensive departmental final exam.

**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.

**Fall 2023 MATH-0305 Tentative Calendar**

Week	Day	Date	Topic	Notes/Assignments	Assessment
1	Tuesday	29 August	<ul style="list-style-type: none"> <li>Introduction</li> <li>Tips for success in math courses</li> </ul>		Thursday, 31 August <b>in Classroom</b>
	Thursday	31 August	Adding & Subtracting Whole Numbers (including basic facts)	1	Thursday, 14 September <b>in Classroom</b>
2	Tuesday	5 September	<ul style="list-style-type: none"> <li>Time Management</li> <li>Multiplication Basic Facts</li> </ul>		
	Thursday	7 September	Multiplying & Dividing Whole Numbers (including basic facts)	2	Thursday, 14 September <b>in Classroom</b>
3	Tuesday	12 September	<ul style="list-style-type: none"> <li>Overcoming Anxiety</li> <li>Introduction to Integers, Absolute Value, Additive Inverses, Adding &amp; Subtracting Integers</li> </ul>	3	Thursday, 21 September <b>in Classroom</b>
	Thursday	14 September	Multiplying & Dividing Integers	4	Thursday, 21 September <b>in Classroom</b>
4	Tuesday	19 September	<ul style="list-style-type: none"> <li>How to Read &amp; Use Class Material</li> <li>Evaluating Exponents, Prime Factoring &amp; Square Roots</li> </ul>	5	Thursday, 28 September <b>in Classroom</b>
	Thursday	21 September	Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	6	Thursday, 28 September <b>in Classroom</b>
5	Tuesday	26 September	<ul style="list-style-type: none"> <li>Note Taking for Math</li> <li>Simplifying Fractions, Finding Reciprocals, Multiplying &amp; Dividing Fractions</li> </ul>	7	Thursday, 5 October <b>in Classroom</b>
	Thursday	28 September	Adding & Subtracting Fractions; Mixed Numbers	8	Thursday, 5 October <b>in Classroom</b>
6	Tuesday	3 October	<ul style="list-style-type: none"> <li>Using Available Resources</li> <li>Decimal Places, Adding &amp; Subtracting Decimals</li> </ul>	9	Thursday, 12 October <b>in Classroom</b>
	Thursday	5 October	Multiplying & Dividing Decimals	10	Thursday, 12 October <b>in Classroom</b>
7	Tuesday	10 October	<ul style="list-style-type: none"> <li>Improving Memory</li> <li>Percents, Converting Between Fractions, Decimals &amp; Percents</li> </ul>	11	Thursday, 19 October <b>in Classroom</b>
	Thursday	12 October	Order of Operations	12	Thursday, 19 October <b>in Classroom</b>

Week	Day	Date	Topic	Notes/Assignments	Assessment
8	Tuesday	17 October	<ul style="list-style-type: none"> <li>Preparing for a Math Test</li> <li>Evaluating Algebraic Expressions</li> </ul>	13	Thursday, 26 October <b>in Classroom</b>
	Thursday	19 October	Solving One-Step and Two-Step Equations (including single fractions)	14	Thursday, 26 October <b>in Classroom</b>
9	Tuesday	24 October	<ul style="list-style-type: none"> <li>Math Test-Taking Strategies</li> <li>Solving Multi-Step Equations</li> </ul>	15	Thursday, 2 November <b>in Classroom</b>
	Thursday	26 October	Percent Equations, Applications of Linear Equations	16	Thursday, 2 November <b>in Classroom</b>
10	Tuesday	31 October	<ul style="list-style-type: none"> <li>After Math Test Behavior</li> <li>Solving Linear Inequalities</li> </ul>	17	Thursday, 9 November <b>in Classroom</b>
	Thursday	2 November	Solving Compound Inequalities	18	Thursday, 9 November <b>in Classroom</b>
11	Tuesday	7 November	Rules of Exponents Part 1	19	Thursday, 16 November <b>in Classroom</b>
	Thursday	9 November	Rules of Exponents Part 2	20	Thursday, 16 November <b>in Classroom</b>
12	Tuesday	14 November	<ul style="list-style-type: none"> <li>Preparing for a Math Final Exam</li> <li>More with Rules of Exponents</li> </ul>	21	Thursday, 30 November <b>in Classroom</b>
	Thursday	16 November	Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	22	Thursday, 30 November <b>in Classroom</b>
13	Tuesday	21 November	Coordinate Plane Basics	23	Thursday, 30 November <b>in Classroom</b>
	Thursday	23 November	<b>No Class Thanksgiving Break</b>		
14	Tuesday	28 November	Intro to Lines & Slope	24	Thursday, 7 December <b>in Classroom</b>
	Thursday	30 November	Graphing Linear Equations	25	Thursday, 7 December <b>in Classroom</b>
15	Tuesday	5 December	Review for Comprehensive Final	Review for Comprehensive Final	
	Thursday	7 December	Review for Comprehensive Final	Review for Comprehensive Final	
16	Thursday	14 December	<b>Final Exam: 08:00 (8:00 am) – 10:00 (10:00 am) in Classroom</b>		