

**BIOLOGY 2420: MICROBIOLOGY**  
**DR. TORI HALL, PH.D.**  
**COURSE SYLLABUS SPRING 2024**

**CONTACT INFORMATION:**

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Office: S84

Office hours:

Mon, Tues, Wed: 9:30 AM – 11:00 AM ----- Tues: 1:00 PM – 3:30 PM ----- Fri: 10:00 AM – 11:00 AM

I am also available to meet by appointment. Email me at least 48 hours in advance with your availability to arrange a time to meet.

**PREREQUIREMENTS FOR MICROBIOLOGY:** TSI compliant in Reading, Writing and Math.

**A. REQUIRED TEXTS:**

1. **TEXTBOOK:** Microbiology Openstax Textbook. ISBN: 9781938168147
  - o Available free online (I do not recommend buying this book... the online version is the same and is more than adequate for this course)
  - o **HOW TO ACCESS THE TEXTBOOK:**
    - A. Go to: <https://openstax.org>
    - B. Click on "Subjects" icon
    - C. Click on "Science"
    - D. Click on "Microbiology" – our book is the only microbiology textbook available.
    - E. I highly recommend that you download the PDF format of this book in order to have access to the page numbers of the book.
2. **STUDENT NOTE PACKET:** Microbiology (BIOL 2420) Student Note Packet, Dr. Tori Hall. This is available for free on Blackboard under Course Resources.
3. **BASIC CALCULATOR**
4. **ONLINE RESOURCES:** Posted as appropriate by Dr. Hall.
5. **McGraw-Hill CONNECT – Virtual Labs are required for this course** (included with Inclusive Access/Texbook)

**TEXBOOK STATEMENT** (Formerly known as Inclusive Access): *This course is in the SPC TexBook program, so you do not need to purchase an access code for this course as you have already paid for this in your course fee.*

- What is TexBook? The required textbook/digital content for this course is available to you in Blackboard from the first day of class. The fee for the textbook/digital content is the lowest price available from the publisher and bookstore and is included in your tuition/fee payment.
- How do I access my TexBook? Your course material is in your Blackboard course from the first day of class. Access to your course material is provided through links inside your Blackboard course.
- Help with TexBook issues and support: check with your professor
- Opting out of TexBook: Participating in TexBook is not mandatory, and you can choose to opt-out. **However; by opting-out you will lose access to the course and competitive pricing, and you will need to purchase the required course material on your own.** If you drop the class or opt-out before the opt-out deadline, the TexBook charge will be automatically refunded to your SPC account. The opt-out deadline for Fall and Spring is the twelfth class day. The opt-out deadline for shorter terms varies between the second and third class day. *Please consult with your professor before deciding to opt-out.*

If you still feel that you should purchase the course textbook/materials on your own, send an **opt-out email** to

**[pwells@texasbook.com](mailto:pwells@texasbook.com)**. Include your first name, last name, student ID number, and the course you are opting out of.

Once you have been opted-out, you will receive a confirmation email. If you need assistance with the process, contact the SPC Bookstore:

**Email:** [pwells@texasbook.com](mailto:pwells@texasbook.com) / **Phone:** 806-716-2097

**Email:** [agamble@texasbook.com](mailto:agamble@texasbook.com) / **Phone:** 806-716-4610

**B. McGRAW - HILL CONNECT:**

All online **pre-labs/assessments** will be completed via simulations through McGraw-Hill Connect and will compose 5% of the overall course grade. Information on how to register for this course through McGraw-Hill Connect can be on Blackboard. A missed assignment will result in a zero on that assignment, no exceptions. At the end of the semester, the lowest grade of all of the McGraw-Hill assignments will be dropped.

**C. COURSE DESCRIPTION:**

This is a general microbiology course that covers the morphology and physiology of microorganisms with particular emphasis on the microbial relationship to disease, pathogenicity, and the immune response. This course is designed for students

entering the allied health profession such as: nursing, respiratory therapy, dental hygiene, etc... This course satisfies the requirements for an Associate in Arts and Associate in Science degree as well as requirements for transfer students working toward a Bachelor of Arts degree, Bachelor of Science degree, or certification in allied health fields.

**Please note:** This course is designed for allied health professionals and will not provide credit for Biology majors, Pre-Med, Pre-Dentistry, or Pre-Vet. **This course is not a core science curriculum course. If you are not sure, please contact the instructor.**

#### D. COURSE OBJECTIVES:

- I. Introduce basic microbiological principles
- II. To investigate the cellular processes of living organisms with an emphasis on biological chemistry applications
- III. To have a basic understanding of microbial morphology and physiology, bacterial genetics, and basic disease processes
- IV. To instill an appreciation of the variety and diversity of microorganisms
- V. To allow laboratory investigation of the topics covered.

#### E. COMPUTER REQUIREMENTS:

Students are not required to purchase their own computer but must have access to one that meets the specifications for this course. The computer must be able to connect to and allow the student to browse the internet. **E-mail access is required.** If a student's internet connection goes down, or a student's computer crashes or otherwise becomes inoperable for blackboard, it is the responsibility of the student to have their internet connection and/or computer repaired as soon as possible to avoid getting behind in the class. While the computer and/or internet connection is being repaired, the student should seek an alternate computer.

Internet problems and/or the crash or inoperability of a computer will not be an acceptable excuse for being late with assignments, assessments, and/or exams (if applicable). It is the responsibility of the student to have a backup plan in place. If the blackboard server goes down, the appropriate time extensions will be determined and announced by the instructor.

#### F. POLICIES, PROCEDURES, AND RULES

##### COURSE CONTENT:

This course will be conducted according to the policies and procedures of the South Plains College Handbook and General Catalog. Scheduled lectures and/or labs are tentative and could be subject to change by the professor. **Access your student E-mail and Announcements Tab on Blackboard regularly** as this is the primary mode of communication regarding important information and changes regarding class from professor to students.

##### ATTENDANCE POLICY:

- Punctual and regular attendance is expected for all Lecture and Lab meetings. All students are expected to be engaged, attentive, and interactive with the material, the professor, and other students when discussions are taking place in Lecture and Lab.
  - Daily participation and completion of assignments and/or assessments is fundamental to meeting the objectives of this course. Microbiology is a lab intensive course, therefore the completion of the Connect Virtual Labs and regular weekly concept checks are vital to student success.
- Absences (for purposes of the final grade scale) will be documented starting from the first class meeting in the semester.
- If you have a valid/university approved reason for being absent, it is your responsibility to notify me, **before** the scheduled class meeting, so reasonable accommodations may be made. Students are also responsible for any and all material covered during any absence... best to communicate with fellow students to acquire this material.
- Any student that is absent for a total of **4 or more class days** (regardless of the reason), absent from **every class period for two consecutive weeks, does not complete an exam** (lecture or lab) for any reason, **does not complete 4 graded assignments** (at any time, for any reason), AND/OR **cannot meet the minimum course requirements** may be administratively withdrawn from the course, by the instructor, with a grade of an X.
  - If I notice that you are not progressing as I believe you should in the course, I will reach out via student email to try and determine what is occurring so that the proper course of action can be taken and the issue can be resolved.
- Students who enroll in a course but have "Never Attended" by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records.
- All electronic devices must be on silent (not vibrate, but actually silenced) or turned off and put away during class/lab/exam time.

- Should an electronic device ring/vibrate repeatedly during a meeting time, 5 points will be deducted from the student's next exam per incident
- Earbuds should not be worn at any time during class/lab/exams.
- No student is allowed to record the lectures, labs, or take photos/videos of the instructor without my permission.

**EXAM POLICY:** All of our exams (lecture exams and lab exams) will be timed. If taking exams online, proctorio is also required for each exam taken. Please see the course schedule for due dates and times of all exams, and for the material covered for each exam. Lecture Exams will be multiple choice, matching, and true/false. Lab Exams will be short answer, fill in the blank, diagram completions, etc. The Final Exam (Lecture Exam 5) will be taken according to the SPC Final Exam Schedule and will not be comprehensive. Exams are subject to change at any time during the course.

- All phones/smart watches/airpods/earbuds must be put away during exams.
- **MAKE-UP EXAM POLICY:** Students will be allowed to make up **1 lecture exam only** and only if it is a documented medical emergency. Student must contact the professor **within 24 hours** of the scheduled exam, must provide medical documentation and the makeup exam must be taken **within 3 business days of the missed scheduled exam**. If the student does not contact Dr. Hall within 3 business days of the missed scheduled exam, the missed exam grade will revert to a zero.
  - The Make-up Lecture Exam will be a **short answer/essay exam**.
  - There will be **NO make-up exams for missed Lab Exams** or the **Final Exam**.

**LAB POLICY:** Assignments consist of online pre-lab assessments to be completed through McGraw-Hill Connect. Each student is expected to complete the online pre-lab assessments via McGraw-Hill Connect BEFORE attending each face-to-face lab (if applicable) and/or completing the handouts and watching the supplemental videos provided. There will be no makeups for missed face-to-face labs and/or pre-lab assessments on Connect. Missed lab assignments on Connect will result in a zero for that assignment.

**COURSE GRADE POLICY:** Participating in and completing the (voluntary) KWLs that accompany each lecture will result in 1 bonus point (per entire KWL) for the upcoming exam. You must complete all 3 parts of the KWL (BEFORE THE EXAM) to receive the bonus point. Final grades will be tabulated based on the below grading scale. There will be no exceptions and there are no curves in this course. There is a document on blackboard (under "course resources") where each student can plug in their respected grades and calculate/estimate their final course average. The breakdown of this course is as follows:

LECTURE (72% OF OVERALL GRADE):

ALL LECTURE EXAMS	60%
RESEARCH PAPER	7%
CONCEPT CHECKS	<u>5%</u>
	72%

LAB (28% OF OVERALL GRADE):

LAB EXAM I	10%
LAB EXAM II	10%
LAB ASSESSMENTS	3%
UNKNOWN BACTERIA PROJECT (for F2F and Flex)	<u>5%</u>
	28%

Letter Grade	Course Average
A	89.5 - 100%
B	79.5 - 89.4%
C	69.5 - 79.4%
D	59.5 - 69.4
F	0 - 59.4

OVERALL TOTAL 100%

→ ONL sections will not have the Unknown Bacteria Project, so that 5% will be rolled into the lab assessments percentage, making it 10%

**HAZARDOUS WEATHER POLICY:**

South Plains College rarely cancels classes due to weather. Students should plan accordingly to be able to attend all classes and arrive at SPC Levelland safely. Announcements concerning cancellations and/or delays are made on local television, radio as well on MySPC. Emergency notifications are also made by the college via email, text, and phone call. I will post any delays or cancellations on Blackboard in the announcements tab and will also send out a mass email to your student email should any cancellation occur.

**WITHDRAWAL PROCEDURE:**

The last day to withdraw/drop with a grade of "W" is April 27<sup>th</sup>. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

**DISMISSAL POLICY:** A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity, proper safety, and common sense will guide the actions of each member of this class. Any student who fails to perform according to expected standards may be asked to withdraw. Because of the potential hazards in the laboratory, any student who proves to be a danger to self or fellow classmates will be asked to withdraw or will be dropped from the class by the instructor.

**ACADEMIC INTEGRITY AND DISHONESTY:** Students are expected to do their own work on all lab simulations, assignments, quizzes, and examinations. Failure to comply with this policy (as laid out below) will result in an F for the assignment/exam and can result in an F for the entire course if circumstances warrant.

**PLAGARISM VIOLATIONS** include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail-order term paper mill.
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation.
3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.
5. Using artificial intelligence (such as ChatGPT) to formulate answers and passing it off as original thought.

**CHEATING VIOLATIONS** include, but are not limited to, the following:

1. Obtaining an unadministered examination or contents by buying, stealing, selling, soliciting, or through collusion (in whole or in part);
2. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test
3. Discovering the content of an examination before it is given.
4. Using an unauthorized source of information (notes, textbooks, phones, text messaging, internet, apps, smartwatches, etc) during an examination, quiz, or homework assignment.
5. Entering an office or building to obtain unfair advantage.
6. Taking an examination for another student.
7. Bribing another person to obtain an unadministered test or information about an unadministered test.
8. Collaborating with or seeking aid from another person during a test.
9. Altering grade records.
10. Copying another's work during an examination or on a homework assignment.
11. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's.
12. Taking pictures of a test, test answers, or someone else's paper.

It is the aim of the faculty of South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences, possibly suspension. Each student is expected to abide by absolute honesty. Infractions will result in penalties subject to an assignment of a grade of "F" for the course or expulsion from the college. Students should also regard civility online as a requirement to remain on the roll in class.

**Cheating**

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

#### Plagiarism

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.

#### **Purpose of ChatGPT and other AI**

ChatGPT is an advanced language model designed to provide assistance and engage in meaningful conversations. It is intended to supplement learning, stimulate critical thinking, and enhance academic discourse. However, its use comes with certain responsibilities.

Using ChatGPT to generate academic work, including essays, reports, or assignments, without proper attribution is a violation of academic integrity policies. Plagiarism undermines the learning process and is strictly prohibited. Students must ensure that their work reflects their own ideas, research, and analysis and appropriately cites all sources, including ChatGPT.

#### Collaboration and Consultation

While ChatGPT can be a valuable resource, it is essential to strike a balance between seeking assistance and maintaining personal responsibility. Collaboration with peers, consulting instructors, and utilizing other approved learning resources should be prioritized. Overreliance on ChatGPT for solutions without actively engaging in the learning process is discouraged and can be grounds for academic integrity violations. Utilizing ChatGPT as a tool for brainstorming or research is allowed but the writing should be the student's own work and thoughts.

#### Critical Thinking and Originality

ChatGPT can provide suggestions and information, but it is essential to critically evaluate the responses and exercise independent thought. Relying solely on ChatGPT for answers deprives students of the opportunity to develop their analytical and problem-solving skills. It emphasizes the importance of originality and independent thinking in all academic endeavors as part of the student's learning experience.

#### Ethical Use and Bias Awareness

ChatGPT is trained on large amounts of data from the internet, which may include biased or inaccurate information. Be mindful of the potential for bias and critically evaluate the responses provided by ChatGPT. Students must verify information from reliable sources, question any potential biases, and ensure that the information and sources used in the paper are neutral, peer-reviewed sources.

#### Responsible Engagement

Students should engage with ChatGPT in a respectful and responsible manner. Avoid using offensive language, discriminatory remarks, or engaging in any form of harassment or inappropriate behavior. Uphold the standards of respectful communication, both in addressing ChatGPT and fellow classmates.

#### Compliance with South Plains College Policies

Misusing or violating the guidelines outlined in this syllabus warning may result in disciplinary action, including academic penalties. Familiarize yourself with the specific course policies regarding the use of ChatGPT or any other form of plagiarism and adhere to them throughout the semester.

Remember, ChatGPT is a tool to support your learning, but it cannot replace the critical thinking, creativity, and independent work that are integral to your academic growth. If you have any questions about what constitutes your own work, **PLEASE ASK**.

#### **GRIEVANCE PROCEDURE:**

If a student has an issue with course policies or the course instructor, they should first try and resolve the issues with the instructor. If the problem is not resolved, the student may then continue to the Biology Department Chair who can advise the student on how to resolve the problem and/or direct them to the appropriate office.

**COPYRIGHT NOTICE:** All material presented by the instructor in the course is copyright protected. The material presented by the instructor may not be modified or altered in any way. You have permission to print out one copy of any material presented by the instructor in this course (i.e., Syllabus, PowerPoint Presentations, videos, etc). The one copy must only be used for your

personal educational use during this semester. The material may not be altered or modified in any way. The material may not be distributed in any way. You have permission to download the same material to your computer hard drive or other medium to print out the material needed. Any material downloaded may not be altered or modified in any way. The downloaded material may not be distributed in any way.

**DISABILITIES STATEMENT:** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

**DIVERSITY STATEMENT:** In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be. If you've made it to this part of the syllabus, send me an email with haiku about viruses and a subject line of "Syllabus Easter Egg" to receive 5 bonus points to your next upcoming exam and do not tell any other student about this easter egg.

**NON-DISCRIMINATION STATEMENT:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**TITLE IX PREGNANCY ACCOMMODATIONS STATEMENT:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>

**COVID-19:** If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication. Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>

*Please note this syllabus is subject to change at any time, but especially if the course should be moved fully online or to some other format during the semester.*