



HOUSTON COMMUNITY COLLEGE (CAMPUS)
Microbiology /BIOL 2320 / COURSE #18329 and #18332
Spring 2017 - Regular Semester

INSTRUCTOR CONTACT INFORMATION

Instructor: Dr. Nazanin Hebel
Office: Spring Branch; Suite 900P
E-mail: nazanin.hebel@hccs.edu

Office Phone: 713-718-5844
Office Hours: TBA

Course Title: Microbiology
Course Prefix: BIOL 2320
Course Number: **18329 and 18332**
Credit Hours: 3 SCH

Semester and Year: **Spring 2017**
Class Days & Times: DE ONLINE

COURSE OVERVIEW

This course includes the study of morphology, physiology, and taxonomy of representative groups of pathogenic and nonpathogenic microorganisms. Pure cultures of microorganisms grown on selected media are used in learning laboratory techniques. Includes a brief overview of food microbes, public health, and immunology. Core Curriculum course.

Course Student Learning Outcomes (SLO):

PSLO#1 - Will display an understanding of biological systems and evolutionary processes spanning all ranges of biological complexity, including atoms, molecules, genes, cells, and organisms.

PSLO#2 - Will integrate factual and conceptual information into an understanding of scientific data by written, oral and/or visual communication. (This may include successful completion of a course-specific research project or a case study).

PSLO#3 - Will demonstrate proficiency and safe practices in the use of laboratory equipment and basic laboratory techniques.

PSLO#4 - Will apply principles of the scientific method to problems in biology in the collection, recording, quantitative measurement, analysis and reporting of scientific data.

Note:

* This course consists of 2 parts: a standard textbook, and a web-enhanced online Distance Education course (CANVAS) accessible with a login and password. Students need to read the textbook. The web-enhanced portion provides notes on material covered in the text. These notes are not designed to be a comprehensive review, but an overview of the material covered in the text, and may be updated during the semester.

Requirements

PREREQUISITE (S):

BIOL 1406

College-level reading (or take GUST 0342)

College-level writing (or take ENGL 0310/0349)

In our efforts to prepare students for a changing world, students may be expected to utilize computer technology while enrolled in classes, certificate, and/or degree programs.

Textbook:

Foundations in Microbiology

Kathleen Park Talaro, Barry Chess

McGraw-Hill Companies, Inc

Optional resources:

1. *The World of Microbiology – 4th Edition* - Dr. Hebel
2. Lab study page: hccs.edu/biologylabs
3. My Learning Web resources (links and videos)
4. OpenStax Online open source

CANVAS:

Assignments may be posted online on CANVAS found at the following link: <https://eagleonline.hccs.edu/>

INSTRUCTOR GUIDELINES AND POLICIES

Attendance: You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab).

For example:

- For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after 6 hours of absence.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" or "FX" in the course.

Exams/Quizzes:

- There will be a total of four lecture exams. All exams will be administered as Paper-pencil closed book exams @ HCC DE Testing Centers.

* 4 exams: 100 points each; lowest grade dropped - 300 points

* 1 Departmental Comprehensive Final exam: 100 points

- Out of four lecture exams, the lowest grade will be dropped. If you take all four exams, your lowest grade automatically becomes your drop grade. If you miss an exam, it automatically becomes your dropped exam, but if you miss two exams, you get a zero in the second missed exam.

***** HCC DE Testing Centers:**

Friday:

Central Campus - San Jacinto Building

1300 Holman - 1st Floor

Begin your exams between 4:00pm - 9:00pm

Last Admit 7:00 pm

Saturday:

Spring Branch Campus

1010 W. Sam Houston Pkwy N (600 area)

Begin your exams between 10:00am - 3:00pm

Last Admit 1:00 pm

Sunday:

Eastside Campus

6815 Rustic (Workforce Building)

Begin your exams between 10:00am - 3:00pm

Last Admit 1:00 pm

Make-up Exams/Quizzes:

* No make-up exams; if you miss an exam, it will be automatically dropped. If you miss another exam, it will receive zero points. If you have a conflict that prevents you from taking any of the exams, please let me know ahead of time, and you may take it "before" the actual exam date in one of our testing rooms (Spring Branch).

Extra Credit (10 points total)

* 1 or 2 research paper OR a Tri Beta/Stem Event attendance: 5 points each

This is the maximum possible extra credit available in this course. Please do not ask for more. Extra Credit points should not be used as a substitute for studying the material!

Note:

* The deadlines are strictly observed.

* Research Paper: 1 to 2 pages long, on a topic related to the subject matter studied in this course.

Exam policy:

* Exams and quizzes will be given at the assigned class time. After the first exam has been completed, submitted, and that student has left the room, no more exams will be passed out. DON'T BE LATE!

* Bring with you to class a 100-question scantron. Caution; there are many versions of scantrons, not all are the same. Make sure you bring the correct scantron.

Grade Computation:

A= 360-400

B= 320-359

C= 280-319

D= 240-279

F= Below 240

* For a final grade computation, add up all the points you have received in the course and divide it by 400, and then multiply it by 100. That is your final average in the class.

LETTER GRADE ASSIGNMENT:

Grading Scale	Points per semester hour
A = 100- 90	4
B = 89 - 80	3
C = 79 - 70	2
D = 69 - 60	1
F = 59 and below	0
FX (Failure due to non-attendance)	0
IP (In Progress)	0
W (Withdrawn)	0
I (Incomplete)	0

IN CLASS TECHNOLOGY (Cell Phones, Laptops, etc.)

All phones and beepers must be turned off or be in silent (courtesy) mode. Please do not text or access you phone during class time or in the laboratory. You may not leave the room during a test to answer a phone call. Should this occur your test will be taken up immediately. I will allow the use of laptops in class, but only if you are using them for note taking purposes. The use of computers in class for email, Facebook or any other purposes beyond appropriate course work is strictly prohibited.

INSTRUCTORS'S ASSURANCE

Instructor will return all email correspondence (if you email me, please include your name and what class you are in) within a 48-hour period Monday through Friday. All exams/quizzes will be graded and scores given within a week of the exam date. Instructor will provide students with opportunity to review and discuss their exams.

BEHAVIOR AND ETIQUETTE

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

REASONABLE ACCOMMODATIONS:

Students with any disabilities should see the counselor at the ADA office for the "reasonable accommodations".

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Instructors are authorized to provide only the accommodations requested by the Disability Support Services Office. If you have any special needs or disabilities that may affect your ability to succeed in college classes or participate in any college programs or activities, please contact the DSS office for assistance.

NO EATING OR DRINKING OR SMOKING IN LABORATORY!

DRESS CODE

Appropriate attire to the class is very important. Please refer to the HCC Student Handbook.

QUESTIONS/PROBLEMS: Please make sure that if you have any questions or problems at any time, that you first contact me as soon as possible. The worst thing you can do is wait to contact me or to not take advantage of the resources available to you. By taking an active part in your education, you will make your academic experience much more rewarding.

EGLS₃ (Evaluation for Greater Learning Student Survey System)

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time near the end of the term, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and department chairs for continual improvement of instruction. Go to www.hccs.edu/egls3 for more information.

REPEATING COURSES (THREE-PEAT RULE)

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

COURSE WITHDRAWALS (6-Drop Rule)

Students must withdraw by the withdrawal deadline in order to receive a "W" on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an "F" from appearing on your transcript. Senate Bill 1231 limits the number of W's a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

HCCS IS COMMITTED TO YOUR SUCCESS

Early Intervention Program and Services:

Your success is our primary concern! If you are experiencing challenges achieving your academic goals, please contact your instructor or an early intervention coach. We can provide assistance with academic needs, ADA accommodations, classroom difficulties, financial concerns, and other issues.

Tutoring:

HCCS provides free online tutoring for all HCC students. Go to www.hccs.askonline.net; use your own e-mail address; choose a username and password you will remember; put your HCC student ID number in the Comment Box.

Ask Online will be replaced by **Upswing**. There will be more information available during the first weeks of the semester.

Counseling Services

Counseling services are available to students who are experiencing difficulty with academic issues, selection of college major, career planning, disability accommodations, or personal issues.

ADDITIONAL INSTRUCTOR AND INSTITUTIONAL POLICIES**ACADEMIC INTEGRITY**

This instructor is committed to a high standard of academic integrity in the academic community. In becoming a part of the academic community, students are responsible for honesty and independent effort. Failure to uphold these standards includes, but is not limited to, the following: plagiarizing written work or projects, cheating on exams or assignments, collusion on an exam or project, and misrepresentation of credentials or prerequisites when registering for a course. Cheating includes looking at or copying from another student's exam, orally communicating or receiving answers during an exam, having another person take an exam or complete a project or assignment, using unauthorized notes, texts, or other materials for an exam, and obtaining or distributing an unauthorized copy of an exam or any part of an exam. Plagiarism means passing off as his/her own the ideas or writings of another (that is, without giving proper credit by documenting sources). Plagiarism includes submitting a paper, report, or project that someone else has prepared, in whole or in part. Collusion is inappropriately collaborating on assignments designed to be completed independently. These definitions are not exhaustive. When there is clear evidence of cheating, plagiarism, collusion, or misrepresentation, disciplinary action may include but is not limited to requiring you to retake or resubmit an exam or assignment, assigning a grade of zero or "F" for an exam or assignment; or assigning a grade of "F" for the course. Additional sanctions including being withdrawn from the course, program or expelled from school may be imposed on a students who violate the standards of academic integrity.

STUDENT BEHAVIOR EXPECTATIONS

Students are expected to conduct themselves appropriately while on College property or in an online environment. The instructor would institute established HCCS disciplinary action. Students who pose a threat to the safety of others will be subject to immediate withdrawal from the classroom. Please refer to the HCC Student Handbook.

AMERICANS WITH DISABILITIES ACT STATEMENT

HCCS is dedicated to providing the least restrictive environment for all students. We promote equity in academic access through the implementation of reasonable accommodations as required by the Vocational Rehabilitation Act of 1973, Title V, Section 504 and the Americans with Disabilities Act of 1990 (ADA) which will enable students with disabilities to participate in and benefit from all post-secondary educational activities.

If you require reasonable accommodations because of a physical, mental, or learning disability, please contact the Counseling Office to obtain the necessary information to request accommodations. Upon completion of this process, please notify your instructor as soon as possible and preferably before the end of the first two weeks of class to arrange for reasonable accommodations.

HCC Policy on recording devices:

"Use of recording devices, including camera phones and tape recorders, is prohibited in classrooms, laboratories, faculty offices, and other locations where instruction, tutoring, or testing occurs. Students with disabilities who need to use a recording device as a reasonable accommodation should contact the Office for Students with Disabilities for information regarding reasonable accommodations."

COMPUTER VIRUS PROTECTION

Computer viruses are, unfortunately, a fact of life. Using removable devices on more than one computer creates the possibility of infecting computers and diskettes with a computer virus. This exposes the computers of the college, your personal computer, and any others you may be using to potentially damaging viruses. The college has aggressive anti-virus procedures in place to protect its computers, but cannot guarantee that a virus might not temporarily infect one of its machines. It is your responsibility to protect all computers under your control and use and ensure that each diskette you use, whenever or wherever you use it, has been scanned with anti-virus software. Since new viruses arise continually, your anti-virus software must be kept current. And, since no anti-virus software will find every virus, keeping backup copies is extremely important.

EQUAL OPPORTUNITY STATEMENT

It is the policy of the HCCS to provide equal employment, admission and educational opportunities without regard to race, color, creed, national origin, gender, age, veteran's status, sexual orientation, or disability.

FERPA

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). We cannot release certain information to another person without your written authorization. Further information regarding Student Records and FERPA can be found at; <http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

FINAL EXAMINATIONS

A final evaluation activity will occur during the published final evaluation period. The appropriate dean, director, or department chair must approve any variation to this schedule.

TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, 20 U.S.C. A§ 1681 ET. SEQ.

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights are on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance.

It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly. Know your rights and how to avoid these difficult situations.

Log in to: www.edurisksolutions.org . Sign in using your HCC student e-mail account, then go to the button at the top right that says **Login** and enter your student number.

TENTATIVE INSTRUCTIONAL OUTLINE: This is a suggested study schedule. For exam dates, check the calendar!

The Instructor reserves the right to change the instructional outline if needed. Students will be informed in a timely manner of any changes.

Week #	Chapters/Assignments/Exams
1	Introduction/Syllabus
2	Chapters 1 and 2
3	Chapter 3
4	Exam 1 (Chapters 1, 2, 3, 4)
5	Chapters 4 and 5
6	Chapter 6
7	Exam 2 (Chapters 5, 6, 7, 8)
8	Chapters 7 and 8
9	Chapters 9 and 10
10	Chapters 11 and 12
11	Exam 3 (Chapters 9, 10, 11, 12)
12	Chapter 13 and 14
13	Chapters 15 and 16
14	
15	Exam 4 (Chapters 13, 14, 15, 16)
16	Comprehensive Departmental Mandatory Final Exam
17	Grades will be posted