

Math 0305.001 Foundations of Algebra
Monday/Wednesday 9:30 am - 10:45 am Face-to-Face
Spring 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 – 4:30 pm – 5:30 pm (LDTC)
MW – 1:00 pm – 2:15 pm (LEV)
TR – 2:15 pm – 3:00 pm (LEV)
F – 10:00 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 longer)
- Dividers to organize Binder
- Pencils/Colored Pencils
- Positive Attitude

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 on any assignment or exam for full credit

Calculators

- **No Calculators**

Class Rules:

- Be on time and ready to learn
- Use **only pencil** for all assignments – any assignment 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
- 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 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
- 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
- **To be turned in to instructor the following class day**
- Follow study tips

Binders

- Binders will be collected at Instructor's discretion and organization will be graded
- Counts as a Practice Assignment
- Five points will be deducted for every missing document
- One point will be deducted for every document out of order
- See Binder Layout on Blackboard

Exams

- 2 midterm exams and 1 required final exam
- No materials will be allowed on ANY exam
- Complete 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
- It is in your best interest to save ALL graded documents until your final grade is assigned at the end of the term
- **A Practice Exam may be turned in for an extra 5% on 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, May 6th** from **8:00 am to 10:00 am**
- **A Practice Final Exam may be turned in for an extra 5% on Final Exam grade**

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/exams cannot be re-taken or corrected (for credit))
- NO make-up assignments are given without prior notification AND proper documentation for the absence
- 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
- If you are absent from a class, have given prior notification and proper documentation of your absence, you will be allowed to turn in a Practice Assignment by midnight the day of your return

Attendance Policy

- Course attendance will be taken. To be successful, it is 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

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

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/teacherdtutoring.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 \(southplainscollege.edu\)](#)

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 competitor 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 Spring 2026

Week	Day	Date	Topic	Due
1	Monday	Jan. 12	Syllabus and Expectations	NONE
	Tuesday	Jan. 13	Practice	
	Wednesday	Jan. 14	Notes 1	NONE
	Thursday	Jan. 15	Practice	
2	Monday	Jan. 19	Martin Luther King Jr. Day	
	Tuesday	Jan. 20	Practice	
	Wednesday	Jan. 21	Notes 2	PA 1
	Thursday	Jan. 22	Practice	
3	Monday	Jan. 26	Notes 3	PA 2
	Tuesday	Jan. 27	Practice	
	Wednesday	Jan. 28	Notes 4	PA 3
	Thursday	Jan. 29	Practice	
4	Monday	Feb. 2	Notes 5	PA 4
	Tuesday	Feb. 3	Practice	
	Wednesday	Feb. 4	Notes 6	PA 5
	Thursday	Feb. 5	Practice	
5	Monday	Feb. 9	Notes 7	PA 6
	Tuesday	Feb. 10	Practice	
	Wednesday	Feb. 11	Exam 1 Review	PA 7
	Thursday	Feb. 12	Practice	
6	Monday	Feb. 16	Exam 1	Practice Exam (PE) 1
	Tuesday	Feb. 17	Take a Break	
	Wednesday	Feb. 18	Notes 8	NONE
	Thursday	Feb. 19	Practice	

7	Monday	Feb. 23	Notes 9	PA 8
	Tuesday	Feb. 24	Practice	
	Wednesday	Feb. 25	Notes 10	PA 9
	Thursday	Feb. 26	Practice	
8	Monday	Mar. 2	Notes 11	PA 10
	Tuesday	Mar. 3	Practice	
	Wednesday	Mar. 4	Notes 12	PA 11
	Thursday	Mar. 5	Practice	
9	Monday	Mar. 9	Notes 13	PA 12
	Tuesday	Mar. 10	Practice	
	Wednesday	Mar. 11	Notes 14	PA 13
	Thursday	Mar. 12	Practice	
Spring Break: March 16th – March 20th				
10	Monday	Mar. 23	Notes 15	PA 14
	Tuesday	Mar. 24	Practice	
	Wednesday	Mar. 25	Notes 16	PA 15
	Thursday	Mar. 26	Practice	
11	Monday	Mar. 30	Notes 17	PA 16
	Tuesday	Mar. 31	Practice	
	Wednesday	Apr. 1	Exam 2	PA 17 PE 2
	Thursday	Apr. 2	Practice	
12	Monday	Apr. 6	Notes 18	NONE
	Tuesday	Apr. 7	Take a Break	
	Wednesday	Apr. 8	Notes 19	PA 18
	Thursday	Apr. 9	Practice	

13	Monday	Apr. 13	Notes 20	PA 19
	Tuesday	Apr. 14	Practice	
	Wednesday	Apr. 15	Notes 21	PA 20
	Thursday	Apr. 16	Practice	
14	Monday	Apr. 20	Notes 22	PA 21
	Tuesday	Apr. 21	Practice	
	Wednesday	Apr. 22	Notes 23	PA 22
	Thursday	Apr. 23	Practice	
15	Monday	Apr. 27	Notes 24	PA 23
	Tuesday	Apr. 28	Practice	
	Wednesday	Apr. 29	Final Exam Review	PA 24
	Thursday	Apr. 30	Practice	
Final Exam		Wednesday, May 6th : 8:00 am – 10:00 am		Final PE

Last day to drop: Apr. 30th