

**COURSE INFORMATION
INTERNET MICROBIOLOGY (BIOLOGY 2420)**

Spring 2018

PROFESSOR: Philip D. Ricker, Assistant Professor of Microbiology

OFFICE: adjacent to the lab room

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OFFICE HOURS: My office hours are posted outside my door. Please come see me if you are having problems.

PURPOSE: Microbiology. (4:3:4) 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 satisfies the requirements for an Associate in Arts and Associate in Science degree as well as requirements for certification in some allied health fields.

TEXTBOOK: Microbiology This text is published by openstax.org The textbook can be downloaded free from www.openstax.org or you can purchase hard copies from the SPC bookstore or Amazon.com The text is optional but highly recommended!

LECTURE MATERIAL: The lecture material will be available from powerpoints, different sources and materials and will be posted on Blackboard. It will be up to each student to read and study the lecture material for the course. Any questions about lecture material can be handled during office hours, during lab time, or of course over the internet.

LABORATORY MANUAL: Techniques in Microbiology, A Student Handbook, by John M. Lammert is required. In addition, you will have lab information you will need to download and print from the internet

ATTENDANCE POLICY: Punctual and regular class attendance is expected and required of all students. On the first class day, a seating chart will be made in the laboratory and this will be the student's permanent seat for the remainder of the semester. Class role will be taken each laboratory period from this seating chart, so students must sit in their designated seat or may be counted absent. Students are responsible for all class and laboratory work covered during absences from class with no exceptions. When an unavoidable reason for a class absence arises, such as an illness or an official trip authorized by the college, the instructor may permit the student to make up the missed lecture and laboratory work. In such cases, it is the student's responsibility to complete the work missed within seven days of their return to classes.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student will be withdrawn from the course. In addition, a student will be withdrawn from the course when the student has missed every class

during any four consecutive class periods excluding holidays. Any student who misses a total of five class periods will also be administratively withdrawn. Let me repeat. If you miss a total of five classes, you will be withdrawn from the course. If a student's average is failing (below 70) at the time of the administrative withdrawal, the student will receive an F on their transcript for the course. If the student is passing at the time of administrative withdrawal, the student will receive a X on their transcript.

Any student who initiates their own withdrawal from the course before the last day to drop will NOT be penalized and will receive a "W" on their transcript.

ASSIGNMENT POLICY: Reading assignments will be given on-line . Students are required (and expected) to read the assigned reading and laboratory handouts before coming to class. Reading assignments as well as lecture material will be included on the exams and lab quizzes.

EXAMINATION POLICY: Four major exams plus the final exam will be administered during the semester. The exams will be in-class during lab time. The exams may be given in a lecture room in paper format or they may be given in the technology center on-line. This will be announced in advance. The actual exam dates may vary slightly from the course outline and any changes will be announced in advance. Each exam will cover both lecture and laboratory assignments. All written work is expected to be the student's own and cheating will not be tolerated. During exams, all books, backpacks, papers, etc., must be left at the front of the classroom. Purses may be taken to your seat, but must remain closed. Any student caught cheating will receive a "0" on that exam and will be referred to the Dean of Students for disciplinary action.

If an exam is missed, the exam must be made up within seven days of the exam date. If a student misses an exam without prior permission and must make up the exam, a penalty of 10 points will be assessed on the make up exam. Under no circumstances will a student be allowed to take more than two make up exams.

CELL PHONE/ELECTRONICS/CAP POLICY:

It is requested that cells phones be turned off during lecture. In addition, I require all cell phones to be turned off during exams. If a cell phone rings during an exam, the student will be asked to leave the exam and will not be allowed to complete the exam!

In addition, during exams, no electronic devices are allowed. This includes calculators, cameras, PDA's etc. If I see it, I will take your exam and you will receive a grade of zero for the exam. Caps and hats are also not allowed during exams. These must be removed and placed under your seat during the exam.

During exams, if you need a new pencil, pen, or something else during the exam, you are NOT allowed to get it out of your purse or backpack. If you need something, the instructor will have pens and pencils to borrow.

Once an exam starts, students are not allowed to leave the room during the exam until he/she is finished with the exam. So please remember to get a drink and use the restroom before the exam starts.

LAB CLEAN-UP:

All students are required to participate in lab clean-up on designated days. Students who do not actively participate in lab clean up will NOT be allowed to take the final exam and will receive a grade of zero for the final. Let me repeat, you must participate in the lab clean up day or you will receive a zero on the final exam. The lab clean-ups will NOT be announced in advance.

GRADING POLICY AND COURSE GRADE DETERMINATION:

The final course grade will be determined as follows:

Exam I	100 pts
Exam II	100 pts
Exam III	100 pts
Exam IV	100 pts
Unknown work in lab	50 pts
<u>Final exam</u>	<u>50 pts</u>
Total possible points	500 pts

A student with total points of:

450 or above will receive an "A"
400 to 449 will receive a "B"
350 to 399 will receive a "C"
300 to 349 will receive a "D"
below 300 will receive an "F"

DISABILITY 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. For more information, call or visit the Disability Services Office in the Student Health & Wellness Office, 806-716-2577.

DISMISSAL POLICY: A high standard of conduct is expected of all students. Any student who fails to perform according to expected standards or is a danger to themselves or others in lab will be withdrawn from the course.

OBJECTIVES: By the end of the semester, the successful student should be able to demonstrate that he/she has obtained a basic understanding of microbiology.