

# Policies and Procedures All Classes (SS)

Instructor: Tom Baker      Office: 223A      Phone: 716-4026      Text: **None Required**  
Email: [tbaker@southplainscollege.edu](mailto:tbaker@southplainscollege.edu)      Office Hours: M – R 2:00 – I finish grading papers  
Course Credit: A, B or C must be earned. See “Grade sheet” for Point Totals for each grade

## Quality of Work Expectations (QWE) See sample on Blackboard.

- **PENCIL – PENCIL – PENCIL– PENCIL– PENCIL– PENCIL– PENCIL– PENCIL**
- All problems must be worked in **PENCIL** and have the student’s **FULL NAME** and **CLASS DAY/TIME** on the first page. Otherwise, a grade of **ZERO** will be assigned
- All classwork turned in MUST BE on **lined** (max. size 8.5 X 11) **loose-leaf notebook paper**
- **NO SPIRAL PAPER IS ALLOWED. NO** work on **SPIRAL PAPER** will be graded
- Work **MUST** include the original problem number and problem (except story problems)
- Work must be legible and must justify the answer. Follow Examples from the lesson
- **ALL ANSWERS** on classwork turned in with a **LESSON QUIZ** must be **CORRECT**
- Work for each problem must go **DOWN** the page not **ACROSS** the page
- Answers **MUST BE** **CIRCLED** or **BOXED**
- A line must be skipped between problems
- **Multiple columns and work on the back of the page are allowed**
- Once started, problems should be finished on the same side & in the same column of the page

## DAILY QUIZZES (10 pts/lesson quiz)

- **Only** notes, homework & calculators may be used as aids on these quizzes
- Quizzes will be taken at the end of class
- ALL work should adhere to the **Quality of Work Expectations** described above
- 2 points awarded for acceptable classwork (see topic below)
- 2 points for each QUIZ problem worked correctly
- Students tardy to class may have their score reduced by 1 – 5 points

## MAJOR TESTS (100 points each)

- **ONLY** calculators may be used on these TESTS.
- Problems should adhere to the **Quality of Work Expectations** described above.
- Tests **MAY** be taken early **BUT** never late.

## ACCEPTIBLE CLASSWORK

- **ALL** answers **CORRECT** with proper work that justifies the answer on **lined** (max. size 8.5 X 11) **loose-leaf notebook paper**.
- A **“REASONABLE”** amount of problems is completed following the **QWE** delineated above
- **“REASONABLENESS”** is a subjective evaluation of the instructor based on three factors
  - Lesson difficulty
  - Time in class to work
  - Number of times help is sought from the instructor

## ATTENDANCE

Attendance is based on earning **at least** 2 points on the daily quiz. Failure to earn at least two points on the Lesson Quiz or missing class for **ANY REASON** constitutes an **“ABSENCE”** and will earn ZERO (0) points for the day.

## **CALCULATORS**

Any calculator may be used in this class so long as it is a **DEDICATED** calculator unable to access the internet. No phone or watch calculators are allowed.

## **CAMPUS CONCEALED CARRY**

South Plains College permits the lawful carry of concealed handguns in accordance with Texas state law, and Texas Senate Bill 11. Individuals possessing a valid License to Carry permit, or the formerly issued Concealed Handgun License, may carry a concealed handgun at all campus locations except for the Natatorium. For a complete list of campus carry exclusions zones by event, please visit

<http://www.southplainscollege.edu/campuscarry.php>

## **DISABILITY & DIVERSITY STATEMENTS**

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 to federal law, a student requesting accommodations must provide acceptable documentation of his/her disability. For more information, call or visit the Disability Services Office in Rooms 809 and 811, Reese Center Building 8, 806-716-4675. 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.

## **DROPPED FOR EXCESSIVE ABSENCES/INAPPROPRIATE ATTITUDE**

- A student with a **FAILING** average may be dropped after receiving his **4<sup>th</sup>** grade of **ZERO**
- Students who project an overt negative attitude toward the course, the class, classmates or instructor will be dropped from the class for disciplinary reasons and reported to the Dean of the Reese Center and the Dean of Students
- Once dropped, there is **NO REINSTATEMENT**

## **ELECTRONIC DEVICES**

Due to past abuse, **ANY** use of **ANY** electronic device with internet access for **ANY** purpose is **DISALLOWED** in this class. **ALL** Power Point Lessons/Practice Sets of problems **MUST** be printed if you intend to use them in class—**NO EXCUSES-NO EXCEPTIONS.**

## **EQUAL OPPORTUNITY**

South Plains College strives to accommodate the individual needs of all students and enhance their opportunities for success in the context of a comprehensive community college setting. It is the policy of South Plains College to offer all educational and employment opportunities without regard to race, color, national origin, gender, disability or age.

# Course Outline Math 0315.200

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**Textbook:** ALL materials for this class are available on Black Board.

DATE	SECTIONS	DATE	SECTIONS
6/4	Introduction/1-1 CLT	6/21	3-1 Multiplying Monomials
6/5	1-2 Multiplying Terms	6/25	3-2 Multiplying Polynomials
6/6	1-3 Checking Answers	6/26	3-3 Integer Exponents
6/7	1-4 Solving Equations I	6/27	3-4 Dividing Polynomials
6/11	1-5 Solving Inequalities	6/28	4-1 Factoring the GCF
6/12	2-1 Linear Equations	7/2	4-2 Factoring Trinomials
6/13	2-2 Solving Systems by Graphing	7/3	4-3 Difference of Two Squares
6/14	2-3 Solving Systems by Substitution	7/5	4-4 Solving Quadratic Equations
6/18	2-4 Solving Systems by Elimination	7/9	Review
6/19	Review	<b>7/10</b>	<b>END TERM TEST</b>
<b>6/20</b>	<b>MID TERM TEST</b>		

A student successfully completing this class (grade of “C” or better) will be able to

1. Add/subtract/multiply/divide real numbers & polynomials.
2. Simplify numeric and algebraic expressions using the order of operations.
3. Solve linear equations and inequalities
4. Translate/solve word problems
5. Graph linear equations
6. Evaluate expressions using exponent rules
7. Solve quadratic equations by factoring

# Determining Your Grade 0315

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Students are expected to keep up with their grades and know their standing in the class. A grade of A, B, or C is needed to qualify for the next course.

	Points	Sum of	Divide	
	Earned	Points	By	Grade
Quiz 1-1		XXXXX	.1	
Quiz 1-2			.2	
Quiz 1-3			.3	
Quiz 1-4			.4	
Quiz 1-5			.5	
Quiz 2-1			.6	
Quiz 2-2			.7	
Quiz 2-3			.8	
Quiz 2-4			.9	
Review Quiz			1	
TEST SCORE			2	
Quiz 3-1			2.1	
Quiz 3-2			2.2	
Quiz 3-3			2.3	
Quiz 3-4			2.4	
Quiz 4-1			2.5	
Quiz 4-2			2.6	
Quiz 4-3			2.7	
Quiz 4-4			2.8	
Review Quiz			2.9	

Grade Range	Letter Grade
<b>90-100</b>	<b>A</b>
<b>80-89</b>	<b>B</b>
<b>70-79</b>	<b>C</b>
<b>60-69</b>	<b>D</b>
<b>0-59</b>	<b>F</b>