

## **BEAMAN - BIOLOGY 2420 ADDENDUM, SPRING SEMESTER 2011**

### **INSTRUCTIONAL METHODOLOGY**

This course is taught in the classroom as a lecture/lab combination.

### **COURSE RATIONALE**

This course provides a survey of the microorganisms, their environments, and their interactions with multicellular organisms, especially humans, and it concentrates on the microbes that are pathogenic to humans. The goal of Introduction to Microbiology is to adequately prepare students for the health science programs at ACC. Specific skills and competencies are expected of students who successfully complete this course, including:

- ▪ ability to explain microbiological processes in detail and on an appropriate level
- ▪ ability to observe phenomena and to record and analyze data
- ▪ ability to infer from data
- ▪ ability to demonstrate higher level thinking skills
- ▪ ability to solve problems
- ▪ ability to construct graphs from data
- ▪ ability to obtain information from graphs
- ▪ ability to manipulate equipment
- ▪ ability to work effectively in a group
- ▪ ability to work safely in a lab setting
- ▪ ability to follow directions
- ▪ computer literacy

### **COMMON COURSE OBJECTIVES**

Common course objectives are attached. They can also be found at:

<http://www2.austincc.edu/biology/ccobjectives>

### **COURSE PREREQUISITES**

As of the Fall semester of 2004, there is now a prerequisite for Biology 2420, Introduction to Microbiology. Now, Biology 2420, Introduction to Anatomy and Physiology, or Biology 2304/Biology 2101, Human Anatomy Lecture and Human anatomy Lab are required. If you have any questions, check with your counselor. Proof of completion of the prerequisite classes must be provided on the second day of class. **This prerequisite requirement will be strictly enforced. (no exceptions) \*\*\*\*\***

### **ACCOMMODATION OF SPECIAL NEEDS**

Students with special needs that are documented by letters from the Office of Students with Disabilities must meet with the instructor during the first week of class in order to make arrangements for accommodation of their needs.

### **ATTENDANCE**

Attendance of all lecture and laboratory sessions is mandatory. Attendance will be checked during every lecture and laboratory class. Your performance in the course is dependent on your attendance, so please make every effort to attend all classes as scheduled. \*\*\*\*\*Since **skill** and **technique** in Microbiology lab is critical, **if a student misses 4 or more labs for any reason they must drop the class or they will receive a failing grade (strictly enforced - no exceptions) \*\*\*\*\***

## **LECTURES**

The lecture schedule indicates the chapter reading assignments in the textbook for each lecture period. The student is expected to read the assigned material before the scheduled date, and should be prepared to discuss assigned material in class.

## **EXAMS**

**Students are expected to prepare for examination over all material scheduled, regardless of lecture coverage.**

## **EXAM FORMAT**

Exams will include a combination of matching, multiple choice, short answer and fill-in-the-blank, and discussion or essay questions. There may be charts, graphs, and tables to either read and interpret, or for you to complete.

## **MISSED EXAMS**

Missed Exams may be made up, **with the instructor's permission**, if an adequate reason is provided by the student, and if the exam is made up within one week of the scheduled date of the missed exam. Make-up exams may differ in format and level of difficulty from scheduled exams. Time and place of make up exams are arranged with the instructor.

## **OUTSIDE ASSIGNMENTS**

In addition to reading and preparing for both lecture and lab classes, students will be required to work on hand-out outside assignments. These are given out at the beginning of each unit and must be turned in as designated on the lecture schedule. **(No late work accepted or graded – no exceptions) \*\*\*\*\***

## **LATE WORK**

**Late work will not be accepted.**

**Incomplete (I)** grades will be given in consultation with the student and upon agreement of the instructor when extenuating circumstances have prevented the student from completing the course. In order to be considered for an "I", a student must have successfully completed a minimum of three units in the course.

Note the Incomplete (I) grade must be completed by a college-wide deadline before the end of the succeeding semester including the summer term. If not completed by that deadline, the incomplete (I) grade automatically becomes a failing grade (F).

**A WITHDRAWAL (W) MUST BE INITIATED BY THE STUDENT. The instructor does not withdraw students. Drop date for Spring 2011 semester is April 25<sup>th</sup>.**

## **REINSTATEMENT**

In order to be reinstated in the class, the student must have been enrolled in the course on the state reporting date, as demonstrated by the twelfth-day class roll, must have been withdrawn from the course in error, must show evidence of being capable of passing the course within the time remaining in the semester, and the instructor must have documentation that the student is eligible to be reinstated in the course.

## **SUPPORT SERVICES**

Laboratory open lab time is available on most Fridays from 9:30 a.m. until 4:00 p.m. Please check with the instructor or the lab assistant to be sure someone will be available to let you in the lab. A science study lab is also available at the Riverside Campus, Building A, Room 2233 Monday through Thursday 9:00 a.m. to 8:30 p.m. and Fridays 9:00 a.m. to 2:00 p.m. Tutoring is available on some campuses in the learning labs. See page 9 in the ACC Student Handbook or go to [www2.austin.cc.tx.us/rvslab/labhours.html](http://www2.austin.cc.tx.us/rvslab/labhours.html).

## **LABORATORY WORK**

The laboratory portion of BIOL 2420 is an integral and important part of your education in microbiology. The lab manual presents the basic concepts of microbiology in a self-instructional manner. The purpose of this approach is to encourage you to **think for yourself, do for yourself, take the initiative, and be responsible** for your own work.

Planning ahead, reading the lab manual before class, working efficiently, and thinking about what you are doing before you do it will pay great dividends. Don't be bashful, cooperate and do your share of the work when working in groups, do your own work on individual tasks, don't be afraid to ask questions. (The only stupid question is the one that didn't get asked.) Above all, **have fun**. This course can be a very enjoyable experience.

**ATTENDANCE:** Regular attendance in this course is mandatory. Your performance will be directly related to the punctuality and consistency of your attendance. Many laboratory experiments cannot be made up after the dates for which they are scheduled. Please note: **If a student misses 4 or more labs for any reason they must drop the class or they will receive a failing grade.**

**PARTICIPATION:** You will find attached to this syllabus, a schedule of laboratory activities. You are responsible for reading the assigned modules **before** the lab, attending scheduled labs, assisting your partner with group activities, performing individual activities, recording results in your notebook and/or worksheets, and reviewing all laboratory material appropriately in preparation for lab exams.

**REQUIRED LABORATORY MATERIALS:** The following materials may be purchased from the college bookstore or local retail outlets:

1. Marking pen with waterproof ink. (black “Sharpie” fine tip)
2. Inoculating needles, loops and handles, slides, cover slips, and lens paper are furnished at some campuses. If these items are to be purchased by the student, your instructor will so inform you.
3. A pair of approved safety glasses-goggles is recommended

**LABORATORY GRADES:** Grades for the laboratory portion of this course will be determined as presented earlier in this syllabus. \*\*\*\*\* Please be reminded that **if a student misses 4 or more labs for any reason they must drop the class or they will receive a failing grade (no exceptions).** \*\*\*\*\*

*Statement on Scholastic Dishonesty*

"Acts prohibited by the college for which discipline may be administered include scholastic dishonesty, including but not limited to, cheating on an exam or quiz, plagiarizing, and unauthorized collaboration with another in preparing outside work. Academic work submitted by students shall be the result of their thought, research or self-expression. Academic work is defined as, but not limited to, tests, quizzes, whether taken electronically or on paper; projects, either individual or group; classroom presentations; and homework."

*Statement on Students with Disabilities*

"Each ACC campus offers support services for students with documented physical or psychological disabilities. Students with disabilities must request reasonable accommodations through the Office of Students with Disabilities on the campus where they expect to take the majority of their classes. Students are encouraged to do this three weeks before the start of the semester. Students who are requesting accommodation must provide the instructor with a letter of accommodation from the Office of Students with Disabilities (OSD) at the beginning of the semester. Accommodations can only be made after the instructor receives the letter of accommodation from OSD."

*Statement on Academic Freedom*

"Institutions of higher education are conducted for the common good. The common good depends upon a search for truth and upon free expression. In this course the professor and students shall strive to protect free inquiry and the open exchange of facts, ideas, and opinions. Students are free to take exception to views offered in this course and to reserve judgment about debatable issues. Grades will not be affected by personal views. With this freedom comes the responsibility of civility and a respect for a diversity of ideas and opinions. This means that students must take turns speaking, listen to others speak without interruption, and refrain from name-calling or other personal attacks."

### *Statement on Lab Safety*

"Health and safety are paramount values in science classrooms, laboratories and field activities. Students are expected to learn, understand and comply with environmental, health and safety (EHS) procedures and protocols, and must agree to abide by the ACC science safety policy. Students are expected to conduct themselves with appropriate professional behavior and with respect and courtesy to all. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be immediately dismissed from the day's activity, may be withdrawn from the class, and/or barred from attending all activities. Specific safety information for each activity will be discussed at the beginning of the activity. For those activities that require specific safety training, a student who is late and misses the safety training will not be able to participate in the activity." The comprehensive science safety policy can be found at:  
[http://www.austincc.edu/sci\\_safe/](http://www.austincc.edu/sci_safe/).

### **TESTING CENTER POLICY**

ACC Testing Center policies can be found at: <http://www2.austincc.edu/testctr/>

### **STUDENT SERVICES**

The web address for student services is: <http://www3.austin.cc.tx.us/evpcss/rss/Default.htm>.  
The ACC student handbook can be found at: <http://www3.austincc.edu/evpcss/handbk/toc.htm>.

### **INSTRUCTIONAL SERVICES**

The web address is: <http://www3.austincc.edu/evpcss/memos/reference.htm>,  
then click on "Campus Based Student Support Overview".

### **BLACKBOARD**

Students should check their ACC assigned email (gmail) regularly. All announcements, schedule changes, test date reminders, and test reviews (lab and lecture) will be posted there. Students will also be able to track their grades as all grades will be posted on blackboard.

**\*\*\*\*\* IF A STUDENT MISSES 4 OR MORE LABS FOR ANY REASON  
THEY MUST DROP THE CLASS OR THEY WILL RECEIVE A FAILING  
GRADE. No Exceptions. I will keep an accurate record of lab attendance.  
\*\*\*\*\***

**Curves/Extra Credit:** The grades are NOT curved and there is absolutely no extra credit given **under any circumstances** – please **do not ask**.  
Keep track of your grade on Blackboard.

**If you have a question at any time during the semester, please feel free to call me at home, or email me at my ACC email, or visit me before or after class. I will try to**

**be in my office as posted, however, at times I need to make copies or the adjunct office is just too crowded with other faculty or students, so check in the lab or the prep room next door to the lab.**