

BIOLOGY 2420-006: MICROBIOLOGY
DR. TORI HALL, PH.D.
COURSE SYLLABUS FALL 2020

CONTACT INFORMATION:

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Office: S182

Office hours ----- Monday and Wednesday: 1:00 PM – 3:00 PM ----- Tuesday, Thursday, Friday: 10:00 AM – 12:00 PM
I am also available to meet by appointment at other times. Email me at least 48 hours in advance with your availability to arrange a time to meet.

LECTURE: **ONLINE** through **BLACKBOARD**

FACE-TO-FACE LAB: **1 day a week** in **S139**

- **Group A:** TUESDAYS (6:00 PM – 8:55 PM)
- **Group B:** THURSDAYS (6:00 PM – 8:55 PM)

ONLINE LAB: **1 day a week** through **MCGRAW-HILL CONNECT**

- **Group A:** THURSDAYS
- **Group B:** TUESDAYS

EXAMS (lecture and lab): **FACE-TO-FACE**, taken in **S179** (time depends on group assignment)

- **Group A:** Your exam is from **6:00PM – 7:20 PM**
- **Group B:** Your exam is from **7:30 PM – 8:50 PM**

For more information, see
the course schedule.



A. REQUIRED TEXTS:

1. **TEXTBOOK:** Microbiology Openstax Textbook

- Available for purchase at the SPC Bookstore or available **free** online (I do not recommend buying this book... the online version is the same and is more than adequate for this course)
- **HOW TO ACCESS THE TEXTBOOK:**
 - A. Go to: <https://openstax.org>
 - B. Click on "Subjects" icon
 - C. Click on "Science"
 - D. Click on "Microbiology" – our book is the only microbiology textbook available.

2. **CONNECT (LAB SIMULATION) ACCESS CODE**

- Purchase this code at the SPC Bookstore. ISBN: 9781265965082

3. **STUDENT NOTE PACKET:** Microbiology (BIOL 2420) Student Note Packet, Dr. Tori Hall.

- Purchase at SPC Bookstore.

4. **ONLINE RESOURCES:** Posted as appropriate by Dr. Hall.

B. MCGRAW-HILL CONNECT: All online **labs** will be completed via simulations through McGraw-Hill Connect. Information on how to register for this course through McGraw-Hill Connect can be found below, as well as an attachment on the home screen of our blackboard course.

- Please read the announcement on Blackboard for registration information
- Make sure to read **all** of the information under the "**McGraw-Hill Connect**" folder on the home page of our Blackboard course.

C. COURSE DESCRIPTION:

This is a general microbiology course that covers the morphology and physiology of microorganisms with particular emphasis on the microbial relationship to disease, pathogenicity, and the immune response. This course is designed for students entering the allied health profession such as: nursing, respiratory therapy, dental hygiene, etc... This course satisfies the requirements for an Associate in Arts and Associate in Science degree as well as requirements for transfer students working toward a Bachelor of Arts degree, Bachelor of Science degree, or certification in allied health fields.

Please note: This course is designed for allied health professionals and will not provide credit for Biology majors, Pre-Med, Pre-Dentistry, or Pre-Vet. **This course is not a core science curriculum course. If you are not sure, please contact the instructor.**

D. COURSE OBJECTIVES:

- I. Introduce basic microbiological principles

- II. To investigate the cellular processes of living organisms with an emphasis on biological chemistry applications
- III. To have a basic understanding of microbial morphology and physiology, bacterial genetics, and basic disease processes
- IV. To instill an appreciation of the variety and diversity of microorganisms
- V. To allow laboratory investigation of the topics covered.

E. **SCANTRON SHEETS (for lecture exams):** Provided by the instructor

F. **LAB SUPPLIES / EQUIPMENT:** None.

- **SAFETY GLASSES:** Safety Glasses are required for Microbiology lab. Safety glasses **will be** provided in lab but you will share these with other students. If you would like to purchase your own personal pair of safety glasses, they are available for purchase at the SPC Bookstore at a cost of \$4-\$5.

G. **COMPUTER REQUIREMENTS:** Students are not required to purchase their own computer, but must have access to one that meets the specifications for this course. The computer must be able to connect to and allow the student to browse the internet. **E-mail access is required.** If a student's internet connection goes down, or a student's computer crashes or otherwise becomes inoperable for blackboard, **it is the responsibility of the student to have their internet connection and/or computer repaired as soon as possible** in order to avoid getting behind in the class. While the computer and/or internet connection is being repaired, the student should seek an alternate computer.

Internet problems and/or the crash or inoperability of a computer **will not be an acceptable excuse for being late with assignments or exams.** It is the responsibility of the student to have a backup plan in place. If the blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor.

H. **CLASS SECTION:** Each student is required to attend both the class and the lab section that he/she is registered for in the semester. Scheduled lectures and/or labs are subject to change by the professor. **Access your electronic mail (e-mail) regularly** as this is the primary mode of communication between professor and students. **All lectures will be delivered in an online format through the use of "screencast-o-matic"**. These lectures have captions, but not all of the captions will be perfect as they are transcribed using a speech to text software. I am working through editing all of the captions, but this takes a significant amount of time. So half of the lectures have corrected captions while the other half has what the software has transcribed.

- **The group you are assigned to will dictate what day you have your face-to-face labs AND what time you will take your exams.**
- **PLEASE make sure you know what group you are assigned to** because showing up at the wrong time, or on the wrong day, is not an excuse to miss an exam or lab.

I. **CLASS ATTENDANCE:**

Lecture (virtual) and lab (face-to-face and virtual) attendance is mandatory. Each student is expected to read the text and lab exercises before watching each lecture.

Absences will be documented starting from the first class meeting in the semester. The college has an 85% attendance requirement, and there are no excused absences for online courses. If you have a doctor's note and you are under a 14 day quarantine, you will be given a little more leniency however since this is mostly an online course and you have an entire week to get labs done, you are expected to hit your deadlines. **If you miss a face-to-face lab, you will not be able to make it up and you will be allowed one and only one reset on any assignment for the entire semester.** "Absences" are counted from the first scheduled class meeting. A student who misses more than 15% (four classes) of the scheduled classes may receive an F or a W.

Student attendance in online courses is defined as active participation in the course. Examples are as follows:

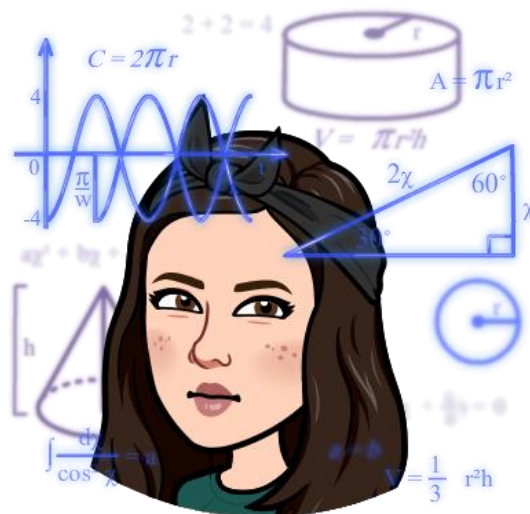
- The downloading of video lectures and powerpoints (instructor can view through statistics on blackboard)
- Attendance at face-to-face labs
- Completion of exams
- Completion of lab simulations
- Completion of lab exams
- Communication with the instructor
- Or other course participation

Whenever absences become excessive and, in the instructor's opinion, the minimum course objectives cannot be met, the student will be administratively withdrawn from the course. The instructor will initiate a student's administrative withdrawal when the student has 4 absences in the semester NOTE: At the time of administrative withdrawal by the instructor, the student will be dropped with either an "X" or "U" if passing, or an "F" if failing.

It is the student's responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

- J. **EXAMS:** All of our exams (lecture exams and lab exams) will be **face-to-face, in room S179**. Time will be dependent on your group assignment (**emailed from me to your student email** and found on **blackboard**).
- **Group A:** Your exam is from 6:00PM – 7:20 PM
 - **Group B:** Your exam is from 7:30 PM – 8:50 PM
- K. **COURSE EVALUATION:** The overall lecture grade will be composed of 4 exam grades and a research project, and will compose 70% of the overall course grade. **The lowest exam grade, of the 5 exams taken, will be dropped.** **The Final Exam will not be comprehensive and will count as the 5th exam.** Exams will be multiple choice, matching, and true/false. Lab grades will compose 30% of the course grade. The breakdown of grades is as follows:

<u>LECTURE (70% OF OVERALL GRADE):</u>	
HIGHEST EXAM	15%
2 ND HIGHEST EXAM	15%
3 RD HIGHEST EXAM	15%
4 TH HIGHEST EXAM	15%
UNKNOWN BACTERIA RESEARCH	5%
RESEARCH PAPER	5%
	70%
<u>LAB (30% OF OVERALL GRADE):</u>	
LAB EXAM I	10%
LAB EXAM II	10%
LAB SIMULATIONS	10%
	30%
OVERALL TOTAL	100%



There is a document on our blackboard home screen where each student can plug in their respected grades, and calculate/estimate their final course average.

***** Participating in and completing the (voluntary) KWLs that accompany each lecture will result in 1 bonus point (per entire KWL) for the upcoming exam. You must complete all 3 parts of the KWL to receive the bonus point. *****

GRADING SCALE:

Your percentage grade will be tabulated based on one of the following scales, depending on your attendance/absence/tardy record. If your combined absences and tardies are **less than or equal to two**, you will be assigned a grade based on a lower requirement for a particular grade. If your combined absence/tardy numbers are **more than two**, you will be assigned a grade based on the standard scale, given below. There will be no exceptions.

LOW ABSENCE/TARDY SCALE

89 – 100	= A
79 – 88.5	= B
69 – 78.5	= C
59 – 68.5	= D
< 58	= F

STANDARD SCALE

90 – 100	= A
80 – 90	= B
70 – 80	= C
60 – 70	= D
≤ 59.5	= F

MAKE-UP EXAMS: Students will be allowed to make up any **lecture exams** missed, but they must be taken **within 3 days** (if the missed exam was on a Tuesday) **or 5 days** (if the missed exam was on a Thursday). **The first make-up exam will be a short answer/essay exam.** Any additional exams missed will be **oral exams** with the student and the instructor. There will be **NO make-up exams for Lab Exams** or the **Final Exam** unless it is a **documented medical emergency.**

All lab simulations are open on the day they are assigned, and remain open through the end of the week. If you experience computer problems or miss an assignment, you will not be able to make up or retake the assignment. A missed assignment will result in a zero on that assignment, no exceptions. You will be allowed **one and only one reset** on any assignment for the entire semester.

- L. **CELL PHONES:** All cell phones/pagers must be on silence (not vibrate, but **silenced**) or turned off and put away during class/lab/exam time. Cell phones are disruptive to classroom conduct and are not allowed in class or lab.
- M. **DISMISSAL POLICY:** A high standard of conduct is expected of all students. **It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity, proper safety, and common sense will guide the actions of each member of this class.** Any student who fails to perform according to expected standards may be asked to withdraw. **Because of the potential hazards in the laboratory, any student who proves to be a danger to self or fellow classmates will be asked to withdraw or will be dropped from the class by the instructor.**
- N. **ACADEMIC DISHONESTY:** Students are expected to do their own work on all lab simulations, assignments, quizzes, and examinations. Failure to comply with this policy (as laid out below) will result in an F for the assignment/exam and can result in an F for the entire course if circumstances warrant.

PLAGARISM 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 unadministered examination or contents by buying, stealing, selling, soliciting, or through collusion (in whole or in part);
2. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test
3. Discovering the content of an examination before it is given;
4. Using an unauthorized source of information (notes, textbooks, phones, text messaging, internet, apps, smartwatches, etc) during an examination, quiz, or homework assignment;
5. Entering an office or building to obtain unfair advantage;
6. Taking an examination for another student;
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Collaborating with or seeking aid from another person during a test.
9. Altering grade records;
10. Copying another's work during an examination or on a homework assignment;
11. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
12. Taking pictures of a test, test answers, or someone else's paper.

If you have any questions about what constitutes your own work, **PLEASE ASK**.

- O. **DISMISSAL POLICY:** A high standard of conduct is expected of all students. **It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity, proper safety, and common sense will guide the actions of each member of this class.** Any student who fails to perform according to expected standards may be asked to withdraw.
- P. **COPYRIGHT NOTICE:** All material presented by the instructor in the course is copyright protected. The material presented by the instructor **may not** be modified or altered in any way. You have permission to print out **one copy** of any material presented by the instructor in this course (i.e. Syllabus, PowerPoint Presentations, videos, etc). The one copy must only be used for **your personal educational use** during this semester. The material **may not** be altered or modified in any way. The material **may not** be distributed in any way. You have permission to download the same material to your computer hard drive or other medium in order to print out the material needed. Any material downloaded **may not** be altered or modified in any way. The **downloaded material may not** be distributed in any way.

- Q. 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.
- R. 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.
- S. NON-DISCRIMINATION STATEMENT:** 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.
- T. 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 Chris Straface, Director of Health and Wellness at 806-716-2362 or email cstraface@southplainscollege.edu for assistance.
- U. COVID-19 STATEMENT:** It is the policy of South Plains College for the Fall 2020 semester that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the SPC community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings while in SPC buildings including in classrooms, labs, hallways, and restrooms. Failure to comply with this policy may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Dean of Students on the Levelland campus or the Dean/Director of external centers for Student Code of Conduct Violation.