

**SYLLABUS**: Microbiology Lecture TRADITIONAL (TRA)

**Course Number:** BIOL 2320

**Semester:**

**Instructor Information**

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 Office hours:

**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 replication 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. A lecture exam will

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

 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 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 the COVID-19 pandemic **OR** by doing 8 case history summaries out of

 out textbook.

 COVID-19 essay:

 -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 must get information from at least one website and a list

 of websites cited must be given at the end of the essay.

 -The deadline to submit this essay is **Thursday, November 18th.**

 Case history summaries:

 -Students can do up to 8 case history summaries (3 points each)

 out of our textbook. The case history summaries can be found

 by looking in the table of contents of our textbook and finding

 something like “Case history 1.1”.

 -Each case history summary must be at least 60 words, typed,

 and single-spaced. All the case history summaries should

 be sent to the instructor in one word file as an e-mail

 attachment.

 -The case history summaries should be in the students own

 words—not just copied from the book. There are a lot of

 case histories in our textbook, students should pick 8 case

 histories to do that are the most interesting to them.

 -The case history summaries are due on

 **Thursday, November 18th.**

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

**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

**Exam Schedule**

 Exam 1

 Exam 2

 Exam 3

 Exam 4

**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 because of student's absences 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.** Theinstructor will submit the last date of attendance for students receiving a grade of "F" or "W".

LAST DAY FOR STUDENTS TO DROP A CLASS: **Friday, November 19, 2021**

 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

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

 Summer classes 4

**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 cannot start a regular lecture exam (Exams 1-3) more than 10

 minutes late. It will count as a missed exam.

 -Students who start the final exam (Exam 4) more than 10 minutes late

 will receive full credit for the grade if they have an emergency type reason

 why they started the exam late. This emergency reason must be verified

 by the instructor.

 -If a student starts the final exam more than 10 minutes late without an

 emergency type reason, the student will have 25 points taken off their

 grade for the final exam.

**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 or headphones.

 -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 access 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 (Exam 1) 4. CHAPTER 5 (Exam 1)
2. CHAPTER 2 (Exam 1) 5. LECTURE EXAMS
3. CHAPTER 4 (Exam 1)

**Taking tests in our course**

**-Students will take our lecture exams during our class time and in person,**

 **using a scantron and a pencil. The exam papers will be handed back**

 **the next class period to go over the correct answers. Students will**

 **then be required to give their exam paper back to the instructor by**

 **the end of that class period or the grade for that exam will become a 0.**

-If the pandemic forces our class to become an online class, students will

 have to start taking their exams online by going to our Moodle page and

 using a program called Respondus. The Respondus program

 locks a student into the test and creates a video 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 a student**

 **wears headphones or earbuds while taking their test, that test grade**

 **will not count and it will be a missed exam. 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 should see your

 grade right away, and your grade will be posted on myTC later that day. Once

 the exam has closed for all students, you can then go back to the exam and see

 which questions you missed and the correct answers.

**In this course, if students must start taking lecture exams online, the exam**

 **will be open during our class time that day. When an exam closes, the exam**

 **will be cut off and students will not be allowed to answer any more questions.**

**Microsoft Teams**

 If our class must become an online class, we will start having online sessions

 during our class times using a program called Microsoft Teams. Students

 can use a link in an email invitation to join our live Teams sessions, or students

 can download the free version of Microsoft Teams to their computer to join

 our sessions. **At** **these sessions, roll will be taken, and** **we will be going over**

 **the information on Moodle for our next exam**.

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

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

 -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 18”.

 -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.

 -All our sessions on Microsoft Teams will be recorded so students have

 the option of watching a recorded version of one of our Teams sessions.

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

-Go to 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 the session

 you want to watch (Example: “Lecture session August 18”).

 -Once you are in the correct channel, you should see a blue bar on the screen.

 Inside that blue bar it lists the exact date and time of the session. Beneath

 that blue bar you should see a link to click on to watch a recorded version

 of that Teams session. Students will also receive these links in an email.

 -If the link is not visible to you, it may be the stream for that session

 has been closed. To fix this, click on a blue link that is directly beneath the blue

 bar to open that stream and then click on the long, blue link to watch

 a recorded version of that Teams session.

 -Students in this class may be receiving an email that includes a link to watch

 a recorded version of one of our Teams sessions.

**TRADITIONAL (TRA)**

 **Our class has been designated as TRADITIONAL (TRA). That means a strictly**

**face to face format for all our class sessions and all of our exams. If the**

**pandemic forces our class to become an online class, we will be going over**

**instructions from this syllabus on how to make that transition.**

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.