

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

**Instructor:** Jennifer Brazil

**Office:** M109

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**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 & Wednesday	2:15 PM – 3:00 PM	M109 (Lev) or Teams
Tuesday & Thursday	8:45 AM – 11:00 AM 5:00 PM – 5:30 PM	M109 (Lev) or Teams B011 (Downtown)
Friday	9:00 AM – 10:00 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.
- **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.

**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 ( $\frac{\text{attended minutes}}{60} \cdot 100$ ) for a maximum grade of 100.

### Weekly Quizzes:

- There will be a weekly quiz most weeks.
- Weekly quizzes will be administered in class.
- You should do all of the “course prep” listed on the calendar to prepare for the weekly quiz.
- You must show all work to receive credit for each individual problem. Correct answers without mathematically accurate work may not receive full credit.
- Up to 3 quiz grades may be dropped by the end of the term.

### Homework:

- Not graded nor submitted, but the only way to succeed in this course is to do every homework problem on every assignment.
- Practice the way you will have to perform. Make sure to practice showing your work and justifying your answers in preparation for quizzes and exams.
- Answers found on Blackboard.
- Using PhotoMath (or similar) is strictly prohibited and will result in academic dishonesty reports being submitted to your permanent record.
- Using ChatGPT on any assignment in this class is strictly prohibited.

### Make-ups:

- Definition: work that is done by students after the class has already completed the assignment.
  - Ex: Student misses a quiz in class because they were late or absent from class.
- Make-up work is given at the discretion of the instructor.
- NO make-up quizzes are given without prior notification AND proper documentation.
- If you are absent from class on a quiz day, have given prior notification and proper documentation of your absence, you MUST plan to take the quiz BEFORE the next class period or the end of the week, whichever occurs first.
- If proper documentation and/or prior notification was not provided for your absence, and/or if you have not planned (prior to the missed class) with the professor to take the missed assignment, then you will receive a 0 for that assignment

### Exams:

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

### Final Exam:

- The final is comprehensive.
- You MUST SHOW YOUR WORK. Correct answers without mathematically accurate work may not receive full credit.
- Monday, May 5<sup>th</sup> at 10:15AM – 12:15PM in regular classroom

### Calculators:

- No calculators are allowed in this course

### 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.....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.

**Missed Assignments and Exam:**

- Any graded work submitted after the due date will not be accepted or 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 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](mailto: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. **Note: The last day to drop with a grade of W is Thursday, April 24, 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.

### Foundation of Algebra Tentative Course Outline

	Monday	Wednesday	Course Prep
1	<b>Jan. 13<sup>th</sup></b> Welcome	<b>15<sup>th</sup></b> Note 1: Adding & Subtracting Whole Numbers (including basic fractions)	<b>Read:</b> Study Skills: Time Management <b>Complete:</b> HW 1
2	<b>20<sup>th</sup></b> <b>Holiday</b>	<b>22<sup>nd</sup></b> <b>Syllabus Quiz</b> Notes 2: Multiplying & Dividing Whole Numbers	<b>Read:</b> Study Skills: Overcoming Anxiety <b>Complete:</b> HW 2
3	<b>27<sup>th</sup></b> <b>Quiz 1 (N1,2)</b> Notes 3: Integers	<b>29<sup>th</sup></b> Notes 4: Multiplying & Dividing Integers	<b>Read:</b> Study Skills: How to Read & Use Class Material <b>Complete:</b> HW 3 & 4
4	<b>Feb. 3<sup>rd</sup></b> <b>Quiz 2 (N3,4)</b> Notes 5: Evaluating Exponents, Prime Factoring & Square Roots	<b>5<sup>th</sup></b> Notes 6: Finding Greatest Common Factor (GCF) & Least Common Multiple (LCM)	<b>Read:</b> Study Skills: Note Taking for Math <b>Complete:</b> HW 5 & 6
5	<b>10<sup>th</sup></b> <b>Quiz 3 (N5,6)</b> Notes 7: Fractions	<b>12<sup>th</sup></b> Notes 8: Adding & Subtracting Fractions; Mixed Numbers	<b>Prepare for Exam 1</b> <b>Complete:</b> HW 7 & 8
6	<b>17<sup>th</sup></b> <b>Exam 1 (Notes 1 – 8)</b> <b>Comprehensive</b>	<b>19<sup>th</sup></b> Notes 9: Decimal Places, Adding & Subtracting Decimals	<b>Read:</b> Study Skills: Using Available Resources <b>Complete:</b> HW 9
7	<b>24<sup>th</sup></b> Notes 10: Multiplying & Dividing Decimals	<b>26<sup>th</sup></b> Notes 11: Converting Between Fractions, Decimals & Percents	<b>Read:</b> Study Skills: Improving Memory <b>Complete:</b> HW 10 & 11
8	<b>Mar. 3<sup>rd</sup></b> <b>Quiz 4 (N9-11)</b> Notes 12: Order of Operations	<b>5<sup>th</sup></b> Notes 13: Evaluating Algebraic Expressions	<b>Read:</b> Study Skills: Preparing for a Math Test <b>Complete:</b> HW 12 & 13
9	<b>10<sup>th</sup></b> <b>Quiz 5 (N 12,13)</b> Notes 14: Solving 1- and 2-Step Eqs	<b>12<sup>th</sup></b> Notes 15: Solving Multi-Step Equations	<b>Read:</b> Study Skills: Math Test-Taking Strategies <b>Complete:</b> HW 14 & 15
10	<b>24<sup>th</sup></b> Notes 16: Percent Equations, Applications of Linear Equations	<b>26<sup>th</sup></b> <b>Quiz 6 (N14,15)</b> Notes 17: Solving Linear Inequalities	<b>Prepare for Exam 2</b> <b>Complete:</b> HW 16 & 17
11	<b>31<sup>st</sup></b> <b>Exam 2 (Notes 1 – 17)</b> <b>Comprehensive</b>	<b>Apr. 2<sup>nd</sup></b> Notes 18: Rules of Exponents Part 1	<b>Read:</b> Study Skills: After Math Test Behavior <b>Complete:</b> HW 18
12	<b>7<sup>th</sup></b> Notes 19: Rules of Exponents Part 2	<b>9<sup>th</sup></b> Notes 20: More with Rules of Exponents	<b>Read:</b> Study Skills: Preparing for a Math Final <b>Complete:</b> HW 19 & 20
13	<b>14<sup>th</sup></b> <b>Quiz 7 (N18-20)</b> Notes 21: Intro to Polynomials; Add, Subtract, Multiply, Divide	<b>16<sup>th</sup></b> Notes 22: Coordinate Plane Basics	<b>Complete:</b> HW 21 & 22
14	<b>21<sup>st</sup></b> <b>Quiz 8 (N21,22)</b> Notes 23: Intro to Lines & Slope	<b>23<sup>rd</sup></b> Notes 24: Graphing Linear Equations	<b>Complete:</b> HW 23 & 24
15	<b>28<sup>th</sup></b> <b>Quiz 9 (N23,24)</b> Work on Final Review	<b>30<sup>th</sup></b> Review Session	<b>Prepare for Final Exam</b>
16	<b>May 5<sup>th</sup> – 8<sup>th</sup></b> <b>Final Exam (Comprehensive) on Monday, May 5<sup>th</sup> from 10:15 AM to 12:15 PM</b>		

*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.*