

**SYLLABUS:** Microbiology Lab

**Course Number:** BIOL 2120

**Semester:** Spring 2017

**Instructor Information**

Name: Holley Robinson

 Office: Biology, Room 106

 Telephone: (903) 823-3456 ext. 3290

 E-mail: Holley.Robinson@texarkanacollege.edu

 Office hours: Mon-Thurs: 7:30-8:00 a.m., Mon & Wed: 12:30-1:30 p.m., 5:30-6:00 p.m.,

 Tues &Thurs: 11:00-12:00 p.m., Fri: 8:00-11:00 a.m.

**Lab Manual**

The lab manual for this course was developed by Robert Laird and may be purchased in

 the bookstore.

**Student Learning Outcomes**

 **Learning Outcome #1.** Use and comply with laboratory safety rules, procedures, and

 universal precautions.

 **Learning Outcome #2.** Demonstrate proficient use of a compound light microscope.

 **Learning Outcome #3.** Describe and prepare widely used stains and wet mounts, and

 discuss their significance in identification of microorganisms.

 **Learning Outcome #4**. Perform basic microbiology procedures using aseptic techniques

 for transfer, isolation and observation of commonly encountered , clinically

 significant bacteria.

 **Learning Outcome #5.** Use different types of bacterial culture media to grow, isolate, and

 identify microorganisms.

 **Learning Outcome #6.** Perform basic bacterial identification procedures using

 biochemical tests.

 **Learning Outcome #7.** Estimate the number of microorganisms in a sample using methods

 such as direct counts, viable plate counts, or spectrophotometric measurements.

 **Learning Outcome #8.** Demonstrate basic identification protocols based on microscopic

 morphology of some common fungi and parasites.

**Student requirements for Completion of the Course**

 Laboratory: There will be 3 lab practicals in this course worth 100 points each. A lab practical

 will be 50 multiple choice questions. There will be a review sheet and a review session for

 each lab practical. There will also be 12 group lab write-ups that will be

 open-note and open-book. The average grade on the 12 lab write-ups combined will

 be worth 100 points. There will be six extra credit exercises in lab, each worth 3 points.

 There will be a maximum of 12 extra credit points a student can earn, and these points

 will be added to the lowest lab practical grade after all the lab practicals have been taken.

**Student Assessment**

 You will have the following possibilities for earning points:

 Laboratory:

 (1) Three lab practicals 300 total points

 (2) Twelve lab write-ups 100 total points

 400 total points

**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 and A and a final

 average of 89.44 is a B.

**Class Schedule**

 Laboratory:

 Unit Material to be covered

 Unit 1 Labs 1-4

 Unit 2 Labs 5-8

Unit 3 Labs 9-12

**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 absence from class. The

institution is not required to take attendance with the exception of workforce/vocational areas,

where certification requirements require taking attendance. However, experience demonstrates

that regular attendance enhances academic success. As such, students are expected to attend each

meeting of their registered courses.

 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. The

instructor will submit the last date of attendance for students receiving a grade of “F” or “W”.

LAST DAY FOR STUDENTS TO DROP A CLASS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 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

Twice a week (MW or TR classes) course if absences exceed:

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**Make-up Policy**

 -Lab practicals can only be taken at the designated time for each student in their

 particular lab section.

 -A make-up exam must be taken for missed lab practicals. Up to 2 missed lab practicals

 can be made up with the grade on this written, comprehensive lab make-up exam.

 -The lab make-up exam must be taken during the last week of class (the week before

 final exams).

 -A grade of 0 will be recorded for a third missed lab practical.

 -No student will be allowed to start a lab practical more than 10 minutes late.

 -Group lab write-ups will be due at the end of the lab period on the announced

 due date. Any group lab write-up turned in late will have 5 points deducted

 from the grade. Lab projects cannot be started late.

 -Up to 2 missed group lab write-up grades can be made up by taking a

 comprehensive make up quiz during the last week of the semester. A grade of

 0 will be recorded for any group lab write-up grades missed beyond the first two.

**TC Police Department: (903) 798-3330**

**The instructor for this course reserves the right to give a student a No Grade (NG) for a**

**missed test. This would include special circumstances such as bad weather or a**

**Texarkana College function.**  **A No Grade (NG) can be left that way so a student has one**

**less grade, or the student can chose to make-up the No Grade to improve their overall grade.**

**Students are allowed to have cell phones or pagers in this class if they are set to silent mode.**

**If a student has a cell phone or pager that repeatedly causes a distraction, that student may be**

**asked to stop bringing that device to class.** **All cell phones must be put away during an exam or**

**a quiz.**

**There will be no bathroom breaks during lab practicals in this course. If a student must go to**

**the bathroom during a lab practical in an emergency, the student will not be allowed to finish**

**the lab practical and they must take a lab practical make-up test later.**

**If the lab class is cancelled for some reason, students should assume the next lab practical**

**has been postponed by one class period.**

**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, including 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 <https://texarkanacollege.edu>.

**Inappropriate Behavior:**

There will be a zero tolerance policy for any behavior that is disruptive and prevents or deters classroom learning. This behavior includes, but is not limited to, any use of vulgar language or rude behavior towards the instructor or any other student in the class. Students who exhibit inappropriate behavior in this class may be asked to leave the classroom. Students in this course may receive a written warning for inappropriate behavior. If a student exhibits inappropriate behavior after receiving a written warning, the student will be dropped from the course 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 contact Larry Andrews at 903.823.3283, or go by the Recruitment, Advisement, and Retention Department located in the Administration building for personal assistance.

If you have an accommodation letter from their office indicating that you have a disability which requires academic accommodations, please present it to me so we can discuss the accommodations that you might need for this class. *It is best to request these changes at the beginning if not before the start of class* so there is ample time to make the accommodations..

**Financial Aid:**

**Attention!** Dropping this class may affect your funding in a negative way! You could owe money to the college and/or federal government. Please check with the Financial Aid office before making a decision.

MICROBIOLOGY: 2120

I have and read and understood the policies in the syllabus for this course and

I understand these policies are legally binding.

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