

# BIO 135 - MICROBIOLOGY

## COURSE POLICIES AND INFORMATION

*Instructor:* Dr. Charles W. Jacobs  
*Office:* S-104D M, W 1-3; T, R 9-12  
*e-mail:* cjacobs@hfcc.net

*Lecture:* M, W 3:10 - 4:30  
*Laboratory:* W 1:10 - 3  
*Phone:* 845-9734 (24-hour voice mail)

*Online information* for this course is available at :

<http://sciweb.hfcc.net>

>Dr. Charles Jacobs

> Biology 251

Login ID: student password: bio135

*Text:* Jensen, Wright, and Robson: *Microbiology for the Health Sciences*  
Dixon: *Power Unseen: How Microbes Rule the World*

*Lab Manual:* Pierce and Leboffe: Exercises for the Microbiology Laboratory  
Pierce and Leboffe: A Photographic Atlas for the Microbiology  
Laboratory

*Course Description:* This course will consist of 3 hours of lecture and 2 hours of laboratory each week. The students' grades will be based approximately 2/3 on the lecture material, and 1/3 on the laboratory material.

*Course Objectives:* The course will present the fundamentals of microbiology, with special emphasis on medically important bacteria, viruses, and fungi; on the normal flora of the human body; and on microorganisms likely to be found in a hospital setting. Students will become familiar with the morphology, physiology, and characteristics of microbes and the diseases they cause, the modes of transmission of disease, and the vocabulary used in microbiology, with the expectation that they will be able to pass the microbiology section of a licensure exam for an allied health support field.

*Expectations:* It is expected that ninety percent of the students who study at least ten hours a week outside class, turn in all assignments on time, and take all quizzes, practicals, and exams, will earn a grade of "C" or better. Students who study less than ten hours a week outside class, or who do not turn in all assignments or take all quizzes, practicals, and exams, are not expected to pass.

Course policies

*Attendance:*

*Prompt attendance at your scheduled lecture and lab is essential.*

Most of the information covered in the course will be presented and discussed in lecture. You are expected to attend each lecture. If you are unable to attend lecture, it is your responsibility to make sure you learn the material covered during that period.

We will learn many techniques and applications in lab. There is only one lab section, and there are no makeup labs available. Participation in lab is part of your course grade.

Since safety is paramount in the lab, and safety instructions are given at the beginning of each lab period, students who arrive late will NOT be permitted to enter the lab. In addition, students should expect to stay for the entire lab period. Overlap with other courses is not permitted.

*Note: Parking in the Science lot is usually at a premium. Inability to find a parking space is not an excuse for being late. There is usually a plethora of parking behind the Fine Arts Building.*

*Bonus for good attendance:* Students who miss 5 or fewer lectures during the semester can earn bonus points for attendance, according to the following scale:

Absences	Bonus Points
0-2	20
3	15
4	10
5	5

Attendance will be judged by either signing an attendance sheet or turning in an in-class assignment, depending on the day. Only the number of absences affects the bonus points you earn, not the reason for the absences.

*Grading:*

Your grade in BIO 135 is based on the total number of points you earn during the semester. Five hundred points are possible, 350 of these from the lecture, and 150 from the laboratory.

You will have seven quizzes given on the dates indicated on the course schedule. The 6 highest quizzes will count toward your course grade. There will be no makeup quizzes.

You will have several readings for which you will prepare a one-page reaction paper. These must be typed, double spaced, in 12-point type to be considered for credit.

The date each of these reaction papers will be due will be announced when the reading is assigned. No late papers will be accepted.

The final exam will be worth 100 points. It will be administered at the time and place officially scheduled during the final exam period.

You will have two lab exams worth 50 points each, plus five practical exams or quizzes emphasizing techniques worth 10 points each.

There will be NO extra credit given, and NO makeup quizzes or exams.

Summary of grading scale:

6 highest lecture quizzes	200 points
Final Exam:	100 points
Readings	50 points
Lab Midterm and Final	100 points
Lab Quizzes	50 points

*Technique:*

Proper laboratory technique is essential in microbiology. Points will be awarded for good technique and deducted for infractions of lab rules. Points are deducted for each infraction of lab rules.

*Course Grade:*

The grade for the course will be determined according to the following scale:

Grade	Points
A	450-500
B	400-449
C	350-399
D	300-349
E	0-299

“Plusses” and “Minuses” will be assigned within these ranges.

*Drop policy:*

I adhere to the official HFCC drop policy. The last day to drop this course with a grade of "W" is Nov. 3, 2000. Any student remaining on the roll on Nov. 2, 2000 or later will receive a letter grade (A, B, C, D, E).

*Academic Honesty:*

All work in this course is expected to be your own. Plagiarism will not be tolerated, and includes paraphrasing or quoting the work of others as your own. Cheating on examinations or in the laboratory, in any form, will result in 1) confiscation of all

materials, 2) dismissal from the class, and 3) a formal report to the academic dean, in accordance with HFCC policy. Please consult your student handbook for this policy.

*Conduct:*

Tape recorders are not permitted.

We expect students to respect the rights of other students in both the lecture and the laboratory.

We will be dealing with potentially dangerous organisms, reagents, and techniques in this course. Please do not make it necessary for me to remove you from the course because you constitute a threat to the safety of yourself or the other students.