



SYLLABUS

BIOL 1073 General Microbiology Spring 2018

Instructor: Nina M. Poole, Ph.D. Adjunct Instructor- Prairie View A&M University
Postdoctoral Associate- Baylor College of Medicine

Section # and CRN: Section P07/ 24753 Section P67/ 24758

Office Location: E.E. O'Banion Science Building room 430AC

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Office Hours: Tuesday & Thursday 5-5:50pm in room 430AC
Other times by appointment

Mode of Instruction: Face to Face

Course Location: Lecture room 308 / Lab room 308

Class Days & Times: Tuesday and Thursday Lecture 6-6:50pm / Lab 7-8:50pm (Tuesday)

Catalog Description: BIOL 1073. General Microbiology (2-2). Credit 3 Semester hours. Morphology and physiology of microorganisms related to health and sanitation, disinfection, growth, and control of those organisms causing common infectious diseases. Laboratory fee required.

Prerequisites: None

Co-requisites: None

Required Texts: Lecture textbook: Bauman, Robert W. 2014. *Microbiology, With Diseases by Body System* 4th Edition. Pearson Education, Inc., publishing as Benjamin Cummings, San Francisco. ISBN-10: 032191838X / ISBN-13: 9780321918383

Laboratory Manual: Laboratory exercises will be uploaded to ecourses. Please print weekly.

Recommended Materials: Blue/black pins, #2 pencils, notebook paper, access to computer/printer, color pencils-(red, blue, green, purple), scantrons

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Demonstrates knowledge of the basic principles and concepts of life at the microscopic level as it pertains to microbes		
2	Comprehends the theoretical concepts in microbiology so that they may use this as a basis for future studies, whether it is in the area of Nursing or other allied health fields		

3	Analyze the inter-relationships among the microorganism and between the microorganisms higher living forms		
4	Demonstrate the proper techniques and procedures of handling microscopic organisms, many of which are pathogenic		

Major Course Requirements

Course Evaluation Methods: The University Academic Catalog grading policy is used. All exams are weighted equally. At least four exams will be given. Exams will be announced at least one week prior to the administration of the exam. All exams will be cumulative in terms of the information covered. The Final Exam will be administered according to the University's exam schedule. This schedule is in your registration booklet. **Unannounced quizzes will be given to evaluate how well students are learning the covered information.**

Grading Matrix:

Instrument	Value	Points Possible
Exams (6) Lecture and lab material	50 %	100
Quizzes (Lecture and Lab)	10 %	100
Final Exam (Lecture and Lab)	20 %	100
Laboratory	20 %	100

Grading Criteria and Conversion:

- A = 100-90
- B = 89-80
- C = 79-70
- D = 69-60
- F = 59 and below

Exam Policy: Students are strongly advised to take all exams at the scheduled time. Plan and schedule your activities so that you can be present to take all exams at the scheduled time. Students with non-valid or unofficial excuses for missing an exam will earn a grade of zero for the missed exam. Students may request a make-up exam with a valid or official excuse (documentation maybe required). The instructor will schedule the time and place of the make-up exam which will not interrupt the teaching of the class or delay the complete covering of the course topics. Students missing a make-up exam will not be provided a second opportunity to take a make-up for the original exam missed. **If you fail the first test, you are strongly encouraged to meet with instructor.**

Course Procedures or Additional Instructor Policies

Taskstream

Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments may be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses.

Class Attendance:

The University Attendance Policy requires students to be present for each scheduled class. Students are required to demonstrate their knowledge of each concept of modern biology covered by the course textbook and the instructor. Students with or without official excuses for missing class will be tested and evaluated the same as students who were present for class. However, students attending class have the advantage of being taught knowledgeable information which they are expected to know. **Excessive absenteeism will result in the student's grade being reduced.**

Conduct Not Allowed: Smoking is not allowed in the New Science Building. Please do not bring food and drinks to the laboratory/classroom. **Cell phone usage is prohibited unless permission is given by instructor.** On exams, honesty is required at all times. Cheating on exams and quizzes is not allowed or acceptable. Failing

grades (zero) are assigned to students that cheat. Additional rules will be provided on Laboratory Safety Agreement.

Additional Information: Be aware of current events. Read the newspaper, look at CNN and look at local and national news.

Student Academic Appeals Process: *Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.*

ADA Statement: *Students with disabilities who believe they may need adjustment in this class are encouraged to contact the Office of Disabilities Services at (936) 261-3535 as soon as possible. Once you receive a letter of adjustment from the office, please make an appointment with me to discuss appropriate adjustments for this class.*

Course Outline:

Tentative Examination Schedule (Dependent on the pace that chapters are covered)

Class Date	Subject
Jan 16	Course Introductions/ Expectations, Ch. 1 Introduction, Scope, and History of Microbiology
Jan 18	Ch. 1 Cont.
Jan 23	Ch. 11: Characteristics of Prokaryotes
Jan 25	Ch. 11 Cont.
Jan 30	Exam 1 Chapter and Lab 1
Feb 1	Ch. 3: Cell Structure and Function
Feb 6	Ch. 3 Cont.
Feb 8	Ch. 3 Cont. and Ch. 6: Microbial Nutrition and Growth
Feb 13	Ch. 6 Cont
Feb 15	Ch. 13 Viruses
Feb 20	Exam 2 Chapters 3, 11 Lab 2
Feb 22	Ch. 13 Cont.
Feb 27	Ch. 14 Infection, Infectious Diseases and Epidemiology
Mar 1	Ch. 14 Cont.
Mar 6	Exam 3 Chapters 6, 13 and Labs 3, 4
Mar 8	Ch. 19: Microbial Diseases of the Skin and Wounds
Mar 20	Ch. 19 Cont. (Mid-term Grades Due)
Mar 22	Ch. 22 Microbial Diseases of the Respiratory System
Mar 27	Ch. 22 Cont.
Mar 29	Ch. 23: Microbial Diseases of the Digestive System
Apr 3	Exam 4 Chapters 19 and 22
Apr 5	Ch. 23 Cont.
Apr 10	Ch. 24: Microbial Disease of the Urinary and Reproductive Systems
Apr 12	Ch. 24 Microbial Disease of the Urinary and Reproductive Systems
Apr 17	Lab Practical
Apr 19	Ch. 24 Cont.
Apr 24	Exam 5 Chapters 23 and 24
Apr 26	Pre-Final Assessment
May 1	Review (Last Class Day)
TBA	Final Exam (Comprehensive)

Class Day	Exercise(s) to Perform
Jan 16	Lab 1: Class Intro, Lab safety, and EX 1 Microscope Exercise
Jan 23	Lab 2: EX 4 Algae and Cyanobacteria, EX 5 Protozoans and EX 6 Fungi
Jan 30	Lab 3: EX 2 Aseptic Technique and EX 3 Streak Plates
Feb 6	Lab 4: EX 14 Blood Agar, EX 15 Mannitol Salt Agar, and Eosin Methylene Blue Agar
Feb 13	Lab 5: EX 8 Simple Staining
Feb 20	Lab 6: EX 11 Gram staining
Feb 27	Lab 7: EX 12 Acid Fast Stain and EX 13 Endospores
Mar 6	Lab 8: EX 22 Catalase and EX 23 Oxidase
Mar 20	Lab 9: EX 24 Killing by UV light and EX 25 Antimicrobial Susceptibility testing
Mar 27	Lab 10: EX 26 Handwashing
Apr 3	Review for Lab Practical Lab 11: EX 29 Parasitic Protozoans and EX 30 Parasitic Worms
April 17	Lab practical / Lab Exam

Note: Ch. 4: Microscopy, Staining and Classification in textbook is another resource for Lab Exercises 1, 8, 11, 12, and 13.

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified

tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance

Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

Discussion Requirement:

Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in

word processing applications. Once the post(s) have been typed and corrected in the word processing application, it should be copied and pasted to the discussion board.

The Prairie View A&M Academic Calendar is subject to change. Please check the Prairie View A&M University website for updates.

Jan 11 - Jan 13 Regular Registration Period – Spring 2018

Thursday through Saturday

Jan 15 Dr. Martin Luther King Day (University Closed)

Monday

Jan 16 First Class Day

Tuesday

Jan 16 - Jan 20 Late Registration and Drop/Add Period

Tuesday through Saturday

Jan 20 Student Web Registration Access Closes at midnight

Saturday

Jan 25 General Student Assembly – All Students to Attend

Thursday

Jan 31 12th Class Day (Census Date)

Wednesday

Jan 31 Last Day to Withdraw from Course(s) without Academic Record – Spring 2018

Wednesday

Jan 31 Late Deadline for Graduating Undergraduates to Submit Application for Tuition Rebate for Spring 2018

Wednesday

Jan 31 Late Deadline to Apply for Spring 2018 Graduation

Wednesday

Feb 01 - Apr 02	Withdrawal from Courses with Academic Record (“W”) Period – Spring 2018
Thursday through Monday	
Feb 12	20th Class Day
Monday	
Mar 08 - Mar 10	Mid-Semester Examination Period
Thursday through Saturday	
Mar 12 - Mar 17	SPRING BREAK
Monday through Saturday	
Mar 16	SPRING BREAK (University Closed)
Friday	
Mar 19	Classes Resume
Monday	
Mar 20	Mid-Semester Grades Due
Tuesday	
Mar 23	60% of Term – Spring 2018
Friday	
Mar 28	Founders Day/Honors Convocation
Wednesday	
Mar 30 - Mar 31	Good Friday (Student Holiday)
Friday through Saturday	
Apr 10 - May 23	Priority Registration Period Fall 2018 semester
Tuesday through Wednesday	

Apr 10 - May 23	Priority Registration Period Summer 2018 semester
Tuesday through Wednesday	
Apr 13	Deadline to Apply for Summer 2018 Graduation
Friday	
Apr 30 - May 01	Course Review Days (Classes must convene and instructors will prepare students for final exams)
Monday through Tuesday	
May 01	Last Class Day – Spring 2018
Tuesday	
May 01	Last Day to Withdraw from the University (from all courses)
Tuesday	
May 02 - May 08	Final Examination Period
Wednesday through Tuesday	
May 11	COMMENCEMENT (DOCTORAL AND MASTER’S)
Friday	
May 12	COMMENCEMENT (BACHELOR’S)
Saturday	
May 15	Final Grades due
Tuesday	