

**Foundations of Algebra Syllabus**  
**Math 0305.005**  
**Fall 2025**

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**Office Hours and Contact Info:**

**Email Correspondence:** All email correspondence should come from your SPC email address. Please give me 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 for practice problems and exams, you must show all the 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. No calculators or cell phones are to be used to get answers on coursework.

**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.

**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.
- 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 ( $\frac{\text{attended minutes}}{60} \cdot 100$ ).

**Assignments:**

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**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.....100 points
- Assignments.....200 points
- Exam #1.....200 points
- Exam #2.....200 points
- Final Exam.....300 points

**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.

**Missed Assignments and Exam:**

- Any graded work submitted after the due date will not be accepted or graded.
- 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 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 [jshelor@southplainscollege.edu](mailto:jshelor@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 Monday, 3 November 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.

## MATH 0305 Course Calendar

Note: There are assignments for each set of notes, and they are due one week **after** they appear in the schedule.

Week	Topics	Assignments
<b>1</b> Aug 25-29	Introduction Tips for success in math courses Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1
<b>2</b> Sept 1-5	Time Management <i>Labor Day: Those who have 2 classes this week can work more on multiplication facts.</i> Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2
<b>3</b> Sept 8-12	Overcoming Anxiety Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers Notes 4: Multiplying & Dividing Integers	Assignment 3 Assignment 4
<b>4</b> Sept 15-19	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)	Assignment 5 Assignment 6
<b>5</b> Sept 22-26	Note Taking for Math Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions <b>Exam 1 (Covers Notes 1 through 7)</b>	Assignment 7
<b>6</b> Sept 29 - Oct 3	Using Available Resources Notes 8: Adding & Subtracting Fractions; Mixed Numbers Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 8 Assignment 9
<b>7</b> Oct 6-10	Improving Memory Notes 10: Multiplying & Dividing Decimals Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 10 Assignment 11
<b>8</b> Oct 13-17	Preparing for a Math Test Notes 12: Order of Operations Notes 13: Evaluating Algebraic Expressions	Assignment 12 Assignment 13
<b>9</b> Oct 20-24	Math Test-Taking Strategies Notes 14: Solving One-Step and Two-Step Equations (include single fraction) Notes 15: Solving Multi-Step Equations	Assignment 14 Assignment 15
<b>10</b> Oct 27 - 31	After Math Test Behavior Notes 16: Percent Equations, Applications of Linear Equations <b>Exam 2 (Covers Notes 1 through 16)</b>	Assignment 16
<b>11</b> Nov 3-7	Notes 17: Solving Linear Inequalities Notes 18: Rules of Exponents Part 1	Assignment 17 Assignment 18
<b>12</b> Nov 10-14	Preparing for a Math Final Exam Notes 19: Rules of Exponents Part 2 Notes 20: More with Rules of Exponents	Assignment 19 Assignment 20
<b>13</b> Nov 17-21	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial Notes 22: Coordinate Plane Basics	Assignment 21 Assignment 22
<b>14</b> Nov 24-28	Notes 23: Intro to Lines & Slope <i>Thanksgiving Break (Wednesday &amp; Thursday)</i>	Assignment 23
<b>15</b> Dec 1-5	Notes 24: Graphing Linear Equations Review for Comprehensive Final Exam	Assignment 24
<b>16</b>	<b>Final Exam!</b>	

Dec 8-12      **Wednesday, December 11** from 8:00 to 10:00 a.m. in the usual classroom