Microbiology (Biology 2215K) Spring 2018

Instructor:  Professor Susan Burran  
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Office Hours: Mondays 11:15-1; Tuesdays 11:15-1 & 3-4:30; Wednesdays 3-4:30; Thursdays 3-4:30. 
Also available by appointment

Course Information

Textbook:  Microbiology  (OpenStax)

Course Prerequisite:  BIOL1107K or BIOL2212K

Course Description:  This course is designed to introduce students to the biology of viruses, bacteria, fungi, and protozoan and animal parasites. Focus is on the fundamental principles of microbiology with special emphasis on the relationships of microbes to man. Students will be trained to isolate, culture, and identify microbes in a laboratory.

Student Learning Outcomes:  At the end of this course you should be able to:

1. Demonstrate effective use of a microscope, demonstrate knowledge of laboratory safety, and demonstrate laboratory techniques required to isolate, culture, and identify microorganisms.
2. Demonstrate an understanding of the biology of viruses, bacteria, fungi, and protozoan and animal parasites; demonstrate an understanding of the basic procedures used in the culture, identification, and control of microorganisms.
3. Demonstrate an understanding of the pathogenesis, epidemiology, diagnosis, and treatment of microbial diseases of humans; demonstrate an understanding of the human immune system, disorders of the immune system, and uses of immunological techniques.

Assessment:

Your grade in the course will be based on the following. There are 1000 points available:

<table>
<thead>
<tr>
<th>Graded Item</th>
<th>Points (Percentage)</th>
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<tbody>
<tr>
<td>4 Lecture Exams (100 Points each)</td>
<td>400 (40%)</td>
</tr>
<tr>
<td>Lab Grade</td>
<td>250 (25%)</td>
</tr>
<tr>
<td>1 Comprehensive Final</td>
<td>150 (15%)</td>
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<tr>
<td>Online</td>
<td>200 (20%)</td>
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Final Grade Assignment:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>60-69%</td>
<td>D</td>
</tr>
<tr>
<td>&lt;60%</td>
<td>F</td>
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</table>
•**Lecture Exams:** Exams will be composed of multiple choice, matching, true/false, and short answer questions.

•**Final Exam:** The exam will be cumulative and multiple choice.

•**Online:** There will be several quizzes given throughout the semester via the course website. You are expected to **uphold the academic code of conduct on your online course work.** Some will cover new material and some will review material that is considered pre-requisite to the course.

•**Lab Participation:** You are expected to be present in lab and knowledgeable about the subject matter BEFORE you enter lab, by reading the assignment provided to you and preparing your lab notebook. Your lab grade is based on attendance, performance on unannounced quizzes and practicals, adherence to lab policies (including maintaining your lab notebook) and, of course, your participation in lab. Nobody will be “carried” by their partners.

### Attendance Policy:

**Class:** Attendance is encouraged but not required. You are responsible for keeping up with any material you missed.

**Lab:** Attendance in labs is **mandatory**, and there will be no make-ups available. Failure to attend will result in the loss of participatory points: 10 points per lab after the first lab missed; missing more than 2 labs results in a failing lab grade. Please notify me prior to class if you will not be able to attend due to any of the reasons for excused absences listed below. Students with a documented excused absence will be allowed to compensate for points lost.

**Exams:** You must be present for exams. Make-ups will be given for excused absences only according to the policy outlined below. If you are absent for one exam, the score you earn on the final exam will be used in place of the missing exam grade. If you do not miss any exams, the percent correct you earn on the final exam will be used to replace your lowest exam score (assuming the final exam score is higher). All exam papers must be returned to the instructor after they are reviewed in class.

**Excused Absences:** Students are granted excused absences from class for the following reasons: an officially approved DSC group activity, documented court activity, documented military activity, or documented illness. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. **Appropriate documentation for all excused absences is required.**

**Make-Up Policy for Excused Absences:** Arrangement to make up missed major examinations and course assignments due to properly authorized excused absences must be initiated by the student within 3 days of the students’ return to class.
A Few Odds and Ends:

• Please turn off cell phones in lecture and lab. This means NO TEXTING!
• Please don’t leave class or lab early unless you have notified me of your need to do so. Leaving lab early may result in a loss of participatory points.
• Questions and discussion in class and lab are encouraged – this is your class and I want you to participate! On the other hand, private conversations are distracting to others, so please refrain.
• Use of proper grammar and correct spelling is expected for all written assignments.
• Let’s try to be “green” by recycling all paper, plastic, and aluminum – at least while on campus (and hopefully away from campus as well!).

Academic Honesty:
Cheating and plagiarism are a part of the Dalton State Code of Student Conduct, which can be found in its most updated form here. ANY assistance provided or given in any way toward work in a class constitutes cheating, unless such behavior is authorized by your instructor. Additionally, any use of the ideas or words of others should be noted, or this will constitute plagiarism. For more details on what Dalton State considers to be Academic Dishonesty, please review the Code of Student Conduct. Instructors will assign grades based on classroom performance. Additional sanctions may be provided as a learning experience from the Student Conduct process.

Classroom Behavior:
Dalton State is committed to respect via the Roadrunner Respect pledge:
“I pledge to show my fellow Roadrunner students, faculty, staff, and administration respect by treating others the way they want to be treated and by thinking about others first before making decisions that might affect them.”

Emergency Statement:
Inclement Weather/College Closure Emergency Instructional Plan
In the event the college is closed due to inclement weather or another unforeseen event, students will consult the schedule provided at the beginning of the semester to determine which chapters would be covered during the time the college is closed. Students will be responsible for anything in that chapter. Any homework assignments due during the closed interval will be due the first day class meets after the college reopens. Labs that are missed will either be made up at a later date or removed from the class schedule and not counted at the end of the semester in the final grade. Exams will be moved in the class schedule to accommodate the curtailed schedule. I may be available via e-mail on a limited basis when the college is closed.

Workforce Innovations Opportunity Act:
Questions regarding students receiving financial assistance through the Workforce Innovations Opportunity Act should be directed to 706-295-6840.
Drop/Withdrawal Policy: (Revised June 25, 2007)
Students wishing to withdraw from the course may do so without penalty until the mid-point of the semester, and a grade of W will be assigned. After that point, withdrawal without penalty is permitted only in cases of extreme hardship as determined by the Vice President for Academic Affairs; otherwise a grade of WF will be issued. (Please note: At Dalton State College, the Hardship Withdrawal process requires students to withdraw from all classes at the college.) The proper form for dropping a course is the Schedule Adjustment Form, which can be obtained at the Enrollment Services Office in Westcott Hall. The Schedule Adjustment Form must be submitted to the Enrollment Services Office. Students who disappear, completing neither the official withdrawal procedure nor the course work, will receive the grade of F.  This instructor will not withdraw students from the class. Withdrawal from any Dalton State College classes is a student responsibility. The last day to drop classes without penalty is Friday, March 23.

COMPLETE WITHDRAWAL STATEMENT: (REVISED JULY 17, 2012)
"THE PROPER FORM FOR WITHDRAWING FROM ALL CLASSES AT THE COLLEGE AFTER THE OFFICIAL DROP/ADD PERIOD BUT BEFORE THE PUBLISHED WITHDRAWAL DATE IS THE SCHEDULE ADJUSTMENT FORM. ALL STUDENTS MUST MEET WITH A STAFF MEMBER AT THE OFFICE OF ACADEMIC RESOURCES IN THE POPE STUDENT CENTER TO INITIATE THE WITHDRAWAL PROCESS. AFTER MEETING WITH THE STAFF MEMBER, STUDENTS WILL THEN FINALIZE THE WITHDRAWAL PROCESS IN THE ENROLLMENT SERVICES OFFICE."

Disability Support Services: (revised July 30, 2014)
Students with disabilities or special needs are encouraged to contact Disability Support Services. In order to make an appointment or to obtain information on the process for qualifying for accommodations, the student should visit the Disability Support Services Library Guide or contact the Coordinator of Disability Support Services.

Contact information:
Andrea Roberson, Coordinator
Pope Student Center, lower level
706/272-2524
aroiberson@daltonstate.edu
When students are engaged in officially approved Dalton State groups or activities that require them to participate in events off campus during school days, they shall be treated similarly to any faculty or staff member acting in that same capacity. Thus, just as faculty and staff have excused absences from their regular work schedules, students shall be excused from class without penalty if they are off campus representing Dalton State College in an approved, official capacity during their regular class time. Examples include presenting a paper or otherwise participating in a conference, attending a University System student affairs event, participating in intercollegiate competition (athletic or academic), participating in an approved field trip, etc. Just as faculty and staff members are required to submit Request to Travel forms for approval, in order to be excused, the student needs to provide the following information to the instructor prior to the date when he/she will be absent from class:

- Notification of the event (in the case of athletics, students should provide each instructor a schedule of away events at the beginning of the semester or as soon as possible after the schedule is available);

- Estimated time of departure from and return to campus (for example, if a student has an away game in the evening and will not be leaving campus until 3:00, he/she will not be excused from classes prior to that time on that day; similarly, if the event is in the morning and the student will be returning to campus during the day, he/she is expected to attend any class scheduled after the return trip); and

- Contact information for the person or organization sponsoring/authorizing the student’s participation in the event.

The student shall be allowed to make up any work missed during the time he/she is off campus representing DSC in an official capacity. He/she shall discuss what will be missed with the instructor and make arrangements to make up any assignments, tests, presentations, etc. that were scheduled on that date.

**HB280:**

For information regarding HB 280 (campus carry), see the [USG guidelines](#).
In accordance with Title IX of the Education Amendments of 1972 ("Title IX"), the University System of Georgia (USG) does not discriminate on the basis of sex in any of its education programs or activities or in employment. The USG is committed to ensuring a safe learning and working environment for all members of the USG community. To that end, this Policy prohibits sexual misconduct, as defined herein.

In order to reduce incidents of sexual misconduct, USG institutions are required to provide prevention tools and to conduct ongoing awareness and prevention programming and training for the campus community. Such programs will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, alcohol use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When sexual misconduct does occur, all members of the USG community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the USG in reporting and addressing sexual misconduct.

**How to Report**

Please note that although you have the option to make a report anonymous, doing so may limit the College’s options for response.

**Call 911 if you are in an emergency situation**

If you would like to report to a Police Agency:
Dalton State Public Safety
Health Professions Building- Upper Level
706-272-4461
Online Sexual Assault Report [HERE](#)

If you would like to report to Dalton State Administration:
[DSC Online Reporting Form](#)

- **Title IX Coordinator**
  Lori Mccarty
  Director of Human Resources
  Phone: 706-272-2034
  Email: lmccarty@daltonstate.edu
- **Deputy Title IX Coordinator**
  Bobby Whitehead
  Assistant Director for Student Conduct
  Phone: 706-272-2999
  Email: bwhitehead@daltonstate.edu

If you would like to talk with someone confidentially:
[The Counseling Center](#)
Health Professions 266 (Inside Health Center)
Phone: 706-272-4430