



**Foundations of Algebra Syllabus**  
**MATH 0305.002**  
**Fall 2025**

**Class meets on Mondays and Wednesdays from 11:00am-12:15pm in M108.**

**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 is designed for students who test between 910-949 with a diagnostic level of 1-3 or TSIA: ABE Math Level 3-4. This course will not satisfy graduation requirements.

Semester Hours: 3 Lecture Hours: 2 Lab Hours: 2 Pre-requisite: TSIA2: 910-949 w/ Diagnostic Level 1-3 Or TSIA: ABE Math Level 3-4.

**Instructor:** Jay Driver

**Office:** M114

**Telephone:** (806) 716-2780

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

**Virtual/Face-to-Face Office Hours\*:**

- Mondays and Wednesdays, 2:30-3:30pm;
- Tuesdays and Thursdays, 10:45am-12:00pm, 1:30-2:30pm;
- Fridays, 10:00-11:30am.
- And by appointment (contact me).

**Email Correspondence:** All email correspondence should come from your SPC email address. Please allow up to 24 hours to respond via email and up to 48 hours if the email is sent Friday afternoon through the weekend. 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 are expected to attend at least 80% of the total class meeting and submit at least 80% of the total class assignments for the best chance of succeeding in this course. If your number of absences exceeds six (6) in the semester, you may be administratively dropped from the course.

**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. Up-to-date information about the Penji app, as well as peer tutoring and online tutoring, is available at <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes ( $\frac{\text{attended minutes}}{60} \cdot 100$ ).

**Assignment Format and Policy:** Assignments are given after each lesson and are collected at the beginning of the next class.

- Late assignments are not accepted. If you know you will be absent for any reason, make necessary arrangements with the instructor ahead of time. I will accept your assignment via email as long as that email is time-stamped before the scheduled class time and you have a valid reason for your absence. If the email is not sent on time or have a valid reason, then the assignment will not be accepted.
- 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.

**Note:** Being absent does not excuse you from notes, assignments, or quizzes. Notes and assignments are available in Blackboard and should be completed even if you are not in class.

**Quizzes:**

- Quizzes may be given at any point during class.
- During a quiz, the quiz is the only item that may be on your desk. No other papers or devices.
- Make-up quizzes will NOT be given. If you miss a quiz, you receive no credit for that quiz.
- Write out all of your work for the quiz on the quiz.
- You must show all work to receive credit.

**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.....10%
- Assignments and Quizzes.....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

**Reviewing Grades in Blackboard:** After your assignments, quizzes, exams, and tutoring labs are graded, you will find the grade posted in Blackboard.

**Assignments and Exams:** The following is a sequential list of the assignments and exams.

1. Adding and Subtracting Whole Numbers
2. Multiplying and Dividing Whole Numbers
3. Integers: Absolute Value, Adding and Subtracting
4. Integers: Multiplying and Dividing
5. Exponents, Factorizations, and Square Roots

6. Greatest Common Factor & Least Common Multiple
7. Fractions: Multiplication and Division
8. Fractions: Addition and Subtraction
9. Decimals: Adding and Subtracting
10. Decimals: Multiplying and Dividing

Exam #1 (20%)

11. Converting Between Fractions, Decimals, and Percents
12. Order of Operations
13. Algebraic Expressions
14. Solving One- and Two-Step Single Variable Linear Equations
15. Solving Multi-Step Linear Equations
16. Applications Involving Linear Equations
17. Solving Linear Inequalities
18. Rules of Exponents Part 1
19. Rules of Exponents Part 2

Exam #2 (20%)

20. More Practice with Exponent Rules
21. Introduction to Polynomials
22. Basics of the Coordinate Plane
23. Introduction to Lines and Slope
24. Graphing Lines

Comprehensive Final Exam (30%)

**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](mailto:jdriver@southplainscollege.edu). When you email me, please give me up to 24 hours to respond (more on weekends). 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, December 4, 2025.**

#### 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.

Week	Day (Mon/Wed), Date	What is due before arriving to class that day?	Topic(s) to be discussed that day	Work to be done?
1	Mon, Aug 25		<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Tips for success in math courses</li> <li>• Notes 1: Adding &amp; Subtracting Whole Numbers (started)</li> </ul>	Assignment 1 (get started)
	Wed, Aug 27		<ul style="list-style-type: none"> <li>• Notes 1: Adding &amp; Subtracting Whole Numbers (finished)</li> </ul>	Assignment 1 (finish it)
2	Mon, Sep 1	<----- Labor Day holiday ----->		
	Wed, Sep 3	Assignment 1	<ul style="list-style-type: none"> <li>• Time Management</li> <li>• Notes 2: Multiplying &amp; Dividing Whole Numbers</li> </ul>	Assignment 2
3	Mon, Sep 8	Assignment 2	<ul style="list-style-type: none"> <li>• Notes 3: Integers: Absolute Value, Adding and Subtracting</li> </ul>	Assignment 3
	Wed, Sep 10	Assignment 3	<ul style="list-style-type: none"> <li>• Overcoming Anxiety</li> <li>• Notes 4: Integers: Multiplying and Dividing</li> </ul>	Assignment 4
4	Mon, Sep 15	Assignment 4	<ul style="list-style-type: none"> <li>• Notes 5: Exponents, Factorization, and Square Roots</li> </ul>	Assignment 5
	Wed, Sep 17	Assignment 5	<ul style="list-style-type: none"> <li>• How to Read &amp; Use Class Material</li> <li>• Notes 6: Greatest Common Factor &amp; Least Common Multiple</li> </ul>	Assignment 6
5	Mon, Sep 22	Assignment 6	<ul style="list-style-type: none"> <li>• Notes 7: Fractions: Multiplication and Division</li> </ul>	Assignment 7
	Wed, Sep 24	Assignment 7	<ul style="list-style-type: none"> <li>• Note Taking for Math</li> <li>• Notes 8: Fractions: Addition and Subtraction</li> </ul>	Assignment 8
6	Mon, Sep 29	Assignment 8	<ul style="list-style-type: none"> <li>• Notes 9: Decimals: Adding and Subtracting</li> </ul>	Assignment 9
	Wed, Oct 1	Assignment 9	<ul style="list-style-type: none"> <li>• Using Available Resources</li> <li>• Notes 10: Decimals: Multiplying and Dividing</li> </ul>	Assignment 10
7	Mon, Oct 6	Assignment 10	<ul style="list-style-type: none"> <li>• Exam #1</li> </ul>	
	Wed, Oct 8		<ul style="list-style-type: none"> <li>• Improving Memory</li> <li>• Notes 11: Converting Between Fractions, Decimals, and Percents</li> </ul>	Assignment 11
8	Mon, Oct 13	Assignment 11	<ul style="list-style-type: none"> <li>• Notes 12: Order of Operations</li> </ul>	Assignment 12
	Wed, Oct 15	Assignment 12	<ul style="list-style-type: none"> <li>• Preparing for a Math Test</li> <li>• Notes 13: Algebraic Expressions</li> </ul>	Assignment 13
	Fri, Oct 17	<----- Fall Break (SPC is closed) ----->		
9	Mon, Oct 20	Assignment 13	<ul style="list-style-type: none"> <li>• Notes 14: Solving One- and Two-Step Single Variable Linear Equations</li> </ul>	Assignment 14
	Wed, Oct 22	Assignment 14	<ul style="list-style-type: none"> <li>• Math Test-Taking Strategies</li> <li>• Notes 15: Solving Multi-Step Linear Equations</li> </ul>	Assignment 15
10	Mon, Oct 27	Assignment 15	<ul style="list-style-type: none"> <li>• Notes 16: Applications Involving Linear Equations</li> </ul>	Assignment 16
	Wed, Oct 29	Assignment 16	<ul style="list-style-type: none"> <li>• After Math Test Behavior</li> <li>• Notes 17: Solving Linear Inequalities</li> </ul>	Assignment 17
11	Mon, Nov 3	Assignment 17	<ul style="list-style-type: none"> <li>• Notes 18: Rules of Exponents Part 1</li> </ul>	Assignment 18
	Wed, Nov 5	Assignment 18	<ul style="list-style-type: none"> <li>• Notes 19: Rules of Exponents Part 2</li> </ul>	Study for Exam #2

12	Mon, Nov 10		• Exam #2	Finish Assignment 19
	Wed, Nov 12	Assignment 19	<ul style="list-style-type: none"> <li>• Preparing for a Math Final Exam</li> <li>• Notes 20: More Practice with Exponent Rules</li> </ul>	Assignment 20
13	Mon, Nov 17	Assignment 20	• Notes 21: Introduction to Polynomials	Assignment 21
	Wed, Nov 19	Assignment 21	• Notes 22: Basics of the Coordinate Plane	Assignment 22
14	Mon, Nov 24	Assignment 22	• Notes 23: Introduction to Lines and Slope	Assignment 23
	Wed, Nov 26	<----- Thanksgiving holiday ----->		
15	Mon, Dec 1	Assignment 23	• Notes 24: Graphing Lines	Assignment 24
	Wed, Dec 3	Assignment 24	• Review for Comprehensive Final	Study for the Final Exam
16	Mon, Dec 8		<ul style="list-style-type: none"> <li>• Final Exam (Monday, Dec 8)</li> <li>• This exam is the cumulative final exam that will be from 10:15am-12:15pm in M108.</li> </ul>	