

**Houston Community College System
Biology Department
Biology 2420- Microbiology**

Semester	Spring 2015
CRN	43644
Course Location	Spring Branch Campus Room 529
Days and Times of meeting	Saturdays 8 AM-2 PM
Instructional Method	Lecture: in person Lab: in person
Course Length	16 weeks
Course Contact Hours	96 hours (48 hrs. lecture; 48 hrs. lab)
Course Semester Credit Hours	4 credit hours
Course Prerequisites	Biology 1406

Instructor	Dr. N. Hebel
Email Address (preferred method)	nazanin.hebel@hccs.edu
Voice Mail	713-718-5844 (only if email is not accessible)
Office Location/Hours	Spring Branch- suite 900 P (TBA)

Student Assessment(s)

- * **4 lecture exams** - 75% -> one exam may be retaken as a different exam on make up exam day. The average of the 2 grades will replace the original exam grade.
- * **1 Final exam** (comprehensive Departmental) - 5%
- * **1 lab exam (combination of practical & written)** - 10%
- * **Lab reports, attendance, and performance** - 10%

*** Bonus Opportunities (Pick 1 of the following projects);** 10 points will be added to the sum total of exam grades **BEFORE** average is taken.

(1) Research Paper – on a topic related to the subject matter studied in this class. It has to be in your own words!!

(2) Service Learning - 15 hours minimum volunteer work through HCC Service Learning. There will be a couple of more opportunities throughout the semester, as they will be announced in the class, so your attendance is strongly suggested. If you miss these announcements due to non-attendance, I will not be responsible for your losing these bonus points. So if you miss a class, make sure you contact me or another classmate to find out if you missed anything.

Instructional Materials

Textbook:

Foundations in Microbiology
by Kathleen Park Talaro and Barry Chess

Laboratory manual:

Laboratory Exercises in Microbiology -
R.J. Keating; K.P. Attisha
Third edition (only @ Spring Branch bookstore)

Optional resources:

1. The World of Microbiology – **New Edition**
Dr. Hebel
2. Lab study page: hccs.edu/biologylabs
3. My Learning Web resources (links and videos)

Instructor's Requirements

1. Class attendance is mandatory; more than 4 unexcused absences (each day is considered 2 sessions as I call roll twice), may result in administrative withdrawal of the student. **NOTE:** it is the student's responsibility to provide proof of any excused absences.
2. Only excused absences with documents of proof will be accepted in providing make-up exams; so plan to show up for all exams. **NOTE:** there will be only one make up exam day provided at the end of the semester.
3. Lab safety rules must be followed during all lab sessions. All work areas and instruments must be cleaned at the end of every lab session. It is considered a part of your lab final grade. Computers in the lab area are for class and lab purposes only, and cannot be used for checking emails, other websites, downloading materials, etc. Permission from the instructor is required before you use any of the computers. If a student is found using the computers for any non-Microbiology related purposes, that student will lose points from the final grade.
4. No eating and/or drinking allowed in the lab. Failure to observe this rule may result in deduction of points from your exam, as well as being fined by the campus.
5. Cheating will not be tolerated, and will result in a letter grade of F (fail) in the exam or course for both/all parties involved.
6. Please refer to the Student Handbook regarding the "appropriate student conduct".

7. Students with any disabilities should see the counselor at the ADA office for the "reasonable accommodations" recommendations.
8. The daily schedule (including the Holidays) is in the calendar attached. For more specific information on special dates, refer to the class schedule book. **NOTE:** This schedule is subject to change, so each student is responsible to keep up with it.
9. All cellular phones, pagers and/or wireless devices must be turned off during class times, especially during exams. If any of these devices are used in any way whatsoever, the student involved will receive a grade of F on that exam (strictly observed).
10. "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."
11. Your records (exam scantrons, lab reports, lab exams, bonus papers, etc.) will be kept for only one semester. If you need to review your scantrons and lab exam during the semester, you may do so by signing up the appointment sheet after the exams are graded. You may also review your records during the semester following the completion of your semester. After one semester (about 4 months) all the records will be destroyed. Lab reports (lab books) will be returned on the final exam day after being graded. You may pick them up within one semester; after that those that remain in my office will be recycled.

HCC Grading Scale:

A = 100- 90	4 points per semester hour
B = 89 - 80	3 points per semester hour
C = 79 - 70	2 points per semester hour
D = 69 - 60	1 point per semester hour
59 and below = F	0 points per semester hour

FX (Failure due to non-attendance): 0 points per semester hour

IP (In Progress): 0 points per semester hour

W (Withdrawn): 0 points per semester hour

I (Incomplete): 0 points per semester hour

AUD (Audit): 0 points per semester hour

IP (In Progress): is given only in certain developmental courses. The student must re-enroll to receive credit. COM (Completed) is given in non-credit and continuing education courses.

FINAL GRADE OF FX: Students who stop attending class and do not withdraw themselves prior to the withdrawal deadline may either be dropped by their professor for excessive absences or be assigned the final grade of "FX" at the end of the semester. Students who stop attending classes will receive a grade of "FX", compared to an earned grade of "F" which is due to poor performance.

Logging into a DE course without active participation is seen as non-attending.

Please note that HCC will not disperse financial aid funding for students who have never attended class.

Students who receive financial aid but fail to attend class will be reported to the Department of Education and may have to pay back their aid. A grade of "FX" is treated exactly the same as a grade of "F" in terms of GPA, probation, suspension, and satisfactory academic progress.

To compute grade point average (GPA), divide the total grade points by the total number of semester hours. The grades "IP," "COM" and "I" do not affect GPA.

Health Sciences Programs Grading Scales may differ from the approved HCC Grading Scale. For Health Sciences Programs Grading Scales, see the "Program Discipline Requirements" section of the Program's syllabi.

Instructor Grading Criteria

As listed above

HCC Policy Statement:

ADA

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.

Academic Honesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Disciplinary proceedings may be initiated by the college system against a student accused of scholastic dishonesty. Penalties can include a grade of "0" or "F" on the particular assignment, failure in the course, academic probation, or even dismissal from the college. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

Instructors check class attendance daily. A student may be dropped from a course for excessive absences after the student has accumulated absences in excess of 12.5% of the hours of instruction. .

Habitual tardiness will not be tolerated. Students are expected to be in attendance for the entirety of the scheduled class and are responsible for completing assignments scheduled during their absence/s. It is the student's responsibility to amend their professional/personal schedule to meet the provided class schedule.

Repeaters

Students who repeat a course for a third or more times may soon face significant tuition/fee increases at HCC and other Texas public colleges and universities. Please ask your instructor / counselor about opportunities for tutoring / other assistance prior to considering course withdrawal or if you are not receiving passing grades.

Withdrawals

Withdrawal from the course after the official day of record (see current catalog) will result in a final grade of "W" on the student transcript and no credit will be awarded. It is the student's responsibility to initiate and complete a request for withdrawal from any course. Students will be required to formally request a drop from their instructors prior to the administrative drop date deadline (SEE HCCS CALENDAR). Abandoning the course or failing to formally drop, will result in a grade being given based on the work completed for the entire course (including missed exams).

The State of Texas has begun to impose penalties on students who drop courses excessively. For example, if you repeat the same course more than twice, you have to pay extra tuition. Beginning in fall 2007, the Texas Legislature passed a law limiting first time entering freshmen to no more than SIX total course withdrawals throughout their educational career in obtaining a certificate and/or degree. Receiving a "W" in a course may affect the status of your student Visa. Once a W is given for the course, it will not be changed to an F because of the visa consideration. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues

Access Student Services

Policies on their Web site:

<http://hccs.edu/student-rights>

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. Look for the survey as part of the Houston Community College Student System online near the end of the term.