

BIOLOGY 2420: MICROBIOLOGY
DR. TORI HALL, PH.D.
COURSE SYLLABUS FALL 2021

CONTACT INFORMATION:

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Office: S132

Office hours:

Mon: & Wed 2:00 PM – 3:30 PM ----- Tues & Thurs: 9:45 AM – 11:45 AM ----- Fri: 10:00 AM – 11:00 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 (sections: 002, 003) and/or Face-to-Face in S122 (Section 001)

FACE-TO-FACE LAB: in S136 (all sections)

ONLINE LAB ASSESSMENTS: MCGRAW-HILL CONNECT

Must be completed BEFORE the face-to-face lab is attended.

EXAMS (lecture and lab): in S122 (all sections)

For more information, see the course schedule.



A. REQUIRED TEXTS:

1. **TEXTBOOK:** Microbiology Openstax Textbook. ISBN: 9781938168147

- 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.
 - 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/assessments will be completed via simulations through McGraw-Hill Connect. Information on how to register for this course through McGraw-Hill Connect can be on Blackboard. 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.**

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.

- a. **SAFETY GLASSES** (optional): 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.

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, assessments, and/or exams (if applicable)**. 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 (in person or by accessing the lectures) and the lab section that he/she is registered for in the semester. **Scheduled lectures and/or labs are tentative and could be subject to change by the professor.** **Access your student E-mail regularly** as this is the primary mode of communication between professor and students.

H. **CLASS ATTENDANCE:**

Lecture (face-to-face and/or virtual when applicable) and lab (face-to-face and/or virtual) attendance is mandatory. Each student is expected to complete the online lab assessments BEFORE attending each face-to-face lab.

Absences will be documented starting from the first class meeting in the semester. If you miss a face-to-face lab, there will be no make ups and you will be allowed one and only one reset on any ONE lab assessment for the entire semester.

"Absences" are counted from the first scheduled class meeting. **Student attendance in the online portion 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

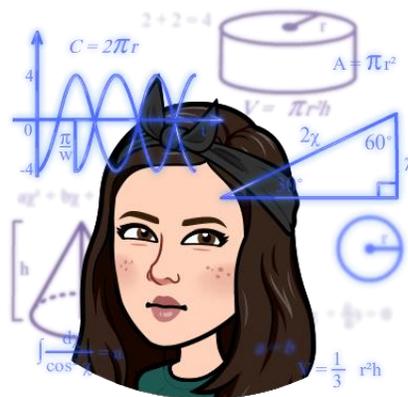
- Completion of exams
- Completion of lab simulations
- Completion of lab exams
- Communication with the instructor
- Or other course participation

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. An email will be sent when the student misses 3 classes. When the student misses 4 classes (or 1 Exam), then the instructor will email the student again and initiate an administrative withdrawal. 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.

- I. **EXAMS:** All of our exams (lecture exams and lab exams) will be **face-to-face in S122**. Time and date will be dependent on your section... please see the course schedule.
- J. **COURSE EVALUATION:** The overall lecture grade will be derived from the 4 highest 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, 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:

<u>LECTURE (70% OF OVERALL GRADE):</u>	
HIGHEST EXAM	16.25%
2 ND HIGHEST EXAM	16.25%
3 RD HIGHEST EXAM	16.25%
4 TH HIGHEST EXAM	16.25%
RESEARCH PAPER	5%
	70%
<u>LAB (30% OF OVERALL GRADE):</u>	
LAB EXAM I	10%
LAB EXAM II	10%
LAB ASSESSMENTS	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 (BEFORE THE EXAM) to receive the bonus point. *****

K. **GRADING SCALE:**

Your percentage grade will be tabulated based on one of the following scales (dependent 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

STANDARD SCALE

90 – 100 = A

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

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

- L. **MAKE-UP EXAMS:** Students will be allowed to make up 1 **lecture exam** only if it is a documented medical emergency. Student must contact the professor within 24 hours of the scheduled exam, must provide medical documentation and the makeup exam must be taken **within 3 days of the missed scheduled exam**. **The make-up exam will be a short answer/essay exam**. There will be **NO make-up exams** for missed Lab Exams or the **Final Exam**.
- M. **CELL PHONES:** All cell phones must be on silent (not vibrate, but actually **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.
- 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. **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.**
- O. **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.

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 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**.

- P. **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.
- Q. **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.

- R. **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.
- S. **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.
- T. **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.
- U. **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.
- V. **COVID-19 STATEMENT:** It is the policy of South Plains College for the Spring 2021 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. If you are experiencing any of the following symptoms please do not attend class and either seek medical attention or get tested 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.

Please note this syllabus is subject to change at any time, but especially if the course should be moved fully online or to some other format during the semester.