SOUTH PLAINS COLLEGE
MATHEMATICS, ENGINEERING & COMPUTER SCIENCE

Foundations of Algebra Syllabus
Math 0305.006
Spring 2026

Instructor Information:

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

Email: jbrazil@southplainscollege.edu **Class Times:** Tuesday & Thursday 1:00PM – 2:15PM in M128

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 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:

- 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 of your notes in order in a notebook so they are easily accessible.
- Required: A computer or laptop, reliable internet service, a way to print documents and complete homework/quiz assignments. SPC has computers on campus available.
- Recommended: Large (2-3 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.

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

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:

- 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.
- Using PhotoMath (or similar) is strictly prohibited and will result in academic dishonestly reports being submitted to your permanent record.
- Using ChatGPT on any assignment in this class is strictly prohibited.

Exams:

- There will be two regular exams this semester and a comprehensive final exam.
- Exams are comprehensive and completed in class.
- You MUST SHOW YOUR WORK. Correct answers without mathematically accurate work will not receive full credit.

Calculators:

- No calculators are allowed in this course

Make-ups:

- Lessons submitted late into Blackboard will receive a 15 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.

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 Tutoring ……..……..10%
- Homework...…….....10%
- 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:

- 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, 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
- Free tutorial videos are available at the following sites: https://www.mathtv.com/ and https://www.khanacademy.org/.

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.

Succeeding in a Math Class:

- Be mentally present! Pay attention and ask questions in class.
- Plan ahead. Do notes and practice problems early enough before the due date 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 over and over.
- Everyone learns and studies differently. I encourage you to seek out and find what works best for you.

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
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

	Tuesday	Thursday	Due Dates
1	**Jan. 13th** Welcome	**15th** Note 1: Adding & Subtracting Whole Numbers	**18th** **HW 1, Syllabus Quiz** **Study Skills**
2	**20th** Notes 2: Multiplying & Dividing Whole Numbers	**22nd** Notes 3: Integers	**25th** **HW 2, HW 3, Quiz 1(N1-3)** **Tutoring 1, Study Skills**
3	**27th** Notes 4: Multiplying & Dividing Integers	**29th** Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	**Feb. 1st** **HW 4, HW 5, Quiz 2 (N4,5)** **Tutoring 2, Study Skills**
4	**Feb. 3rd** Notes 6: Finding GCF & LCM	**5th** Notes 7: Fractions	**8th** **HW 6, HW 7, Quiz 3 (N6,7)** **Tutoring 3, Study Skills**
5	**10th** Notes 8: Adding & Subtracting Fractions; Mixed Numbers	**12th** Review for Exam 1	**15th** **HW 8** **Tutoring 4**
6	**17th** **Exam 1 (Notes 1 – 8) Comprehensive**	**19th** Notes 9: Decimal Places, Adding & Subtracting Decimals	**22nd** **HW 9** **Tutoring 5, Study Skills**
7	**24th** Notes 10: Multiplying & Dividing Decimals	**26th** Notes 11: Fractions, Decimals & Percentages	**Mar. 1st** **HW 10, HW 11, Quiz 4 (N9-11)** **Tutoring 6, Study Skills**
8	**Mar. 3rd** Notes 12: Order of Operations	**5th** Notes 13: Evaluating Algebraic Expressions	**8th** **HW 12, HW 13, Quiz 5 (N12,13)** **Tutoring 7, Study Skills**
9	**10th** Notes 14: Solving 1- and 2-Step Linear Equations	**12th** Notes 15: Solving Multi-Step Linear Equations	**15th** **HW 14, HW 15, Quiz 6 (N14,15)** **Tutoring 8, Study Skills**
10	**24th** Notes 16: Percent Equations, Applications of Linear Equations	**26th** Notes 17: Solving Linear Inequalities	**29th** **HW 16, HW 17, Quiz 7 (N16,17)** **Tutoring 9**
11	**31st** Review for Exam 2	**Apr. 2nd** **Exam 2 (Notes 1 – 17) Comprehensive**	**5th** **Tutoring 10, Study Skills**
12	**7th** Notes 18: Rules of Exponents Part 1	**9th** Notes 19: Rules of Exponents Part 2	**12th** **HW 18, HW 19, Quiz 8 (N18,19)** **Tutoring 11, Study Skills**
13	**14th** Notes 20: More with Rules of Exponents	**16th** Notes 21: Intro to Polynomials; Add, Subtract, Multiply, Divide	**19th** **HW 20, HW 21, Quiz 9 (N20,21)** **Tutoring 12**
14	**21st** Notes 22: Coordinate Plane Basics	**23rd** Notes 23: Intro to Lines & Slope	**26th** **HW 22, HW 23, Quiz 10 (N22,23)** **Tutoring 13**
15	**28th** Notes 24: Graphing Linear Equations	**30th** Review for Final	**May 3rd** **HW 24, Tutoring 14**
16	**May 4th – 7th** **Final Exam (Comprehensive) on Thursday, May 7th from 10:15 AM to 12:15 PM**		

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.*