

**Foundations of Algebra Syllabus**  
**Math 0305.005**  
**Spring 2025**

**Instructor:** Jennifer Bartlett

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**Office Hours:**

- Mondays & Wednesdays: 10:35-11:35am
- Tuesdays & Thursdays: 12:15-2:15pm
- Fridays: 8:30-10:30am
- And by appointment, as needed. (The appointments can be scheduled in Blackboard or via email.)
- Virtual office hours also may be scheduled in Blackboard or via email.

**Email Correspondence:** All email correspondence should come from your SPC email address. Please give me 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.**

**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. 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.

**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.
- A week is from Monday through Friday.
- Your grade will be computed by finding the ratio of the minutes you attended the tutoring lab over the required 60 minutes  $(\frac{\text{attended minutes}}{60} \cdot 100)$ .

**Showing Work:** To receive full credit on practice problems 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 expect a quiz to accompany each assignment. For each question on each assignment:

- Work on your own paper, not the assignment sheet that is given.
- Write your name at the top of each page of your work.
- Write the question number.
- In solving the problem, show all necessary work.
- Clearly mark your answer.
- Make sure your work is neat, legible, and down the page.
- Check your answers in Blackboard to make certain you are practicing the exercises correctly.

**Weekly Quizzes:**

- There will be a weekly quiz most weeks. Please see the class calendar to determine the weeks there will not be a quiz.
- Weekly quizzes will be given and taken in class.
- You should do all of your work for the weekly quiz on the weekly quiz.
- You must show all work to receive credit for each individual problem.

**Make-up Quizzes/Exams:**

No make-up quizzes and exams are given without prior notification AND proper documentation. If 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 a 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%
- Daily Work.....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 on Blackboard:** After I grade your assignments, you should be able to log into Blackboard to see your grade.

**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 or expulsion from the college. (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.

**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 [jkbartlett@southplainscollege.edu](mailto:jkbartlett@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, April 25, 2024.**

**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 0305.005 Tentative Calendar Spring 2025 Tuesday & Thursday 11:00-12:15 Math 124**

Date	Topics	Assignments
<b>Week 1:</b> Jan 13-17	<ul style="list-style-type: none"> <li>• Course Introduction</li> <li>• Notes 1: Adding &amp; Subtracting Whole Numbers</li> <li>• Notes 2: Multiplying &amp; Dividing Whole Numbers</li> <li>• Math Skills: Tips for Success</li> </ul>	<ul style="list-style-type: none"> <li>• Quiz 1 over Syllabus and Tips for Success</li> </ul>
<b>Week 2:</b> Jan 21-24 (Mon, Jan 20 <sup>th</sup> is a holiday)	<ul style="list-style-type: none"> <li>• Notes 3: Intro to Integers, Absolute Value, Additive Inverses, Adding &amp; Subtracting Integers</li> <li>• Notes 4: Multiplying &amp; Dividing Integers</li> <li>• Math Skills: Time Management</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment 1 &amp; 2</li> <li>• Quiz 2 over Assignments 1 &amp; 2</li> </ul>
<b>Week 3:</b> Jan 27-31	<ul style="list-style-type: none"> <li>• Notes 5: Evaluating Exponents, Prime Factoring &amp; Square Roots</li> <li>• Notes 6: Finding the Greatest Common Factor (GCF) &amp; Least Common Multiple (LCM)</li> <li>• Math Skills: Overcoming Anxiety</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment 3 &amp; 4</li> <li>• Quiz 3 over Assignments 3 &amp; 4</li> </ul>
<b>Week 4:</b> Feb 3-7	<ul style="list-style-type: none"> <li>• Notes 7: Simplifying Fractions, Finding Reciprocals, Multiplying &amp; Dividing Fractions</li> <li>• Notes 8: Adding &amp; Subtracting Fractions; Mixed Numbers</li> <li>• Math Skills: How to Read &amp; Use Class Material</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 5 &amp; 6</li> <li>• Quiz 4 over Assignments 5 &amp; 6</li> </ul>
<b>Week 5:</b> Feb 10-14	<ul style="list-style-type: none"> <li>• Fractions Lab</li> <li>• <b>Exam 1: Thurs 2/13 (Covers Lesson 1 through Lesson 8)</b></li> <li>• Math Skills: Note Taking for Math</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 7 &amp; 8</li> </ul>
<b>Week 6:</b> Feb 17-21	<ul style="list-style-type: none"> <li>• Notes 9: Decimal Places, Adding &amp; Subtracting Decimals</li> <li>• Notes 10: Multiplying &amp; Dividing Decimals</li> <li>• Math Skills: Using Available Resources</li> </ul>	
<b>Week 7:</b> Feb 24-28	<ul style="list-style-type: none"> <li>• Notes 11: Percents, Converting Between Fractions, Decimals &amp; Percents</li> <li>• Notes 12: Order of Operations</li> <li>• Math Skills: Improving Memory</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 9 &amp; 10</li> <li>• Quiz 5 over Assignments 9 &amp; 10</li> </ul>
<b>Week 8:</b> March 3-7	<ul style="list-style-type: none"> <li>• Notes 13: Evaluating Algebraic Expressions</li> <li>• Notes 14: Solving One-Step and Two-Step Equations</li> <li>• Math Skills: Preparing for a Math Test</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 11 &amp; 12</li> <li>• Quiz 6 over Assignments 11 &amp; 12</li> </ul>
<b>Week 9:</b> March 10-14	<ul style="list-style-type: none"> <li>• Notes 15: Solving Multi-Step Equations</li> <li>• Math Skills: Math Test-Taking Strategies</li> <li>• <b>Exam 2: Thurs 3/13 (Covers Lesson 1 through Lesson 15)</b></li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 13, 14, 15</li> </ul>
March 17-21	<i>No School: Spring Break</i>	
<b>Week 10:</b> March 24-28	<ul style="list-style-type: none"> <li>• Notes 16: Percent Equations, Applications of Linear Equations</li> <li>• Notes 17: Solving Linear Inequalities</li> <li>• Math Skills: After Math Test Behavior</li> </ul>	
<b>Week 11:</b> March 31-April 4	<ul style="list-style-type: none"> <li>• Notes 18: Rules of Exponents Part 1</li> <li>• Notes 19: Rules of Exponents Part 2</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 16 &amp; 17</li> <li>• Quiz 7 over Assignments 16 &amp; 17</li> </ul>
<b>Week 12:</b> April 7-11	<ul style="list-style-type: none"> <li>• Notes 20: More with Rules of Exponents</li> <li>• Notes 21: Intro to Polynomials; Add, Subtract, Multiply Polynomials, Divide by a Monomial</li> <li>• Math Skills: Preparing for a Math Final Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 18 &amp; 19</li> <li>• Quiz 8 over Assignments 18 &amp; 19</li> </ul>
<b>Week 13:</b> April 14-17 (Fri, April 18 <sup>th</sup> is a holiday)	<ul style="list-style-type: none"> <li>• Notes 22: Coordinate Plane Basics</li> <li>• Notes 23: Intro to Lines &amp; Slope</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments 20 &amp; 21</li> <li>• Quiz 9 over Assignments 20 &amp; 21</li> </ul>
<b>Week 14:</b> April 21-25	<ul style="list-style-type: none"> <li>• Notes 24: Graphing Linear Equations</li> <li>• Review for Comprehensive Final Exam</li> <li>• Last Day to Drop a Course (Thurs, April 25th)</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment 22 &amp; 23</li> <li>• Quiz 10 over Assignments 22 &amp; 23</li> </ul>
<b>Week 15:</b> April 28 – May 2	<ul style="list-style-type: none"> <li>• Review for Comprehensive Final Exam</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment 24</li> </ul>
<b>Week 16:</b> May 5-9 (Commencement is on Fri, May 9 <sup>th</sup> )	<ul style="list-style-type: none"> <li>• <b>Final Exam: Tuesday, May 6<sup>th</sup>, 10:15am-12:15pm (Covers Lesson 1 through Lesson 24)</b></li> </ul>	