# Foundations of Algebra Syllabus
## Math 0305.151
## Spring 2026

**Instructor Information:**

**Instructor:** Jennifer Brazil  **Office:** M109  **Telephone:** (806) 716 – 2645

**Email:** jbrazil@southplainscollege.edu  **Class Times:** Online

**Office Hours:** As listed below or by appointment. I will be in my office on the Levelland campus during face to face (F2F) times listed below if you wish to meet in person.  I will be online (via teams) during office hours or by appointment. Feel free to stop by anytime. If I'm in my office, you're welcome to come in.

*If you need to schedule a time to meet outside of the office hours below, please email me to set up a time.*

| Day | Times | Location |
|---|---|---|
| Monday - Thursday | 8:15 AM – 9:15 AM<br>2:15 PM – 3:00 PM | M109 (Lev) or Teams |
| Friday | 9:00 AM – 11:00 AM | M109 (Lev) or Teams |

**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 an assignment, 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. Correct answers without mathematically accurate work may not receive full credit.

**Course Supplies:**

- <u>Required:</u> Notebook paper on which to complete the required work for your assignments
- <u>Required:</u> 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 online learning videos. 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.
- <u>Required:</u> A computer or laptop, reliable internet service, a way to print documents, a way to scan and upload documents and a webcam (internal or USB) with a microphone.
- <u>Recommended:</u> (1.5 – 2 inches) 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. **\*\*\* <u>For online courses, more than 50% of the assignments must be completed with a passing grade to be considered "present" for that week.</u>**

**Computer Issues:** If your personal computer/internet become "disabled," please remember that it is your responsibility to have a backup plan. Your assignments for this class will have a window of time in which the assignment must be completed. If you wait until the last day to try and complete your assignment and you encounter computer/internet issues, the deadline for completion will NOT be extended. You must plan ahead in order to complete your work under all possible conditions. Early submissions are welcome and encouraged.

**Required Tutoring Lab Attendance:**

- You must attend the tutoring on a WEEKLY basis (14 required sessions).
- You may complete tutoring with your instructor, the Tutoring Lab provided by South Plains College, or by using Brainfuse (24/7 online tutoring service).
- When you arrive at the Tutoring Lab, check in on the Penji app to get credit for your attendance

**Honorlock Lockdown Browser**

- Exams will be monitored virtually via the Honorlock software. In order for Honorlock to work correctly, you need to be using the most up-to-date Chrome internet browser and add the Honorlock plug in/extension. This extension can be added at https://app.honorlock.com/install/extension
- The webcam/video must show both you and your workspace at all times during the exam. Your exam workspace should include a writing utensil and blank notebook paper (no spirals) on which to complete the exam. If I can't see both you and your workspace throughout the exam, you will receive a zero.
- Online exams within this course will require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam as well as the Chrome internet browser. To avoid any concerns in this regard, students should select private spaces for the testing. Students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third party privacy concerns

**Weekly Quizzes:**

- There will be a weekly quiz most weeks.
- If a student completes the weekly quizzes with an 85 or better, the student will automatically receive credit for that week's tutoring.
- You should do all of the "course prep" listed on the calendar to prepare for the weekly quiz.
- Each quiz may be taken three times with the highest score being recorded in the gradebook.

**Homework/Lessons:**

- Students are responsible for reviewing the online learning videos and completing the corresponding lesson notes. Lesson notes are submitted into Blackboard and are graded based on completion.
- Each lesson will have a corresponding set of homework problems. Make sure to practice showing your work and justifying your answers in preparation for quizzes and exams. Homework is graded on accuracy. If a student feels that their homework answer was graded incorrectly, reach out to the teacher.
- Homework problems have unlimited attempts. Complete the problems as many times as need to feel confident in the material.

**Exams:**

- There will be two regular exams this semester and a comprehensive final exam.
- Exams are comprehensive.
- You MUST SHOW YOUR WORK. Correct answers without mathematically accurate work will not receive full credit.
- Exams will be taken in Blackboard using Honorlock Lockdown Browser.
- Once you begin your exam, you must finish it and submit it during that sitting. You are not allowed to stop and come back to it later. You are not allowed to take breaks during the exam so plan accordingly. An exam should not take more than two hours to complete. Therefore, you will pick a window of two hours out of the 24 hour window that the exam is posted.

**Make-ups:**

- Lessons submitted late into Blackboard will receive a 20 point late penalty. Lesson notes are DIFFERENT than the homework and quiz assignments.
- Each student will be given THREE late passes to be used on homework or quizzes. Additional late passes will be given at the discretion of the instructor and are NOT guaranteed.
- NO late passes can be used for exams. If a student misses an exam, the student must notify the instructor IMMEDIATELY to find out if other arrangements can be made. Once exam grades have been released, any make-up exam is no longer possible.

**Calculators:**

- **NO calculators are allowed in this course on any assignment.**

**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. <u>The final responsibility for learning lies with the student</u>. The final letter grade for this course will be based on the following:

- Required Tutoring……………………………….……………………………10%
- Homework/Lesson Notes..…..........................................................................10%
- Weekly Quizzes …………………………………………………………..10%
- Midterm Exam #1........................................................................................20%
- Midterm Exam #2…………………………………………………………20%
- 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.

**Missed Assignments and Exam:**

- Lesson notes that are submitted into Blackboard late will receive a 15 point penalty. These notes are DIFFERENT than the assignment homework problems.
- Students will be given three late passes that can be used on homework or quizzes. These cannot be used for exams.
- 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/videos, and assignments will be available on Blackboard.
- I am available to help you! Feel free to email me at jbrazil@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

**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.

**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
**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.
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, nondiscrimination, 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 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

**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

# Foundation of Algebra Tentative Course Outline

|  | **Wednesday Due Date** | **Sunday Due Date** | **Course Prep** |
|---|---|---|---|
| 1 | **Jan. 14th**<br>Welcome Video<br>Syllabus Quiz | **18th**<br>Notes 1 & Homework 1 | **Read:** Study Skills: Time Management |
| 2 | **21st**<br>Notes 2 & Homework 2 | **25th**<br>Notes 3 & Homework 3<br>Quiz 1 (N1–3) | **Read:** Study Skills: Overcoming Anxiety<br>**Complete: Tutoring 1** |
| 3 | **28th**<br>Notes 4 & Homework 4 | **Feb. 1st**<br>Notes 5 & Homework 5<br>Quiz 2 (N4,5) | **Read:** Study Skills: How to Read & Use Class Material<br>**Complete: Tutoring 2** |
| 4 | **4th**<br>Notes 6 & Homework 6 | **8th**<br>Notes 7 & Homework 7<br>Quiz 3 (N6,7) | **Read:** Study Skills: Note Taking for Math<br>**Complete: Tutoring 3** |
| 5 | **11th**<br>Notes 8 & Homework 8 | **15th**<br>Review for Exam 1 | **Complete: Tutoring 4** |
| 6 | **18th**<br>**Exam 1 (N1 – 8)** – Using Honorlock<br>**Comprehensive** | **22nd**<br>Notes 9 & Homework 9 | **Read:** Study Skills: Using Available Resources<br>**Complete: Tutoring 5** |
| 7 | **25th**<br>Notes 10 & Homework 10 | **Mar. 1st**<br>Notes 11 & Homework 11<br>Quiz 4 (N9-11) | **Read:** Study Skills: Improving Memory<br>**Complete: Tutoring 6** |
| 8 | **4th**<br>Notes 12 & Homework 12 | **8th**<br>Notes 13 & Homework 13<br>Quiz 5 (N12,13) | **Read:** Study Skills: Preparing for a Math Test<br>**Complete: Tutoring 7** |
| 9 | **11th**<br>Notes 14 & Homework 14 | **15th**<br>Notes 15 & Homework 15<br>Quiz 6 (N14,15) | **Read:** Study Skills: Math Test-Taking Strategies<br>**Complete: Tutoring 8** |
| | **Spring Break** | | |
| 10 | **25th**<br>Notes 16 & Homework 16 | **29th**<br>Notes 17 & Homework 17<br>Quiz 7 (N16,17) | **Complete: Tutoring 9** |
| 11 | **Apr. 1st**<br>Review for Exam 2 | **5th**<br>**Exam 2 (N1 – 17)** – Using Honorlock<br>**Comprehensive** | **Read:** Study Skills: After Math Test Behavior<br>**Complete: Tutoring 10** |
| 12 | **8th**<br>Notes 18 & Homework 18 | **12th**<br>Notes 19 & Homework 19<br>Quiz 8 (N18,19) | **Read:** Study Skills: Preparing for a Math Final<br>**Complete: Tutoring 11** |
| 13 | **15th**<br>Notes 20 & Homework 20 | **19th**<br>Notes 21 & Homework 21<br>Quiz 9 (N20,21) | **Complete: Tutoring 12** |
| 14 | **22nd**<br>Notes 22 & Homework 22 | **26th**<br>Notes 23 & Homework 23<br>Quiz 10 (N22,23) | **Complete: Tutoring 13** |
| 15 | **29th**<br>Notes 24 & Homework 24 | **May 3rd**<br>Review for Final Exam | **Complete: Tutoring 14** |
| 16 | **6th**<br>**Final Exam (N1–24)** – Using Honorlock<br>**Comprehensive** | | |

*Note: This schedule is tentative and may be altered as deemed necessary by the instructor. If there are any changes, they will be announced in class and/or via a Blackboard announcement.*