

# 0315 Policies and Procedures All Sections

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## 1. General Information

- 1.1. Instructor: Tom Baker
- 1.2. Office: 223A (Reese)
- 1.3. Email: tbaker@southplainscollege.edu
- 1.4. Phone: 716-4026
- 1.5. Office hours:
  - 1.5.1. Reese Center
    - 1.5.1.1. Monday 7:30 – 8:30; 10:15 – 11
    - 1.5.1.2. Tuesday 7:30 – 8:30; 10:15 – 11
    - 1.5.1.3. Friday 8 – 10:30
  - 1.5.2. Lubbock Center
    - 1.5.2.1. Monday 11:30 – 1:00; 2:45 – 3:30

## 2. Quality of Work Expectations (QWE)

- 2.1. Work **NOT** in **PENCIL** or without your **FIRST & LAST NAME** on it will be assigned a grade of **ZERO**
- 2.2. Work must be on notebook paper, legible and show work that justifies the answer
- 2.3. Work for each problem must go **DOWN** the page not **ACROSS** the page
- 2.4. Answers **MUST BE** **CIRCLED** or **BOXED**
- 2.5. **Work should follow the format used in the power point lessons.**

## 3. GRADES: UNIT TEST

- 3.1. 4 UNIT TESTS @ 100 points each
- 3.2. Calculators (TI30X IIS ONLY) may be used on all tests
- 3.3. Calculators **MAY NOT** be shared
- 3.4. There is no partial credit for incorrect answers
- 3.5. There **MAY BE** a point **REDUCTION** for failure to follow QWE above
- 3.6. Students missing one of the first 4 TESTS, **REGARDLESS OF THE REASON**, will carry a **ZERO (0)** for that test until the **FINAL EXAM**.
- 3.7. A portion of the **FINAL EXAM** problems will be used to assign points for a missed test.
- 3.8. Only one (1) UNIT TEST can be replaced in this manner

## 4. GRADES: FINAL EXAM

- 4.1. 1 @ 125 points: same grading criteria as 3.2 – 3.5
- 4.2. This test is cumulative

**THERE ARE NO LATE TESTS GIVEN**  
**THERE ARE NO MAKE-UP TESTS GIVEN**  
**THERE ARE NO "RETAKE" OF TEST**

## 5. GRADES: WEEKLY QUIZZES 10 @ 10 points each

- 5.1. Same criteria under Sections 2.1 – 2.5 and 3.2 – 3.4
- 5.2. No credit for correct answers that **DO NOT** adhere to 2.1 – 2.5
- 5.3. Administered every class period except on Unit Test days
- 5.4. May be cumulative
- 5.5. There are no "make-up" quizzes for **ANY REASON**

## 6. GRADES: AVERAGE

- 6.1. Points earned ÷ points available
- 6.2. Round to the nearest whole number (89.4 = 89; 89.5 = 90)

## 7. GRADES: COURSE CREDIT

- 7.1. A = 90 – 100
- 7.2. B = 80 – 89
- 7.3. C = 70 – 79

## 8. ATTENDANCE

### 8.1. ABSENT

- 8.1.1. Not attending class **FOR ANY REASON**
- 8.1.2. Arrives 15 minutes or MORE AFTER the class has started
- 8.1.3. Does not take the WEEKLY QUIZ

### 8.2. TARDY

- 8.2.1. Counts as 0.5 ABSENCES
- 8.2.2. Arrival **BETWEEN** start of class and 15 minutes into class time
- 8.2.3. Does not have class materials out on the table and non-essential items put away

### 8.3. EXEMPTION

- 8.3.1. After the UNIT 1 Test any student with a grade average  $\geq 84$  is EXEMPT from ATTENDANCE requirements

## 9. CALCULATORS

- 9.1. **TI 30X IIS ONLY**
- 9.2. May be used on **EVERYTHING**

## 10. DROPPED

### 10.1. ATTENDANCE

- 10.1.1. Students missing or failing to earn any points on 2 UNIT TESTS will be dropped
- 10.1.2. A student with **2.5 ABSENCES AND A GRADE AVERAGE < 64**, will be dropped from class

### 10.2. ATTITUDE

- 10.2.1. Students who project an overt negative attitude
  - 10.2.1.1. toward this course
  - 10.2.1.2. toward classmates
  - 10.2.1.3. toward the instructor
- 10.2.2. Dropped for disciplinary reasons
- 10.2.3. Reported to the Dean of the Reese or Lubbock Center and the Dean of Students

### 10.3. REINSTATEMENT

- 10.3.1. There is NO reinstatement once a student is dropped

## 11. ELECTRONIC DEVICES

- 11.1. All devices that can access the internet are to be **TURNED OFF** and **PUT AWAY** during class.

**ANY student who has ANY device out during class for ANY reason  
will be assessed a TEN (10) point penalty on that day's work!  
Repeated violations (3 or more) will result in being dropped from the class!**

## 12. EMAIL

- 12.1. An essential part for your success
- 12.2. Send from school or personal email

## 13. SEMESTER OUTLINE

WEEK OF	WEEKLY ACTIVITY	WEEK OF	WEEKLY ACTIVITY
8/25	Introduction to Class 1-1 Order of Operations 1-2 Multiplying/CLT	10/20	3-1 Combining Polynomials 3-2 Multiplying Polynomials
9/1	1-3 Solving Equations 1-4 Solving Inequalities	10/27	3-3 Exponent Rules 3-4 Dividing Polynomials
9/8	1-5 Word Problems UNIT 1 Review	<b>11/3</b>	<b>UNIT 3 TEST</b>
<b>9/15</b>	<b>UNIT 1 TEST</b>	11/10	4-1 Factoring the GCF 4-2 Factoring Trinomials
9/22	2-1 Slope/Slope-intercept 2-2 Graphing Linear Equations	11/17	4-3 Factoring Binomials 4-5 Solving Quadratic Equations
9/29	2-3 Solving Systems by Graphing 2-4 Solving Systems by Substitution	<b>11/24</b>	<b>UNIT 4 TEST</b>
10/6	2-5 Solving Systems by Elimination UNIT 2 REVIEW	12/1	FINAL EXAM REVIEW
<b>10/13</b>	<b>UNIT 2 TEST</b>	<b>12/8</b>	<b>FINAL EXAM 8-10 (8:30 class)</b> <b>FINAL EXAM 10:15-12:15 (11:00 class)</b>

## 14. TEXTBOOK

- 14.1. There is **NO TEXTBOOK** to purchase
- 14.2. All materials are found on Blackboard
- 14.3. Students have available a pre-paid printing fund that renews each week

**South Plains College**  
**Common Course Syllabus: MATH 0315**  
**Revised August 2020**

**Department:** Mathematics, Engineering, and Computer Science

**Discipline:** Mathematics

**Course Number:** MATH 0315

**Course Title:** Beginning Algebra

**Available Formats:** conventional/flex and internet

**Campuses:** Levelland, Reese, Plainview, and Lubbock Center

**Course Description:** This course is designed for those students who need MATH 0314 or MATH 0324 and did not score a minimum of 340 on the TSIA. It includes properties of signed numbers, algebraic expressions, linear equations in one unknown and geometry. Time in a math lab is required. This course will not satisfy graduation requirements. The course is required if testing indicates a need.

**Prerequisite:** Maximum score of 339 on TSIA without an ABE score or a successful completion of NCBM 0105.

**Credit:** 3 **Lecture:** 3 **Lab:** 1

**Textbook:** NO Textbook

**Supplies:** Please see the instructor's course information sheet for specific supplies.

**This course DOES NOT partially or fully satisfy any Core Curriculum Requirements**

**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.
10. Factor polynomials.
11. Solve quadratic equations by factoring.

**Student Learning Outcomes Assessment:** None

**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.

**COVID Syllabus Statement:** Should be provided by the Vice-President of Student Services over email.

**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.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Disability Statement:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>  
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

**SPC Bookstore Price Match Guarantee Policy: Not applicable for this class.**