



**Microbiology /BIOL 2320**  
**Summer 2017-5 Week (July 10-Aug 11)**

**INSTRUCTOR CONTACT INFORMATION**

<b>Instructor:</b>	Dr. Nazanin Hebel	<b>Office Phone:</b>	713-718-5844
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<b>Course Title:</b>	Microbiology	<b>Semester/Year:</b>	<b>Summer 2017</b>
<b>Course Prefix:</b>	BIOL 2320		
<b>Course #</b>	13499	<b>Days &amp; Times:</b>	DE ONLINE
<b>Credit Hours:</b>	3 SCH		

**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 (CSLO):**

**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

**OR:**

***OpenStax (free download)***

<https://openstax.org/details/books/microbiology>

## **Optional resources:**

### **1. *The World of Microbiology - 4<sup>th</sup> Edition - Dr. Hebel***

- A highly recommended Student **Study Guide** for this course, authored by **Dr. Hebel** is also available at HCC bookstore (Northwest). This study guide has chapter notes to help you better understand and comprehend the topics therefore perform well in exams.

### **2. Lab study page:** [hccs.edu/biologylabs](https://hccs.edu/biologylabs)

### **3. My Learning Web resources (links and videos)**

### **4. 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 participate in all scheduled activities, assignments, assessments, and any work that is scheduled online and available via Canvas. You will need to log in the Canvas course on regular basis. Your log in counts as your attendance for the class. Class attendance is monitored weekly and at least two log-ins are expected every week. 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 the course after accumulating absences more than 12.5 percent of the total hours of instruction (6 hours) which is equal to five consecutive days of no online activities or log ins. Students with 12.5 % absences or more (absence of online activities for five days) are subject for administrative withdrawal. Students who do not comply with the attendance policy run the risk of being reported as non-attending to the Registrar. Non-attendance will result in the student being purged from the class. A grade of (F) will be assigned for the course thus for your unexcused absences.

Note: **Students who never attend the class before the official date of record (June 8th) may be dropped from the class by the admission for absences and will not be allowed to re-enroll.**

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:**

A total of **four lecture exams**: Some administered **online**, and some as **Paper-pencil closed book exams** in person.

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

**1 Comprehensive Final exam**: 200 points

Of the 4 lecture exams, the **lowest grade will be dropped**. If you take all, lowest grade automatically becomes drop grade.

## **Exam policy:**

**Online Exams:** Online exams will be in canvas. Each exam will contain a number (40-50) of multiple-choice, true-false, matching and fill in the blank questions. Exams will open and close exactly at the date/time given in the schedule.

**Please note:** DE does not have a set guidelines for specific time line for opening and closing and the duration for which each exam is available. It is solely at the discretion of the professors. I, however, like to remind to please have the exam schedule ahead of time so that no one misses a test.

**Online exams** will be **timed** and you have only **one** attempt to take them. This reinforces that you must have a reliable computer with internet access to successfully submit a test. Once logged out for whatever reason, means you're locked out and missed the exam. Also, having a reliable computer with internet connection will further ensure that you will be able to complete/submit the test successfully.

Missing an online exam due to technical difficulties at your end, will **not** be considered as a **valid excuse** to reset the test. If you have a doubt, it is recommended that students should use **HCC computer labs**.

**Final:** The final exam is **closed book, closed notes, cumulative and mandatory** exam, and is given at HCC **in person** (locations and times will be announced on CANVAS homepage). A photo ID and a scantron would be required.

## **- Make-up Exams/Quizzes:**

- If you miss an exam for whatever reason, it will be used as the drop exam.

- If you miss a second exam and wish to take a make-up, there are only 3 acceptable excuses:

**1) Illness:** I will need official certification from your doctor, typed on medical stationary (with their license # to practice medicine on it) certifying that you are now well enough to return to class. This must be handed in within a week.

**2) Funeral attendance:** I will need proof of funeral attendance with the date of the ceremony clearly listed. This must be handed in no later than ten days after the date of the missed exam.

**3) Mandatory courtroom appearance:** I will need a copy of your official court summons with the date of your required attendance clearly listed. This must be handed no later than ten days after the date of the missed exam.

**I only allow one missed exam to be made up per semester. Any other missed exam will be assigned 0 points.**

## **- Extra Credits:**

\*Pop quizzes may be given at various times during the semester (unannounced) to make sure students keep up with the course material. The points gained on the pop quizzes will be added to the total semester points. If points are not obtained on the quizzes, this will not affect the semester total. The % or points of all the Extra credits earned will be determined at the end of the semester and will be added to your total points earned by the end of the semester (your class total points is 500 points). Pop quizzes can be given at any time during the online session. **No make up for any extra credit.**

**Grade Computation:**

A= 450-500

B= 400-449

C= 350-399

D= 300-349

F= 300

\* For a final grade computation, add up all the points you have received in the course and divide it by 500, and then multiply it by 100. That is your final average in the class.

**LETTER GRADE ASSIGNMENT:**

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

**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 ACCOMODATIONS:**

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.

**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.

**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.

## **IMPORTANT DATES:**

July 10	First day of class
July 13	Attendance approval deadline
July 31	Last Day for Administrative and Student Withdrawal
Aug 8 and 9	Final Exam
Aug 14	Grades available to students

## **HOW TO DROP**

- If a student decides to drop or withdraw from a class upon careful review of other options, the student can drop online prior to the deadline through their HCC Student Center.
- HCC and/or instructors may drop students for excessive absences without notification (see Class Attendance below).
- Students should check HCC’s Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (mini-term, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar’s Office at 713.718.8500 for any further question.

***Students are responsible for ensuring that they have been dropped from the course; otherwise, they will receive a grade of "F."***

## **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](http://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.

## **EARLY ALERT**

HCC has instituted an Early Alert process by which your professor may “alert” you and DE counselors that you might fail a class because of excessive absences and/or poor academic performance.

## **INTERNATIONAL STUDENTS**

Contact the International Student Office at 713-718-8520 if you have questions about your visa status.

## **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](http://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 #/Dates	Chapters/ Exams	Assignments
<b>1</b> July 10 July 11 July 12 July 13 July 14	Introduction/Syllabus Chapter 1 Chapter 2 Chapter 3 Chapter 4 <b>LECTURE EXAM 1 (CH 1, 2, 3, 4) - Online</b> <b>July 14 (8 AM) to July 17 (10 AM)</b>	Syllabus Quiz Practice Quiz for Chapter 1 Practice Quiz for Chapter 2 Practice Quiz for Chapter 3 Practice Quiz for Chapter 4
<b>2</b> July 17 July 18 July 19 July 20 July 21	Chapter 5 Chapter 6 Chapter 7 Chapter 8 <b>LECTURE EXAM 2 (Ch 5, 6, 7, 8) - Online</b> <b>July 21 (8 AM) to July 24 (10 AM)</b>	Practice Quiz for Chapter 5 Practice Quiz for Chapter 6 Practice Quiz for Chapter 7 Practice Quiz for Chapter 8
<b>3</b> July 24 July 25 July 26 July 27 July 28	Chapter 9 Chapter 10 Chapter 11 Chapter 12 <b>LECTURE EXAM 3 (Ch 9, 10, 11, 12) - Online</b> <b>July 28 (8 AM) to July 31 (10 AM)</b>	Practice Quiz for Chapter 9 Practice Quiz for Chapter 10 Practice Quiz for Chapter 11 Practice Quiz for Chapter 12
<b>4</b> July 31 August 1 August 2 August 3 August 4	Chapter 13 Chapter 14 Chapter 15 Chapter 16 <b>LECTURE EXAM 4 (Ch 13, 14, 15, 16) - Online</b> <b>August 4 (8 AM) to August 7 (10 AM)</b>	Practice Quiz for Chapter 13 Practice Quiz for Chapter 14 Practice Quiz for Chapter 15 Practice Quiz for Chapter 16
<b>5</b> Tuesday August 8 and Wednesday August 9	<b>MANDATORY FINAL</b> <b>COMPREHENSIVE EXAM (August 8 and 9)</b> <b>* In person @ HCC (locations and times will be announced</b> <b>later in the semester on CANVAS)</b>	<b>Review questions will be</b> <b>provided</b>