

BIOLOGY 2420: MICROBIOLOGY
DR. TORI HALL, PH.D.
COURSE SYLLABUS FALL 2024

CONTACT INFORMATION:

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Office: S84

Office hours:

Mon/Wed: 10 AM – 12 PM ----- Tues/Thurs: 9:30 AM – 11 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.

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 for free 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** (included with Inclusive Access/Texbook)

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 pwells@texasbook.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: pwells@texasbook.com / **Phone:** 806-716-2097

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

B. McGRAW - HILL CONNECT:

All online **pre-labs/assessments** will be completed via simulations through McGraw-Hill Connect and will compose 5% of the overall course grade. 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. 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. 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 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.

F. POLICIES, PROCEDURES, AND RULES

COURSE CONTENT:

This course will be conducted according to the policies and procedures of the South Plains College Handbook and General Catalog. Scheduled lectures and/or labs are tentative and could be subject to change by the professor. **Access your student E-mail and Announcements Tab on Blackboard regularly** as this is the primary mode of communication regarding important information and changes regarding class from professor to students.

ATTENDANCE POLICY:

- Punctual and regular attendance is expected for all Lecture and Lab meetings. All students are expected to be engaged, attentive, and interactive with the material, the professor, and other students when discussions are taking place in Lecture and Lab.
 - Daily participation and completion of assignments and/or assessments 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 concept checks are vital to student success.
- Absences (for purposes of the final grade scale) will be documented starting from the first class meeting in the semester.
- If you have a valid/university approved reason for being absent, it is your responsibility to notify me, **before** the scheduled class meeting, so reasonable accommodations may be made. Students are also responsible for any and all material covered during any absence... best to communicate with fellow students to acquire this material.
- Any student that is absent for a total of **4 or more class days** (regardless of the reason), absent from **every class period for two consecutive weeks, does not complete an exam** (lecture or lab) for any reason, **does not complete 4 graded assignments** (at any time, for any reason), AND/OR **cannot meet the minimum course requirements** may be administratively withdrawn from the course, by the instructor, with a grade of an X.
 - If I notice that you are not progressing as I believe you should in the course, I will reach out via student email to try and determine what is occurring so that the proper course of action can be taken and the issue can be resolved.
- Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.
- All electronic devices must be on silent (not vibrate, but actually silenced) or turned off and put away during class/lab/exam time.
 - Should an electronic device ring/vibrate repeatedly during a meeting time, 5 points will be deducted from the student's next exam per incident
- Earbuds should not be worn at any time during class/lab/exams.

- No student is allowed to record the lectures, labs, or take photos/videos of the instructor without my permission.

EXAM POLICY: All of our exams (lecture exams and lab exams) will be timed. If taking exams online, Honorlock is also required for each exam taken. Please see the course schedule for due dates and times of all exams, and for the material covered for each exam. Lecture Exams will be multiple choice, matching, and true/false. Lab Exams will be short answer, fill in the blank, diagram completions, etc. The Final Exam (Lecture Exam 5) will be taken according to the SPC Final Exam Schedule and will not be comprehensive. Exams are subject to change at any time during the course.

- All phones/smart watches/airpods/earbuds must be put away during exams.
- **MAKE-UP EXAM POLICY:** Students will be allowed to make up **1 lecture exam only** and 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 business days of the missed scheduled exam**. If the student does not contact Dr. Hall within 24 hours of the missed scheduled exam, the missed exam grade will revert to a zero.
 - The Make-up Lecture Exam will be a **short answer/essay exam**.
 - There will be **NO make-up exams for missed Lab Exams** or the **Final Exam**.

LAB POLICY: Assignments consist of online pre-lab assessments to be completed through McGraw-Hill Connect. Each student is expected to complete the online pre-lab assessments via McGraw-Hill Connect BEFORE attending each face-to-face lab (if applicable) and/or completing the handouts and watching the supplemental videos provided. There will be no makeups for missed face-to-face labs and/or pre-lab assessments on Connect. Missed lab assignments on Connect will result in a zero for that assignment.

COURSE GRADE POLICY: 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. Final grades will be tabulated based on the below grading scale. There will be no exceptions and there are no curves in this course. There is a document on blackboard (under "course resources") where each student can plug in their respected grades and calculate/estimate their final course average. The breakdown of this course is as follows:

LECTURE (72% OF OVERALL GRADE):

ALL LECTURE EXAMS	60%
LITERATURE REVIEW	7%
3-2-1 REFLECTION ESSAYS	5%
	72%

LAB (28% OF OVERALL GRADE):

LAB EXAM I	10%
LAB EXAM II	10%
LAB ASSESSMENTS	3%
UNKNOWN BACTERIA PROJECT (for F2F and Flex)	5%
	28%

Letter Grade	Course Average
A	89.5 - 100%
B	79.5 - 89.4%
C	69.5 - 79.4%
D	59.5 - 69.4
F	0 - 59.4

OVERALL TOTAL 100%

→ ONL sections will not have the Unknown Bacteria Project, so that 5% will be rolled into the lab assessments percentage, making it 8%

WITHDRAWAL PROCEDURE:

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ACADEMIC INTEGRITY AND 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.
5. Using artificial intelligence (such as ChatGPT) to formulate answers and passing it off as original thought.

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.

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 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.

OFFICIAL SPC STATEMENTS:

For information regarding official South Plains College statements about diversity, disabilities, non- discrimination, Title V Pregnancy Accommodations, Campus Concealed Carry, etc, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

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.