Common Course Syllabus: College Algebra (MATH 1314)
Spring 2026

Department: Mathematics, Engineering, and Computer Science **Discipline:** Mathematics

Course Number: MATH 1314 **Section:** 451 (Dual Credit Online) **Course Title:** College Algebra

Available Formats: conventional, hybrid, internet, and ITV. This dual credit section of College Algebra is an online section and thus does not meet at any SPC campus.

Campuses: Levelland, Downtown Center, Plainview Center, and Dual Credit. This dual credit section of College Algebra is an online section and thus does not meet at any SPC campus.

Course Description: In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: Minimum score of 350 on the TSIA1, minimum score of 950 on the TSIA2, a diagnostic score of 6 on the TSIA2, TSI-exempt status, a successful completion with a grade of 'C' or better in MATH 0320, or successful completion of NCBM-0114.

Credit: 3 **Lecture:** 3 **Lab:** 1

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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.

- My expected response time to received emails is as follows:
  - For emails sent on Monday-Thursday, I will attempt to respond within 24 hours.
  - For emails sent on Friday-Sunday, I may not respond until the following Monday.

Virtual/Face-to-Face Office Hours:

- Mondays and Wednesdays: 12:00-12:30pm and 3:00-3:30 pm
- Tuesdays and Thursdays: 8:00-10:00am
- Fridays: 10:00-11:00am
- Virtual Only: Thursdays 6:00-7:00pm
- Students are welcome to come by my office anytime during my scheduled office hours.
- Appointments (face-to-face or virtual) may be scheduled by contacting me by email or in person, or by scheduling through Blackboard.

Textbook: A textbook is not required for this course; however, a recommended and freely available textbook for this course may be: College Algebra from OpenStax, Print ISBN 1938168380, Digital ISBN 1947172123, www.openstax.org/details/college-algebra
This textbook is also embedded in your Blackboard course for easier referencing. However, if you prefer a print copy as a reference tool, the ISBN is located at the web link above.

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 username and password should be the same as the MySPC and SPC email.

Username: first initial, last name, and last 4 digits of the Student ID
Password: Original Campus Connect Pin No. (found on SPC acceptance letter)

Skills Required for an Online Course:

- Self-motivation and self-discipline to access the course daily and complete assignments in a timely manner.
- Self-confidence to contact the instructor with questions.
- Algebra skills consistent with successful completion of high school Algebra I & II (see Skills Assessment Week 1).
- Know basic functionality of a computer and how to connect to the internet.
- Know how to and be willing to use SPC email.
- Know how to open and print PDF document
- Be able to scan documents to PDF files.
- Be able to access and watch YouTube videos.

Supplies:

- **NOTE:** There is NO book required for this course. All materials are available on Blackboard.
- **Required:** Working, reliable internet access with the ability to view videos via YouTube.
- **Required:** Phone with Gradescope App, or ability to scan work to PDF files.
- **Required:** Access to a computer with a camera and microphone for testing through Proctorio.
- **Required:** Scientific Calculator (with log and ln). Suggested calculator: TI-30XII scientific calculator. They are inexpensive and user-friendly. **Graphing calculators are NOT allowed.**
- **Required:** Method to print notes and assignments posted on Blackboard.
- **Suggested:** Notebook paper, graph paper (available to print on Blackboard), hole punch, pencils, erasers , and a large 3- ring binder. This will keep your course organized so you can easily access all your own work.

Computer Issues: If your personal computer/internet becomes "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.

Communication: Messages and reminders will be posted in the Announcements section in Blackboard and will be sent to your SPC email address. Make it a habit to check the Announcements page and your SPC email daily. Your instructor is available by email for questions, but you may find it more beneficial to book an appointment time virtually or in person. Please do not wait until the last minute to do homework or to ask questions before an exam. You must plan on allowing a reasonable amount of time for the instructor to respond to your questions. If you wait until the last minute, your questions may not be answered before an exam.

This course partially satisfies a Core Curriculum Requirement: Mathematics Foundational Component Area (020)

Core Curriculum Objectives addressed:

- **Communications skills**—to include effective written, oral and visual communication
- **Critical thinking skills**—to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Empirical and quantitative competency skills**—to manipulate and analyze numerical data or observable facts resulting in informed conclusions

Student Learning Outcomes: Upon completion of this course and receiving a passing grade, the student will be able to:

1. Demonstrate and apply knowledge of properties of functions, including domain and range, operations, compositions, and inverses.
2. Recognize and apply polynomial, rational, radical, exponential and logarithmic functions and solve related equations.
3. Apply graphing techniques.
4. Evaluate all roots of higher degree polynomial and rational functions.
5. Recognize, solve and apply systems of linear equations using matrices.

Student Learning Outcomes Assessment: A pre- and post-test questions will be used to determine the extent of improvement that the students have gained during the semester

Course Evaluation: There will be departmental final exam questions given by all instructors. Your final average in the course will determine the letter grade posted on your transcript. Grades will be updated on Blackboard during the semester. Your final average in the course will determine the letter grade posted on your transcript. This grade is determined by the following scale: A (90-100%), B (80-89%), C (70-79%), D (60-69%), F (0-59%).

- Assignments = 10%
- Quizzes = 10%
- Unit Exams (3 total) = 60% (20% each)
- Final Exam = 20%

Assignment Format and Policy: Assignments are given after each lesson and are collected according to the calendar below. Expect a quiz to accompany each assignment. For each question on each assignment:

- Work on your own paper, not on the provided assignment papers.
- Write the question number.
- In solving the problem, show all required work.
- Clearly mark your answer.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.
- Write your name at the top of each page of your work.
- Submit the assignment in Gradescope as a single PDF file, preferably using the Gradescope Mobile App. (PDF files can be generated easily using a scanner or many freely available phone apps, like CamScanner, Scannable, or OneDrive.)
- All homework assignments will be due by 11:59 pm on the Saturday of the corresponding week that the assignment is given (unless otherwise stated). See the Tentative Course Calendar.

Make certain to complete and submit assignments on time (or early). Early submissions are welcome! Late assignments will be accepted with a 20% deduction up to the time of the unit exam. Assignments may not be submitted after the unit exam.

If you are unable to use the Gradescope app to scan and upload your work into Gradescope, you should use your cell phone or scanner to scan your work into a single PDF file and send that file to me before the assignment's due date. Not being able to use the Gradescope app is not an excuse for not turning in homework on time.

Grading Rubric for Weekly Assignments

100%	All notes and the practice exercises from class are submitted.
70%	Practice exercises are included, but no evidence of notes from the Blackboard lesson was submitted.
30%	Notes from the Blackboard lesson are included, but not sufficient evidence of the practice exercises was submitted.
–20%	The assignment was submitted past the due date.
–X%	**Points may be deducted for any of the following:** – Failing to show required work – Submitting work that is not your own (including work generated by AI tools) – Not attempting assigned problems

Quiz and Exam Policy: Quizzes and exams will be taken online. You will be monitored with Honorlock, an online proctoring software, when taking quizzes and exams. Be sure to read the **Honorlock Online Exam Policies and Procedures,** located at the end of the syllabus. Quizzes will be made available at the beginning of the week, and your work for the quiz will be due by 11:59 pm on the Saturday of that week. Opportunities to take the unit exam are given in the Tentative Course Calendar. No work for a quiz or exam will be accepted after the given due date.

Make-up Quizzes/Exams: No make-up quizzes and exams are given without prior notification AND proper documentation. If you are unable to take a quiz or exam, you must give prior notification and proper documentation that explains your inability to take the quiz or exam. You will need to schedule a time with your instructor or facilitator to take the quiz or exam before the scheduled date of the quiz or exam. You will also need to contact the instructor of the course, informing them that you are taking the quiz or exam early. If a student does not take the make-up quiz/exam before the next class period, then they will receive a grade of 0 for that quiz/exam. 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.

If you are unable to use the Gradescope app to scan and upload your work into Gradescope, you should use your cell phone or scanner to scan your work into a single PDF file and submit your work within the quiz/exam in Blackboard. Instructions for how to submit work in a Blackboard quiz/exam will be given in the instructions for the quiz/exam.

To maximize your potential for successfully completing this course:

- Login to Blackboard daily.
- Watch the lecture videos and take notes on them.
- Thoroughly complete and submit the assignments on time.
- Practice the exercises repeatedly until you have full mastery of them.

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 can not receive an X, the instructor will assign an F.

Since this is an online class, the instructor will not be keeping a record of attendance but will keep track of the student's engagement by maintaining an awareness of the student's submission of work. Therefore, if the student fails to submit at least 80% of the total class assignments, the instructor may remove the student from the class.

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/explореprograms/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

Academic Integrity (Plagiarism and Cheating Policy): "Complete honesty is required of the student in the presentation of any and all phases of course work. This idea applies to quizzes of whatever length as well to final examinations, to daily reports, and to term papers" (SPC General Catalog).

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.

Plagiarism and Cheating Statement: It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. (SPC General Catalog)

Plagiarism and cheating are not tolerated in this course. Under the policies of South Plains College, punishment for cheating may include no credit (failing) on the assignment, quiz, exam, or the course.

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.

COVID Response: South Plains College policies, return to campus plan, and protocols regarding COVID-19 can be found here: COVID Response (southplainscollege.edu).

Diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, Campus Concealed Carry: South Plains College policies concerning diversity, disabilities, non-discrimination, Title IX Pregnancy Accommodations, and Campus Concealed Carry Statements can be found here: Syllabus Statements (southplainscollege.edu).

Texas HB 1481 – Personal Communication Devices
In accordance with Texas House Bill 1481, public school districts are required to adopt policies regulating student use of personal communication devices during the school day while on school property. Dual credit students should be aware of and comply with the cell phone and device policy of their local school district.

Because this is a college-level course, students are responsible for ensuring they can complete all required coursework, assessments, and submissions in a manner that complies with both college expectations and their school district's device policy. Students should be prepared to work with or around these restrictions, which may include using district-issued devices, submitting work after school hours, or coordinating with a campus facilitator when necessary.

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.

Honorlock Online Exam Policies and Procedures:

All quizzes and exams in this course are administered online using **Honorlock**, an online proctoring service that uses a combination of artificial intelligence and live proctors to monitor exams. Enrollment in this course constitutes agreement to comply with **all** Honorlock testing requirements and procedures.

Technical Requirements
To take a quiz or exam, students must have:

- A desktop or laptop computer (no tablets or phones)
- A working webcam and microphone
- Up-to-date Google Chrome web browser with the Honorlock Chrome Extension installed
- A stable internet connection
- A valid photo ID

Students are responsible for ensuring that all technical requirements are met **before** the exam begins. Technical issues resulting from failure to prepare will not excuse violations.

Before Opening the Quiz or Exam in Blackboard

- Download and print the required quiz/exam template from Blackboard
- Have your photo ID, a writing utensil (pencil is preferred), and a non-graphing calculator
- Confirm your testing location is private, quiet, and free from interruptions
- Verify that your webcam and microphone are functioning properly

Once the quiz or exam is opened you may not pause, exit, print materials, or retrieve additional items.

Starting a Quiz or Exam

1. Log into Blackboard, navigate to the quiz or exam link with the course
2. Click "Launch Proctoring" to begin the Honorlock authentication process.
3. During authentication, you will:
    - Take a photo of yourself
    - Present a valid photo ID
    - Complete a 360-degree room scan to verify the testing environment

Once authentication is complete, the exam will begin

Monitoring and Recording
Throughout the quiz/exam, Honorlock will record:

- Webcam video
- Microphone audio
- Computer screen activity

Honorlock also uses integrity algorithms to detect prohibited activity, including internet searches and the use of secondary devices. Any attempt to access unauthorized resources will result in a grade of zero for the assessment.

Testing Environment Requirements

- You must test in a private, quiet location
- You must be the only person in the room
- There is no talking during the exam
- Your webcam must show you and your entire workspace at all times

Any deviation from the requirements will result in a grade of zero for the assessment.

Workspace and Allowed Materials
Your visible workspace may include only the following

- Writing utensil (pencil is preferred)
- Printed quiz/exam template
- Non-graphing calculator

- Your phone, placed face down (used only at the end of the assessment for scanning and uploading into Gradescope)

No additional materials or devices are permitted. This includes smartwatches, notes, additional electronics, or extra papers.

Identity and Materials Verification

Immediately after launching the exam, you must hold each of the following items up to the webcam for **three seconds each**:

1. A valid photo ID (student ID, driver's license, or work ID)
2. Your non-graphing calculator
3. Both sides of the printed off quiz/exam template

If any unapproved item is present, you will receive a **zero**.

Assessment Format and Timing

All quizzes and exams are **timed**.

- Once you begin an assessment, you must complete and submit it during that sitting.
- **No breaks** are permitted.
- You may not exit and return to the assessment.

Quizzes

- Available at the beginning of the week
- Must be completed by the posted due date
- One hour to complete

Exams

- Must be completed within the assigned testing window
- You will select **one** testing time
- Two hours to complete

Assessment Work

- All work must be completed on the **provided quiz/exam templates**, available in Blackboard.
- The exam PDF may not be downloaded or printed.
- Work must be **legible**. Illegible work will not receive credit.

Submitting Your Work

- When finished, you must scan and submit your work as **a single PDF** to **Gradescope**.
- Submission must occur **while Honorlock is still running** and **before closing the exam in Blackboard**.
- Allow sufficient time to scan and upload your work **before** clicking "Save and Submit."

Work submitted after the exam is closed in Blackboard will result in **point deductions**.

Academic Integrity

Any deviation from these procedures will result in a **zero** on the quiz or exam. Examples of violations include, but are not limited to:

- Looking away from the screen or papers excessively
- Appearing to receive assistance
- Using unauthorized devices or materials
- Internet browsing or accessing outside resources

Honorlock records and flags all questionable activity.

Technical Issues During an Exam

If you are removed from an exam:

1. Immediately submit any work completed up to that point.
2. Contact Honorlock support via the Chrome extension or at https://honorlock.com/support/ → **Begin Live Chat**

Honorlock support can assist with reentry when appropriate. **The instructor cannot restore access to an exam.**

If you are unable to submit your work with the Gradescope app, you should scan your work with a PDF scanner app, and send your work to me, while Honorlock is still running.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the support page or within the exam itself. Some guides you should review are Honorlock MSRs, Honorlock FAQs for Test Takers, Honorlock Knowledge Base, and How to Use Honorlock.

Alternative to Testing with Honorlock

If you are not able to take your quizzes/exams online with the Honorlock proctoring service, then you will have to find someone from your school to proctor the quiz/exam in a face-to-face setting.

Requirements of a Proctor

- Must be either the facilitator of your online class, a teacher of mathematics, or a counselor at your school.
- Must be able to administer the quiz/exam in a distraction-free environment.
- Must be able to actively monitor the student(s) during the quiz/exam.

For each quiz/exam that you intend to take at your school with a proctor, you must

- Inform me by email, at least three days before the scheduled quiz/exam, of your intent to take the quiz/exam with a proctor.
- Fill out the Exam Proctor Form (available in the Course Resources section of the Blackboard course page).

Note that by choosing to take your quiz/exam with a proctor, you are subject to the same testing standards as stated in the syllabus and the Honorlock Exam Policies.

Tentative Cour Calendar: MATH1314-451 Spring 2025		
Date	Topic	Assignment and Quiz Due Dates • Assignments and quizzes are due by 11:59 pm on corresponding Saturdays
Week 1: Jan 12-16	• Course Introduction • 1.1: Linear and Rational Equations	
Week 2: Jan 19-23	• 1.2: Linear Applications	1.1 and 1.2, Quiz 1, Honorlock Practice Exam
Week 3: Jan 26-30	1.3: Complex Numbers; Quadratic Equations Part 1 1.4: Quadratic Equations Part 2, Radical Equations	1.3 and 1.4, Quiz 2
Week 4: Feb 2-6	1.5: Other Types of Equations; Linear and Absolute Value Inequalities Review for Exam 1	1.5, Quiz 3, Exam 1 Review
Week 5: Feb 9-13	**Proctored Unit 1 Exam (20%)** **Sun, Feb 8 2:00-4:00pm Mon, Feb 9 10:00am-12:00pm Tues, Feb 10 5:30-7:30am** 2.1: Functions and Their Graphs	2.1
Week 6: Feb 16-20	2.2: Linear Functions and Slope 2.3: Distance, Midpoint, & Circles	2.2 and 2.3, Quiz 4
Week 7: Feb 23-27	2.4: Composite and Inverse Functions 2.5: Quadratic Functions and Synthetic Division Review for Exam 2	2.4 and 2.5, Quiz 5, Exam 2 Review
Week 8: Mar 2-6	**Proctored Unit 2 Exam (20%)** **Sun, Mar 1 2:00-4:00pm Mon, Mar 2 10:00am-12:00pm Tues, Mar 3 5:30-7:30am** 3.1: Polynomial Functions & Their Graphs	3.1
Week 9: Mar 9-13	3.2: Rational Functions & Their Graphs 3.3: Polynomial & Rational Inequalities	3.2 and 3.3, Quiz 6
March 16-20	**Spring Break**	
Week 10: Mar 23-27	3.4: Exponential and Logarithmic Functions 3.5: Properties of Logarithms	3.4 and 3.5, Quiz 7
Week 11: Mar 30-Apr 3	3.6: Exponential and Logarithmic Equations Review for Exam 3	3.6, Quiz 8, Exam 3 Review
Week 12: Apr 6-10	**Proctored Unit 3 Exam (20%)** **Sun, Apr 5 2:00-4:00pm Mon, Apr 6 10:00am-12:00pm Tues, Apr 7 5:30-7:30am** 4.1: 2x2 Systems; 3x3 Systems	4.1
Week 13: Apr 13-17	4.2: Matrix Solutions to Systems 4.3: Nonlinear Systems and Systems of Inequalities	4.2 and 4.3, Quiz 9
Week 14: Apr 20-24	4.4: Determinants and Cramer's Rule	4.4, Quiz 10
Week 15: Apr 27-May 1 (Apr 30 Last day to drop Spring courses)	Review for Final Exam	Final Exam Review
Week 16: May 4-7	**Proctored Final Exam (20%)** **Sun, May 3 2:00-4:00pm Mon, May 4 10:00am-12:00pm Tues, May 5 5:30-7:30am**	