Foundations of Algebra Syllabus
Math 0305.602
Spring 2024

Instructor: Mrs. Morgan Groves   **Office:** B017   **Telephone:** (806)716-2735

Email: mgroves@southplainscollege.edu   **Office Hours:**

MW	9:30am – 10:45am
M	2:30pm – 3:30pm
TR	1:00pm – 2:15pm
F	9:00am – 11:00am

(or by appointment)

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.

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.

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.

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 ($\frac{attended\ minutes}{60} \cdot 100$).
    - The maximum grade possible is 100 per week for tutoring.

Weekly Quizzes:
- There will be a weekly quiz most weeks. 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.
- 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 dishonestly reports being submitted to your permanent record.
- Using ChatGPT on any assignment in this class is strictly prohibited.

Make-ups:
- 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 make arrangements 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 made arrangements (prior to the missed class) with the professor to take the missed assignment, then you will receive a 0 for that assignment.

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.
- Wednesday, May 8 at 10:15am – 12:15pm

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, 25 April 2024.**

Virtual Students (Blackboard Collaborate):
- 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.

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 Spring 2024

Week	Day	Date	Topics	Assignments	Assessment
1			Study Skills: Tips for success in math courses	Read	
	Monday	Jan 15	*MLK Jr. Day - Holiday*		
	Wednesday	Jan 17	Introduction		
2			Study Skills: Time Management	Read	
	Monday	Jan 22	Notes 1: Adding & Subtracting Whole Numbers (including basic fractions)	1	Syllabus and Tips **Quiz (1)**
	Wednesday	Jan 24	Notes 2: Multiplying & Dividing Whole Numbers (including basic fractions)	2	
3			Study Skills: Overcoming Anxiety	Read	
	Monday	Jan 29	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	3	Whole Number & Basic Fraction Operations **Quiz (2)**
	Wednesday	Jan 31	Notes 4: Multiplying & Dividing Integers	4	
4			Study Skills: How to Read & Use Class Material	Read	
	Monday	Feb 5	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	5	Absolute Value, Additive Inverses, Integer Operations **Quiz (3)**
	Wednesday	Feb 7	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	6	
5			Study Skills: Note Taking for Math	Read	
	Monday	Feb 12	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	7	Evaluating Exponents, Prime Factoring & Square Roots, Finding the GCF & LCM **Quiz (4)**
	Wednesday	Feb 14	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	8	
6			Study Skills: Using Available Resources	Read	
	Monday	Feb 19	Notes 9: Decimal Places, Adding & Subtracting Decimals	9	Simplifying Fractions, Finding Reciprocals, Fraction Operations, Mixed Numbers **Quiz (5)**
	Wednesday	Feb 21	Notes 10: Multiplying & Dividing Decimals	10	
7			Study Skills: Improving Memory	Read	
	Monday	Feb 26	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	11	Decimal Places, Decimal Operations **Quiz (6)**
	Wednesday	Feb 28	Notes 12: Order of Operations	12	
8			Study Skills: Preparing for a Math Test	Read	
	Monday	Mar 4	Notes 13: Evaluating Algebraic Expressions	13	Percents, Converting Between Fractions, Decimals & Percents, Order of Operations **Quiz (7)**
	Wednesday	Mar 6	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	14	

Week	Day		Topics	Assignments	Assessment
			Study Skills: Math Test-Taking Strategies	Read	
9	Monday	Mar 18	Notes 15: Solving Multi-Step Equations	15	Evaluating Algebraic Expressions, Solving 1- and 2-step Equations **Quiz (8)**
	Wednesday	Mar 20	Notes 16: Percent Equations, Applications of Linear Equations	16	
			Study Skills: After Math Test Behavior	Read	
10	Monday	Mar 25	Notes 17: Solving Linear Inequalities	17	Solving Multi-Step Equations, Percent Equations, Applications of Linear Equations **Quiz (9)**
	Wednesday	Mar 27	Notes 18: Solving Compound Inequalities	18	
11	Monday	Apr 1	Notes 19: Rules of Exponents Part 1	19	Solving Linear & Compound Inequalities **Quiz (10)**
	Wednesday	Apr 3	Notes 20: Rules of Exponents Part 2	20	
			Study Skills: Preparing for a Math Final Exam	Read	
12	Monday	Apr 8	Notes 21: More with Rules of Exponents	21	
	Wednesday	Apr 10	Notes 22: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	22	Rules of Exponents **Quiz (11)**
13	Monday	Apr 15	Notes 23: Coordinate Plane Basics	23	
	Wednesday	Apr 17	Notes 24: Intro to Lines & Slope	24	Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial, Coordinate Plane Basics **Quiz (12)**
14	Monday	Apr 22	Notes 25: Graphing Linear Equations	25	
	Wednesday	Apr 24	Review for Comprehensive Final	Review	Intro to Lines & Slope, Graphing Linear Functions **Quiz (13)**
15	Monday	Apr 29	**Mock Final Exam***		***Quiz grade**
	Wednesday	May 1	Review for Comprehensive Final	Review	
16	Wednesday	May 8	**Final Exam Week 10:15am – 12:15pm**	Comprehensive	

Note: Week 9 first row shows "Mar 11 - 15 Spring Break" spanning the Day/Topics columns before the table body begins.

Last Day to Drop a Class: Thursday April 25, 2024