

**SYLLABUS**: Microbiology Lecture WEB (Online)

**Course Number:** BIOL 2320

**Instructor Information**

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**Textbook Information** (Optional)

 **"Microbiology: The Human Experience"** by Foster, Allabadi, and Slonczewski.

 Available in the paperback form in the TC bookstore or available in paperback form and/or as an e-book at the WW Norton Publishing website.

**ISBN: 978-0-393-26414-2**

**Student Learning Outcomes**

 **Learning Outcome #1:** Describe distinctive characteristics and diverse

 growth requirements of prokaryotic organisms compared to eukaryotic

 organisms.

 **Learning Outcome #2:** Provide examples of the impact of microorganisms

 on agriculture, environment, ecosystem, energy, and human health,

 including biofilms.

 **Learning Outcome #3:** Distinguish between mechanisms of physical and

 chemical agents to control microbial populations.

 **Learning Outcome #4:** Explain the unique characteristics of bacterial

 metabolism and bacterial genetics.

 **Learning Outcome #5:** Describe evidence for the evolution of cells,

 organelles, and major metabolic pathways from early prokaryotes and how

 phylogenetic trees reflect evolutionary relationships.

 **Learning Outcome #6:** Compare characteristics and replicaton of acellular

 infectious agents (viruses and prions) with characteristics and

 reproduction of cellular infectious agents (prokaryotes and eukaryotes).

 **Learning Outcome #7:** Describe functions of host defenses and the immune

 system and combating infectious diseases and explain how immunizations

 protect against specific diseases.

 **Learning Outcome #8:** Explain transmission and virulence mechanisms of

 cellular and acellular infectious agents.

**Student requirements for completion of the course:**

Lecture: There will be 4 lecture exams in this course worth 100 points each.

 A lecture exam will 50 multiple choice questions. There will be a

 review sheet and an online review session for each lecture exam. The

 final exam will be over the last few chapters covered in the course.

 **All students are required to take the final exam.** **If a student misses**

 **no lecture exams or one lecture exam, their grade on the final exam**

 **may take the place of their lowest lecture exam grade (exams 1-3).**

There will be 5 quizzes in this course. This will be 1 syllabus quiz

 and 4 chapter quizzes. **We will have a quiz or a lecture exam each**

 **week. These grades will be used to take roll on a weekly basis.**

For all the quizzes, students will be allowed to look up the correct

 answers on our Moodle page. The 5 quiz grades combined will be

 worth 100 points. There will be a total of **24 extra credit points**

 available in this course. Students can earn up

 to 24 extra credit points this semester by doing anessay on one of

 these topics: COVID-19 pandemic E. coli strains EHEC and ETEC

 HIV/AIDS 1918 Spanish flu pandemic Tuberculosis

 -The essay must be at least 300 words.

 -The essay must be typed, single-spaced, and sent to the instructor

 as an e-mail attachment.

 -The information for this essay must come from scientific websites;

 not Wikipedia and not a political website.

 -**Students do not need to cite their references.**

At the end of the semester, students will either:

 1) have their lowest lecture exam grade (1-3) replaced by the

 grade they make on the final exam (if they missed no lecture

 exams or one lecture exam), **OR**

 2) have their extra credit points (up to 24) added to their lowest

 lecture exam grade (1-3).

 Students who have extra credit points will receive the option above

 that improves their grade the most. If necessary, the instructor will

 divide up a student's extra credit points to avoid giving a grade over

 100.

**Student Assessment**

 Students will have the following possibilities for earning points:

Lecture:

 Four lecture exams: 100 points each 400 points

 Five quizzes: 100 points

 500 points total

**Grading Scale**

A = 90-100

 B = 80-89

 C = 70-79

 D = 60-69

 F = 59 or below

 The cutoff point for rounding is .45. A final average of 89.45 is an A and

 a final average of 89.44 is a B.

**Class Schedule**

Lecture:

 Unit Material to be covered

 Unit 1 Chapters 1, 2, 4, 5

 Unit 2 Chapters 6-9, 15

 Unit 3 Chapters 16, 17, 18

 Unit 4 Chapters 19-24

**Absentee Policy**

Texarkana College's absentee policy allows instructors to withdraw a student from a course due to excessive absences. Faculty members are not obligated to provide opportunities for students to make-up missed assignments and tests as a result of student's absences from class.

**A student should not stop attending a class without formally withdrawing from the course by the institutions published Last Day for Students to Drop. If a student stops attending class after the published Last Day for Students to Drop, the student may receive a grade of "F" in the class.** Theinstructor will submit the last date of attendance for students receiving a grade of "F" or "W".

 Withdrawal from a course(s) **may** affect a student's current or future financial aid eligibility. Students should consult the Financial Aid Office to learn both short and long term consequences of a withdrawal. A student's absence due to **school trips and/or school business** will not be counted against a student's allowable number of absences. **Military duty** and absences for **Holy Days** (FBD LEGAL) are covered in a separate section of the catalog and the student handbook. These are the only excused absences that are considered by Texarkana College. Responsibility for work missed for any absence is placed on the student. Instructors are required to allow students to make up work missed if the absence is due to military duty or religious holy days when students follow the correct notification procedures. Instructors are not required to allow students to make up work for absence due to other reasons. Make-up policies are listed in each individual instructor's syllabus.

 After official registration, the following number of unexcused absences will be the maximum allowable before a student **may** be dropped from the class:

Class or Lab Meets: An instructor **may** withdraw a student

 from a course if the absences exceed:

 WEB classes 2

**In this WEB class, attendance will be taken on a weekly basis. Students who do**

**take the exam or quiz that week will be counted present. Students who do not take the quiz or exam that week will be counted absent. Students who do not**

**take either of the first 2 quizzes at the beginning of this semester may be dropped for never having attended class.**

**Make-up Policy**

 -One missed lecture exam grade will be made up by the grade a student

 makes on the final exam. A second missed lecture exam will also be made

 up by the grade a student makes on the final exam. **Remember, if a**

 **student misses two exams this semester, they no longer have the option**

 **of replacing their lowest grade with their final exam grade.**

 -Students will receive a grade of 0 for a third or fourth missed exam.

 -Student may take lecture exams early if they receive approval from the

 instructor.

 -Students who do not start a regular lecture exam (Exams 1-3) by the time

 the exam closes will have that test counted as a missed exam.

 -Students who do not start the final exam (Exam 4) by the time it closes may

 start the final exam late, if they get permission from the instructor. This

 will depend on why the student started the final exam late. **If a student**

 **starts the final exam after closes without a good reason, the student**

 **will have 25 points deducted from their final exam grade.**

 -If a student misses a quiz this semester, they must take Chapter Quiz 5 as

 their make-up quiz. This make-up quiz can replace up to two missing quiz

 grades. **Students will get a grade of 0 for any missed quizzes**

 **beyond the second missed quiz. If a student misses no quizzes this**

 **semester, they can take the make-up quiz (Chapter Quiz 5) and have**

 **that grade replace their lowest quiz grade.**

**Academic Integrity Statement**

 Scholastic dishonesty, involving but not limited to cheating on a test,

 plagiarism, collusion, or falsification of records will make the student liable

 for disciplinary action after being investigated by the Dean of Students.

 Proven violations of this nature will result in the student being dropped

 from the class with an "F". This policy applies campus wide, include TC

 Testing Center, as well as off-campus classroom or lab sites, including dual

 credit campuses. This information can be found in the Student Handbook at

 http://texarkanacollege.edu

**Inappropriate Behavior**

 If a student in this course exhibits inappropriate or disruptive behavior, that

 student may be asked to leave the classroom. Students in this course may

 receive a written warning for inappropriate behavior. If the student exhibits

 inappropriate behavior again after receiving a written warning, that student

 will be dropped from the class with a grade of "F".

**Disability Act Statement**

 Texarkana College complies with all provisions of the Americans with

 Disabilities Act and makes reasonable accommodations upon request.

 Please check in the Administration building if you have questions in this area.

**Financial Aid**

 **Attention!** Dropping this class may affect your funding in a negative way!

 You could owe money to the college and/or the federal government. Please

 check with the Financial Aid office before making a decision.

**Basic Needs Security**

 Any student who has difficulty affording groceries or accessing enough food

 to eat every day, or who lacks a safe and stable place to live and believes this

 may affect their performance in this course or ability to remain in school, is

 urged to contact Tonja Blase, Director of Student Retention, at

 (903) 823-3349 for support. Furthermore, please notify the professor if you

 are comfortable in doing so. This will enable them to provide any resources

 that they may possess.

**Alternate Operations during Campus Closure**

In the event of an emergency or announced campus closure due to a national

disaster or pandemic, Texarkana College may need to move to altered operations

and course delivery methods. During this time, Texarkana College may opt to

continue delivery of instruction through methods that include, but are not

limited to: online learning management system (Jenzabar or Moodle), online

conferencing through TEAMS, email messaging, and/or an alternate schedule.

It is the responsibility of the student to monitor Texarkana College’s website

for instructions about continuing courses remotely, instructor email

notifications on the method of delivery and course-specific communication,

and Texarkana College email notifications for important general information.

**COVID-19 Online/Virtual Environment Instructional Commitment**

 The ongoing COVID-19 situation will require that some course materials and

instruction are provided through an online and/or virtual format. Even if all

or a portion of a class was originally scheduled to meet face to face, social

distancing guidelines associated with COVID-19 will limit the number of students

who can attend face to face classes in person simultaneously. Further,

circumstances associated with COVID-19 could cause the college to be forced to

shift completely to an online and/or virtual delivery at any time during the semester.

While TC faculty members are committed to providing students the

option of face-to-face instruction, if possible, students should be prepared to

continue their classes in an online and/or virtual environment if necessary.

Texarkana College is committed to maintaining engaging, high quality instruction

regardless of the delivery format.

**Computer Requirement Policy**

 Students are required to have a computer with Internet access for classes. The

computer must be an actual computer—smart phones, iPads, Androids,

Chromebooks, etc. are not acceptable substitutes because they lack software

compatibility necessary to complete all assignments and tests. Financial costs

for the necessary equipment and internet access are the responsibility of the

student.

 Students needing to purchase a computer may do so through the Texarkana

College Bookstore. Systems purchased through the bookstore meet or exceed

all requirements, are competitively priced, and may be purchased using

financial aid funds. If the system is purchased through another source, it is the

student’s responsibility to ensure the system meets all requirements.

**Computer system requirements:**

 -Webcam, microphone, and speaker.

 -Windows 10 or a recent version of Mac OS (minimum Sierra). Windows 10

 S mode is not supported.

 -Hardware capable of running Microsoft Teams (free download) and supports

 multi-media playback.

 -Support for Chrome or Microsoft Edge---Note: Firefox, Safari, or other browsers

 may not work on all TC applications.

 -Able to run Microsoft Office which will be provided free to TC students.

 -Adobe Reader or another PDF viewer.

 -Antivirus software such as Windows Defender or another 3rd party anti-virus

 solution.

 -The Respondus Lockdown browser is used for taking tests; therefore, the

 system must be capable of running this software. Most newer systems

 that meet other specifications should work.

Students should regularly backup content to prevent loss of coursework due to

hardware failure. Backup copies of documents and other coursework may be

placed on OneDrive cloud storage. OneDrive is included free or charge for all

TC students.

A list of Internet service providers can be found on the TC website at:

<https://www.texarkanacollege.edu/coronavirus/>.

**TEXARKANA COLLEGE POLICE DEPARTMENT**

 **(903) 823-3330**

**Using Moodle**

Our course content will be loaded onto the Texarkana College Website, in

 the Moodle platform.

 To access Moodle directly from a computer:

 -Go to the TC website

 -Click on **myTC**

 -On the left side of the screen in the "blue bar" area, click on **TC Online-**

 **Moodle LMS**

 -Click on **log in** at the top right of the screen

 -Log in to Moodle with your username and password

 -Click on our class:

 To accesss Moodle directly from a smart phone:

 -Go to the TC website

 -Click on the **three bars** at the top right of the screen

 -Click on **myTC**

 -Click on the large **arrow (>)** at the bottom left of the screen

 -Click on **Quick Links** at the top right of the screen

 -Click on **TC Online Moodle LMS**

 -Click on **Log in** at the top right of the screen

 -Log in to Moodle with your username and password

 -Click on our class:

 To access Moodle by way of my TC:

 -Go to the TC website

 -Click on **myTC**

 -Log in to myTC with your username and password

 -Click on our class:

 -There will be a Welcome message like this: "Welcome to our

 Microbiology lecture course. To access our course content, click the

 link **HERE**.

 -Click on **Log in** at the top right of the screen

 -Log in to Moodle with your username and password

 -Click on our class:

Once you get into our class on Moodle, you should see some sections:

 WELCOME/ORIENTATION

1. CHAPTER 1 4. CHAPTER 5
2. CHAPTER 2 5. LECTURE EXAMS
3. CHAPTER 4

**Taking tests in our course**

**-Students in this course can take their exams online by going to our**

 **Moodle page and using a program called Respondus. Students will also**

 **have the option of making an appointment with the instructor to take**

 **an exam in person, during the time the exam is open.** The Respondus program

 for online testing locks a student into the test and creates a video/audio

 recording of the student taking the test to make sure the student did not

 look up any answers.

 -Requirements for the Respondus program: (lockdown browser and video

 monitoring)

 -Students must use a Mac or Windows desktop or laptop computer, or an

 iPad. Chromebooks, ASUS devices, and smart phones are not supported by

 Respondus.

 -Students must have a webcam either built into their computer or one that

 can plug into their computer with a USB cable.

 -The first time a student tries to take a test in our course (Practice Quiz), they

 will be prompted to download the Respondus program. Students must do

 this free download to take tests in our course. If students use the

 same device for all our tests, the download will only be required one time.

 -The Respondus program features a lockdown browser. Once a student starts an

 exam, they will not be able to leave the exam to access something else on that

 device. Students will only be able to access something else on that device when

 they have submitted their exam attempt for grading.

 -The Respondus program also features video monitoring. A video recording of the

 student will be made while they are taking the exam. This is to ensure the

 student does not look away from the computer screen to look up the answers.

 Students in this course are expected to rely on what they have learned from

 studying when taking an exam. Looking up the answers is not allowed. If a

 student looks away from the computer screen too much during an exam, the

 instructor will receive a report about a possible problem. That student

 may have been looking away from the screen to look up the answers. **Students**

 **who generate a flag by looking away from the computer screen too many**

 **times during an exam will most likely have 25 points taken off their exam**

 **grade. The grade with a 25 point deduction will not count as the student’s**

 **lowest grade and will remain unchanged.** The only exceptionto this would

 be extreme circumstances. Students must remember that during the exam

they must keep their eyes focused on their computer screen.  **If for** **some**

 **reason a student takes a test using Respondus but no video is made of** **the**

 **attempt, that test grade will not count, and it will be a missed test.**

 -**There will be no exceptions to this set up for our lecture exams. No exams will**

 **be given in this course without the Respondus program being used.**

**How to take a lecture exam online:**

 -Go to our class in Moodle

 -Click on a section called LECTURE EXAMS

 -Click on the exam you are taking (Ex: Exam 1)

 -If a student does not have the Respondus program on their computer, they

 will be prompted at this point to download the Respondus program. The

 program is free and takes about 5 minutes to download.

 -Follow the prompts from Respondus to make sure the video monitoring is

 properly set up.

 -Click on “Start attempt”.

 -You will click to choose your answers to 50 multiple choice questions. To change

 an answer, simply click the answer you want to change to. When you

 are finished, click on “Finish attempt”. At this point you will see a list of all of

 the test questions and for each question it will say either “Answer saved” or

 “Not yet answered”. At that point make sure you have answered all the

 questions. If at that point you want to go back and answer a missed question or

 change an answer, you can click on “Return to Attempt”. When you are

 satisfied with all your answers, you can click on “Submit all and finish”. Then

 click on “Submit all and finish” again. For a lecture exam, you will not see your

 grade right away, but your grade will be posted on myTC shortly after the exam

 closes. The day after each exam closes, each student will get an email saying

 you can then go back to the exam and see which questions you missed and

 the correct answers.

**In this course, lecture exams will be open during a certain time period.**

 **When an exam closes, the exam will be cut off and students**

 **will not be allowed to answer any more questions. If a student has technology**

 **problems trying to take our exams online, they can request to take our exams**

 **in person.**

**-The Respondus program makes a video and audio recording of the student**

 **taking the exam. The day after the exam closes, these recordings will be**

 **reviewed. If a student looks away from the computer screen several**

 **times during the exam, they will have 25 points taken off their exam grade.**

**-There will be no bathroom breaks during a lecture exam in our course.**

 **If a student has an emergency situation and they must go to the**

 **bathroom during a lecture exam, they will be allowed to go to the**

 **bathroom but they will not be allowed to finish that exam. It will**

 **count as a missed exam. This policy applies to online tests or**

 **in person tests.**

 **-During an exam, students will not be allowed to use earbuds or headphones.**

 **Students will also not be allowed to have a hood pulled up over their head**

 **during an exam. If a students violates this policy during an exam, that exam**

 **will count as a missed exam. This policy applies to online tests and**

 **in person tests.**

**How to take a quiz in our course:**

There will be 5 quizzes in our course: 1 Syllabus quiz and 4 chapter quizzes.

 Each quiz will be 4 multiple choice questions where students are allowed

 to look up the answers. The answers may be found on our Moodle page,

 such as in our syllabus or the chapter notes. **When students look in the**

 **chapter notes for answers to quiz questions, they should look at the**

 **bold-faced information in the chapter notes.**

 Our quizzes will not be set up on the Respondus program. Students

 will be notified as to which section on our Moodle page to find each

 quiz. To take one of our quizzes, follow these instructions:

 -Go to the Moodle section where the quiz is located (EX: WELCOME/

 ORIENTATION).

 -Scroll down to the bottom of that section and click on the name of the

 quiz (EX: Syllabus Quiz).

 -Click on START ATTEMPT.

 -You will have 30 minutes to answer 4 multiple choice questions. You are

 allowed to leave the quiz and look up the answers on our Moodle page.

 You will choose your answer by clicking.

 -When you are done, you can click on FINISH ATTEMPT.

 -Then click on SUBMIT ALL AND FINISH. You will be asked if you are

 sure so click on SUBMIT ALL AND FINISH again. You will then

 be finished and no longer able to change answers. For our quizzes,

 you will get feedback right away on which questions you got

 correct or incorrect.

**Microsoft Teams**

 In this course, we will have online sessions using Microsoft Teams.

The first session will take place on the first day of our semester and it

will involve going over our syllabus and how our course is going to work.

 The rest of our Teams sessions will take place before each lecture. These

 sessions will be reviewing the information for the next exam.

**Attendance at our Teams sessions will be optional. Our Teams sessions will**

**be recorded and each student will receive an email with a link to watch**

**a recorded version of the session.**

**How to join a live session on Microsoft Teams**

 **-**Students can use a link in an email invitation to join a Teams session. -OR-

 -Follow the instructions below if you have Microsoft Teams downloaded

 on to your computer:

-Go into Microsoft Teams and click on the "Teams" icon on the left side of

 the screen. Then click on our class.

 -On the left side of the screen, click on the correct channel for that session.

 In our class, the name of each channel will include the date of the session,

 such as “Lecture session August 23”.

 -Once you are in the correct channel, click on “Join” to join our live session.

 -Once you join the live session, you should use the task bar near on your

 screen to turn off your video and your microphone. If you have a

 question during a live session, you should turn your microphone on, ask

 your question, and then turn your microphone back off again.

**How to watch a recorded version of a Microsoft Teams session**

The best way to watch a recorded version of one our Teams sessions is

to download the **free version** of Microsoft Teams on to your smartphone

or computer. Register your version of Teams by putting in your Texarkana

College username and password. Then follow these steps:

 -Go in to Microsoft Teams. On the left side of the screen, click on an icon

 that says Teams. Now click on our class (BIOL2320.W1).

 -In our class, click on the correct channel on the left side of the screen.

 Example: Lecture session August 23

 -In that channel, look for a video screen beneath the blue bar. Click on the

 video screen to watch a recorded version of that session.

 **-Students can also watch a recorded version of our Teams sessions by**

 **using a link from the instructor which is sent by way of TC email.**

**WEB (Online)**

 **Our class has been designated as a WEB class. That means we do not have**

**designated class times. Students in this course will be studying the information**

**on our Moodle page and each week students will be taking either a lecture**

**exam or a quiz. Students are welcome to ask the instructor for help understanding the information they are studying. This help could be an email, an in person meeting, or a one on one meeting via Teams. Remember, attendance is done in this course on a weekly basis based on which students took the exam/quiz and which students did not. We will be having optional sessions on Microsoft Teams that will either be an introduction to the course or a review session for the next exam.**

If students have technology problems this term using Moodle, Microsoft Teams, or

Respondus, they should contact the Texarkana College helpdesk at

<https://www.texarkanacollege.edu/helpdesk/> and then submit a ticket requesting

help for a specific issue. Students can also call the TC help desk at (903) 823-3030.