

SYLLABUS: FALL 2016
BIOL 2420 Microbiology – 16 weeks class
HOUSTON COMMUNITY COLLEGE SYSTEM

Student Name: _____

Carry at least 3 scantrons and a pencil/eraser at all times

COURSE INFORMATION: **DO not miss HWK & mastering deadlines**

Course Title:	BIOL 2320-7845 (17499): Microbiology - 3 Credit Hours
Instructor:	Savannah E. Zinebi, Ph.D.
Email add.:	savannah.zinebi@hccs.edu - I WILL ONLY REPLY TO INCOMING HCC EMAILS
Lec. hours:	Mondays & Wednesdays : 2:00pm - 03:30pm/Room 312 Felix Morales building
Lab. hours:	See your lab instructor - I am only in charge of lecture part
Required textbook	Textbook: Microbiology with diseases by taxonomy (Bauman). 4 th or 5 th Edition (Pearson) Book website: www.pearsonmastering.com (set up your login & buy the code)
Tutoring:	Free tutoring assistance center at room 203 & 202 (new facility, must visit)
Withdrawal:	Deadline to withdraw from class and get a "W" = <u>October 28th 2016</u>
Textbook website:	Pearsonmastering.com (has assignments that must be done = 10% of final grade)

EDUCATIONAL OBJECTIVES: (HCCS CATALOG)

1. To understand & apply methods & appropriate technology to the study of natural sciences
2. To recognize scientific & quantitative methods & the difference between these approaches & other methods of inquiry & to communicate findings analyses, & interpretations both orally & in writing
3. To identify & recognize the differences among competing scientific theories
4. To demonstrate knowledge of major issues & problems facing modern science, including issues that touch upon ethics, values, & public policies
5. To demonstrate knowledge of the interdependence of science & technology, and their influence on, & contribution to modern culture

HELP LINES: when absent, call these classmates 1ST for update before you call the instructor

Name	Email	Phone # optional

ATTENDANCE:

Being in class for lecture & lab is mandatory. **If you miss 12 unexcused hours of class** (4 days) , you will be **dropped** administratively. Tardiness is not accepted, every time you are late coming in or leaving class early by 15 min or more, you will get half absence of class meeting. Attendance is recorded at the beginning of each class session & at the end. If you are late, you will also get a zero on the quiz which is given at the start of each class. You are responsible for material missed during your absence. Be responsible & don't use excuses. You will not have a makeup if late.

TESTING/EXAMS

3 LECTURE EXAMS will be given, each worth 100 points/100 questions. The questions will be primarily multiple choices, but will include some true or false, figures identification, & short essays. The material for these tests will come from the textbook & lecture notes.

On test days, once someone has finished the exam, no other student may enter & start that exam if late. If you are late for class on a test day, you may be prohibited from taking the test. A set time limit for each exam will be announced (usually 75min). If you arrive late for an exam, you will have only the time remaining from the official start of the exam. **THERE WILL BE NO MAKEUP EXAMS** unless you can prove you had to go to **court or Emergency Room or military services** on the day & time of the exam.

25 LECTURE QUIZZES are given during the beginning of each class over the chapters covered and FINISHED during the previous class meeting. If you are late, you cannot take the quiz & you get a zero. Because of this rule, we will drop the lowest 4 quizzes grades. Since this is an 8 weeks class, you will often have 2 quizzes per day. Read your material in advance:

Carry at least 4 scantrons and a pencil at all times

2 FINAL EXAMS: 1 FROM DEPARTMENT (50 questions) + 1 FROM INSTRUCTOR (100 questions). **Both finals are comprehensive** & cover all chapters (1 to 25). No one can skip the final exams. You will have a review for my exam but not for the department exam. So read your textbook as you go & do not miss any concept or any paragraph in the book.

SCANTRONS & PENCILS: you must carry scantrons, pencils, color pencils, & a pencil sharpener with you at all times for exams & daily quizzes. No borrowing is allowed when the tests start.

HOMEWORK ASSIGNMENTS: These assignments are to help you study and also to make extra points. If you do them & bring them to class **before deadline**, you get **1 extra pts per homework**. Since you have 20 homework assignments to do, you can **add up to 20pts to any of your low exam grades**. When you log in to Canvas online, you will see that for each chapter, you have a homework, and a shell where you do all kinds of assignments to understand the course. If you miss the deadline, the computer will not allow you to upload the assignment. I will not change the deadlines for any assignment for any student. .

How do I access Canvas where the Instructor's material is?

<https://hccs.instructure.com> or <https://hccs.instructure.com/login/ldap> (use Firefox)

USER NAME LOGIN: YOUR "W" NUMBER

PASSWORD: YOUR EMAIL PASSWORD

Canvas's live Phone Support: 1 (855) 836-3519 or 877-422-6111 (when you call for help, make sure to tell them that your class is "web-enhanced" = face to face (not online)

The default student password is "distance" Students will then be prompted to change their password after their first login. This password is independent of your Online Registration password or Blackboard Vista password. You will be required to change your password when you first log in. This is where you find the PowerPoint lecture notes, homework assignments, reviews for lecture exams, study websites for practice quizzes, etc.

MASTERING ASSIGNMENTS: (Must do these assignments = they count as a grade)

These assignments are not here for extra points, they are here for a grade that is of the same value as one of your exams. You need 2 things to access these assignments:

1. Access code (You must pay for it unless you buy a new book and it is packaged with it). You should either by the access code from the HCC bookstore or online for 50 dollars, or pay 100 dollars online and get both the access code and the electronic form of the book (eBook) that you can use for 18 months. To register, go to **www.pearsonmastering.com** and follow instructions from there. You will have free access for 14 days from the moment you log into

mastering. However, if you do not pay for the access code before 14 days end, you lose access automatically and if you have done any assignments, you lose them too. But if you pay the fee, your assignments will come back and you just continue from there. Here is a video to help you register: <http://screencast.com/t/XhhEKf12B2o>

2. course ID: you get it from Instructor & here it is (southeast). You will be asked to enter this code as you register for this assignment. **Have your hcc email address ready**

MISSING TESTS: If you miss an exam with no excuse, you will get a zero that you **cannot drop**. The zero on the missed test will be averaged in with your other grades when the final grade is calculated. If you miss a quiz, you can drop that zero. You can only miss 4 lect. quizzes & 2 lab quizzes that you can drop. More missed tests will be averaged in your final grade.

RESEARCH PROJECT

You will be writing a research project (in groups of 2 or 3 students only) on health issues that deal with infectious diseases caused by germs like: papillomavirus, hepatitis C virus, amoeba, mycobacterium tuberculosis, etc. You will write a 4 pages report with an outline, bibliography to support your writing & an accurate learning on how to use MLA format when writing a project. More details will be given when projects are assigned to you in week 2. This research paper is as important as any lecture exam as it is worth 100 pts. Written project grade is the same for the 2 partners because you will write 1 paper together (1/2 each) and turn it in

INTERNATIONAL STUDENTS:

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 713-718-8521 if you have any questions about your visa status & other transfer issues.

DISABILITY STATEMENT:

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. To visit the ADA Web site, log on to www.hccs.edu, click **Future students**, scroll down the page & click on the words **Disability Information**. Any student who needs help in this area must contact Jette Lott or Chris Caldwell at 713-718-7218. They are both ADA counselors at the Disability Services.

THINGS YOU SHOULD DO after YOU RECEIVE THIS SYLLABUS:

Read the syllabus in its entirety & ask any questions you might have about it

Access your HCCS email account. This is an account you have automatically as a registered student at HCCS. Go to www.hccs.edu, click "**For Students**", then "**Student Email**". This will take you to a place where you can find out about your User ID & Password. HCCS will be using this email account to send you important information about registration, financial aid, etc.

Investigate the various sites on HCCs websites that are there to help you study for the course: Quizzes, Interactive Sites, & Study Pages. Try some of the interactions out to see if you think they will be helpful. There is probably more on the site than you could actually ever use, so try to choose those things that you think will help you succeed. Go to the library & access the computers to learn more about every class you are taking. **Call 713 718 8800 for password issue/tech issue**

THINGS YOU SHOULD KNOW ABOUT TAKING THIS COURSE

1. If you decide to stop attending class, it is your responsibility to drop yourself or you get an F
2. All phones must be set on silent mode or turned off in class. If you are seen using a cell phone or any device during lecture or exam time, you will lose 10 exam pts or not be allowed to complete the exam.
3. No one other than students enrolled in the class are allowed in any classroom.

4. MIDTERM & FINAL GRADES will not be posted publicly at any time during the semester; they will be posted on HCC website.
5. CHEATING IS NOT PERMITTED. If cheating occurs, the student will receive a zero for the exam or a grade of "F" in the course.
6. Students who require reasonable **accommodations for disabilities** are encouraged to call & make necessary arrangements. Instructors are only authorized to provide accommodations requested by the Disability Support Services Office.

STUDENT CONDUCT: No student may disrupt or interfere with any educational activity performed by a member of the college system. In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. (HCCS handbook)

CAMPUS ESCORTS: The HCC Police Department will provide an officer safety escort on request, to all students, faculty, or staff. Campus escorts may be scheduled by calling our department at, 713-718-8888.

HOW DO I CALCULATE MY GRADE AVERAGE?

GRADING SCALE: 90-100 = A / 80-89 = B / 70-79 = C / 60-69 = D / 0-59 = F	
3 lecture Exams (100 pts each)	300 pts
Final lecture exam (100 pts both) = Dept. exam + Instructor exam	100 pts
25 lect. Quizzes: drop 5 & average the rest	100 pts
1 Research project done in groups of 2	100 pts
Mastering biology online (use access code + course ID to access it)	100 pts
20 Homework assignments (1 extra point per homework)	20 pts
FINAL GRADE:	= (700+extra)/7

There is no flexibility or discussion for the following rules

1	Written project must be turned in on Wednesday of week 6 (projects assigned week1)
2	Oral presentation of last chapters will be given by students on week 7 and 8 (will be assigned chapters)
3	Every time a chapter is finished, a quiz is given the next lecture (have scantrons & pencil with you at all times)
4	NO MAKEUP for any exam except with papers from Court, Emergency Room, or military services
5	Withdrawal Deadline: October 28th (if not you get an "F")
6	Every time you use your phone during lecture, 10 pts off final exam. If used during a test, you get zero + report
7	YOU CANNOT use your computer/phone during lecture time at all or you get 20pts off your final exam
8	Before coming back from an absence, know what happened & be ready for quizzes or exam
9	NO offensive language/attitude/behavior is tolerated in class: if so, you are dropped from class
10	If you come to class late or leave class early, or take long breaks, you get a ½ absence.
11	If planning on an absence, arrange with classmates for update before hand
12	If for safety reason you need help on campus, call <u>campus police at 713- 718 - 8888</u>
13	If you miss 12 hours of class, you risk being dropped from the class

YOU HAVE ALL THE FOLLOWING RESOURCES:

Library: Circulation Desk, General Information Phone: [713.718.7050](tel:713.718.7050) - Reference Desk Research Assistance

[713.718.7084](tel:713.718.7084) Library Hours: M - Th (8am – 8pm) / F (8am – 4pm) / Sat (10am – 4pm) / S (closed)

New Tutoring center: [Room 203, Felix Moralez Building](#). To obtain a copy of the schedule, go to <http://m.se.hccs.edu/index.php> & click on the Tutoring Center link.

There is **free online tutoring 24/7 - 7 days/week** at: www.hccs.askonline.net

Call [713-718-2694](tel:713-718-2694) or e-mail marisol.montemayor@hccs.edu to ask for help.

Instructor: Email me whenever you need help – ask me in class (savannah.zinebi@hccs.edu)

Choose the chapter you want to present & the classmates you want to present with & write down the chapter you picked below and the names of the 3 **students you want to work with, then let me know your choice asap**

The grade you make on this presentation will replace your lowest exam grade

<i>Chapter ()</i>	<i>Names</i>	<i>Page #</i>	<i>Phone #</i>	<i>Email address</i>
<i>Partner 1</i>				
<i>Partner 2</i>				
<i>Partner 3</i>				
<i>Partner 4</i>				

TENTATIVE CLASS SCHEDULE FALL 2016: 16 weeks

I reserve the right to change this schedule to fit the course of lecture & then give you a new copy

WEEK	DAY	LECTURE ON WEDNESDAYS	Exams/assignments
1	Aug. 22-24	Discuss Syllabus lecture Chapter 1,2	Do not forget quizzes next class meeting
2	Aug. 29-31	Chapters 3, 4, 5 - Lec. Qz 1 & 2	HW 1, 2, 3 Research Project assigned
3	Sep. 5-7	Chapters 5, 6 – Lec. Quiz _____	HW 4, 5
4	Sep. 12-14	Chapters 6, 7 - Lec. QZ _____	HW 6, 7, 8
5	Sep. 19-21	Chapter 7 - Lec. Quiz _____	HW 9, 10
6	Sep. 26-28	Chapters 8 & 9 - Lec. Quiz _____	LECT. EXAM I (Chap.1, 2, 3, 4, 5)
7	Oct. 3-5	Finish Chapter 9, 10 - Lec. Quiz _____	HW 11, 12
8	Oct. 10-12	Chapters 11, 12 - Lec. Quiz _____	HW 13, 14
9	Oct. 17-19	Finish Chapter 13 - Lec. Quiz _____	HW 15
10	Oct. 24-26	Chapters 14, 15, 16 - Lec. Quiz _____	HW 16 DROP DEADLINE: 10/28/2016
11	Oct-31 Nov. 2	Finish Chapter 16 - Lec. Quiz _____	LECT. EXAM II (Chap. 6, 7, 8, 9, 10)
12	Nov. 7-9	Chapters 17, 18 - Lec. Quiz _____	RESEARCH PROJECT DUE HW 17, 18
13	Nov. 14-16	Chapter 19 - Lec. Quiz _____	HW 19, 20
14	Nov. 21-23	STUDENTS PRESENTATIONS: CHAPTERS 20,21, 22	LECT. EXAM III (Chap. 11, 12, 13, 14, 15)
15	Nov. 28-30	STUDENTS PRESENTATIONS: CHAPTERS: 23, 24, 25, 26	
16	Dec. 7th	FINAL EXAM = Dpt. Exam (50 Q) + Instructor exam (100 Q) THE FINAL EXAM COVERS ALL CHAPTERS FROM 1 THROUGH 25	

Department final exam = 50 questions & Instructor final exam = 100 questions