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.
10. Providing a test or test answers to another student.
11. Failing to secure your work and allowing another student to access your test or test answers, whether knowingly or not.

Penalties for academic integrity violations will range from a 50% to a 100% grade reduction, depending on the severity of the infraction.

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 competition 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.

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 Online Tutoring
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

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.

SOUTH PLAINS COLLEGE
MATHEMATICS, ENGINEERING
& COMPUTER SCIENCE

Course Information Sheet – Foundations of Algebra
MATH 0305.601/MATH 0305.610
Fall 2025

Instructor: Denise Johansen   **Office:** LDC B020; (806)716-4632
Cell/Text: (513)227-0095   **Email:** djohansen@southplainscollege.edu

Time/Place: Section 601 – Mondays AND Wednesdays, 9:30am-10:45am, LDC B003

Section 610 – Tuesdays AND Thursdays, 7pm-8:15pm, LDC B003

Office Hours in LDC B020: MW 3-4pm, T/Th 3-5:30pm, F 9-10am, or by appointment

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.
- Recommended: Large 3-ring binder with dividers to organize all notes and homework.

Class Structure: This class meets in person two days a week, unless there is an SPC holiday. You should print your notes and bring them with you to class to complete. If you miss class for any reason, the whiteboard notes may be found in Blackboard in the Course Resources folder.

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%
- Weekly Quizzes……………………………………………………….…10%
- Homework Assignments………………………………………………...10%
- Exam 1……………………………………………………………………….20%
- 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

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. Signing in and working on other classes does NOT count.
- 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 Sunday.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab divided by the required 60 minutes ($\frac{attended\ minutes}{60} \cdot 100$), with a maximum Tutor Lab grade of 100.
- More information about tutoring on page 3 of this Syllabus.

Weekly Quizzes:
- These will be at the beginning of the first class meeting of the week and last around 10-15 minutes, so it's important to be in class on time or even early.
- Each quiz will cover the Notes and Study Skills from the previous week.
- Quizzes can not be made up, but I will drop the lowest two Quiz grades.

Homework Assignments:
- There is a Homework Assignment for each set of Notes that we cover in class, due at the beginning of the next week.
- Sometimes you will have class time to work on Homework, but most often you will not, so be sure to set aside time each day to work on your Homework.
- You can get help on Homework from me or during your tutoring lab time, but you must show all of your steps clearly and in your own handwriting. If you do get help, be certain you ask questions until you fully understand how to work the questions on your own.
- I will accept late Homework that is turned in within the same week it is due for 80% credit.
- I will drop the lowest two Homework grades.
- No calculators or other apps are allowed on any assignments.

Exams are taken in class, cumulative, and last for 75 minutes.

Final Exam is taken in our normal classroom but at a special time. It is cumulative and will last for 2 hours.

Reviewing Grades on Blackboard: After I grade your assignments, you should be able to log into Blackboard to see your grade.

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. NOTE: I do not use the Course Messages feature in 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.**

Showing Work: To receive full credit for practice problems and exams, 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. NOTE: No calculators or cell phones are to be used to get answers on any coursework.

Missed Assignments, Quizzes, and Exams:
- Quizzes can not be made up or retaken.
- Homework submitted after the due date will be accepted by that Friday or will not be graded.
- 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 on page 2 of this 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 djohansen@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. **Note: The last day to drop with a grade of W is Thursday, December 4th, 2025.**

SPC School Holidays:
      Monday, 9/1, Labor Day Holiday
      Friday, 10/17, Fall Break
      Wednesday-Friday, 11/26-11/28, Thanksgiving Holidays

Cellphones: To limit disruptions to the class and distractions to yourself, please put your cellphone on silent mode or airplane mode. If you feel a call is an emergency that you must answer, please take the phone out in the hall before answering to minimize the disruption to the class. If you feel you must leave class, please do so as quietly as possible.

Daily Health Screening: It is critical that you honestly self-screen and STAY HOME if you are experiencing any of the following: fever, cough, chills, muscle pain, shortness of breath or difficulty breathing, new loss of taste or smell, or a sore throat. Contact DeEtte Edens at dedens@southplainscollege.edu or at (806) 716-2376 and submit the required medical documentation to her if you are having any health issues that interfere with taking your exams or completing other assignments on time.

Student Dress: Reasonable standards of decency apply to the college community. The student should dress in a manner which does not distract from the academic atmosphere. Revealing attire or clothing carrying obscene or offensive slogans is not permitted. In all academic buildings, classrooms, offices, the Student Center, and dining facilities, students are required to wear shirts and shoes.

Language: Please be respectful of others and use language that is appropriate to the workplace. In discussions that are face-to-face or online in Blackboard, remember that you are addressing a group. On discussion boards, even though you don't see the other students when you are posting in Discussions, they will be reading. This means several things:
- Don't say/write things that you wouldn't say/write publicly (face-to-face).
- Don't address comments to individuals unless you want all to know what you are telling that person.
- Don't share confidential information. If you are quoting from something another person has sent you personally, ask their permission first.
- Read your message before you send it since once it is out there, you can't change it.
- This is a NO JUDGEMENT ZONE! None of us have the same background and life experiences, so we understand or see things differently from each other. This means what seems obvious to you may not be obvious to others, and vice-versa. All on-topic questions are welcomed and treated with respect.

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.

MATH 0305 Course Calendar

Note: There are assignments for each set of notes, and they are due one week **after** they appear in the schedule.

Week	Topics	Assignments
1 Aug 25-29	Introduction, Syllabus, and Syllabus Quiz	
	Tips for success in math courses	
	Notes 1: Adding & Subtracting Whole Numbers (including basic facts)	Assignment 1
2 Sept 1-5	Time Management	
	Labor Day: Those who have 2 classes this week can work more on multiplication facts.	
	Notes 2: Multiplying & Dividing Whole Numbers (including basic facts)	Assignment 2
3 Sept 8-12	Overcoming Anxiety	
	Notes 3: Introduction to Integers, Absolute Value, Additive Inverses, Adding & Subtracting Integers	Assignment 3
	Notes 4: Multiplying & Dividing Integers	Assignment 4
4 Sept 15-19	How to Read & Use Class Material	
	Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	Assignment 5
	Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	Assignment 6
5 Sept 22-26	Note Taking for Math	
	Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying & Dividing Fractions	Assignment 7
	Exam 1 (Covers Notes 1 through 7)	
6 Sept 29 - Oct 3	Using Available Resources	
	Notes 8: Adding & Subtracting Fractions; Mixed Numbers	Assignment 8
	Notes 9: Decimal Places, Adding & Subtracting Decimals	Assignment 9
7 Oct 6-10	Improving Memory	
	Notes 10: Multiplying & Dividing Decimals	Assignment 10
	Notes 11: Percents, Converting Between Fractions, Decimals & Percents	Assignment 11
8 Oct 13-17	Preparing for a Math Test	
	Notes 12: Order of Operations	Assignment 12
	Notes 13: Evaluating Algebraic Expressions	Assignment 13
9 Oct 20-24	Math Test-Taking Strategies	
	Notes 14: Solving One-Step and Two-Step Equations (include single fraction)	Assignment 14
	Notes 15: Solving Multi-Step Equations	Assignment 15
10 Oct 27-31	After Math Test Behavior	
	Notes 16: Percent Equations, Applications of Linear Equations	Assignment 16
	Exam 2 (Covers Notes 1 through 16)	
11 Nov 3-7	Notes 17: Solving Linear Inequalities	Assignment 17
	Notes 18: Rules of Exponents Part 1	Assignment 18

12	Preparing for a Math Final Exam	
Nov 10-14	Notes 19: Rules of Exponents Part 2	Assignment 19
	Notes 20: More with Rules of Exponents	Assignment 20
13 Nov 17-21	Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials (including 2 variables), Divide by a Monomial	Assignment 21
	Notes 22: Coordinate Plane Basics	Assignment 22
14 Nov 24-28	Notes 23: Intro to Lines & Slope	Assignment 23
	Thanksgiving Break (Wednesday & Thursday)	
15 Dec 1-5	Notes 24: Graphing Linear Equations	Assignment 24
	Review for Comprehensive Final Exam	
16 Dec 8-12	**Cumulative Final Exam!** **Section 601: Wednesday, December 10th, 8:00am to 10:00 am.** **Section 610: Tuesday, December 9th, 7:15pm to 9:15pm.**	