

Course Title: Biology 2420 (Microbiology)

Instructor: Dr. Nazanin Z. Hebel

Days/Times: Saturdays 8 AM to 2 PM

Office info: Spring Branch - Room 900 P
(Hours: TBA → to be announced)
Phone/Voicemail: 713-718-5844

Email Address: nazanin.hebel@hccs.edu (most preferred)

Prerequisite: Biology 1406 (if you do not have this prerequisite, you need to sign a **release form** during the first week of the semester in order to get credit.)

Required Textbooks:

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

Exams/Assignments:

- 4 lecture exams
- 1 District Final exam
- 1 lab exam (combination of practical & written) →10%
- Lab reports (due a week after each exercise is completed), attendance, and performance →10%
- **Bonus** projects:
 - 1) "Service Learning" - 10 points to the sum total of the exam grades (before computing the average) for the completion of project.

<http://northwest.hccs.edu/portal/site/northwest/menuitem.7eba753fc34fdb11176e8d62d07401ca/?vgnnextoid=cba5e2b78c088110VgnVCM100000054710acRCRD&vgnnextfmt=default>

2) A special team project - will be discussed in class. It will count as a full exam grade which may replace the lowest exam grade.

3) Pop quizzes may be given in the beginning of a random class session from the previous materials. They count as bonus points added to the exam following that session.

Grading Scale: A→ 90-100 B→ 80-89 C→ 70-79 D→ 60-69 F→ below 60

Rules and Regulations

1. Class **attendance** is **mandatory**; more than 4 **unexcused** absences may result in administrative **withdrawal** of the student. It is the student's responsibility to provide proof of any excused absences.
* Instructors can no longer give a "W" after the deadline for withdrawal, so it is your responsibility to drop the course if needed. Failure to drop by the deadline may result in a grade of "F" in your transcript.

2. Only excused absences will be accepted in providing make-up exams; so plan to show up for all exams. Important Note: there will be one make up exam week provided at the end of the semester for any exams you may have missed, and the questions will be all **fill-in-the-blank** taken in the testing room (#118) on this campus. (Strictly observed; no exceptions!)

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.

4. No eating and/or drinking allowed in the lab. Failure to observe this rule may result in deduction of points.

5. Cheating will **not** be tolerated, and will result in letter grade of **F** in the exam/course for **both/all parties** involved. One warning will be issued at first but after that it is an automatic "F".

6. Please refer to the **Student Handbook** regarding "appropriate student conduct".

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

8. The daily schedule (including the Holidays) is enclosed. For more specific information on special dates, refer to the class schedule book. **NOTE:** This schedule is subject to change.

9. All cellular phones, pagers and/or wireless devices must be turned **off** during class times, especially during exams.

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.

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, 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 division 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.

Syllabus amendments:

HCC Course Withdrawal and Attendance Policy

Beginning Fall 2007, the State of Texas imposes penalties on students who drop courses excessively. Students are limited to no more than SIX total course withdrawals throughout their educational career at a Texas public college or university.

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.

Students should check HCC's Academic Calendar by Term for drop/withdrawal dates and deadlines. Classes of other duration (miniterm, flex-entry, 8-weeks, etc.) may have different final withdrawal deadlines. Please contact the HCC Registrar's Office at 713.718.8500 to determine mini-term class withdrawal deadlines.

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.

STUDENTS WITH DISABILITIES

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc) who needs to arrange reasonable accommodations must contact the appropriate HCC Disability Support Service (DSS) Counselor at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office. Students who are requesting special testing accommodations must first contact the appropriate (most convenient) DSS office for assistance:

Disability Support Services Offices:

System: 713.718.5165

Central: 713.718.6164 – also for Deaf and Hard of Hearing Services and Students Outside of the HCC District service areas.

Northwest: 713.718.5422

Northeast: 713.718.8420

Southeast: 713.718.7218

Southwest: 713.718.7909

After student accommodation letters have been approved by the DSS office and submitted to Counseling for processing, students will receive an email confirmation informing them of the Instructional Support Specialist assigned to their professor.

Calendar:

09/01 --- Introduction; chapter 1; lab 1
09/08 --- Chapter 2; labs 2, 3, and 4
09/15 --- Chapter 3; lab 5
09/22 --- Chapter 4; lab 6, 7, and 8
09/29 --- **EXAM 1 (chapters 1, 2, 3, 4)**
10/06 --- Chapters 5, 6
10/13 --- Chapters 7, 9
10/20 --- Chapters 10, 11
10/27 --- **EXAM 2 (chapters 5, 6, 7, 9)**
11/03 --- Chapters 12, 13; labs 9, 10, 13, 14 (start)
11/10 --- Chapters 15, 16; labs 9, 10, 13, 14 (finish)
11/17 --- **EXAM 3 (chapters 10, 11, 12, 13)**
11/24 --- ***Thanksgiving Day Holiday***
12/01 --- **Lab Exam (Microscope and written)**
12/08 --- **EXAM 4 (all chapters; including 15 & 16)**
12/15 --- **District Final exam**