

Foundations of Algebra Syllabus
MATH 0305
Fall 2025

Section 607: Class meets on Tuesdays and Thursdays from 9:30-10:45am in B009.

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 is designed for students who test between 910-949 with a diagnostic level of 1-3 or TSIA: ABE Math Level 3-4. This course will not satisfy graduation requirements. Semester Hours: 3 Lecture Hours: 2 Lab Hours: 2 Pre-requisite: TSIA2: 910-949 w/ Diagnostic Level 1-3 Or TSIA: ABE Math Level 3-4.

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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 to, 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 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: 10:00am-12:00pm
- Tuesdays and Thursdays: 8:15-9:15am, 12:30-1:30pm
- Fridays: by appointment only
- Students are welcome to come by my office anytime during my scheduled office hours.
- Face-to-face and virtual appointments may be scheduled by contacting me by email or in person, or by scheduling through Blackboard.

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.**

Course Supplies:

- Required: Notebook paper on which to complete your assignments
- Required: Printed Notes. A blank copy of the notes is posted in Blackboard. You should print these notes and fill them out as we go through them in class. Please note that the SPC campus computer labs are available if you want to print your notes there. I recommend keeping all of your notes in order in a notebook so they are easily accessible.
- Recommended: Large 3-ring binder with dividers to organize all notes and homework.
- No calculators are allowed in this course.

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.

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. Up-to-date information about the Penji app, as well as peer tutoring and online tutoring, is available at <http://www.southplainscollege.edu/exploreprograms/artsandsciences/teacheredtutoring.php>
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes $\left(\frac{\text{attended minutes}}{60} \cdot 100\right)$.

Showing Work: To receive full credit on practice problems, quizzes, and exams, you must show all 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.

Assignment Format and Policy:

- Assignments are given after each lesson and are due on the assigned due date. See the Tentative Course Calendar.
- Homework assignments that are turned in after the due date will be accepted, but a 5-point deduction will be applied for each day that has elapsed since the due date.
- If you are going to be absent, I will accept your homework via email as long as the work is sent as a PDF file, the email is time-stamped before our scheduled class time, and you give me a valid reason for your absence. If the email does not have those three things, I will not accept your work for that assignment.
- For assignments
 - Write your name and the assignment title at the top of each page of your work.
 - For each question, write the question number and show all required work in a neat and organized manner.
 - Clearly mark your answer.
- Assignment grades will be calculated as follows
 - 50% for assignment completion. Each problem on the homework assignment must be attempted, and the necessary work must be shown.
 - 50% for graded problems. A small subset of the homework problems will be graded for each assignment.
- Keys to each assignment are posted in Blackboard. Use the keys to check your answers to determine if you are correctly answering the problems.

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.

Weekly Quizzes:

- Weekly quizzes will be given and taken in class. (Expect Quizzes to be given on Thursdays).
- Write out all of your work for the weekly quiz on the weekly quiz.
- You must show all work to receive credit for each individual problem.
- No make up quizzes will be given.

Make-up Quizzes/Exams:

No make-up quizzes and exams are given without prior notification AND proper documentation. If you are absent from a quiz or exam, you must give prior notification and proper documentation of your absence. Students will be required to take the make-up quiz/exam before returning to class the next period. 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.

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 Tutor Lab Attendance.....10%
- Assignments and Quizzes.....20%
- 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 in Blackboard: After your assignments, quizzes, exams, and tutoring labs are graded, you will find the grade posted in Blackboard.

Assignments and Exams: The following is a sequential list of the assignments and exams.

1. Adding and Subtracting Whole Numbers
2. Multiplying and Dividing Whole Numbers
3. Integers: Absolute Value, Adding and Subtracting
4. Integers: Multiplying and Dividing
5. Exponents, Factorizations, and Square Roots
6. Greatest Common Factor & Least Common Multiple
7. Fractions: Multiplication and Division
8. Fractions: Addition and Subtraction
9. Decimals: Adding and Subtracting
10. Decimals: Multiplying and Dividing

Midterm Exam #1 (20%)

11. Converting Between Fractions, Decimals, and Percents
12. Order of Operations
13. Algebraic Expressions
14. Solving One- and Two-Step Single Variable Linear Equations
15. Solving Multi-Step Linear Equations
16. Applications Involving Linear Equations
17. Solving Linear Inequalities

18. Rules of Exponents Part 1
19. Rules of Exponents Part 2

Midterm Exam #2 (20%)

20. More Practice with Exponent Rules
21. Introduction to Polynomials
22. Basics of the Coordinate Plane
23. Introduction to Lines and Slope
24. Graphing Lines

Comprehensive Final Exam (30%)

Academic Dishonesty:

Academic dishonesty will not be tolerated. Below is the written policy from South Plains College regarding academic integrity. 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.

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.

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 on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. 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.

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 jclopton@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>
- **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**
- 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. **Note: The last day to drop with a grade of W is Thursday, December 4, 2025.**

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.

Tentative Course Calendar: Foundations of Algebra (TT 9:30)
Fall 2025

Date (Mon-Fri)	Topic(s) to be discussed (assignment is included with each lesson)	Assigned Work (due on) <ul style="list-style-type: none"> All assigned work will be due by the end of class
Week 1: Aug 25-29	<ul style="list-style-type: none"> Course Introduction Notes 1: Adding & Subtracting Whole Numbers Math Skills: Tips for Success in Math Courses 	
Week 2: Sept 1-5 (Sept 1:Labor Day Holiday)	<ul style="list-style-type: none"> Notes 2: Multiplying & Dividing Whole Numbers Notes 3: Integers: Absolute Value, Adding and Subtracting Math Skills: Time Management 	<ul style="list-style-type: none"> Assignment 1 (Tue) Assignments 2 (Thu) Quiz 1 (Thu)
Week 3: Sept 8-12	<ul style="list-style-type: none"> Notes 4: Integers: Multiplying and Dividing Notes 5: Exponents, Factorization, and Square Roots Math Skills: Overcoming Anxiety 	<ul style="list-style-type: none"> Assignment 3 (Tue) Assignments 4 (Thu) Quiz 2 (Thu)
Week 4: Sept 15-19	<ul style="list-style-type: none"> Notes 6: Greatest Common Factor & Least Common Multiple Notes 7: Fractions: Multiplication and Division Math Skills: How to Read & Use Class Material 	<ul style="list-style-type: none"> Assignment 5 (Tue) Assignments 6 (Thu) Quiz 3 (Thu)
Week 5: Sept 22-26	<ul style="list-style-type: none"> Notes 8: Fractions: Addition and Subtraction Notes 9: Decimals: Adding and Subtracting Math Skills: Note Taking for Math 	<ul style="list-style-type: none"> Assignment 7 (Tue) Assignments 8 (Thu) Quiz 4 (Thu)
Week 6: Sept 29-Oct 3	<ul style="list-style-type: none"> Midterm Exam #1 (Covers Lessons 1-8) Notes 10: Decimals: Multiplying and Dividing 	<ul style="list-style-type: none"> Midterm Exam #1 (Tue) Assignment 9 (Thu)
Week 7: Oct 6-10	<ul style="list-style-type: none"> Notes 11: Converting Between Fractions, Decimals, and Percents Notes 12: Order of Operations Math Skills: Using Available Resources 	<ul style="list-style-type: none"> Assignments 10 (Tue) Assignment 11 (Thu) Quiz 5 (Thu)
Week 8: Oct 13-17 (Oct 17:SPC Fall Break:)	<ul style="list-style-type: none"> Notes 13: Algebraic Expressions Notes 14: Solving One- and Two-Step Single Variable Linear Equations Math Skills: Improving Memory 	<ul style="list-style-type: none"> Assignment 12 (Tue) Assignments 13 (Thu) Quiz 6 (Thu)
Week 9: Oct 20-24	<ul style="list-style-type: none"> Notes 15: Solving Multi-Step Linear Equations Notes 16: Applications Involving Linear Equations Math Skills: Preparing for a Math Test 	<ul style="list-style-type: none"> Assignment 14 (Tue) Assignments 15 (Thu) Quiz 7 (Thu)
Week 10: Oct 27-31	<ul style="list-style-type: none"> Notes 17: Solving Linear Inequalities Notes 18: Rules of Exponents Part 1 Math Skills: Math Test-Taking Strategies 	<ul style="list-style-type: none"> Assignment 16 (Tue) Assignments 17 (Thu) Quiz 8 (Thu)
Week 11: Nov 3-7	<ul style="list-style-type: none"> Midterm Exam #2 (Covers Lessons 9-17) Notes 19: Rules of Exponents Part 2 	<ul style="list-style-type: none"> Midterm Exam #2 (Tue) Assignment 18 (Thu)
Week 12: Nov 10-14	<ul style="list-style-type: none"> Notes 20: More Practice with Exponent Rules Notes 21: Introduction to Polynomials Math Skills: After Math Test Behavior 	<ul style="list-style-type: none"> Assignments 19 (Tue) Assignments 20 (Thu) Quiz 9 (Thu)
Week 13: Nov 17-21	<ul style="list-style-type: none"> Notes 22: Basics of the Coordinate Plane Notes 23: Introduction to Lines and Slope Math Skills: Preparing for a Math Final Exam 	<ul style="list-style-type: none"> Assignment 21 (Tue) Assignments 22 (Thu) Quiz 10 (Thu)
Week 14: Nov 24-28 (Nov 26-28: Thanksgiving Holiday:)	<ul style="list-style-type: none"> Notes 24: Graphing Lines 	<ul style="list-style-type: none"> Assignment 23 (Tue) Assignments 24 (Thu) Quiz 11 (Thu)
Week 15: Dec 1-5 (Dec 4: Last day to drop Fall courses)	<ul style="list-style-type: none"> Review for Comprehensive Final 	
Week 16: Dec 8-11	Final Exam Thursday, December 11, from 8:00-10:00am	