

Foundations of Algebra Syllabus
MATH 0305.002
Spring 2024

Instructor: Jay Driver

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Virtual/Face-to-Face Office Hours:

- Tuesdays, 10:45-11:30am, 2:30-4:00pm.
- Thursdays, 10:45-11:30am, 2:30-4:00pm.
- Fridays, 8:00-11:30am.
- And by appointment (scheduled in Blackboard).

**Virtual office hours may be scheduled in Blackboard.*

Email Correspondence: All email correspondence should come from your SPC email address. Please allow 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 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 is posted in Blackboard. You should print these notes and fill them out as we go through them in class. Please note that the SPC campus computer labs are available if you want to print your notes there. 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.
- The work week is defined 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 ($\frac{\textit{attended minutes}}{60} \cdot 100$).

Assignment Format and Policy: Assignments are given after each lesson and are collected according to the calendar below. For each question on each assignment:

- Write the question number.
- In solving the problem, show all necessary work and keep the work orderly and organized.
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly. Work with the tutors as much as needed.
- Write your name at the top of each page of your work.

Weekly Quizzes:

- Weekly quizzes will be given and taken in class.
- Write out 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 your quizzes are graded, you will find the grade posted in Blackboard.

Academic Dishonesty:

Academic dishonesty will not be tolerated. Below is the written policy from South Plains College regarding academic integrity. 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.

Academic Integrity (Plagiarism and Cheating Policy): “Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers” (*SPC General Catalog*).

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.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (*SPC General Catalog*)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

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.

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 jdriver@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 Thursday, April 25, 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.

Tentative Course Calendar: Below is a calendar view of topics, assignments, quiz, and exam due dates.

Date (Mon-Fri)	Topic(s) to be discussed (assignment is included with each lesson)	Assignment and Quiz Due Dates
Wk1: Jan 15 – 19 (Mon, Jan 15, is a holiday.)	<ul style="list-style-type: none"> • Course Introduction • Tips for success in math courses • Notes 1: Adding & Subtracting Whole Numbers (including basic facts) 	
Wk2: Jan 22 – 26	<ul style="list-style-type: none"> • Time Management • Notes 2: Multiplying & Dividing Whole Numbers (including basic facts) 	<ul style="list-style-type: none"> • Assignment 1 • Quiz (1) over “Tips for success in math course”
Wk3: Jan 29 – Feb 2	<ul style="list-style-type: none"> • Overcoming Anxiety • Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers • Notes 4: Multiplying & Dividing Integers 	<ul style="list-style-type: none"> • Assignment 2 • Quiz (2) over Assignments 1 and 2
Wk4: Feb 5 – 9	<ul style="list-style-type: none"> • How to Read & Use Class Material • Notes 5: Evaluating Exponents, Prime Factoring & Square Roots • Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM) 	<ul style="list-style-type: none"> • Assignments 3 and 4 • Quiz (3) over Assignments 3 and 4
Wk5: Feb 12 – 16	<ul style="list-style-type: none"> • Note Taking for Math • Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions • Notes 8: Adding & Subtracting Fractions; Mixed Numbers 	<ul style="list-style-type: none"> • Assignments 5 and 6 • Quiz (4) over Assignments 5 and 6
Wk6: Feb 19 – 23	<ul style="list-style-type: none"> • Using Available Resources • Notes 9: Decimal Places, Adding & Subtracting Decimals • Notes 10: Multiplying & Dividing Decimals 	<ul style="list-style-type: none"> • Assignments 7 and 8 • Quiz (5) over Assignments 7 and 8
Wk7: Feb 26 – Mar 1	<ul style="list-style-type: none"> • Improving Memory • Notes 11: Percents, Converting Between Fractions, Decimals & Percents • Notes 12: Order of Operations 	<ul style="list-style-type: none"> • Assignments 9 and 10 • Quiz (6) over Assignments 9 and 10
Wk8: Mar 4 – 8	<ul style="list-style-type: none"> • Preparing for a Math Test • Notes 13: Evaluating Algebraic Expressions • Notes 14: Solving One-Step and Two-Step Equations (include single fraction) 	<ul style="list-style-type: none"> • Assignments 11 and 12 • Quiz (7) over Assignments 11 and 12
Wk9: Mar 18 – 22	<ul style="list-style-type: none"> • Math Test-Taking Strategies • Notes 15: Solving Multi-Step Equations • Notes 16: Percent Equations, Applications of Linear Equations 	<ul style="list-style-type: none"> • Assignments 13 and 14 • Quiz (8) over Assignments 13 and 14
Wk10: Mar 25 – 29 (Fri, Mar 29, is a holiday.)	<ul style="list-style-type: none"> • After Math Test Behavior • Notes 17: Solving Linear Inequalities • Notes 18: Solving Compound Inequalities 	<ul style="list-style-type: none"> • Assignments 15 and 16 • Quiz (9) over Assignments 15 and 16
Wk11: Apr 1 – 5	<ul style="list-style-type: none"> • Notes 19: Rules of Exponents Part 1 • Notes 20: Rules of Exponents Part 2 	<ul style="list-style-type: none"> • Assignments 17 and 18 • Quiz (10) over Assignments 17 and 18
Wk12: Apr 8 – 12 (Fri, Apr 12, registration opens for the next semester.)	<ul style="list-style-type: none"> • Preparing for a Math Final Exam • Notes 21: More with Rules of Exponents 	<ul style="list-style-type: none"> • Assignments 19 and 20 • Quiz (11) over Assignments 19 and 20

	<ul style="list-style-type: none"> • Notes 22: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial 	
Wk13: Apr 15 – 19	<ul style="list-style-type: none"> • Notes 23: Coordinate Plane Basics • Notes 24: Intro to Lines & Slope 	<ul style="list-style-type: none"> • Assignments 21 and 22 • Quiz (12) over Assignments 21 and 22
Wk14: Apr 22 – 26 (Thur, Apr 25, is the last day to drop a spring 2024 class at SPC.)	<ul style="list-style-type: none"> • Notes 25: Graphing Linear Equations • Review for Comprehensive Final 	<ul style="list-style-type: none"> • Assignments 23 and 24 • Quiz (13) over Assignments 23 and 24.
Wk15: Apr 29 – May 3	<ul style="list-style-type: none"> • Review for Comprehensive Final 	
Wk16: May 6 – 9 (Semester ends Thur, May 9.)	<ul style="list-style-type: none"> • Final Exam (Monday, May 6) • This exam is the cumulative final exam that will be from 10:15am-12:15pm in M108. 	