

Math 0315
Beginning Algebra
(3:3:1)

MATHEMATICS DEPARTMENT

Division of Arts & Science
SOUTH PLAINS COLLEGE

Fall 2019
Joshua Keneda, Ph.D.

(Syllabus and most course materials drafted by Sheyleah Harris-Plant, Ph.D.)

South Plains College – Fall 2019

Mathematics 0315 – Beginning Algebra

Section: 003, TR 7:50 A.M. – 9:20 A.M.

Room: Math and Engineering, 122 (Levelland)

“Intelligence plus character – that is the goal of true education.” – Dr. Martin Luther King, Jr.

“True knowledge exists in knowing that you know nothing.” – Socrates

“There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning.” – Jiddu Krishnamurti

“In the United States, we experience many freedoms. Two of these freedoms include the freedom to succeed and the freedom to fail. Which one will you choose?” – Alan Worley

Instructor: Joshua Keneda, Ph.D.

Office: Levelland Math Building 104

Office Phone: (806) 716-4036

Email: jkeneda@southplainscollege.edu

Office Hours:

Monday	Tuesday	Wednesday	Thursday	Friday
9:45-10:45	9:30-10:30	9:45-10:45	9:30-10:30	
2:00-4:00	1:45-2:15	2:00-4:00	1:45-2:15	

Or by appointment

Note about Office Hours: Any student is

more than welcome to visit during office hours, however, for the student's visit to be most effective it is best to make an appointment. Students from other classes are often visiting during office hours, and other college responsibilities may prevent office hours without notice.

Course Materials: Course notes and homework will be provided on Blackboard.

Reference Textbooks: (The textbook is **not** required for the course, but the student is welcome to purchase any of the following textbooks. They are also available in the Library, but please notify the instructor if you're unable to find them there.)

Sullivan, Struve, and Mazzarella, (2017), *Elementary and Intermediate Algebra*, 4th Edition, Prentice Hall/Pearson Education. ISBN: 978-0134556079

Sullivan, Struve, and Mazzarella, (2013), *Elementary and Intermediate Algebra*, 3rd Edition, Prentice Hall/Pearson Education. ISBN: 978-0321880116

Miller, O'neil, and Hyde, (2013), *Beginning and Intermediate Algebra*, 4th Edition, McGraw-Hill. ISBN: 978-0073384511

Supplies: Pencil, a 1.5-inch to 3-inch ring binder, loose-leaf paper (graph paper is recommended), ruler, stapler, and erasers (**NO CALCULATORS ALLOWED**)

Supplementary Course Information

Blackboard is the online course management system that will be used for this course. This course syllabus, as well as any class handouts, can be accessed through Blackboard. Login at <https://southplainscollege.blackboard.com/>. The user name and password should be the same as your MySPC and SPC email login information.

User name: first initial, last name, and last 4 digits of the Student ID

Password: Original CampusConnect Pin No. (found on SPC acceptance letter) or whatever you changed it to.

Course Description

This course is designed for those students who need MATH 0320 and have not had one year of high school algebra. 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.

Course Purpose

The purpose of this course is to provide a background in beginning algebra concepts necessary for a corequisite course.

Course Requirements

To maximize the potential to complete this course, a student should attend all class and laboratory meetings, take notes and participate in class, and complete all homework assignments and examinations including the final examination.

Student Learning Outcomes/Competencies

Successful completion of this course should reflect mastery of the following objectives:

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. Solve systems of equations by graphing, substitution, and elimination.
9. Evaluate expressions using exponent rules.
10. Add, subtract, multiply and divide polynomials.
11. Factor Polynomials.
12. Solve quadratic equations by factoring.

Disclaimer

The instructor reserves the right to alter any class policies as deemed necessary by the instructor or South Plains College and will announce any changes in class. If a student has any questions about a change in policy, ask the instructor for clarification. If any change is made to the grading scheme for the course, it will be in the students' favor, i.e. the grading scheme will not be modified in a way that lowers any student's grade for the course.

Email Policy

All students at South Plains College are assigned a standardized SPC e-mail account. Although personal e-mail 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 MySPC and click the SPC Google Mail option under Campus Bookmarks. (Copied from SPC Student Guide)

Since all students have an assigned SPC email, the instructor will only acknowledge, respond, and send emails to your assigned SPC email. This ensures all correspondence from the instructor is received by the intended recipient.

Withdrawal

If you wish to withdraw from this class for any reason, you must initiate the appropriate steps on your own. To withdraw from this class, you will need to go to the Admissions and Records office either on the Levelland campus or the Reese Center campus, and fill out a drop notification form, and pay \$5. The drop form can be obtained online in MySPC, under the Student Forms and Tools link. Please be aware that SPC may not permit an undergraduate student to drop a total of more than six courses (including any course a transfer student has dropped at another institution of higher education) if the student enrolled in college for the first time during the Fall 2007 academic term or any term subsequent to the Fall 2007 term.

TSI

The Texas Success Initiative (TSI) is a state program designed to ensure that all Texas institutions provide placement testing, personal advisement and appropriate instruction to students to enhance their opportunities for success in their college studies. **All new students entering Texas colleges and universities are required to take a placement test prior to enrolling in college-level courses, unless exempt from testing under specified state standards (i.e., scores on the ACT, SAT or TAKS).** Testing will indicate whether a student possesses adequate basic college-level skills in reading, writing, and mathematics necessary to begin an undergraduate program of study. (copied from current South Plains College catalog)

Attendance Policy*

Attendance and effort are the most important activities for success in this course. Records of your attendance are maintained throughout the semester. Four absences, **for any reason**, are allotted to the student for the semester. Tardies count as one-half (1/2) of an absence. Tardies will be applied for consistently being late to class, as deemed by the instructor, and leaving class early. If four absences are exceeded, the instructor has the right to drop you with a grade of F or an X, depending on their discretion. You can seek temporary reinstatement within a week after being withdrawn, assuming the student submits their syllabus receipt, but you must withdraw yourself from the course via the Admission and Records Office within two days of reinstatement. In the latter case, you will receive a W or a U. **After the two days have expired, the instructor has the right to drop you for a final time, after which there will be no reinstatement. THERE WILL BE NO WAITING UNTIL THE END OF THE SEMESTER TO WITHDRAW!**

Class Cancellation

In the event of the class being canceled by the school, the student will be responsible for the lecture material. The class will continue on the calendar presented. All information needed will be on Blackboard and should be accessed by the student.

“PR (E)” Statement*

The instructor will only **consider** awarding a student a grade of “Progress” or “PR (E)”:

1. If the student has failed the course
2. **Submitted** the syllabus receipt
3. Been **absent two or fewer** class days
4. Has **lost less than 10% of quiz points (1.0 points)**

A “PR (E)” is administered when progress has been made in a developmental mathematics course but not sufficient progress to meet the exit criteria of passage. A “PR (E)” is not computed in a student’s Grade Point Average (GPA). (copied from current South Plains College catalog)

Feedback

The instructor will usually return feedback by the next class day; however, they reserve the right to have one (1) week to grade assignments and post grades from the due date.

Religious Holy Days

In accordance with Section 51.911 of the Texas Education Code, South Plains College will allow a student who is absent from class for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within seven (7) calendar days after the absence. Students are required to file a written notification of absence with each instructor within the first fifteen (15) days of the semester (**Monday, 16 September 2019**) in which the absence will occur. Forms for this purpose are available in the Student Services Office along with instructions and procedures.

“Religious holy days” means a holy day observed by a religion whose place of worship is exempt from property taxation under Section 11.20, Tax Code. (copied from current South Plains College catalog)

Grading Policy

All grades are rounded from the first decimal place. Upon the submission of grades at the end of the semester, all grades are final.

* The submission of the syllabus receipt is required.

Grading Scale

90 or above	A
80 to 89	B
70 to 79	C
60 to 69	D
59 and below	F

Assignment Weights

Practice Assessment		32 points
<i>Notes</i>	16 @ 0.25 points	4 points
<i>Quizzes</i>	10 @ 1.5 points	15 points
<i>Homework</i>	10 @ 0.5 points	5 points
<i>Lab Work</i>	16 @ 0.5 points	8 points
Aptitude Assessment		68 points
<i>Exams</i>	4 @ 12 points	48 points
<i>Final Exam</i>	1 @ 20 points	20 points
Total Points		100 points
Extra Credit Points		
<i>Quizzes</i>	4 @ 1.5 points	6 points
<i>Homework</i>	4 @ 0.5 points	2 points
<i>Portfolio</i>	4 @ 2 points	8 points

All supplemental material and a close approximation of your current grade are available all semester on South Plains College's Blackboard server.

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. (copied from current South Plains College Faculty Handbook)

Disabilities 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. (copied from current South Plains College Faculty Handbook)

Sexual Misconduct

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. If you come to me with other non-course-related concerns, I will do my best to help.

It is important for you to know that all faculty members are mandated reporters of any incidents of sexual misconduct. That means that I cannot keep information about sexual misconduct confidential if you share that information with me. Crystal Gilster, the Director of Health & Wellness, can advise you confidentially as can any counselor in the Health & Wellness Center. They can also help you access other resources on campus and in the local community. You can reach Crystal Gilster at 716-2362 or cgilster@southplainscollege.edu or go by the Health and Wellness Center. You can schedule an appointment with a counselor by calling 716-2529.

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: <https://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.

Academic Honesty, Equal Opportunity

You are expected to uphold the ideas of academic honesty. All work that is graded must be your own. This policy applies to all work attempted in this course. If this policy is violated the student will receive an **F** for the assignment and will be dropped with an **F**. For more details on what is considered cheating, see the South Plains College catalog.

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.

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 Crystal Glister, Director of Health and Wellness at 806-716-2362 or email cglister@southplainscollege.edu for assistance.

Holiday/Travel Statement*

If a student has pre-existing plans to travel out of the area during scheduled class times, you must inform the instructor by **NO LATER THAN Thursday, 12 September 2019**, at the end of class and submit the syllabus receipt. Failure to do so will result in the forfeiture of any assignments that will come into question during your dates of absence. These assignments will not be replaced or allowed for make-up work.

Resources

- **Free** tutoring at Levelland is available in room 116 of the Mathematics-Engineering Building, at the Reese Center campus in room RC 207 in Building 2, and at the Lubbock Center Computer Lab in Lubbock (3907 Avenue Q). Please remember to sign in when you seek the help of a tutor in each of these places.
- The South Plains College Department of Mathematics and Engineering has put a copy of the textbooks for this course on reserve in the **Levelland and Reese Campus** Libraries.
- Free 24/7 online tutoring will become available through the TutorMe program beginning on September 3, 2019. The instructor will add a link to this tutoring program to the course Blackboard page when it becomes possible to do so.

* The submission of the syllabus receipt is required.

Expectations of the Instructor

The student is within all rights to expect that the instructor does the following:

- Show up, as scheduled, to teach all the information pertaining to the course.
- Provide notice of any schedule changes.
- Maximize the time allotted for this course by assessing student aptitude for covered information at the close of each lecture, when time permits.
- Present the material in a manner that can generally be understood by attentive students.
- Be accessible to those who need assistance outside of the classroom setting, by way of e-mail or in person, during office hours or reasonably scheduled appointment times.
- Hold to any assignment(s) given during the course of the semester unless removed.
- Uphold the policies of the college as it pertains to the student's welfare in the course.
- Not make any exceptions regarding the dismissal of any student from the course for reasons listed herein.
- Allow each student the opportunity to discuss or ask questions about the material presented during the lecture period.
- Provide examinations based on the information discussed in class that contains problems which use solving methods **similar** to those assigned from sections pertaining to the exam. (In other words, the techniques we cover through notes/lecture/homework will be sufficient to complete the exams, but the exam problems are not necessarily modifications of the homework problems.)

Expectations of the Student

The instructor is within all rights to expect that the student does the following:

- Show up on time, as scheduled, to receive and learn all information pertinent to the course and be mindful of any schedule changes.
- If you are going to withdraw from this course, then **all withdrawals must be done by Thursday, 14 November 2019**. There will be no withdrawals given after this date.
- READ THE SYLLABUS!!! You will remain subject to the criteria outlined herein whether you read this or not, so it is in your best interest to do so!
- Take advantage of **all** resources available to you. In the collegiate setting, all students are considered adults and are expected to uphold conduct worthy of such consideration.
- Be mindful of the classroom setting and the roles therein. While student tuition is vital to the well-being of this academic institution, this does NOT warrant the concession of an instructor to you in a manner that compromises the integrity of the classroom setting and that of the institution itself.
- Bring all materials needed for the course and refrain from bringing anything that is not needed.
- Be willing to work together with – **BUT NOT DO WORK FOR** – fellow classmates.
- Keep all homework assignments organized in a **binder**. This will prove to be helpful in preparing for the exams.
- **Write all graded work legibly and in pencil only. All work not done in pencil will not be accepted by the instructor and will cause you to receive a grade of zero percent (0%) for the work in question.**
- Work homework early enough to get help, if needed.
- Turn all electronic devices **off** that have no use in the classroom setting. This means all music players, cellular telephones (or cell phones), pagers, etc. In the event that a cell phone must be on (family emergencies only), then the phone must be on vibrate mode and placed on your desk or table. If an unsanctioned device is in use during an exam, then its grade will be zero percent (0%) and possible removal from the course.
- Obtain all missed information and assignments from a fellow classmate. **NO LATE WORK will be accepted!!!**

Self-Notes

The student will be expected to bring the lecture notes to the next class meeting. Most (usually, all) examples from the notes will be completed in class. These examples and any other notes taken in class should be recorded on notebook or graph paper. This assignment score is for all the respective points or none, there will be no partial credit for partial notes. Acceptable formats for the provided lecture notes are printed off, on a computer or tablet, but not on mobile devices (i.e., cell phones).

Portfolio

You will keep a binder which will be used as a reference and study guide. Your portfolio should be brought to class **every day** (including exam days)! The portfolio will be checked twice randomly by the instructor during the semester. The materials to be included in the portfolio can be found on the Blackboard course. The portfolio has a procedure page available on the Blackboard course. Each section should be separated by a labeled divider. Homework, quizzes, exams, and other useful material will be kept in the portfolio. All materials must be kept in the rings of the binder – anything in the pockets of the binder will be ignored during the portfolio check. The evaluation of the portfolio will take into consideration

- a. How complete the notebook is,
- b. Its organization and neatness, and
- c. How well the directions were followed

All printed material can be found on Blackboard for this course and needs to be read at least once during the semester.

Homework

Achieving success in this class will require giving regular effort outside of class, especially by doing homework. If you plan to be successful in this class, expect to spend a **minimum** of 4 to 6 hours outside of class every week maintaining or increasing your math skills. Homework is a planned practice for students to master the skills taught in class and necessary for higher-level mathematics courses.

Every student must do homework. Homework will be assigned daily. The assigned homework will be available on the South Plains College's Blackboard server, for printing. A student's homework will be given full credit as long as each problem is fully attempted. Points will be lost for incomplete attempts or missing work. Though the homework problems are not graded for correctness, this practice is required in order to more fully understand each topic and to successfully navigate the quizzes and the exams. The homework that was assigned during the previous week will be collected at the beginning of our Tuesday class time and usually returned by Thursday.

Quizzes

Quizzes will be given and homework collected weekly to assess if the student is practicing and mastering their math skills (doing homework). Quiz questions will be similar to some of the questions in the assigned homework. No make-up quizzes will be allowed. Fourteen (14) quizzes will be administered, however, only ten (10) quizzes are counted in the one hundred (100) points for the course. The extra four (4) quizzes are built-in extra credit for the student.

Lab Work

Lab time will be given daily, as time permits, to assess if the student understands the material covered that day. Students must work on the lab to receive credit. No make-up labs will be given.

Exams*

Exams are used to assess the amount of the course objectives that the student has mastered. The answer boxed will be the answer graded and only one answer will be graded, so the answer seen will be the one graded. Tentative exam dates are noted in the class calendar. Students have the scheduled class time to take exams and the time scheduled by the college to take the final exam. No student will be allowed to begin an exam after the first person has turned in their exam and left the classroom. If the student does poorly on their first exam, they are **required** to schedule an appointment to discuss their performance with the instructor in their office.

If a student should have to miss an exam, the instructor will consider replacing the missed exam with the final exam score if the following conditions have been met:

1. Turn in their syllabus receipt, and

* The submission of the syllabus receipt is required.

2. Notify the instructor before the exam is missed.

Exam Schedule

The exam dates may be modified if the schedule needs to be adjusted, but any change to the exam dates will be made at least one week before the new exam date.

The tentative schedule is as follows:

Exam 1: Thursday, 12 September

Exam 2: Tuesday, 8 October

Exam 3: Tuesday, 22 October

Exam 4: Tuesday, 12 November

Final: Tuesday, 10 December – 8:00 am - 10:00 am, in the usual classroom

Exam Corrections

Students are able to correct one exam (excluding the final exam), of their choice, by the last day of the class (the last class before Final's Week) for seventy-five percent (75%) of their missed points. To complete the exam correction, the student will correct the questions missed on the exam on a different sheet of paper and return the corrections with the original exam.

Final Exam*

There will be a **comprehensive** final exam at the end of the semester. Failure to attempt the final exam will result in a failing grade for the course. The final exam will be given at the scheduled time determined by South Plains College, not during class time. Conflicts in test schedules should be worked out with individual instructors. A student's library records and all financial records must be clear before the student will be allowed to take final examinations in any course.

* The submission of the syllabus receipt is required.