South Plains College

Math 0305 – Foundations of Algebra
Fall 2025
Jacqueline Fowler

I. Common Course Syllabus – Math Department Policies

Department: Mathematics, Engineering, and Computer Science **Discipline:** Mathematics
Course Number: MATH 0305 **Course Title:** Foundations of Algebra

Available Formats: conventional and internet

Campuses: Levelland, Plainview Center, Lubbock Downtown 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: 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.

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.

II.   South Plains College Policies

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.

***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.**

III. Section Policies

Instructor Information:　　　　Jacqueline Fowler　　　　　　　B022 (LBK Downtown Center - Basement)
　　　　　　　　　　　　　　　　806-716-4640　　　　　　　　jfowler@southplainscollege.edu
Office Hours:
Mon/Wed: 10:45 – 12:30, 2:15 – 2:30　　　　Tues/Thurs: 12:00 – 1:00　　　Fri: 8:00 – 10:00

Required Materials:
- Printed notes from Bb
- 3-ring binder
- Pencils and erasers

*Calculators are not allowed at any time

Blackboard: Blackboard (Bb) is an online course management system that SPC uses for course information. For technical support, call 806-716-2180 or email blackboard@southplainscollege.edu.

Communication: All emails need to be sent through your SPC email account to my SPC email account. **Do not email me through Bb**. I will try to respond to all emails within 24 hours, but sometimes it may take longer. Emails sent to me after 9:00 am on Friday may not receive a response until Monday morning.
- You **must** include your name and class on every email.
- Do **not** use your personal email. (I will **only** respond to SPC email addresses.)
- Be professional in your messages. (Do **not** use all caps or text language.)

Final Grade Determination: A: 90 – 100　　　B: 80 – 89　　　C: 70 – 79　　　D: 60 – 69　　　F: 59 or below

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%
- Quizzes……………………………………………………………….................20%
- Exam 1…………………………………………………………………….20%
- Exam 2……………………………………………………………………..20%
- Comprehensive Final Exam...30%

Showing Work: To receive full credit on quizzes and exams, you must show all work that leads to your answers. The work must be legible, make sense and be easy to follow. No calculators or cell phones are to be used to get answers on any coursework.

Homework: Homework is for practice only and will not count for a grade. Homework will prepare you for quizzes and exams, so it is very beneficial to complete all questions.

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.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes ($\frac{attended\ minutes}{60} \times 100$).

Quizzes: Quizzes over math concepts will be given during class. If you are absent, you will receive a zero. Quizzes over math study skills are located in Blackboard. If you miss completing a quiz in Bb before the deadline, you will receive a zero.

Exams: Three exams will be given during class with the last exam being a comprehensive final exam.

- One missed exam, for any reason, will have the comprehensive final exam replace the zero earned. The second missed exam will be a zero.
- If the Final Exam is not attempted, a grade of F will be reported for the student's grade regardless of the grade before the Final Exam was administered.

Academic Dishonesty: Academic dishonesty will not be tolerated. Please see the list of things that constitute plagiarism and cheating in the general 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! All course information is found in Blackboard.
- Me! Feel free to email me at jfowler@southplainscollege.edu. 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. The link is in Blackboard.
- Free tutorial videos are available at the following sites: https://www.mathtv.com/ and https://www.khanacademy.org/.

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 and practice problems for the course are posted on Blackboard. If you want to get ahead, that is encouraged. Time management is crucial.
- The best way 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 Outline
	Changes will be announced in class and posted in Blackboard.	
Week	Dates	Topics
1	Aug 25 - 28	Study Skills - Diagnostic Inventory Notes 1 - Add and Subtract Whole Numbers Notes 2 - Multiply and Divide Whole Numbers
2	Sep 1 - 4	**Holiday** Study Skills - Tips for Success in Math Courses Notes 3 - Add and Subtract Integers
3	Sep 8 - 11	Study Skills - How to Read and Use Class Material Notes 4 - Multiply and Divide Integers Notes 5 - Exponents and Square Roots
4	Sep 15 - 18	Study Skills - Preparing for a Math Test Notes 6 - GCF and LCM Notes 7 - Multiply and Divide Fractions
5	Sep 22 - 25	Study Skills - Note-taking for Math Notes 8 - Add and Subtract Fractions Review for Exam 1
6	Sep 29 - Oct 2	Study Skills - Math Test-Taking Strategies **Exam 1 - Mon, Sep 29 / Tues, Sep 30 (Notes 1 through 8)** Notes 9 - Add and Subtract Decimals
7	Oct 6 - 9	Study Skills - After Math Test Behavior Notes 10 - Multiply and Divide Decimals Notes 11 - Percents and Converting
8	Oct 13 - 16	Study Skills - Time Management Notes 12 - Order of Operations Notes 13 - Algebraic Expressions
9	Oct 20 - 23	Study Skills - Overcoming Anxiety Notes 14 - Linear Equations Notes 15 - Linear Equations
10	Oct 27 - 30	Study Skills - Using Available Resources Notes 16 - Applications and Percent Equations Review for Exam 2
11	Nov 3 - 6	Study Skills - Improving Memory **Exam 2 - Mon, Nov 3 / Tues, Nov 4 (Notes 1 through 16)** Notes 17 - Linear Inequalities
12	Nov 10 - 13	Study Skills - Preparing for a Math Final Exam Notes 18 - Rules of Exponents - Part 1 Notes 19 - Rules of Exponents - Part 2
13	Nov 17 - 20	Notes 20 - Rules of Exponents - practice Notes 21 - Polynomials
14	Nov 24 - 27	Notes 22 - Coordinate Basics Notes 23 - Lines and Slope
15	Dec 1 - 4	Notes 24 - Graphing Linear Equations Review for Final Exam
16	**Dec 8 - 11**	**MW class --- Monday, Dec 8 --- 1:00 - 3:00 (Notes 1 - 24)** **TR class --- Thursday, Dec 11 ---10:15 - 12:15 (Notes 1 - 24)**