BIOL 2250
Microbiology for the Health Sciences
Course Syllabus - Spring 2017

Individuals with disabilities who need to request accommodations should contact the Disability Services Coordinator, Edgewater Hall, Suite 255, 678-466-5445, DisabilityResourceCenter@clayton.edu.

Course Description:

Number and Title:
BIOL 2250 (CRN 20791)
Microbiology for the Health Sciences

Credit Hours:

3.0 semester credit hours

Catalog Description:

A study of the morphology, growth, modes of transmission and relationship to diseases of pathogenic microorganisms. This course is useful to students enrolled in programs in the health sciences.

Course prerequisite and co-requisite:

- Prerequisites: Successful Completion of BIOL 1151 (Grade of C or better) and 1151L (Grade of D or better)
- Co-requisite: BIOL 2250L

Note: Due to the co-requisite nature of BIOL 2250 and BIOL 2250L, if you withdraw from one of these two courses, you must withdraw from the other also.
Computer Requirement:

Each CSU student is required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for the student's academic program. Students will sign a statement attesting to such access. For further information on CSU's Official Notebook Computer Policy, please go to http://www.clayton.edu/hub/itpchoice/notebookcomputerpolicy.

Computer Skill Prerequisites:

- Able to use the computer's operating system
- Able to send and receive e-mail using Outlook™ or other e-mail program
  - Be sure to only use your CSU e-mail account to communicate academic information to your instructor.
- Able to use a web browser
- Able to use Microsoft Word™ or other word processing program
- Able to use Mastering Microbiology online course software (http://www.masteringmicrobiology.com)
- Able to install software as required for accessing course materials, including browser plug-ins such as Adobe Flash player, Adobe PDF reader, etc.
- Able to access Desire2Learn
  - Student training videos and print materials can be found at http://www.clayton.edu/cid/d2lstudenttraining
  - You can gain access to Desire2Learn by signing into the SWAN portal and selecting “GAVIEW” on the top right side.

Students who do not have the required skills should go to the HUB and/or Student Software Support Services for training and help. Your instructor is not able to provide this training. Assignments require use of your computer and inability to complete an assignment due to the lack of above (or other general computer issues) will not be an acceptable excuse.

IN-CLASS USE OF STUDENT NOTEBOOK COMPUTERS:

Student notebook computers will be used in the classroom in this course for class assignments. Computers will be required to access course materials, work on assignments outside of class, and to communicate with your instructor. Students need to bring either a computer, a smartphone, or a tablet to each class to complete in-class Learning Catalytics content. However, instructors may deny permission to use a computer during class time. In addition, instructors reserve the right to forbid computer use to particular students if those students are found using them for purposes not related to the course (e.g., web surfing, email, instant messaging, etc.). These same
limitations apply to the use of other electronic devices in class (including, but not limited to cell phones, personal digital assistants, etc.). Violation of these rules may result in loss of points, so check with your instructor to determine what is acceptable.

Desire2Learn (Online Classroom):

On-line activity will take place in Desire2Learn, the virtual classroom for the course. Posting of your work in D2L and Mastering Microbiology is a course requirement.

If you experience any difficulties in Desire2Learn, please e-mail or call the HUB at TheHub@clayton.edu or (678) 466-HELP (4357). You will need to provide the date and time of your problem, your SWAN username, the name of the course that you are attempting to access, and your instructor’s name.

Course Objectives:

- To gain a basic understanding of the morphology, physiology and biochemistry of microorganisms.
- To understand that microorganisms are an integral part of the environment.
- To learn how pathogens infect and cause disease in a host.
- To learn how the human immune system works during microbial infection.
- To understand and learn methods of bacterial control and disease prevention.

Student Learning Outcomes:

- Dental Hygiene Outcomes
  - Condition of the oral cavity and identity of microorganisms that cause tooth decay will be discussed.

Nursing Outcomes

- Students will be required to synthesize critical thinking strategies with a theoretical base in Microbiology to make decisions concerning diseases caused by microorganisms.
- Students will be required to use strategies of illness prevention and illness care, for diseases caused by microorganisms, to maximize healthy outcomes of individuals.
- Students will be required to demonstrate commitment to ongoing professional development as a lifelong learner.
Instructor Information:

Mrs. Renee McFarlane  
Office: Lakeview Discovery & Science Center, Room 135B  
Phone: (678) 466-4790  
Email: ReneeMcFarlane@clayton.edu  
Internet: http://faculty.clayton.edu/rmcfarla  
Office hours: Monday and Wednesday 12:30 pm – 2:00 pm, Tuesday and Thursday 12:00 pm - 12:30 pm (LDSC 146) and by appointment only

Class Meetings:

Classroom:

Lakeview Discovery & Science Center, Room 110

Class times:

12:45 pm – 2:00 pm, Tuesday and Thursday

Required Materials:

Text:


Earlier editions may be used, but you must have access to Mastering Microbiology. Course assignments will be completed using Mastering Microbiology. If you do not have access to it, then you will receive an automatic zero for those assignments.

Students are encouraged to use PriceLoch.com to comparison shop for textbooks.

Text Coverage:

Chapters 1-13
Materials:

- Learning Catalytics
  - If you have purchased Mastering Microbiology, then you automatically have access to Learning Catalytics
- Scantrons for exams
  - You are required to provide your own scantrons for exams. Scantrons can be purchased at the bookstore. Students who fail to bring a scantron on the day of the exam will receive a zero for any sections of the test that require a scantron.

Evaluation:

<table>
<thead>
<tr>
<th>Grading Scheme</th>
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<tbody>
<tr>
<td>3 - 75 minute Exams @ 100 points each</td>
<td>300 points</td>
</tr>
<tr>
<td>Quizzes and Assignments*</td>
<td>160 points</td>
</tr>
<tr>
<td>1 Cumulative Final Exam</td>
<td>140 points</td>
</tr>
<tr>
<td>Total</td>
<td>600 points</td>
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</tbody>
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* Most of the Learning Catalytic Assignments will be completed in class and are not able to be made up. Absence from class will result in a loss of these points (see attendance policy).

NOTE: The scheduling and format of exams and class assignments are given at instructor’s discretion. Please consult your instructor for specific information regarding exams, class assignments, dates, and grading.

Grading:

- A 90%-100%
- B 80%-89%
- C 70%-79%
- D 60%-69%
- F 59% and below
Your grade will be calculated by taking the total number of points you earned, dividing by the total number of points possible (based on the total possible value of all exams, quizzes, assignments, etc.), and multiplying by 100 to obtain the percentage.

\[
\text{Points Earned} \times \frac{100}{\text{Points Possible}} = \text{Final Course Grade}
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**Mid-term Progress Report**

The mid-term grade in this course, which will be issued by March 1\textsuperscript{st} reflects approximately 30% of the entire course grade. **The last day to withdraw from lab and lecture is Friday, March 3\textsuperscript{rd}, 2017.** Based on the mid-term grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must withdraw from the course using the DUCK or filling out an official withdrawal form, available in the Office of the Registrar by mid-term, which occurs on March 3\textsuperscript{rd}. **Instructions for Withdrawing are provided at this link.** It is each student’s responsibility to keep up with academic progress. If you have any questions or concerns as to whether or not you are making satisfactory progress, contact your instructor **BEFORE** March 3, 2017.

**Course Schedule:**

<table>
<thead>
<tr>
<th>WEEK OF</th>
<th>LECTURE TOPICS</th>
<th>READINGS/OUTLINES</th>
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<tbody>
<tr>
<td>Jan 9</td>
<td>Introduction to the course Microbial World and You</td>
<td>Chapter 1</td>
</tr>
<tr>
<td>Jan 16</td>
<td>Microbial World and You (finish) Structure/Function of Prokaryotic Cells (start)</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>Jan 23</td>
<td>Structure/Function of Prokaryotic Cells Microbial Growth</td>
<td>Chapter 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Jan 30</td>
<td>Microbial Growth</td>
<td>Chapter 3</td>
</tr>
<tr>
<td>Feb 6</td>
<td>Control of Microbial Growth</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>Feb 13</td>
<td><strong>EXAM 1</strong> Microbial Genetics</td>
<td>Chapters 1-4</td>
</tr>
<tr>
<td>Feb 20</td>
<td>Microbial Genetics/Viruses</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>Feb 27</td>
<td>Viruses/Epidemiology</td>
<td>Chapter 5 and 6</td>
</tr>
</tbody>
</table>

**Last day to withdraw without academic penalty**

**Friday March 3**

**SPRING BREAK – MARCH 6 – 10 - NO CLASSES**
Please note that the schedule is tentative and the dates of the exams and the chapters that each exam will cover are tentative and subject to change. Exam dates are not set until they are announced. The exam date will be announced by your instructor, so check with him/her if you are uncertain of the date of an upcoming exam.

**Course Policies**

Students must abide by policies in the **Clayton State University Student Handbook** and the **Basic Undergraduate Student Responsibilities**. The Student Handbook is part of the **Academic Catalog and Student Handbook**, which begins on page 6.

Students must read **course policies** as stated below on first day of class.

**University Attendance Policy**

Students are expected to attend and participate in every class meeting. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.
Course Attendance Policy

Attendance is expected at all class meetings and will be checked at each class meeting with the student’s signature on the class roll or using RollCall. Attendance is required for ANY examination periods. Quizzes and tests will be given at the beginning of the class; if you arrive late, you may be permitted to take the quiz/exam as long as the materials have not been collected from the class. However, you will be required to turn in the assignment at the same time as the rest of the class - NO extra time will be given.

You are expected to actively participate in all aspects of the course. This includes completion of assigned readings, homework assignments, and tests or quizzes. Some class assignments may be given during class time and absence from that class period will result in a zero for that class assignment. Exceptions to this policy can be made only under extenuating circumstances and with a WRITTEN excuse or explanation for absence. If you have an acceptable excuse (see below), you may get extension of assignments (homework and quizzes; NOT EXAMS) or those points will not count in your grade. If you miss a class period where there is no graded assignment, there are no points that you will lose. However, you are responsible for all the material that was covered during that class period. You will need to work with a classmate to get any notes that you missed.

Exam/Quiz/Assignment Policies:

Assignments are due on the due date provided by your instructor. Late assignments may be accepted at the discretion of the instructor. If accepted, late assignments will be assessed a 10% reduction in overall grade for each day late. Under NO circumstances will assignments be accepted more than one week after they are due or after graded work has been returned to the class (or answer key posted online), whichever is sooner. For assignments that are completed in Desire2Learn, Mastering Microbiology, or Learning Catalytics, late submission may not be available because graded work is provided as soon as the assignment deadline passes. For such assignments, missing the deadline results in a zero for the assignment.

Printing problems or other general computer issues are not an acceptable excuse for submitting work late and will result in a loss of points as indicated above.

Exams and Quizzes start at the beginning of class. A student who is more than 15 minutes late for the exam will not be allowed to begin the exam. See the “Missed or Late Work Policy” for details on missed exams. Specific policies on exams will be provided on the day of the exam, but several rules apply to all testing situations:

1. All electronic devices including cell phones, palm pilots, pagers, calculators, MP3 players, etc. are not allowed during exams or quizzes, unless specifically permitted by the instructor. During such activities, these devices are not permitted to be in your possession at all (which means they cannot be clipped to your belt, in your pocket, etc.). Possession
and/or use of these items during an exam or quiz will result in an automatic zero on the graded activity, and may result in a charge for academic misconduct.

2. If a cell phone or other electronic device makes noise (by ringing, buzzing, etc.) and disrupts the testing environment, even if it is not on your person, the instructor will penalize the responsible student(s) by taking points from their score.

3. On any portion that is graded using a scantron sheet, your grade will be based on what you marked on the scantron sheet, with no reference to what you have written on the exam pages.

The Final Exam is comprehensive.

All examinations are closed book. NO student-produced study sheets, note cards, notes from class, electronic information, etc. may be used on exams. All bookbags, books, notebooks, papers, etc. will be placed along the walls on the sides of the room during examinations. During exams you may have only pen/pencil(s), an eraser, and a scantron at your desk.

**Using the Internet to find answers to assignments:**

The use of the Internet to find answers to assignments should be avoided unless you are told to do so by your instructor. While many websites claim to provide "solutions" to homework questions that might include some of the assignments we complete, copying these answers can qualify as academic misconduct. In addition, MANY of these sites provide answers that are blatantly wrong. In such a case you will lose the points for answering the question and may lose points for copying the answer. If the copying is significant you can also be submitted for academic misconduct. It is in your best interest to make sure that you use only your own brain power to answer questions and not go to homework "help" sites for answers. Under no circumstances will incorrect information taken from the Internet receive credit, regardless of the site from which it was taken.

**Missed or Late Work**

For any excuse to be "acceptable", you must provide the instructor with an original (no photocopies) of a document from a competent authority (doctor or other healthcare provider, a subpoena, jury summons, etc.). For this purpose, a note from your parents is NOT acceptable. The excuse must specifically indicate the dates that are to be excused, **must be presented upon the first class day that the student returns to school IN PERSON**, and makeup arrangements must be made at that time. The decision on whether or not to allow a makeup quiz or assignment is at the discretion of the instructor and without an acceptable written excuse, no makeups will be given. Makeups will not be permitted after the graded items have been released to the class. If a valid excuse is provided for missing examination, then the student will be excused from exam and the average of other exams will be taken. **NO MAKEUP EXAMS WILL BE GIVEN FOR ANY CIRCUMSTANCES!!** For non-emergency situations (e.g.,
unexpected work schedule changes) it may be possible to take exams earlier, but you cannot take them later. The ability to take an exam early is at the instructor’s discretion, and must be able to be accommodated within the instructor's schedule. If an early exam cannot be provided then the student will be required to take the exam at the regular time or receive a zero on the exam.

You are only permitted one excused absence from class exams. If you miss more than one exam with an excuse, the second exam will automatically receive a grade of zero. At such a time it will probably be best to consider the option to take a hardship withdrawal, as the exams are the majority of the points in the course. In addition, excuses will not be accepted for routine procedures (checkups, teeth cleanings, eye exams, etc). Students should not schedule such appointments for class times.

You cannot have an excused absence from the Final Exam – if you are unable to take the Final Exam at the scheduled time, and you have a valid excuse, it is up to the instructor what option will be available to you. This will be based on the instructor’s schedule as well as the time when you are able to return to school after your absence. There are only two options:

1. You may be permitted to take a makeup version of the Final Exam.

2. You will need to take an Incomplete and take the Final Exam during the next semester you are enrolled at CSU. An Incomplete exam must be scheduled at the beginning of the next semester.

Warning: Makeup exams may not follow the same format as the exam that was missed.

NOTE: Excuses for graded assignments can only be applied if you were NOT present to take the assignment. If you take the assignment, you cannot ask to not count that assignment in your grade after the fact. In such situations, you will receive the score you earned on the assignment. If you know of an extenuating circumstance, it is in your best interest to discuss it with your instructor ASAP.

Academic Dishonesty

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will result in a grade of zero for the work involved. All instances of academic dishonesty will be reported to the Office of Community Standards. Judicial procedures are described in the Student Resource Handbook (Procedures for Adjudicating Alleged Academic Conduct Infractions, beginning on page 16).
Cheating in any form will not be tolerated; all work that you turn in must be in your own words and must be your own work. If your brainpower did not generate what you turn in, it is considered cheating. Examples of cheating include, but are not limited to: falsifying data from an experiment, copying the work of another person, allowing another person to do your assignment, allowing another student to copy your work, working in a group on a graded item, copying or closely paraphrasing referenced sources, using anything but your brainpower on an exam, quiz, lab practical, etc. Misconduct in any form will result in a zero on the assignment for all involved students and academic misconduct forms will be filed with the Office of Student Conduct for any violation as described in the paragraph above.

Plagiarism Detection Software:

Students agree that by taking this course all required papers, assignments, or lab reports may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers, assignments, or lab reports will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. The instructor will let you know which papers, assignments, or lab reports will be submitted to Turnitin.com so that you can submit these documents in such a way that no identifying information about you in included.

Disruption of the Learning Environment:

Behavior which disrupts the teaching–learning process during class activities will not tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behavior. A student who fails to respond to reasonable faculty direction regarding classroom behavior and/or behavior while participating in classroom activities may be dismissed from class. A student who is dismissed is entitled to due process and will be afforded such rights as soon as possible following dismissal. If found in violation, a student may be administratively withdrawn and may receive a grade of WF.

A more detailed description of examples of disruptive behavior and appeal procedures is provided at this link.

E-Mail Policy:

Each student must activate his/her e-mail account at Clayton State University. The class list serve will be the only method for communicating with the class by email. Important announcements will be sent to the class on the class list serve. You should also check Desire2Learn regularly for new postings. Important items will be posted on the course page within Desire2Learn for this class.
Communication from personal email accounts (e.g., Yahoo, Gmail, etc.) is acceptable, as long as the following requirements are met:

1. You clearly identify yourself in the body of the email
2. You clearly identify which class you are writing to me about
3. The subject line of your email is suitably descriptive that I can tell it isn't Spam or a virus (e.g., do not send emails with a subject of "Hello", etc.)
4. You do not ask me specific questions concerning grades, as they cannot be discussed on such email accounts.

Emails that do not meet these requirements will not receive a response.

Other Policies

- Students must read and abide by all course policies as stated in this syllabus.
- Changes or additions to this syllabus, including readings, exam dates, grading, and course policies can be made at the discretion of the instructor at any time. If such changes are made, they will be posted on the announcements section of the instructor’s web page and/or Desire2Learn.
- General data from this course may be used by the instructor for research on improved methods of teaching, leading to presentation or publication. Data that would be used for this purpose would consist of anonymous data, with no identifying information from particular students (e.g. the overall average for the course, NOT grades from particular students). If you do not wish for your instructor to include your data in such studies, fill out the withdrawal of consent form and bring it to your instructor.
- Snacks and drinks are allowed, within reason. If you make a mess, you are responsible for cleaning it up. Do not bring in foods that make a lot of noise (this includes bags that rattle noisily).
- Electronic devices: Turn off all cell phones, pagers, etc. when entering the classroom. Cell phone use is NOT ALLOWED during lecture classes except during Learning Catalytics classroom activity. Cell phone use during class is disrespectful and distracting to the instructor and other students. Any student using their cell phone during class (ringing, talking, or sending/receiving text messages) may be asked to leave the class.
- Grades will not be communicated by phone or e-mail. Graded material can only be picked up by the individual to whom it belongs.
- Issues associated with grades on assignments (disputes over points for a question, questions about grading keys, etc.) must be brought to the instructor’s attention in a timely manner. This means that such concerns must be brought to your instructor within one week of the assignment being returned to the class. Items that are not brought to the instructor in this time period will NOT be addressed.
OPERATION STUDY:

At Clayton State University, we expect and support high motivation and academic achievement. To foster a change in the perception of studying, to improve study habits, and hence to promote student success, several Operation Study activities and programs will be offered throughout the semester. Be on the lookout for study sessions, study breaks, workshops, and opportunities to earn Study Buck Gift Cards (for use in the University Bookstore) and other items. Use this link to find out more details.