

South Plains College
Mathematics, Engineering, and Computer Science
MATH 0305 – Foundations of Algebra
Course Syllabus - Fall 2026

MATH 0305-605

Schedule:

Monday and Wednesday, 5:30 – 6:45 PM

Room: Lubbock Downtown Center, B009

Instructor: Amy Thee | M104 | athee@southplainscollege.edu | (806) 716-2528

Office Hours:

- M/W 10:35 - 11:35 AM in Levelland (M104 or location written on the whiteboard on the door)
- T/Th 10:45 - 11:45 AM in Levelland (M104 or location written on the whiteboard on the door)
- F: 9:30 AM - 12:00 PM; 1:30 – 3:00 PM in Levelland (*Virtual via Teams* or M104) *Teams link available in Blackboard or when you book in Bookings.*

Booking Office Hours: Any student is more than welcome to visit during office hours; however, for the student's visit to be more efficient, *please make an appointment in advance using Microsoft Bookings*. Students from other classes are often visiting during office hours and other college responsibilities may prevent office hours without notice. *The Bookings link to book an appointment for office hours is posted on Blackboard.* The default appointment duration is 10 minutes, but you may stay as long as you need. You will select your class when you book the appointment. Please bring specific questions to office hours; do not expect a full lecture on missed material.

Email Policy: 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. *The instructor will only acknowledge and respond to emails using professional or academic etiquette and courtesy. Emails received after 5 PM or during weekends will likely not be answered until the following business day.*

Supplies: Written notes are an expectation. A spiral notebook and a folder to keep handouts *or* a 3-inch ring binder with loose-leaf notebook paper is recommended. You may use a tablet to write (not type) your notes. A non-graphing, non-programmable (or four-function) calculator is also recommended.

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

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: There will be two midterm exams and a comprehensive departmental final exam given by all instructors. The final exam will be given in two parts. The first part assesses knowledge of arithmetic and does not permit the use of a calculator. The second part assesses working knowledge of algebraic concepts and permits the use of a calculator. These exams will be written on paper and administered during class time.

Attendance/Student Engagement Policy: Attendance and engagement are the most critical activities for success in this course. The instructor maintains records of the student's attendance and submission of assignments throughout the semester. The student is expected to attend at least eighty percent (80%) of the **total** class meetings **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, to help the student from harming their GPA. If the student cannot receive an X, the instructor will assign an F.

Academic Integrity and Expectations for Submitted Work: To ensure every student leaves the course with a working knowledge of precalculus, homework and exams will be written on paper. ***With small class sizes and instructor involvement during in-class practice, AI-generated and/or blindly copied solutions from any source are evident and will not be accepted, and the student will not receive credit for the assignment.*** The instructor's goal is to understand where each student is in the learning process and offer the support necessary for the student to succeed without feeling the need to copy. ***The instructor reserves the right to verify the integrity of a student's submitted work by verbally assessing the student's knowledge; if the student is unable to explain their problem-solving process in the submitted work, the student will not receive credit for the assignment.***

Laptops, phones, headphones/earbuds, smart watches/glasses, or any electronic device that can provide solutions will be put away or placed at the front of the room for all exams.

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 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/>.

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.

Required Tutoring Lab Attendance:

- You must attend the tutoring lab provided by South Plains College (or virtually via Brainfuse) to get assistance and practice for 60 minutes (1 hour) weekly. The Brainfuse link is found under the Tools tab in Blackboard.
- Make sure to check in on the **Penji** or Brainfuse 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 $\left(\frac{\text{attended minutes}}{60} \cdot 100\right)$.

Notes and Homework: It is expected that you write down all the lecture notes and reference them when you need help. Achieving success in this class will require giving regular effort outside of class by completing homework. If you plan to be successful in this class, expect to spend a **minimum** of 8 to 12 hours outside class every week maintaining or increasing your math skills. Homework is planned practice for students to master the skills taught in class and needed in higher-level mathematics courses. Every student must do homework. Homework will be assigned daily. ***Due dates are posted on the course calendar.*** The assigned homework will be available on Blackboard.

Quizzes: Quizzes are structured similarly to homework assignments and include questions over the *Succeeding in Math Class* material. These readings are found in Blackboard. They will be given during class time and should take about 20 minutes, if you are prepared.

Homework/practice is graded using the following rubric.

100%	Completed assignment; all work shown; selected exercises found accurate
95%	Completed assignment; all work shown; missing accuracy on selected exercise
85%	Completed assignment; all work shown; missing accuracy on a few selected exercises
75%	Completed assignment; all work shown; missing accuracy on several selected exercises
25-50%	Assignment incomplete; some work shown; missing accuracy on most selected exercises
0%	Assignment missing OR no work shown

Grading Scale:

90 or above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 and Below	F

Assignment Weights:

Required Tutoring Lab	10%
Homework/Practice	10%
Quizzes	10%
Midterm 1	20%
Midterm 2	20%
Final Exam	30%

All supplemental material and your current grade are available all semester on Blackboard. Upon the submission of grades at the end of the semester, all grades are final.

Feedback: The instructor reserves the right to have one (1) week to grade assignments and post grades from the due date.

Late Assignments: No late assignment will be accepted.

Absences During Exams: One missed quiz and one missed exam will have the comprehensive final exam replace the zero earned. The second missed exam or subsequent quizzes will be zeros.

Holiday/Travel Statement: If a student has pre-existing plans to travel out of the area during a scheduled exam, quiz, or homework deadline, you must inform the instructor no later than one (1) week before the absence. If an exam or quiz is scheduled during this time, the student must arrange time with the instructor to complete the exam outside of class time. Please do not expect this accommodation for more than one exam or quiz. Failure to notify one week in advance will result in the forfeiture of any assignments or exams that will come into question during your dates of absence. These assignments will not be replaced or allowed for make-up work.

Diversity Statement: In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not model society as it should and can be.

Disabilities Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland Student Health & Wellness Center at 806-716-2577 or 806-716-4675.

Resources:

- Free tutoring at Levelland is available in Room 116 of the Mathematics-Engineering Building and at the Lubbock Center in Lubbock (3907 Avenue Q). Please remember to sign in when you seek the help of a tutor in each of these places.
- Tutoring is also available virtually through Brainfuse Live Tutoring. The link can be found under the Tools tab in Blackboard.
- Videos may be viewed on YouTube. These videos do not replace class meetings, but they can be used as supplemental material or to view missed content after an absence. There are videos embedded within each module on Blackboard. Watch and take notes on these videos before seeking help.

**MATH 0305-006, 605 Tentative Course Calendar
Fall 2026**

*Homework is due at the **beginning** of the **following** class. Quizzes are given on the first class day of the week (Monday or Tuesday), with the exception of Quiz 2 for MW class and Quiz 13.*

Week	Topics	Assignments	Quizzes
1 Aug 24-27	Introduction		
	Tips for success in math courses		
	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1	
2 Aug 31 - Sept 3	Time Management		
	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2	Quiz 1
	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3	
3 Sept 7-10	Overcoming Anxiety		
	<i>Labor Day (9/7): Those who have 2 classes this week can work more on facts, integer rules, and completing homework assignments.</i>		Quiz 2 for TR class
	Notes 4: Multiplying & Dividing Integers	Assignment 4	Quiz 2 for MW class
4 Sept 14-17	How to Read & Use Class Material		
	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5	Quiz 3
	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6	
5 Sept 21-24	Note Taking for Math		
	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7	Quiz 4
	Exam 1 (Covers Notes 1 through 7)		
6 Sept 28 - Oct 1	Using Available Resources		
	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8	
	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9	
7 Oct 5-8	Improving Memory		
	Notes 10: Multiplying & Dividing Decimals	Assignment 10	Quiz 5
	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11	
8 Oct 12-15	Preparing for a Math Test		
	Notes 12: Order of Operations	Assignment 12	Quiz 6
	Notes 13: Evaluating Algebraic Expressions	Assignment 13	
9 Oct 19-22	Math Test-Taking Strategies		
	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14	Quiz 7
	Notes 15: Solving Multi-Step Equations	Assignment 15	
10	After Math Test Behavior		

Oct 26-29	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16	Quiz 8
	Exam 2 (Covers Week 1 through 16)		
11	Notes 17: Solving Linear Inequalities	Assignment 17	Quiz 9
Nov 2-5	Notes 18: Rules of Exponents Part 1	Assignment 18	
12	Preparing for a Math Final Exam		
Nov 9-12	Notes 19: Rules of Exponents Part 2	Assignment 19	Quiz 10
	Notes 20: More with Rules of Exponents	Assignment 20	
13 Nov 16-19	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 21	Quiz 11
	Notes 22: Coordinate Plane Basics	Assignment 22	
14 Nov 23-26	Notes 23: Intro to Lines & Slope	Assignment 23	Quiz 12
	<i>Thanksgiving Break (Wednesday & Thursday)</i>		
15 Nov 30 - Dec 3	Notes 24: Graphing Linear Equations	Assignment 24	
	Review for Comprehensive Final Exam		Quiz 13
16 Dec 7-10	Final Exam! TBA		

Expectations of the Instructor

The student is within all rights to expect that the instructor does the following:

- Show up, as scheduled, to teach all information pertaining to the course.
- Provide notice of any schedule changes.
- Maximize the time allotted for this course by assessing student aptitude of covered information at the close of each lecture, when time permits.
- Present the material in a manner that can generally be understood by the majority of the class.
- Be accessible to those who need assistance outside of the classroom setting, by e-mail or in person during office hours or reasonably scheduled appointment times.
- Hold to any assignment(s) given during the semester unless removed.
- Uphold the policies of the college as it pertains to the students' welfare in the course.
- Make no exceptions regarding the dismissal of any student from the course for reasons listed herein.
- Allow each student the opportunity to discuss the material presented during the lecture period.
- Provide examinations based on the information discussed in class that contain problems which use solving methods *similar* to those assigned from sections pertaining to the exam.
- Provide graded feedback for assignment within one week of submission.
- Silence and put away personal electronic devices.

Expectations of the Student

The instructor is within all rights to expect that the student does the following:

- Show up on time, as scheduled, to receive and learn all information pertinent to the course and be mindful of any schedule changes.
- If you are going to withdraw from this course, then all withdrawals must be made by the deadline stated by South Plains College. There will be no withdrawals given after this date.
- READ THE SYLLABUS! You will remain subject to the criteria outlined herein whether you read this or not, so it is in your best interest to do so!
- Take advantage of all resources available to you. In the collegiate setting, all students are considered adults and are expected to uphold conduct worthy of such consideration.
- Be mindful of the classroom setting and the roles therein. While student tuition is vital to the well-being of this academic institution, this does NOT warrant the concession of any instructor to you in a manner that compromises the integrity of the classroom setting and that of the institution itself.
- Bring all materials needed for the course and refrain from bringing anything that is not needed.
- Be willing to work together with – BUT NOT DO WORK FOR – fellow classmates.
- Keep all homework assignments organized in a binder or folder. This will prove to be helpful in preparing for the exams.
- Write all graded work legibly.
- Work homework early enough to get help, if needed.
- Silence all electronic devices off that have no use in the classroom setting.
- Obtain all missed information and assignments from a fellow classmate or in Blackboard.
- Turn in all your work on time.