

BIOLOGY 2420 – MICROBIOLOGY; ONLINE
DR. TORI HALL, PH.D.
COURSE SYLLABUS – FALL 2022

CONTACT INFORMATION

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Office: 584

Office hours:

Mon: & Wed 10:00 AM – 11:30 AM ----- Tues & Thurs: 2:00 PM – 4:00 PM ----- Fri: 9:30 AM – 10:30 AM
I am also available to meet by appointment. Email me at least 48 hours in advance with your availability to arrange a time to meet.

PREREQUIREMENTS FOR MICROBIOLOGY: TSI compliant in Reading, Writing and Math.

LECTURE: ONLINE through **Blackboard** (Lecture recordings embedded in blackboard through Youtube)

LAB: ONLINE via materials posted as appropriate by Dr. Hall on Blackboard

ONLINE LAB ASSESSMENTS: MCGRAW-HILL CONNECT

EXAMS (lecture and lab): Closed note (memory recall) and **ONLINE** via Blackboard

For more information, see the
course schedule.



A. REQUIRED TEXTS:

1. **TEXTBOOK:** Microbiology Openstax Textbook. ISBN: 9781938168147
 - o Available **free** online (I do not recommend buying this book... the online version is the same and is more than adequate for this course)
 - o **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.
 - E. I highly recommend that you download the PDF format of this book in order to have access to the page numbers of the book.
2. **STUDENT NOTE PACKET:** Microbiology (BIOL 2420) Student Note Packet, Dr. Tori Hall. This is available on Blackboard under Course Resources.
3. **BASIC CALCULATOR**
4. **ONLINE RESOURCES:** Posted as appropriate by Dr. Hall.
5. **McGraw-Hill CONNECT – Virtual Labs are required for this course**

TEXTBOOK STATEMENT (Formerly known as Inclusive Access): ***This course is in the SPC TexBook program, so you do not need to purchase an access code for this course as you have already paid for this in your course fee.***

- **What is TexBook?** The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- **How do I access my TexBook?** Your course material is in your Blackboard course from the first day of class. Access to your course material is provided through **links inside your Blackboard course**.
- **Help with TexBook issues and support:** check with your professor
- **Opting out of TexBook:** Participating in TexBook is not mandatory, and you can choose to opt-out. **However; by opting-out you will lose access to the course and competitive pricing, and you will need to purchase the required course material on your own.** If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day.

*****Please consult with your professor before deciding to opt-out. *****

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to **tfewell4texasbookcompany@gmail.com**. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: tfewell@texasbook.com / Phone: 806-716-2399
Email: agamble@texasbook.com / Phone: 806-716-4610

B. **McGRAW-HILL CONNECT:** All online **labs** will be completed via simulations through McGraw-Hill Connect and will compose 10% of the overall course grade. 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. At the end of the semester, the lowest grade of all of the McGraw-Hill assignments will be dropped.

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

F. **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.

G. **CLASS SECTION:** Each student is required to attend both the class and the lab section (through active engagement as this is a fully online course) 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 Youtube.** 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.

H. **BLACKBOARD:**

1. **BLACKBOARD ID AND PASSWORD:** Standard User ID will be first initial, your last name (the first initial will be your name that you have registered under at SPC). All letters are lower case and the last 4 digits of the Student ID (random number assigned by the college). The initial Password will be the Original Campus Connect Pin Number (found on your acceptance letter).

Example: Jane Smith, Student ID number: 123 – 00 – 4567

User ID: jsmith4567

Password: Original Campus Connect Pin Number

All information is lower case with NO spaces.

****** You are not allowed to give your user ID and/or password to anyone. You will be dropped and given an F for your final grade if someone besides you is caught logging into this course under your user ID and/or password. ******

Log onto Blackboard from the SPC Homepage for Announcements, Handouts, PowerPoints, Notes, Review Questions, and Recorded Lectures, and anything else that is relevant for this course for the entirety of the semester.

2. **BLACKBOARD WEBSITE:** <http://southplainscollege.blackboard.com/>
(login with SPC username and password)

All technological questions should be directed to the SPC technology center by contacting the Help Desk by emailing helpdesk@southplainscollege.edu or calling **806-716-2600**

3. **BLACKBOARD SUPPORT AND HELP:** *Blackboard tutorials* can be found on MySPC under Students>Distance Education. Once on the Distance Education page, click on Blackboard Learn 9 on menu to the right. Or access the tutorials at <http://ondemand.blackboard.com/students.htm>.

When you log in to Blackboard there is a module (or box) that has help information on the My Blackboard Tab. You can also learn more about **Blackboard Learn** through the [On Demand Learning Center](#).

The **On Demand Learning Center** includes short, interactive video lessons (called **Quick Tutorials**) and short documents (called **Getting Started Guides**) designed to get you familiar with a feature in 15 minutes.

If you encounter technological problems *while you are taking a test*, **YOU** must contact Blackboard Technical Support blackboard@southplainscollege.edu to report the problem.

Students, please email Brooke Walker at bwalker@southplainscollege.edu or call (806)716-2180.

For an email address that reaches everyone in the Instructional Technology department, please use blackboard@southplainscollege.edu.

4. **CHROME:**

This is preferred web browser to support Blackboard. You will need to occasionally clear the browser for Chrome. Instructions are below:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **More tools, Clear browsing data**.
4. At the top, choose a time range. To delete everything, select **All**.
5. Next to "Cookies and other site data" and "Cached images and files," check the boxes.
6. Click **Clear data**

I. COURSE ATTENDANCE POLICY:

Lecture and lab (virtual) attendance is mandatory and will compose 5% of the overall course grade. For fully online sections, attendance will be taken using the virtual lab assignments or online exams that are scheduled Monday – Friday. Students are required to log into blackboard every Monday – Friday of the semester for lecture content, online lab assignments and additional lab content, and scheduled exams.

Absences will be documented starting from the first class meeting in the semester. Since this is an online course and you have an entire week to get the online lab assessments completed, you are expected to hit your deadlines. **There will be no makeups for missed virtual labs on Connect.** Missed lab assignments on Connect will result in a zero for that assignment.

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)
- Downloading and completing lab material as posted on blackboard
- Completion of exams
- Completion of lab simulations
- Completion of lab exams
- Communication with the instructor
- Or other course participation

Daily participation and completion of assignments and/or assessments on blackboard is fundamental to meeting the objectives of this course. Microbiology is a lab intensive course, therefore the completion of the Connect Virtual Labs (and regular weekly online lab attendance) is mandatory. Please consult with Dr. Hall when a lab absence occurs.

A student cannot receive credit for a lab science course if they do not complete lab assignments. Each student will start the semester with 100 points in their "attendance" grade column in blackboard. **If a student does not complete a lab assignment by the deadline, the student will receive a grade of a zero for that lab assignment as well as one documented absence.**

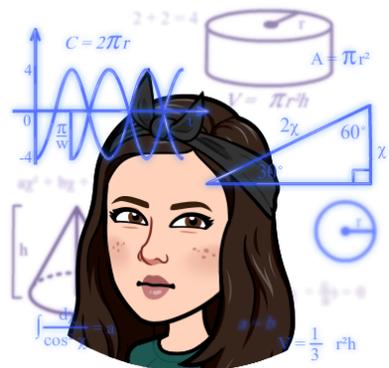
- If a student received a zero for a lab assignment, 3 points will be subtracted from their attendance grade in blackboard.
- If a student does not log into blackboard for an entire week to complete lecture topics, lab assignments, and/or schedule assessments, 6 points will be subtracted from their attendance grade.

Dr. Hall will check that students are completing lab assignments and assessments on days scheduled, and **attendance grade will be updated weekly (each Friday) for each student during the semester.**

J. **EXAMS:** All of our exams (lecture exams and lab exams) will be closed note, timed and taken **ONLINE in Blackboard. They will be available from 9 AM – 9 PM CST. If you need a time frame outside of this, please email me so we can set something up.**

K. **COURSE EVALUATION:** The overall lecture grade will be derived from both portions of the course: Lecture and Lab. **The Final Exam will not be comprehensive and will count as the 5th Lecture Exam.** Exams will be multiple choice, matching, and true/false, fill in the blank... etc. Exams are subject to change at any time during the course. Lab grades will compose 30% of the course grade. The breakdown of grades is as follows:

LECTURE (65% OF OVERALL GRADE):	
ALL LECTURE EXAMS	50%
RESEARCH PAPER	10%
FLIPGRIDS (FLIP VIDEOS)	5%
	65%
LAB (30% OF OVERALL GRADE):	
LAB EXAM I	10%
LAB EXAM II	10%
LAB ASSESSMENTS	10%
	30%
ATTENDANCE	5%
OVERALL TOTAL	100%



***** 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 (BEFORE THE EXAM) to receive the bonus point. *****

L. **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 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: As this is a 100% online course, and all exams are available from 9 AM – 9 PM on the scheduled day of the exam, there will be **NO make-up exams for any lab exams**, and the student may make up a lecture exam if the student misses for a **documented medical emergency and the appropriate paperwork has been submitted to the professor within 24 hours of the missed exam**. If this is the case, the student may make up 1 Lecture exam throughout the course of the semester, and **the makeup exam will be a short answer/essay exam**. 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. If you need special arrangements for any exam (I.E. you work 9 AM – 9 PM, and need to access an exam at a different time, please email me and I will accommodate you).

M. **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**.

N. **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. If you've made it to this part of the syllabus, send me an email with a picture of the beloved go's cartoon "Johnny Bravo" to receive 5 bonus points to your next upcoming exam and do not tell any other student about this easter egg.

O. **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.

P. **OTHER HELPFUL INFORMATION:**

LEVELLAND CAMPUS LIBRARY HOURS:

Monday – Wednesday, 8:00 am – 6:00 pm

Thursday, 8:00 am – 4:00 pm

Friday, 8:00 am – 3:00 pm

Not open on weekends

LEVELLAND CAMPUS ADMINISTRATIVE OFFICE HOURS:

Monday – Thursday, 8:00 am – 4:00 pm

Friday, 8:00 am – 3:00 pm

- P. **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, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.
- Q. **DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference 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.
- R. **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.
- S. **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 Health and Wellness Center. 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 Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.
- T. **COVID-19 STATEMENT:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.
- Cough, shortness of breath, difficulty breathing
 - Fever or chills
 - Muscles or body aches
 - Vomiting or diarrhea
 - New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at dedens@southplainscollege.edu or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at dedens@southplainscollege.edu.

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

Please note this syllabus is subject to change at any time.