

**SYLLABUS**  
**BIO 2923 – Microbiology, Lecture**

**I. Instructor Information**

A. Instructor's name : Mrs. Mandy L. Mitchell

B. Location of instructor's office : Beemon 227E

C. Office phone number : 601-857-3526

D. Email address : [amanda.mitchell@hindsc.edu](mailto:amanda.mitchell@hindsc.edu) (THIS IS THE BEST WAY TO GET IN TOUCH WITH ME!)

E. Office hours : by appointment only; I will have a time during the semester I will be online through Canvas for 1-2 hours if you would like to ask me a question or go over something. Once the semester starts I will be able to give you the time.

**II. Course Information**

A. Course name, number, and credit hours :

Microbiology, Lecture

BIO 2923

3 credit hours

B. Section number : H11A

C. Class meeting time and location: Online

D. Pre-/co-requisite courses :

Co-requisite is BIO 2921 (Does not have to be taken together.)

E. Course description : A lecture course providing a survey of the microbes (microscopic organisms) with emphasis on those affecting other forms of life, especially man.

F. Course objectives :

- Discuss the history of microbiology and how microbiology is used in the world today.
- Distinguish between prokaryotes and eukaryotes.
- Identify the different types of microorganisms using specific characteristics, media growth, the microscope and staining methods.
- Evaluate the growth of microorganisms and specific growth requirements needed for each group.
- Discuss methods of microbiological control including physical, chemical and chemotherapeutic methods.
- Describe in depth the three lines of defense in the immune system.
- \*Identify medically important bacteria, fungi, parasites and viruses. Upon the completion of this course, students will complete the Morbidity and Mortality Weekly Report form using the Centers for Disease Control and Prevention website and present their findings in written paper.

\*This will support development of the Institutional Competency for written communication.

G. Course transferability: Contact the institution to which you plan to transfer.

**III. Textbook and Course Materials**

A. Textbook name, edition, and author(s): *Microbiology: An Introduction Tortora, Funke, Case 12th ed.* You have already purchased this EBOOK. All textbook and resources will be available within Canvas.

B. Online resources: All textbook and resources will be available with Canvas.

#### IV. Instructional Methods

- Your course content will be broken down into 6 units (one unit for each test). You will find modules for each unit under the Modules tab to the left of your screen when you are in your Canvas class. For each unit you will find INDIVIDUAL CHAPTER PAGES for each chapter that we will cover in that unit. The chapter PAGES will contain information you will need for the specific chapter. For example, UNIT 1 covers Chapters 1 and 4. In that unit you will find a Chapter 1 page with information on Chapter 1 and a Chapter 4 page with information on Chapter 4. The information includes:
  - **PowerPoint Presentations**- Each chapter will have a powerpoint to go with the chapter. I suggest you go over and study your powerpoints FIRST and complete your weekly assignment. If there is something you don't understand refer back to your book. Your tests will come from that information.
  - **Videos**- For some of the chapters you will be able to watch videos concerning the information we are studying in that chapter. Sometimes it will be videos on current events concerning Microbiology and sometimes it will be short videos of me discussing a certain part of the chapter. You may have to watch a video in order to answer a Discussion Board Question.
  - **Weekly assignments**- You will have an assignment for every chapter unless otherwise specified. The quizzes will vary on the type of questions and also the length. It is important to remember your quizzes can ONLY BE SUBMITTED TO ME ONE TIME. You are allowed to open the quiz as often as you would like. You have 2 attempts per question. I suggest you print off the quiz the first day, find the answers, and then answer the questions all at once and submit. Most of the answers to the quizzes can be found in your powerpoint notes. The other questions can be found in the book. The quizzes are a GREAT way to study for your TESTS but shouldn't be the ONLY way you study. I will have more information on how to take the quizzes in a MODULE in Canvas.
  - **Discussion Boards**- Some weeks you will have to post to a discussion board. In some cases you will reply to other classmate's posts. I will let you know each week what you will have to do for that week.

#### V. Grading Plan

##### A. Evaluation Methods:

- **WEEKLY ASSIGNMENTS**- (quizzes/homework, discussion boards) **Discussion Boards and Assignments are ALWAYS opened from MONDAY at 8:00am until the following Sunday at 11:59pm. This means they are always due by SUNDAY at 11:59pm.** Please use your schedule to see the actual dates. You receive 2 drop assignment grades. I will not let you turn in any quizzes or discussion boards after the due date, NO MATTER THE REASON.  
If you are having trouble with the information, read your book to see if that will help you understand it better. There will also be recordings and videos in Canvas for each Module that will help you learn the information as well. Once you have completed that, print your quiz and work on your quiz throughout the week. Once you are ready take the quiz. You will have **2 attempts** for each question. You may go in and open and view the quiz as many times as you would like. You may even want to print them off so as you read the chapter you can go ahead and answer the quiz questions. They will also be very beneficial in helping you study for your test!!
- **Three NONPROCTORED UNIT TESTS** These tests will be taken from home but you will have a time limit to take the test. The dates are on your schedule. You can find these tests on the My Lab and Mastering site like your homework assignments. Just like your other assignments, **tests will be opened from MONDAY at 8:00am until the following Sunday at 11:59pm. This means they are always due by SUNDAY at 11:59pm.**
- **Three PROCTORED UNIT TESTS**( *Proctored* means that the test MUST be taken at a school campus and will be supervised by a facilitator called a proctor. 2 Proctored tests must be given in each class.) **It is each student's responsibility to make an appointment with the proctor at the campus of your choice for the test during its available time.** The only thing you will need is a photo ID. Dates will be assigned for all tests....see the course schedule for test dates. These dates are set already so I would go ahead and schedule ALL OF YOUR PROCTORED TESTS. You will get ONE drop grade that DOESN'T include the FINAL. If you for any reason miss a test, this will be your drop grade.
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- If you sign on to Canvas there is a HELP/RESOURCE button at the left of your screen. Next click on the MSVCC RESOURCES. Then you will be taken to a page with MSVCC Proctoring Information. This will give you a list of all the sites in Mississippi that will allow you to schedule the exam. This will give you a list of all the sites in Mississippi that will allow you to schedule the exam. All tests can be found in the My Lab and Mastering website like your homework assignments. Students are expected to keep up with due dates and maintain the schedule. It would be wise to check the announcements daily in this class. **HOWEVER, do not depend on OR expect weekly announcements for reminders.**
- B Virtual is available. This is a type of virtual proctoring where you can pay a fee to have someone watch you take an exam from somewhere other than a proctoring site.
- You will schedule your proctored exams through the SMARTERPROCTORING tab in Canvas.
- IF taking **proctored** tests is a problem for you then you need to drop the class because it is a MSVCC policy.

#### B. Grading scale:

Grade determination is as follows:

Chapter Quizzes and Discussion Boards- All assignments and discussion boards will add up to equal 1 test grade.

**If for any reason you miss a quiz or a discussion board** there are 2 drop grades out there to cover any issues that you may have.

MULTIPLE Chapter Quizzes and Discussion Boards

\*Count 25% of your grade.

THREE (3) **Proctored** Exams-

\*Exams will count 75% of your grade.

THREE (3) **Online(Nonproctored)** Exams-

\*Exams will count 75% of your grade.

You will have 1 drop test grade. It will not be your final or your homework grade.

#### A. Grading scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

#### C. Make-up work and exam policy:

Attendance is measured by whether a student takes their quiz or test by the scheduled due date. Quizzes and tests will be available ("open") for a certain time period after which they will not be available ("closed").

**In fairness to all students, quizzes will not be reopened if the quiz has already been closed (no exceptions).**

Students will follow the Hinds Community College guidelines on withdrawal as per the Attendance and Withdrawal Policy in the Student Handbook. Previous assignments must be completed before any work will be considered for make-up

## VI. Topic Outline

### SPRING 2017 Tentative Schedule

Week Of (Opens – Closes)	Chapter(s)	Topic
1/16-1/22	Chapter 1-Quiz Discussion Board  Chapter 4 –Quiz	The Microbial World and You  Functional Anatomy of Prokaryotic and Eukaryotic Cells
1/23-1-29	<b>EXAM 1 (Chs. 1&amp;4)</b>  Chapter 5- Quiz Discussion Board	<b>PROCTORED EXAM</b>  Microbial Metabolism
1/30-2/5	Chapter 6 – Quiz  Chapter 7 – Quiz Discussion Board  <b>EXAM 2 (Chs. 5-7)</b>	Microbial Growth  The Control of Microbial Growth  <b>NON-PROCTORED EXAM</b>
2/6-2/12	Chapter 12- Quiz  Chapter 13- Quiz Discussion Board	The Eukaryotes: Fungi, Algae, Protozoa and Helminths  Viruses, Viroids, and Prions
2/13-2/19	<b>EXAM 3 (Chs. 10, 12, 13)</b>  Chapter 14 –Quiz  Chapter 15- Quiz	<b>PROCTORED EXAM</b>  Principles of Disease and Epidemiology  Microbial Mechanisms of Pathogenicity
2/20-2/26	<b>EXAM 4 (Chs. 14, 15)</b>  Chapter 16- Quiz	<b>NON-PROCTORED EXAM</b>  Innate Immunity- Nonspecific Defenses of the Host
2/27-3/5	Chapter 17- Quiz Discussion Board  <b>EXAM 5 (Chs. 16, 17)</b>	Adaptive Immunity: Specific Defenses of the Host  <b>PROCTORED EXAM</b>
3/6-3/10	Chapters 21-26 <b>(One powerpoint)</b> Quiz will not count as a grade. Can be used to help you study.  <b>EXAM 6(Chs. 21-26)</b>	   <b>FINAL NONPROCTORED EXAM</b> Due 3/10 at NOON!

**\*\*This is not a self paced class. Assignments are due each week and if you miss them for ANY reason they will not be reopened or allowed to be made up.**

**\*\*Quizzes and Tests** will open every Monday morning at 8 am and will close Sunday at 11:59pm. The exception is your FINAL exam.

## **VI. Exams**

A. Testing procedures: All **PROCTORED** exams must be schedule with a proctoring site. Above, is a schedule of the weeks that your proctored exams will be open. You must take the exam during that week! It is my suggestion to you that you go ahead at your earliest convenience and schedule a time to take these tests. If you sign on to Canvas there is a tab labeled PROCTORING INFO on the left. This will give you a list of all the sites in Mississippi that will allow you to schedule the exam. Please check with each proctoring site for their schedules. Just because I give you until Sunday night to complete your exams DOES NOT mean the proctoring sites will all be open then. It is your responsibility to check with that site.

**B. Date and time of final exam: Please look at the above schedule.**

## **VIII. Attendance Policy**

Attendance is based on whether or not you take quizzes or exams. When you miss 2 weekly assignments/exams, I will send you a Notice of Absences. You will have **SEVEN** days to get in touch with me about your absences. After the third missed assignment/exam, you will be dropped from the class with an F.

## **IX. Plagiarism/Academic Dishonesty Policy**

Students are expected to conduct themselves with honesty and integrity throughout the course, in other words, to do your own work. Evidence of cheating or being caught cheating (including plagiarism) will be grounds for dismissal from the course with a grade of "F" and possibly from the college.

## **X. ADA Statement/Non-discrimination statement**

A. In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services  
34175 Hwy. 18, Utica, MS 39175  
601.885.7002

Dr. Tyrone Jackson, Associate Vice President for Student Services & Title IX Coordinator  
Box 1100 Raymond Campus (Denton Hall 221), Raymond, MS 39154  
601.857.3232  
titleIX@hindsgcc.edu

### **B. Official Hinds CC Disability Support Services Statement:**

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations. For a full list of contact information for each Hinds campus, please visit <http://www.hindsgcc.edu/compliance/Default.aspx>.

## XI. Other Important Information

- IF you are taking this class from ANOTHER COLLEGE besides Hinds Community College, your email address that you gave when you registered for this class will be the way that I get in contact with you.
- Please remember that EMAILING me at [amanda.mitchell@hindsgcc.edu](mailto:amanda.mitchell@hindsgcc.edu) is the BEST and FASTEST way to get in touch with me!

## XII. Video Surveillance

Hinds Community College utilizes Video Surveillance Cameras in order to enhance security and personal safety on its campuses. It has been determined that use of this equipment may prevent losses and aid in the law enforcement activities of the Hinds Campus Police. To ensure the protection of individual privacy rights in accordance with the law, a formal Policy on the Use and Installation of Video Surveillance Equipment has been written to standardize procedures for the installation of this type of equipment and the handling, viewing, retention, and destruction of recorded media. Under no circumstances shall the contents of any captured audio or video recordings be exploited for purposes of profit or commercial publication, nor shall recordings be publicly distributed except as may be required by law.

## Netiquette

The term "netiquette" is a compound of the words "network" and "etiquette". It refers to acceptable codes of practice for interacting with others while online. In order to prevent misunderstandings and promote engaging and meaningful collaboration, extra care must be taken into how you express yourself in your written communication.

### How to Communicate

- **Be professional** as you communicate. Reread your written text before posting or emailing. In much of the corporate world, writing in all caps is considered yelling and, therefore, is not acceptable in any online communication, nor is texting lingo.
- **Be considerate.** Think about how your words affect others.
- **Be respectful** of the opinions of others and respect your instructor.
- **Be calm.** Try to keep your emotions out of class.
- **Humor and sarcasm.** Because there are no visual cues in distance education, humor and sarcasm are impossible to discern. Be very careful when interjecting humor and refrain from using any remarks that are sarcastic in nature.
- **Harassment and other offensive behavior.** The online learning environment is no place to harass, threaten, or embarrass others. Comments that can be viewed, as offensive, sexist, or racially motivated will not be tolerated.
- **Offensive material.** Students may not post, transmit, promote, or distribute content that is racially, religiously, or ethnically offensive or is harmful, abusive, vulgar, sexually explicit, otherwise potentially offensive.
- **Copyrights and intellectual property.** Plagiarism will not be tolerated. Ideas that are copied should always be cited correctly.