

## Foundations of Algebra Syllabus

**Math 0305.608**

**Fall 2026**

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**Office Hours:**

| Monday              | Tuesday        | Wednesday           | Thursday       | Friday         |
|---------------------|----------------|---------------------|----------------|----------------|
| 9:00 – 9:30 AM      | 9:00 – 9:30 AM | 9:00 – 9:30 AM      | 9:00 – 9:30 AM | 8:30 – 9:30 AM |
| 11:00 AM – 12:15 PM |                | 11:00 AM – 12:15 PM |                |                |
| 2:15 – 2:45 PM      |                |                     |                |                |
|                     | 3:45 – 4:15 PM | 3:30 – 4:30 ONLINE  | 3:45 – 4:15 PM |                |

Office hours are times I have set aside to work with students on any questions they have about the class. Please use this time to improve your understanding of the material. Appointments may also be made to meet face-to-face or virtually. You may make an appointment through email, in person, or by calling. I will respond to emails within 24 hours. If I am in my office, feel free to stop by without an appointment. The Teams link for online office hours is in the Start Here folder in our Blackboard course.

**Email Correspondence:** All email correspondence should come from your SPC email address. Please give me 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 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. 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 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 your notes in order in a 3-ring binder so they are easily accessible.
- **Required:** Large 3-ring binder with dividers to organize all notes and homework.
- **Recommended:** Beginning with Lesson 13, you may use a non-programmable non-graphing calculator such as the Ti-30xiis pictured below.



**Attendance:** Course attendance will be taken. Per South Plains College math department policy, you may 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 Sunday.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes ( $\frac{\text{attended minutes}}{60} \cdot 100$ ).

### Weekly Quizzes:

- There will be a weekly quiz most weeks. Please see the class calendar to determine the weeks there will not be a quiz.
- Weekly quizzes will be given and taken in class.
- Weekly quizzes will count as assignments in grade calculation
- You should do all your work for the weekly quiz on the weekly quiz.
- You must show all work to receive credit for each individual problem.

### Notebook Checks:

- Keep all notes, completed assignments and quizzes organized in a 3-ring binder with either 3 tabs: Unit 1, Unit 2 and Unit 3 or 24 tabs, one for each lesson. Choose the method you like best.
- Organize your work with the notes followed by the assignment for each lesson. Place the quizzes after the last lesson covered on the quiz.
- All work must be neat and complete to receive full credit.
- Bring your notebook to my office during office hours anytime the week of notebook check listed below.
- Due by Friday on weeks 3, 5, 8, 10, and 13
- Notebook checks will count as assignments in grade calculation

### 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 .....                  | 20% |
| • Exam 1.....                        | 20% |
| • Exam 2 (cumulative).....           | 20% |
| • Comprehensive Final Exam.....      | 30% |

**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.

### Success in a Math Class:

- Be mentally present! Put away all distractions, pay attention, and ask questions in class.
- Plan ahead. Do practice problems early enough before the due date so 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 repeatedly.
- Everyone learns and studies differently. I encourage you to seek and find what works best for you.

## 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 [pcormier@southplainscollege.edu](mailto:pcormier@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/>.

## 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.

**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 may 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 3<sup>rd</sup>.**

## 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 above 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.

### **Foundations for Algebra MATH0305.608**

#### **Fall 2026 Tentative Course Calendar**

| <b>Week</b> | <b>Date</b> | <b>Topics</b>                                                                                         | <b>Assignments</b>     |
|-------------|-------------|-------------------------------------------------------------------------------------------------------|------------------------|
| 1           | Aug 25      | Introduction – Tips for success in math courses                                                       |                        |
|             | Aug 27      | Notes 1: Adding & Subtracting Whole Numbers (including basic facts)                                   | Assignment 1           |
| 2           | Sept 1      | Time Management<br>Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)              | Assignment 2           |
|             | Sept 3      | Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers   | Assignment 3<br>Quiz 2 |
| 3           | Sept 8      | Overcoming Anxiety<br>Notes 4: Multiplying & Dividing Integers                                        | Assignment 4           |
|             | Sept 10     | Notes 5: Evaluating Exponents, Prime Factoring & Square Roots<br>Notebook Check #1: Assignments 1 - 4 | Assignment 5<br>Quiz 3 |
| 4           | Sept 15     | How to Read and Use Course Material                                                                   | Assignment 6           |

|    |         |                                                                                                                                                      |                          |
|----|---------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
|    |         | Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)                                                                          |                          |
|    | Sept 17 | Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions                                                                | Assignment 7<br>Quiz 4   |
| 5  | Sept 22 | Note Taking for Math<br>Notes 8: Adding & Subtracting Fractions; Mixed Numbers                                                                       | Assignment 8             |
|    | Sept 24 | <b>Exam 1 (Covers Notes 1 through 7)</b><br>Notebook Check #2: Assignments 1 – 7                                                                     |                          |
| 6  | Sept 29 | Using Available Resources<br>Notes 9: Decimal Places, Adding & Subtracting Decimals                                                                  | Assignment 9             |
|    | Oct 1   | Notes 10: Multiplying & Dividing Decimals                                                                                                            | Assignment 10<br>Quiz 5  |
| 7  | Oct 6   | Improving Memory<br>Notes 11: Percents, Converting Between Fractions, Decimals & Percents                                                            | Assignment 11            |
|    | Oct 8   | Notes 12: Order of Operations                                                                                                                        | Assignment 12<br>Quiz 6  |
| 8  | Oct 13  | Preparing for a Math Test<br>Notes 13: Evaluating Algebraic Expressions                                                                              | Assignment 13            |
|    | Oct 15  | Notes 14: Solving One-Step and Two-Step Equations (include single fraction)<br>Notebook Check #3: Assignments 1 - 13                                 | Assignment 14<br>Quiz 7  |
| 9  | Oct 20  | Math Test-Taking Strategies<br>Notes 15: Solving Multi-Step Equations                                                                                | Assignment 15            |
|    | Oct 22  | Notes 16: Percent Equations, Applications of Linear Equations                                                                                        | Assignment 16<br>Quiz 8  |
| 10 | Oct 27  | Review for Exam 2                                                                                                                                    |                          |
|    | Oct 29  | <b>Exam 2 (Covers Week 1 through 16)</b><br>Notebook Check #4: Assignments 1 - 16                                                                    |                          |
| 11 | Nov 3   | After Math Test Behavior<br>Notes 17: Solving Linear Inequalities                                                                                    | Assignment 17            |
|    |         | Notes 18: Rules of Exponents Part 1                                                                                                                  | Assignment 18<br>Quiz 9  |
| 12 | Nov 10  | Notes 19: Rules of Exponents Part 2                                                                                                                  | Assignment 19            |
|    | Nov 12  | Notes 20: More with Rules of Exponents                                                                                                               | Assignment 20<br>Quiz 10 |
| 13 | Nov 17  | Preparing for a Math Final Exam<br>Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial | Assignment 21            |
|    | Nov 19  | Notes 22: Coordinate Plane Basics<br>Notebook Check #5: Assignments 1 - 21                                                                           | Assignment 22<br>Quiz 11 |
| 14 | Nov 24  | Notes 23: Intro to Lines & Slope                                                                                                                     | Assignment 23            |
|    | Nov 26  | <i>Thanksgiving Break (Wednesday &amp; Thursday)</i>                                                                                                 |                          |
| 15 | Dec 1   | Notes 24: Graphing Linear Equations                                                                                                                  | Assignment 24            |
|    | Dec 3   | Review for Comprehensive Final Exam                                                                                                                  |                          |
| 16 | Dec 8   | <b>Final Exam</b><br><b>Tuesday, December 8</b> from 10:15 AM – 12:15 PM in the usual classroom.                                                     |                          |