South Plains College
Common Course Syllabus: MATH 0315
Revised August 2020

Department: Mathematics, Engineering, and Computer Science

Discipline: Mathematics

Course Number: MATH 0315

Course Title: Beginning Algebra

Available Formats: conventional/flex and internet

Campuses: Levelland, Reese, Plainview, and Lubbock Center

Course Description: This course is designed for those students who need MATH 0314 or MATH 0324 and did not score a minimum of 340 on the TSIA. It includes properties of signed numbers, algebraic expressions, linear equations in one unknown and geometry. Time in a math lab is required. This course will not satisfy graduation requirements. The course is required if testing indicates a need.

Prerequisite: Maximum score of 339 on TSIA without an ABE score or a successful completion of NCBM 0105.

Credit: 3 **Lecture:** 3 **Lab:** 1

Textbook: *Elementary and Intermediate Algebra*, Sullivan/Struve/Mazzarella, 2018, 4th Edition, Prentice Hall/Pearson Education

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.
10. Factor polynomials.
11. Solve quadratic equations by factoring.

Student Learning Outcomes Assessment: None

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.

COVID Syllabus Statement: Should be provided by the Vice-President of Student Services over email.

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.

Diversity Statement: In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disability Statement: Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should

notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

Nondiscrimination Policy: South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement: If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

Campus Concealed Carry: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: http://www.southplainscollege.edu/campuscarry.php
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

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.

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.

MATH 0315 Beginning Algebra, Fall 2020

Instructor:	Jason Groves	**Office:**	M107
e-mail:	`jgroves@southplainscollege.edu`		
Phone:	806-716-2739		
Office Hours:	MW: 11:30 am - 1 pm, F: 8 am - 9:30 am (virtual),		
	TR: 8 am - 9 am, F: 9:30 am - 11 am (Levelland)		
	or by appointment		
	or by appointment		

Note that students are responsible for knowing the policies of SPC as an institution. This information is available in the student handbook. Policies specific to the math department are found in the common course policies preceding this document. Below are the course policies specific to this course section and this instructor.

Prerequisites: Instructor's permission and appropriate TSI Math score.

Materials: Elementary and Intermediate Algebra by Sullivan, Struve and Mazzarella. Suitable writing instruments and paper for taking notes and completing assignments. Written work will be handed in virtually by use of blackboard or email (instructions for how to do this are in a later section).

Due to the fundamental content of this course, use of a calculator is strongly discouraged, so that students can see the parallels between arithmetic and algebra and draw more insight into how they are related.

Blackboard (accessible via the SPC website) will be used as a central hub for the course. Students will find this syllabus, and all other course materials, as well as assignments grading rubrics, and discussion boards. Students should be checking Blackboard daily for announcements and updates, and to access the homework. Blackboard utilizes students' SPC email, so students should be checking their SPC email regularly.

Students must have access to the MyMathLab system from Pearson. (MyMathLab does have an app for mobile devices, though a separate app is required to use the text.)

Regular access to a reliable computer and internet connection will be required for study and for completion of assignments. Access to a printer may be needed to print out some assignments. SPC's computer labs will be available throughout the semester as well. Students will also need a scanner, or a scanning app for submitting written assignments (iPhones do this natively, Android users can download GeniusScan for free).

Assessment: Grading will be done according to the standard 10 percent scale (i.e. 100% - 90% is an A, etc.) with assignments weighted as follows:

Homework	10%
Quizzes	10%
Discussion	10%
Writing Mathematically	10%
Tests	10% each
Final Exam	20%

Grades are calculated by taking the average of all of the grades in that assessment type, and then weighing them according to the proportions given above. Details of each assessment type are given below.

Class Attendance: This course is an asynchronous (not at the same time) online course, so there is no formal class to attend. Attendance is instead managed by participation in the course. Students should be involved with working the course material as often as possible in order to develop mastery of the topics presented. If a student misses 3 discussion topics, 3 quizzes, or misses 2 exams without communication or arrangements made with the instructor that student will be dropped from the course with an X or an F (depending on the student's current course average).

If a student wishes to drop the course on their own (which gives a mark of W) they may contact the registrar, Andrew Ruiz (email: `aruiz@southplainscollege.edu`). Give him the course name and section number (at the top of this document), and your SPC ID, and he will help you finish the process.

It is the policy of the South Plains College math department that online math courses cannot be repeated, regardless of success in or completion of the course. Therefore if a student fails, drops, or is administratively dropped, they will not be able to repeat the course online, and must repeat the course in a traditional classroom setting.

Students should plan their work time at the beginning of each week so that they are committed in advance to the completion of their assignments. It has been well documented that spreading out study and practice over a longer period of time helps to retain knowledge, create new connections, and gain additional insights into the material. This can also help with quizzes (see below).**Make arrangements now and plan ahead for what you will do in the event that your own computer or internet connection becomes unavailable or unreliable.**

Homework: Daily homework is essential to developing mastery over the topics presented in this course. Homework assignments are due every Thursday with that week's quiz. All homework assignments are available from the first day of classes. Homework problems may be attempted an unlimited number of times in order to achieve mastery over the topic. Each homework assignment has embedded within it various videos and interactive figures to help students understand the concepts, which they can then apply directly to the homework. Unlimited repetition allows for self-assessment and mastery. A primary use of the homework is to start building an intuition regarding each of the topics discussed in this course. This intuition can then be used to gain insights into material in future classes, so it is essential that students achieve as much mastery over the topics as possible. For best results, students should keep a notebook of all correctly worked homework problems to use as a study guide for quizzes, exams, and projects. Homework assignments close at the due date, and will not be extended except at the discretion of the instructor.

Quizzes: Quizzes will be given weekly in order to provide low-level assessment of related 'chunks' of material learned throughout the week. Quiz problems are taken from the exact same pool of problems as the homework assignments. Problems are chosen randomly from the pool, but all topics in a quiz have their own pool, so students will all be tested directly on the material covered that week. Students have 30 minutes to take a quiz, and it must be done in one sitting. They may be taken up to two times, and MyMathLab will record the better result of the two attempts. Quizzes are not dropped and cannot be made up.

Discussions: Discussion boards are available in Blackboard(named in their appropriate content area) that serve as an opportunity for students to process information together. In these boards students will find a generic social forum, as well as forums for students to post their own questions. There are extra credit opportunities for students who prove themselves helpful to the rest of the class in the discussion boards, though outside of this aspect, social and peer-tutoring boards are not graded.

There will also be one or two **graded** forums each week that focus on a particular topic to be covered that week. These particular forums serve as a way for students to modify how they process the content and to demonstrate their knowledge in group settings with feedback from classmates, in a different way than just rote calculation. The grade in these discussions will be based on the quality of the student's initial post (all other posts in a forum are invisible until the student makes their first post in the forum), as well as the quality of feedback given to one or two posts from other classmates. Finally, after having received feedback, students are to correct errors and refine their posts. Specific instructions on what constitutes quality feedback will be given in the individual discussion forums.

Case Studies: Case Studies are assignments found in Blackboard. All work must be shown, and all explanations of steps or interpretations of results must be given in complete sentences. Due dates are given on the course calendar as well as on Blackboard, and late work will not be accepted (student will receive a 0).

Exams: Midterm exams are given during this course. Questions will consist of problems similar to the assigned quizzes, as well as conceptual questions for students to tie concepts together. While you may

use your textbook and written notes, it is expected that students do the exam alone, without help from other people. Smartphone apps like Photomath are strictly prohibited (see statement on academic integrity below). Exams may only be attempted once, and must be done in one sitting. Students caught cheating will be dropped from the class with an F and disciplinary action will be pursued.

As stated above in materials, ensure that your computer and internet connection are *reliable* and make appropriate arrangements (in advance!) if they are not. Exams will be opened for student testing 3 days in advance of the due date. Students may not make up exams, nor take them late. Missed exams are automatically given a zero, and students that miss two exams will be dropped from the course.

From the time an exam is opened until its due date, I will not be available to answer questions about course material.

When taking exams, students must install and use the MyMathLab Lockdown Browser. Before starting the exam, make sure all browser tabs are closed, push notifications are disabled, and other internet-based programs are closed. Interruptions from such programs may cause Lockdown to glitch, and you may lose access to the exam.

Students must show all work when taking exams. All work should be done neatly and in pencil, and submitted scans should be of reasonable and legible quality. In the Exams area of blackboard will be an assignment given for each exam. Students are to upload their scanned work there to be graded. If an exam question involves use of definitions or reading data from given graphs, "showing work" will consist of explaining the answer choices made in complete sentences (see "Showing Work" for more details). Written work for exams must be uploaded within fifteen minutes of completing the exam. The exam grade will be reduced by 10% after that, and an additional 10% for each day the work is late up to 50%.

Final Exam: The final exam is comprehensive, and a required part of the course. Failure to take the final exam results in an automatic F. Students have 4 hours to complete the final exam. While the average student may not need all 4 hours, make all efforts *now* to ensure that there will be 4 hours of uninterrupted time to take the final exam.

As with midterm exams, all work must be shown and submitted via email by the due date. The Final Exam will be due Wednesday, December 9, at 11:00 pm

Email: The email at the header of the syllabus is the best way to get into contact with the instructor. This email is also available on Blackboard in the "Send Email" tool link on the sidebar of the Blackboard course. This should be used as often as necessary to ask questions, schedule appointments for office hours (physical or virtual) or turn in written assignments in the event that blackboard is down. Students may also email incomplete parts of projects and case studies in order to get feedback from the instructor on how to proceed.

All emails should be formatted with the course number and section, and an adequate heading (i.e. "Math 1324-151 project questions" or "Math 1324-151 Chapter 3 Case Study"). Failure to format the subject line properly may result in emails being caught by SPC's email filter. Neither the instructor nor SPC is responsible for emails lost due to improper formatting.

Be sure to confirm that all relevant attachments are sent with the email and that the body of the email contains all relevant information for that correspondence.

Students that have questions while doing homework on MyMathLab may use the "Ask Your Instructor" link found in the "Question Helps" menu at the top of the problem being worked on. This sends the instructor an email link to the specific version of the problem being worked, and allows a space for the student to describe the issue they have encountered. Emails sent this way have already been marked as "safe" and will not be caught by email filters.

Submitting Written Work: Whether done via email or through the assignments given on blackboard, students need to follow guidelines to maximize the effectiveness of their submissions. All submissions should be formatted with the course and section number, *your* first initial and last name, and the assignment. For example, if I were to submit an attachment for the chapter 3 case study, the file would be named:

`1324151-jgroves-casestudy3`. As an additional measure, it is encouraged that you write your name at the top of each page of written work submission.

Showing Work and "Writing Mathematically": In all written assignments submitted work of one kind or another needs to be shown in order for the instructor to properly assess how much of the content has been properly learned and implemented. *When submitting written work any question or component that does not have work associated with it will be given reduced (or no) credit.*

To this end, there are a series of assignments in this course entitled "Writing Mathematically." They will be opened after each new problem type, and be due just before the next exam. The purpose of these assignments is to teach student how to properly convey mathematical ideas to others in a more formal way. *Work shown on Exams must reflect the patterns given on the "Writing Mathematically" assignments in order to receive full credit.*

Students may notice a module during quizzes and exams entitled "show work." This module has only been enabled to facilitate instructor feedback and scoring of exams, and should not be used by students. Work shown on exams must be written and submitted via the appropriate assignment link on Blackboard.

Civility in the classroom: Students are expected to assist in maintaining a classroom environment that is conducive to learning. Given that this is an online course, "the classroom" is defined as any set of interactions that students will have with one another (primarily discussion boards). Students who are found to be intentionally hurtful or disrespectful, or repeatedly detract from the focus of the discussion boards will have their grade in this category penalized (up to zero credit for a discussion assignment), and may be administratively dropped from the course (with an X or F) for creating a hostile learning environment.

It is important to note the role that students play in their own mathematical education. Just as everybody has had (and continues to have) different life experiences, we all have different mathematical experiences as well. And while it is important that the systems and institutions that people interact with (of which this class is one) are impartial, to expect such from human beings borders on impossible. To that end, it is imperative that students give space for their classmates to come into the material from where they are, and that we seek to understand each other. The most important capacity students can give each other is the space to be wrong, and to be gently guided out of misconceptions or errors. Both instructor and student are not just the product of their own hard work and thinking, but also of what their environments (both past and present) allowed them to work or think hard about.

Students in disagreements over results or processes must disagree professionally. Blanket statements ("you're wrong" or "that doesn't work") cannot be given without explicit evidence, and should still be framed more in terms of your own understanding: phrases like "I think the problem is asking for..." or "did you consider..." are more appropriate phrases to use when correcting and/or helping other students. People cannot escape their biases, but everybody can recognize that people do not always look at a problem the same way. As the saying goes: "Above all else, be kind."

Honesty: "Scholastic dishonesty" includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, and any act designed to give unfair academic advantage to the student. Incidents of academic dishonesty will be promptly reported and dealt with.

The ethics and appropriateness of the use of apps such as photomath on quizzes are discussed in one of the first discussion assignments. That being said, it is the policy of this class that use of these apps is strictly prohibited on all quizzes and exams.

Student Resources: Students have access to tutoring at all SPC campuses, specifically in room M116 in the Math and Engineering building on the Levelland campus, or Building 2 (rooms 206 and 208) on the Reese campus. The Lubbock Center's tutoring is available in the common study room near the front of the building.

To schedule a face-to-face or virtual meeting with SPC tutors, go to the SPC webpage, click Student Services, and click on Tutoring. There students may choose at which center they wish to have tutoring or

if they wish to have a virtual session (face-to-face sessions only require an open spot, while virtual sessions require 4 hours notice). Click the Booking link and log in with SPC credentials. Students can then choose the subject and tutor.

Students also have access to the use of Tutor.com for a few hours each week. Students can access Tutor.com directly from the blackboard homepage, or from the Help section of this Blackboard course.