

Course Syllabus

[Jump to Today](#)

 [Edit](#)

Start Here	Syllabus	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
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ONLINE BIO3 Lab Syllabus

Spring 2019, Session 2

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COURSE DESCRIPTION

This introductory microbiology online lab focuses on standard microbiology techniques including the use of the microscope, specimen staining, culturing of bacterial cells and application of biochemical tests for the identification of microorganisms through the use of the online lab simulation program "Late Nite Labs" and instructional videos.

COURSE LEARNING OUTCOMES

The objectives for the lab are:

1. To learn how to use a brightfield light microscope to view and interpret slides
2. To learn how to prepare and stain bacteria on slides for visualization and characterization
3. To learn how to apply aseptic techniques for the transfer and handling of microorganisms
4. To learn how to test various microbiological systems through the use of appropriate media
5. To be able to analyze, interpret, and present data

Assessment of Student Learning Outcomes

Student learning is at the core of the MSMU mission. MSMU faculty developed a plan to assess the student-learning outcomes that represent the knowledge, skills and attitudes expected of a college student in your major. In this class one or more student learning outcomes will be assessed. The Student Learning Objectives for each Lab are listed at the end of each Weekly Module. Some of our class assignments may be used to evaluate overall student learning and to improve teaching and learning in this class, this department, and throughout the University.

The following Core Capabilities are included in this course:

- Critical Thinking
- Problem Solving
- Effective Communication
- Work Ethic
- Learning to Learn

COURSE MATERIALS

1). ENROLLMENT IN LATE NITE LAB:

To complete this course, you will need to purchase access to the Simulation Lab, Bio_003LM1_10/SO2 (**Section #13563996**). The cost is \$64.95. You must enroll as soon as possible, as the course will begin immediately starting March 4, 2019. It may help to **print out each lab** so that you can study the notes when you review for quizzes and exams.

<https://labs.latenitelabs.com/signin> [_ \(https://labs.latenitelabs.com/signin\)](https://labs.latenitelabs.com/signin)

2). RECOMMENDED BUT NOT REQUIRED: MASTERING MICROBIOLOGY:

You may use the following textbook with Mastering Microbiology, which is a requirement for the Online Bio 3 course.

Modified Mastering Microbiology with Pearson eText -- Standalone Access Card -- for Microbiology: An Introduction (13th Edition)

TECHNOLOGY REQUIREMENTS

Hardware

- PC running Windows XP Service Pack 2+, Vista, Windows 7 or 8
OR
- Intel based Mac running OS X 10.6 or later;
- Monitor display resolution of at least 1280x720;
- Broadband connection with bandwidth of at least 768K/384K (downstream/upstream); and
- **A microphone, web-cam (at least VGA (640x480) resolution), and speakers/headphones*.**

* Hardware must meet the specified requirements of the web-cam.

Software

- **Google Chrome** browser version 26 or greater;
- Adobe Acrobat Reader version 10 or greater; and
- Javascript must be enabled in browser.
- Some functionality will require the following additional plugins:

- Flash for media recording, streaming and viewing, as well as uploading files to a course or assignment; and
- Java for screen sharing.
- Microsoft Office recommended (Open tools OpenOffice or LibreOffice are valid substitutes)

COURSE REQUIREMENTS

- **Time Requirements.** This is a 1-credit-hour course and will require approximately 6 hours of focused effort every week over the 8-week course schedule to be completed successfully. Please schedule time for this course, along with other courses and individual responsibilities you may have accordingly.
- **Adaptive & Project-Based.** This course uses a combination of individualized, adaptive learning, and project-based learning strategies. As such, you will be expected to actively engage with the content of the course regularly.
- **You are required to demonstrate mastery of the concepts and terms presented within the course.** You will demonstrate mastery by completing a series of quizzes and assignments designed to help you improve your proficiency with the terminology, concepts and skills presented in the course content.
- **Participation & Engagement.** You are expected to fully engage with your instructor and the content of the course. Doing so will make your learning experience more effective, more enjoyable, and ultimately, more successful.
- **Project.** You will complete 8 Labs for this course, one of which will involve completing a written lab report.
- **Writing expectations.** This is a rigorous, college-level course and you are expected to write at the college level in all of your assignments. Failure to proofread submissions for spelling and grammar will result in a significantly lower grade.

COURSE ASSESSMENTS:

Final Comprehensive Exam:	30%
Midterm Exam:	25%
Canvas Review Quizzes (7):	20%
Late Nite Lab Reports and quizzes(8)	20%
<u>Unknown lab report:</u>	<u>5%</u>
Total:	100%

Final Exam (30%) and Lab Midterm (25%): Exams will be proctored through [Examity](#) and given through CANVAS on the scheduled dates. You will need to schedule your time to take the exam through Examity. (Read the Examity information pdf file to set up your profile if you have not used it before.) You will be given an allotted period of time to complete the exam once you begin. The exam, including any incomplete

questions will be automatically submitted at the end of the time period. **YOU MAY NOT USE THE INTERNET OR YOUR NOTES FOR THE EXAMS.**

If you miss an exam, a make-up will be granted under the following conditions only: a doctor's note stating that you could not attend class on a given date due to illness, notification from the dean of a death in the family, or an official school function with a note from the faculty/staff in charge. You must contact me within 24 hours of missing an exam to schedule a make-up test.

Canvas Quizzes (20%): 7 timed quizzes will be posted on Canvas as noted in the syllabus (subject to change) and must be taken by 11:59pm of the due date posted in the syllabus to test your understanding of the material from the previous week. Once you begin, you will be given the allotted time period to complete the quiz. Make sure that you study the labs ahead of time and ensure that you have enough time to take the quiz so that you can complete it, as **there will be no make ups for missed quizzes**. Any quizzes missed due to legitimate reasons (such as grave illness or hospitalization), will result in your lowest quiz score counted twice. Any further missed quizzes will receive a zero. Each quiz will be posted for 24 hours to allow for each student to take the quiz when the time is convenient.

To study for the quizzes, you must review background information for each lab, watch any posted videos, be familiar with important lab techniques and important reagents, be able to interpret lab results and complete all lab exercise questions. The Canvas quiz will only cover the Module of the previous week.

Late Nite Labs Assignment and Quiz (20%): 8 Late Nite Labs must be completed through the Late Nite Lab website during this course. You will be responsible for completing the labs weekly and submitting the questions and quizzes at the end of each lab before the deadline. Feel free to work ahead if you can - some of the labs are short, some will take more time. The labs will close after the due date. **Completing the labs ON TIME for the entire semester will result in full participation points (50pts) that will be added to the Late Nite Lab Category.**

Unknown Lab Report (5%): You will be required to write an Unknown Lab Report based on your experiments from the Unknown Lab (Lab #8). You should complete the lab early so that you will have time to write your report. Use the posted handout as a guide.

Assignment grading expectations.

All assignments are expected to be turned in by midnight of the due dates stated in the syllabus and course calendar. With the exception of the lab reports, your instructor will grade and give feedback to assignments within about 24-48 hours of your submission.

Grading Scale

You must receive a C or better to pass the course.

93 - 100% = A	78 - 79% = C+
90 - 92% = A-	73 - 77% = C

88 - 89% = B+	70 - 72% = C-
83 - 87% = B	60 - 69% = D
80 - 82% = B-	50 - 59% = F

ONLINE PROGRAM AND COURSE POLICIES

Late or missing assignments

All assignments and exams listed in the syllabus must be submitted in order to earn a passing grade in the course. Assignments and assessments are due according to the course schedule and syllabus. All students are expected to plan their time and energies so that course work can be completed and submitted on time.

If an emergency, medical or personal obstacle prevents you from meeting assignment expectations, **you must contact your instructor as early as possible**. At your instructor's discretion, assignments may be accepted after the due date, though late penalties may be assessed to your score. Except in extreme cases (as determined by your instructor), an assignment that is more than one week late will be accepted and will receive feedback, but will earn zero points towards your grade.

Due Dates and Times

Remember to check your time zone in the Canvas system. You can do this by clicking settings in the top right corner, then checking it in the center part of the page. All due date times are 11:59 pm in Pacific Time. This means that if you are in a different time zone, the due date may appear to be later, since 11:59 pm PT on Wednesday is 12:59 am Mountain Time on Thursday, 1:59 Central Time on Thursday, and 2:59 Eastern Time on Thursday.

You may want to set your time zone in the Canvas system to Pacific Time. Then, you will always see the correct due date, and you do not need to worry about converting time zones.

Policy on Incompletes

An incomplete in a course can be granted only when a student has fulfilled the majority of the course requirements, has a passing grade in course work, is prevented from completing the assigned work for serious medical/personal reasons, and can, in the opinion of the instructor, complete the work within one eight-week session.

COLLEGE POLICIES

Attendance and Engagement

Attendance and engagement are important for successful study, especially in an online class environment. Although you may not be required to appear in a classroom each week, you are expected to participate regularly in the online environment, to engage actively with the course content, and if necessary, with your instructor. In fact, early and regular participation in online classes is a significant predictor of student success.

Therefore, measures of student engagement and participation may be taken into account in determining academic grades. Students may be expected to explain to the instructor the reason for any absences from class activities and, in some cases, be asked to provide appropriate documentation. For more details, please see the Attendance policy in the Student Handbook.

Academic integrity

The academic environment is predicated on truth and integrity. Acts of dishonesty constitute a serious offense to the Mount Community. Please visit the complete academic integrity policy in the Student Handbook. Acts of academic dishonesty include, but are not limited to:

- Falsification or misrepresentation (Having another person perform and submit work in your name)
- Cheating (Utilizing unauthorized internet searches or other materials during quizzes and tests)
- Failing to hand in original work (Turning in work completed previously or from another person.)
- Plagiarism
- Theft

Academic freedom

Students and faculty's freedom of speech is constitutionally protected, so they are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion—and allow the same freedom for others. See the Student Handbook for further discussion.

Accessibility

Disability Statement:

Mount Saint Mary's University Los Angeles, in compliance with state and federal laws and regulations, does not discriminate on the basis of disability in administration of its education related programs and activities. We have an institutional commitment to provide equal educational opportunities for disabled students who are otherwise qualified. Students with documented disabilities must contact **[Michele Lewis](mailto:mlewis@msmu.edu)** (<mailto:mlewis@msmu.edu>), Director of Chalon Learning Assistance Programs (310) 954-4141, to make arrangements for class accommodations. It is the responsibility of the student to obtain accommodation letters from the director and to make arrangements for the implementation of accommodations with faculty in advance. Students who believe they have been subjected to discrimination on the basis of disability, or have

been denied access to services or accommodations required by law, should contact the Disability Services Coordinator Michele Lewis for resolution. For more information regarding disability grievance procedures, go to: **[Disability Grievance Procedures website \(Links to an external site.\)](http://www.msmu.edu/disabilitygrievanceprocedures)** (<http://www.msmu.edu/disabilitygrievanceprocedures>).

Zero Tolerance for Harassment, Discrimination and Retaliation

Mount Saint Mary's University does not discriminate in the administration of its admission policies, scholarship and loan programs, educational programs or in its employment opportunity. The University is committed to providing an environment that is free from harassment, discrimination and retaliation on the basis of sex, sexual orientation or preference, gender, gender identity, race, color, religion, national origin, creed, citizenship status, ancestry, age, marital status, pregnancy, childbirth or related medical conditions, medical conditions including genetic characteristics, mental or physical disability, veteran status, or any other characteristic protected by federal, state or local law, ordinance or regulation. Please review the complete zero tolerance policy in the Student Handbook.

Credit Hour Clarification

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in paragraph (1) for other academic activities, including independent or directed study, laboratory work, internships, practicum, studio work, and other academic work leading to the award of credit hours.

All other college policies are subsumed within this syllabus. For a full description of college policies and procedures, please reference the Mount Saint Mary's Online Student Handbook.

Student Services

Mount Saint Mary's University Online offers a full suite of student services to all of our online students. All student services begin with your personal Success Coach. Contact your coach first, who will help you get the assistance you need from other college services. Some of the most commonly needed student services include the following:

- Technology Help desk
- Disability Services
- Library Services
- Counseling Services

Specific information about each of these services can be found in the Student Handbook.

Technical Requirements

Technical requirements are listed in the Student Handbook. Before you begin this class, please ensure that your computer is up to date with the proper browser, plugins, microphone and video camera so that you can participate fully with your classmates.

The Athenian Promise

A Commitment to Civility

Mount Saint Mary's University is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept obligation to live by these common values and commit to the following principles.

As a Mount Saint Mary's University Student:

- I will embrace the concept of civil community which does not tolerate violence, theft, bigotry, or harassment of others in any form.
- I will commit myself to the pursuit of knowledge with personal integrity and academic honesty.
- I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the college community.
- I will support a culture of diversity by respecting the rights of those who differ from me.
- I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued.
- I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I pledge to contribute to a civil campus environment and resolve to encourage civil behavior in others. This is my promise to Mount Saint Mary's University and its community of scholars.

-Adapted with permission from the University of Pittsburgh's "Pitt Promise"

Important Deadlines:

- March 6th, 2019: Last day to ADD/DROP classes

- April 5th 2019: Last day to withdraw (W) from a course (you will receive a "W" on your transcript). Please note that in order to receive a "W", you must obtain my signature and submit the signed withdraw form to the registrar's office on or before the deadline. Failure to adhere to the withdrawal instructions will result in a grade of F for this course.