

BIOLOGY 2420: MICROBIOLOGY
DR. TORI HALL, PH.D.
COURSE SYLLABUS FALL 2024 (8 WK)

CONTACT INFORMATION:

Tori Hall, Ph.D.

thall@southplainscollege.edu

Office: S84

Office hours:

Mon/Wed: 10 AM – 12 PM ----- Tues/Thurs: 9:30 AM – 11 AM ----- Fri: 10:00 AM – 11:00 AM

I am also available to meet by appointment. Email me at least 48 hours in advance with your availability to arrange a time to meet.

PREREQUIREMENTS FOR MICROBIOLOGY: TSI compliant in Reading, Writing and Math.

A. REQUIRED TEXTS:

1. **TEXTBOOK:** Microbiology Openstax Textbook. ISBN: 9781938168147
 - o Available free online (I do not recommend buying this book... the online version is the same and is more than adequate for this course)
 - o **HOW TO ACCESS THE TEXTBOOK:**
 - A. Go to: <https://openstax.org>
 - B. Click on "Subjects" icon
 - C. Click on "Science"
 - D. Click on "Microbiology" – our book is the only microbiology textbook available.
 - E. I highly recommend that you download the PDF format of this book in order to have access to the page numbers of the book.
2. **STUDENT NOTE PACKET:** Microbiology (BIOL 2420) Student Note Packet, Dr. Tori Hall. This is available for free on Blackboard under Course Resources.
3. **BASIC CALCULATOR**
4. **ONLINE RESOURCES:** Posted as appropriate by Dr. Hall.
5. **McGraw-Hill CONNECT – Virtual Labs are required for this course** (included with Inclusive Access/Textbook)
6. **OTHER:** A reliable internet connection and webcam with microphone for use with Blackboard, Zoom, Honorlock, Etc. This can be a USB or internal webcam. **If you cannot meet the technology requirements for this course, SPC may be able to help. Contact your professor if you need more information. Mobile devices should not be used for quizzes or exams, and are incompatible with the proctoring software.**

TEXTBOOK STATEMENT (Formerly known as Inclusive Access): *This course is in the SPC TexBook program, so you do not need to purchase an access code for this course as you have already paid for this in your course fee.*

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided through links inside your Blackboard course.
- Help with TexBook issues and support: check with your professor
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt-out. **However; by opting-out you will lose access to the course and competitive pricing, and you will need to purchase the required course material on your own.** If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day. *Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to pwells@texasbook.com. Include your first name, last name, student ID number, and the course you are opting out of. Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

Email: pwells@texasbook.com / **Phone:** 806-716-2097

Email: agamble@texasbook.com / **Phone:** 806-716-4610

B. McGRAW - HILL CONNECT:

All online **pre-labs/assessments** will be completed via simulations through McGraw-Hill Connect and will compose 5% of the overall course grade. Information on how to register for this course through McGraw-Hill Connect can be on Blackboard. A missed assignment will result in a zero on that assignment, *no exceptions*. At the end of the semester, the lowest grade of all of the McGraw-Hill assignments will be dropped.

C. COURSE DESCRIPTION:

This is a general microbiology course that covers the morphology and physiology of microorganisms with particular emphasis on the microbial relationship to disease, pathogenicity, and the immune response. This course is designed for students entering the allied health profession such as: nursing, respiratory therapy, dental hygiene, etc... This course satisfies the requirements for an Associate in Arts and Associate in Science degree as well as requirements for transfer students working toward a Bachelor of Arts degree, Bachelor of Science degree, or certification in allied health fields.

Please note: This course is designed for allied health professionals and will not provide credit for Biology majors, Pre-Med, Pre-Dentistry, or Pre-Vet. **This course is not a core science curriculum course. If you are not sure, please contact the instructor.**

D. COURSE OBJECTIVES:

- I. Introduce basic microbiological principles
- II. To investigate the cellular processes of living organisms with an emphasis on biological chemistry applications
- III. To have a basic understanding of microbial morphology and physiology, bacterial genetics, and basic disease processes
- IV. To instill an appreciation of the variety and diversity of microorganisms
- V. To allow laboratory investigation of the topics covered.

E. COMPUTER REQUIREMENTS:

Students are not required to purchase their own computer but must have access to one that meets the specifications for this course. The computer must be able to connect to and allow the student to browse the internet. **E-mail access is required.** If a student's internet connection goes down, or a student's computer crashes or otherwise becomes inoperable for blackboard, it is the responsibility of the student to have their internet connection and/or computer repaired as soon as possible to avoid getting behind in the class. While the computer and/or internet connection is being repaired, the student should seek an alternate computer.

Internet problems and/or the crash or inoperability of a computer will not be an acceptable excuse for being late with assignments, assessments, and/or exams (if applicable). It is the responsibility of the student to have a backup plan in place. If the blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor.

F. POLICIES, PROCEDURES, AND RULES

COURSE CONTENT:

This course will be conducted according to the policies and procedures of the South Plains College Handbook and General Catalog. Scheduled lectures and/or labs are tentative and could be subject to change by the professor. **Access your student E-mail and Announcements Tab on Blackboard regularly** as this is the primary mode of communication regarding important information and changes regarding class from professor to students.

ATTENDANCE POLICY:

- Regular attendance is expected for all students through either attending class/lab (if face to face) or by logging into blackboard daily (if online).
 - Daily participation and completion of assignments and/or assessments is fundamental to meeting the objectives of this course. Microbiology is a lab intensive course, therefore the completion of the Connect Virtual Labs and regular weekly 3-2-1 reflection essays are vital to student success.
- **Any student that is absent for a total of 4 or more class days (regardless of the reason) for F2F and Flex classes, online students who do not log into the course for two consecutive weeks, who does not complete an exam (lecture or lab) for any reason, who does not complete 4 graded assignments (at any time, for any reason), AND/OR cannot meet the minimum course requirements may be administratively withdrawn from the course, by the instructor, with a grade of an X.**
 - If I notice that you are not progressing as I believe you should in the course, I will reach out via student email to try and determine what is occurring so that the proper course of action can be taken and the issue can be resolved.
- Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.
- All electronic devices must be on silent (not vibrate, but actually silenced) or turned off and put away during exam time.
- Earbuds should not be worn at any time during exams.
- No student is allowed to record the lectures, labs, or take photos/videos without permission from the instructor.

EXAM/QUIZ POLICY: All of our exams (lecture exams and lab exams) will be timed. If taking exams/quizzes online, exams must be taken on a chrome browser and Honorlock must be installed as this is a requirement for each exam taken. **IF YOUR TEST MALFUNCTIONS DURING THE TESTING TIME, TIME IS OF THE ESSENCE AND YOU MUST CONTACT HONORLOCK DIRECTLY (VIA THE LIVE CHAT OPTION ON THE BOTTOM RIGHT OF YOUR SCREEN). The test timer will not stop, and Dr. Hall cannot help you in this case.** Please see the course schedule for due dates and times of all exams, and for the material covered for each exam/quiz.

- Exam dates (and covered material for each exam) are listed on your Course Schedule. Exams may include:
 - Multiple-choice questions
 - Short answer questions
 - Matching
 - True or False
 - Diagrams to complete
 - Structure identification
- The final exam will be given according to the SPC Final Exam schedule and **IS NOT** comprehensive.
- Exams/quizzes are subject to change at any time during the course.

Mandatory Proctoring of all Major Exams and Quizzes

- Online exams and quizzes within this course require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam and/or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recording from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for testing. Various academic sites on each SPC campus offer secure private settings for recordings and students with concerns may discuss location of an appropriate space for the recordings with their instructor. Students must ensure that any recordings do not invade any third-party rights and accept all responsibility and liability for violations of any third-party privacy concerns. Setup information will be provided prior to taking the proctored exam via a Practice Honorlock Exam. See exam testing procedures below.

EXAM/QUIZ TESTING PROCEDURES: The following table lists **conduct requirements for online exams** as well as conduct violations. In general, behave as if you are taking the exam in a classroom with a live proctor:

Testing conduct requirements	Consequence for violation of testing conduct
Microphone turned on and recording	A 30% penalty will be given for an exam taken without the microphone being turned on and recording throughout the entire exam
Sufficient lighting of the testing area	A 30% penalty will be given for an exam taken without enough lighting for the instructor to assess the testing environment
Clear camera image	A zero will be given for any obstruction of the camera's image during any point during the examination
Student remains in webcam view during exam	A student who leaves the webcam view during an exam for any reason will receive a zero for that exam. Additionally, if the student's full face is not visible during the exam, this will result in a 50% deduction of their score. Take all bathroom breaks, etc. before beginning the exam and make sure to check your camera position.
No unauthorized materials near desk	A student who has any unauthorized materials (books, notes, blank paper, phone, smart watch, earbuds/headphones, another computer, iPad, etc.) near the testing area will receive a zero for that exam
No talking with others during the exam or playing of music or other audio recordings	A student who has any music or audio recordings playing during exams, or who talks with any ADULT for any reason during the exam, will receive a zero for that exam
The exam is taken in an approved proctored environment	Any exam taken without either the webcam software or in an approved testing center will receive a zero for that exam
The exam is taken on an approved surface	Any exam taken not at a table or desk will receive a 30% penalty. You may not take your exam sitting in your bed.
360° room scan with mirror used to show computer monitor	A 50% penalty will be given for an exam taken where the 360* room scan was insufficient, and/or a mirror was not used to show the computer monitor.

- There is a practice Honorlock exam on blackboard so that you can practice the procedure that will be required during the exams.
- This suspending of consequences is done as a service to students to prevent unintentional or honest mistakes during subsequent exams. Consequences will be suspended **ONLY** on that specific activity as it is meant to be a practice for you to familiarize yourself with the sector exam proctor. **I will provide feedback on any violations.**
- **Any student who thinks that a penalty was misapplied can request that the penalty be reviewed according to the Grievance Procedure listed in the syllabus.**
- If you experience any technical difficulties, please reach out to Honorlock immediately. You can also reach out to blackboard for help if the issue is blackboard itself, and not the proctoring software. **When taking exams, Honorlock's chat function is your best option - talk to them FIRST.** Should issues arise that are out of your control (I.E. Blackboard shuts down indefinitely), I will adjust assignment availability and due dates as appropriate.

MAKE-UP EXAM POLICY: Students will be allowed to make up **1 lecture exam only** and only if it is a documented medical emergency. Student must contact the professor within 24 hours of the scheduled exam, must provide medical documentation and the makeup exam must be taken **within 3 business days of the missed scheduled exam**. If the student does not contact Dr. Hall within 3 business days of the missed scheduled exam, the missed exam grade will revert to a zero.

- The Make-up Lecture Exam will be a **short answer/essay exam**.
- There will be **NO make-up exams for missed Lab Exams, missed 3-2-1 Reflection Essays or the Final Exam.**

LAB POLICY: Assignments consist of online pre-lab assessments to be completed through McGraw-Hill Connect. Each student is expected to complete all online lab assessments via McGraw-Hill Connect and complete the handouts while watching the supplemental videos provided. **Lab Handouts will be submitted for assignment grades.** There will be no makeups for missed labs and/or lab assessments on Connect. Missed lab assignments on Connect will result in a zero for that assignment.

LATE ASSIGNMENT POLICY: All assignments, quizzes, exams can be submitted late but will result in a **10% deduction from the overall grade PER DAY** that the assignment/quiz/exam is late. For online courses, if the exam is completed and submitted AFTER the due date and time, that will result in a 10% penalty off the overall grade (I.E., if the exam is due at 9:00 PM, and you submit at 9:01 PM or later, you will receive a 10% penalty).

COURSE GRADE POLICY: Participating in and completing the (voluntary) **KWLs** that accompany each lecture will result in 1 bonus point (per entire KWL) for the upcoming exam. You must complete all 3 parts of the KWL (BEFORE THE EXAM) to receive the bonus point. The 2 lowest assignment and quiz grades will be dropped from the calculated final average. Final grades will be tabulated based on the below grading scale. **There will be no exceptions and there are no curves in this course.** There is a document on blackboard (under "course resources") where each student can plug in their respected grades and calculate/estimate their final course average. The breakdown of this course is as follows:

<u>LECTURE (72% OF OVERALL GRADE):</u>	
ALL LECTURE EXAMS	60%
LITERATURE REVIEW	7%
3-2-1 REFLECTION ESSAYS	5%
	72%
<u>LAB (28% OF OVERALL GRADE):</u>	
LAB EXAM I	9%
LAB EXAM II	9%
LAB ASSESSMENTS/ASSIGNMENTS	10%
	28%
OVERALL TOTAL	100%

Letter Grade	Course Average
A	89.5 - 100%
B	79.5 - 89.4%
C	69.5 - 79.4%
D	59.5 - 69.4
F	0 - 59.4

WITHDRAWAL PROCEDURE:

It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to

help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

ACADEMIC INTEGRITY AND DISHONESTY: Students are expected to do their own work on all lab simulations, assignments, quizzes, and examinations. Failure to comply with this policy (as laid out below) will result in an F for the assignment/exam and can result in an F for the entire course if circumstances warrant.

PLAGARISM VIOLATIONS include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.
5. Using artificial intelligence (such as ChatGPT) to formulate answers and passing it off as original thought.

CHEATING VIOLATIONS include, but are not limited to, the following:

1. Obtaining an unadministered examination or contents by buying, stealing, selling, soliciting, or through collusion (in whole or in part);
2. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test
3. Discovering the content of an examination before it is given.
4. Using an unauthorized source of information (notes, textbooks, phones, text messaging, internet, apps, smartwatches, etc) during an examination, quiz, or homework assignment.
5. Entering an office or building to obtain unfair advantage.
6. Taking an examination for another student.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Collaborating with or seeking aid from another person during a test.
9. Altering grade records.
10. Copying another's work during an examination or on a homework assignment.
11. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's.
12. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of "F" for the course or expulsion from the college. Students should also regard civility online as a requirement to remain on the roll in class.

Cheating

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Plagiarism

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

COPYRIGHT NOTICE: All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (i.e., Syllabus, PowerPoint Presentations, videos, etc). The one copy must only be used for your personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium to

print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way.

OFFICIAL SPC STATEMENTS:

For information regarding official South Plains College statements about diversity, disabilities, non- discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

COVID-19:

For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>

Please note this syllabus is subject to change at any time, but especially if the course should be moved fully online or to some other format during the semester.