

Math 0305.001 Foundations of Algebra
Monday/Wednesday 9:30 am - 10:45 am Face-to-Face
Fall 2026 – Levelland (LEV) Campus Math Building M122

Instructor: Ms. Rachel Fleenor
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Office: M102
Office Phone: 806-716-4321

Office Hours: MW – 4:20 pm – 5:20 pm (LDTC)
 MWTR – 10:45 am – 12:00 pm (LEV)
 F – 11:00 am – 12:00 pm (LEV)
 (or by appointment)

Course Structure

- Conventional course
 - Material will be covered in class
 - Students will be required to go to 60 minutes of tutoring a week
 - Each class will have a corresponding Practice Assignment
 - Exams will be given and completed in class
 - All students are expected to be physically in class

Textbook

- No book is required for this section

Course Requirements/Materials

- Attend all classes ready to learn
- 3 Ring Binder (2inch or wider)
- Dividers to organize Binder
- Pencils/Colored Pencils

Grading Policy (0305):

Required Tutoring (10%)
 Practice Assignments (20%)
 Midterm Exams (20% each – 2)
 Final Exam (30%)

Grading Scale (1314):

Pass:
 A: 90% - 100%
 B: 80% - 89%
 C: 70% - 79%
 Fail:
 D: 60% - 69%
 F: 0% - 59%

****Note: Students must justify answers or show work on all problems to receive full credit.*

Calculators

- No calculator will be allowed for Unit 1
- A non-graphing, non-programmable calculator will be allowed to those who wish to use it for the algebraic material (Unit 2 onward)

Class Rules:

- Be on time and ready to learn
- Use **only pencil** for all assignments – any assignment, quiz, or exam turned in with anything other than pencil will be automatically graded with a 0
- Students are not permitted to use electronic devices in class
- During testing, all cell phones should be placed on SILENT or turned off, and all smart watches need to be removed and all should be placed at the front of the classroom in the designated spot
- Any student who leaves the classroom for any reason (bathroom, phone call, etc.) during an exam will not be allowed to continue the exam upon their return. Once you leave the classroom during an exam, your exam will be picked up and graded as is. Exceptions may be granted at instructor discretion.
- Adhere to the requirements of the Student Code of Conduct

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 to the required 60 minutes then multiplying by 100
- Practice Exams and Exam Corrections will count towards tutoring grade
- Lowest four grades at the end of the semester will be dropped

Practice Assignment (Labeled PA in course calendar)

- Written assignments
- All work should be shown on your own paper
- Problems must be in proper order on paper
- Must use pencil (electronically written work is also acceptable)
- Must be done by hand (**no typing**)
- Show all work
- Must be your own work
- NO LATE WORK will be accepted, once a due date and time has passed the submission link will close and you will no longer be able to turn in an assignment, for any reason.
- Using PhotoMath (or similar) is strictly prohibited and will result in academic dishonesty reports being submitted to your permanent record
- Using ChatGPT or any type of artificial intelligence assistance on any assignment in this class is strictly prohibited and will result in academic dishonesty reports being submitted to your permanent record
- **Due to Blackboard by 11:59 pm on due date (see course calendar for details)**
- Follow study tips
- Lowest four grades at the end of the semester will be dropped

Quizzes

- Given at the beginning or end of class
- See course calendar for quiz dates
- Will count as a Practice Assignment grade

Exams

- 2 midterm exams and 1 required final exam
- No materials will be allowed Exam 1, calculator will be allowed for Exam 2 and calculator portion of Final
- Must be completed in the allotted class time
- No exam grades will be dropped
- Once a student leaves the classroom after exam has started, their exam will be collected regardless of completion. Exceptions may be made at the instructor's discretion.
- Practice Exams (PE) count as a Tutoring grade and will also earn you an extra 5% on your Exam grade
- Follow study tips

Final Exam

- The final exam is comprehensive
- Any student who does not take the final exam will fail the classes with F's regardless of the student's average
- No make-up final exam will be offered
- The final exam will be held on **Wednesday, December 9th from 8:00 am to 10:00 am**

Late work

- No Late Practice Assignments will be accepted, see Practice Assignment section
- Exams cannot be taken early or late. You must take exams in the classroom at the assigned testing time. (Unless appropriate documentation is provided to allow you to take it elsewhere)

Make-up

- Any assignment the instructor chooses to allow a student to turn in after the original due date has passed is considered make – up work. (Failed assignments/quizzes/exams cannot be re-taken)
- NO make-up assignments are given without prior notification AND proper documentation for the Absence and are given at the instructor's discretion
- If you are absent from an exam class, have given prior notification and proper documentation of your Absence, you **MUST** make arrangements to take the exam **BEFORE** the first class period following the exam date

Attendance Policy

- Course attendance will be taken. To be successful, it important to show up to every class prepared and ready to learn
- Students are expected to attend **at least** eighty percent (80%) of the total class meetings (24 classes) **and** submit **at least** eighty percent (80%) of the **total** class assignments to have the best chance of success
- If the student fails to meet these minimum requirements, the instructor may remove the student from the class with an X, upon their discretion
- Unless given specific permission, students are expected to be in the class room and on time for class each class day. Three late arrivals will count as a full absence.

Academic Integrity

- Any student involved in cheating will receive a zero on the assignment(s) and will be informed of why he/she received a zero
- Student may be administratively dropped from the class and will receive an X or F

Email Policy

All students at South Plains College are assigned a standardized SPC e-mail account. Although personal email addresses will continue to be collected, the assigned SPC e-mail account will be used as the official channel of communication for South Plains College. The Student Correspondence Policy can be found at www.southplainscollege.edu. To access the SPC student e-mail account, log in to portal.office.com. (Copied from SPC Student Guide) Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient

Blackboard

Blackboard is the online course management system that will be utilized for this course. This course is supplemented online, so all access to course information and your instructor is through the Internet. This course syllabus, as well as all course materials can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as the MySPC and SPC email.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original CampusConnect Pin No. (found on SPC acceptance letter)

Questions regarding Blackboard support may be emailed to blackboard@southplainscollege.edu or by telephone to 806-716-2180

I will not respond to any messages sent on Blackboard. All communication should be done in person or through your SPC email.

SPC Tutors

Tutoring is FREE for all currently enrolled students. Make an appointment or drop-in for help at any SPC location or online! Visit the link below to learn more about how to book an appointment, view the tutoring schedule, and view tutoring locations.

<http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-2538

Brainfuse

You also have 180 FREE minutes of tutoring with Brainfuse each week, and your hours reset every Monday morning. Log into Blackboard and click on the tools option from the left-hand menu bar. Click on the Brainfuse link and you will automatically be logged in for free tutoring. You may access Brainfuse tutors during the following times:

Monday – Thursday: 8 pm-8 am

6pm Friday – 8am Monday morning

For questions regarding tutoring, please email tutoring@southplainscollege.edu or call 806-716-224

COVID Response

South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here:

[COVID Response \(southplainscollege.edu\)](https://southplainscollege.edu/covid-response)

South Plains College
Common Course Syllabus: MATH 0305
Revised July 2023

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 0305

Course Title: Foundations of Algebra

Available Formats: conventional and internet

Campuses: Levelland, Downtown Center, Plainview 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.

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>.

SPC Bookstore Price Match Guarantee Policy: If you find a lower price on a textbook, the South Plains College bookstore will match that price. The difference will be given to the student on a bookstore gift certificate! The gift certificate can be spent on anything in the store.

If students have already purchased textbooks and then find a better price later, the South Plains College bookstore will price match through the first week of the semester. The student must have a copy of the receipt and the book has to be in stock at the competition at the time of the price match.

The South Plains College bookstore will happily price match BN.com & books on Amazon noted as *ships from and sold by Amazon.com*. Online marketplaces such as *Other Sellers* on Amazon, Amazon's Warehouse Deals, *fulfilled by Amazon*, BN.com Marketplace, and peer-to-peer pricing are not eligible. They will price match the exact textbook, in the same edition and format, including all accompanying materials, like workbooks and CDs.

A textbook is only eligible for price match if it is in stock on a competitor's website at time of the price match request. Additional membership discounts and offers cannot be applied to the student's refund.

Price matching is only available on in-store purchases. Digital books, access codes sold via publisher sites, rentals and special orders are not eligible. Only one price match per title per customer is allowed.

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.

TENTATIVE Schedule for Math 0305 Fall 2026

Week	Day	Date	Topic	Due
1	Monday	Aug. 24	Syllabus and Expectations	NONE
	Tuesday	Aug. 25	Prepare for semester	
	Wednesday	Aug. 26	Tips for Success in Math Courses Notes 1: Adding and Subtracting Whole Numbers	NONE
	Thursday	Aug. 27	Practice	
2	Monday	Aug. 31	Quiz 1 Notes 2: Multiplying and Dividing Whole Numbers	PA 1
	Tuesday	Sep. 1	Practice	
	Wednesday	Sep. 2	Time Management Notes 3: Integers: Absolute Value, Adding and Subtracting Integers	PA 2
	Thursday	Sep. 3	Practice	
3	Monday	Sep. 7	Labor Day – No Class	
	Tuesday	Sep. 8	Practice	
	Wednesday	Sep. 9	Quiz 2 Notes 4: Multiplying and Dividing Integers	PA 3
	Thursday	Sep. 10	Practice	
4	Monday	Sep. 14	Quiz 3 Notes 5: Exponents, Factorization, and Square Roots	PA 4
	Tuesday	Sep. 15	Practice	
	Wednesday	Sep. 16	Overcoming Anxiety Notes 6: Greatest Common Factor & Least Common Multiple	PA 5
	Thursday	Sep. 17	Practice	
5	Monday	Sep. 21	Quiz 4 Notes 7: Intro to Fractions; Multiplication and Division of Fractions	PA 6
	Tuesday	Sep. 22	Practice	
	Wednesday	Sep. 23	How to Read and Use Class Material Notes 8: Adding and Subtracting Fractions	PA 7
	Thursday	Sep. 24	Practice	

6	Monday	Sep. 28	Quiz 5 Notes 9: Decimal Places, Adding and Subtracting Decimals	PA 8
	Tuesday	Sep. 29	Practice	
	Wednesday	Sep. 30	Note Taking for Math Notes 10: Multiplying and Dividing Decimals	PA 9
	Thursday	Oct. 1	Practice	
7	Monday	Oct. 5	Quiz 6 Notes 11: Percents, Converting Between Fractions, Decimals, & Percents	PA 10
	Tuesday	Oct. 6	Practice	
	Wednesday	Oct. 7	Using Available Resources Notes 12: Order of Operations	PA 11
	Thursday	Oct. 8	Practice	
8	Monday	Oct. 12	Exam 1	PA 12 PE 1
	Tuesday	Oct. 13	Practice	
	Wednesday	Oct. 14	Improving Memory Notes 13: Algebraic Expressions	NONE
	Thursday	Oct. 15	Practice	
9	Monday	Oct. 19	Quiz 7 Notes 14: Solving One-Step and Two-Step Single Variable Linear Equations	PA 13
	Tuesday	Oct. 20	Practice	
	Wednesday	Oct. 21	Preparing for a Math Test Notes 15: Solving Multi-Step Linear Equations	PA 14
	Thursday	Oct. 22	Practice	
10	Monday	Oct. 26	Quiz 8 Notes 16: Percent Equations, Applications of Linear Equations	PA 15
	Tuesday	Oct. 27	Practice	
	Wednesday	Oct. 28	Math Test-Taking Strategies Notes 17: Solving Linear Inequalities	PA 16
	Thursday	Oct. 29	Practice	

11	Monday	Nov. 2	Quiz 9 Notes 18: Rules of Exponents Part I	PA 17
	Tuesday	Nov. 3	Practice	
	Wednesday	Nov. 4	After Math Test Behavior Notes 19: Rules of Exponents Part II	PA 18
	Thursday	Nov. 5	Practice	
12	Monday	Nov. 9	Quiz 10 Notes 20: More Practice with Rules of Exponents	PA 19
	Tuesday	Nov. 10	Practice	
	Wednesday	Nov. 11	Preparing for a Math Final Exam Notes 21: Intro to Polynomials	PA 20
	Thursday	Nov. 12	Practice	
13	Monday	Nov. 16	Quiz 11 Notes 22: Coordinate Plane Basics	PA 21
	Tuesday	Nov. 17	Practice	
	Wednesday	Nov. 18	Notes 23: Intro to Lines and Slope	PA 22
	Thursday	Nov. 19	Practice	
14	Monday	Nov. 23	Quiz 12 Notes 24: Graphing Linear Equations	PA 23
	Tuesday	Nov. 24	Practice	
	Thanksgiving Break: November 25 th – 27 th			
15	Monday	Nov. 30	Exam 2	PA 24 PE 2
	Tuesday	Dec. 1	Practice	
	Wednesday	Dec. 2	Practice Final	NONE
	Thursday	Dec. 3	Practice	
Final Exam		Wednesday, December 9 th : 8:00 am – 10:00 am		Final PE

Last day to drop: Dec. 3rd