

Course Syllabus

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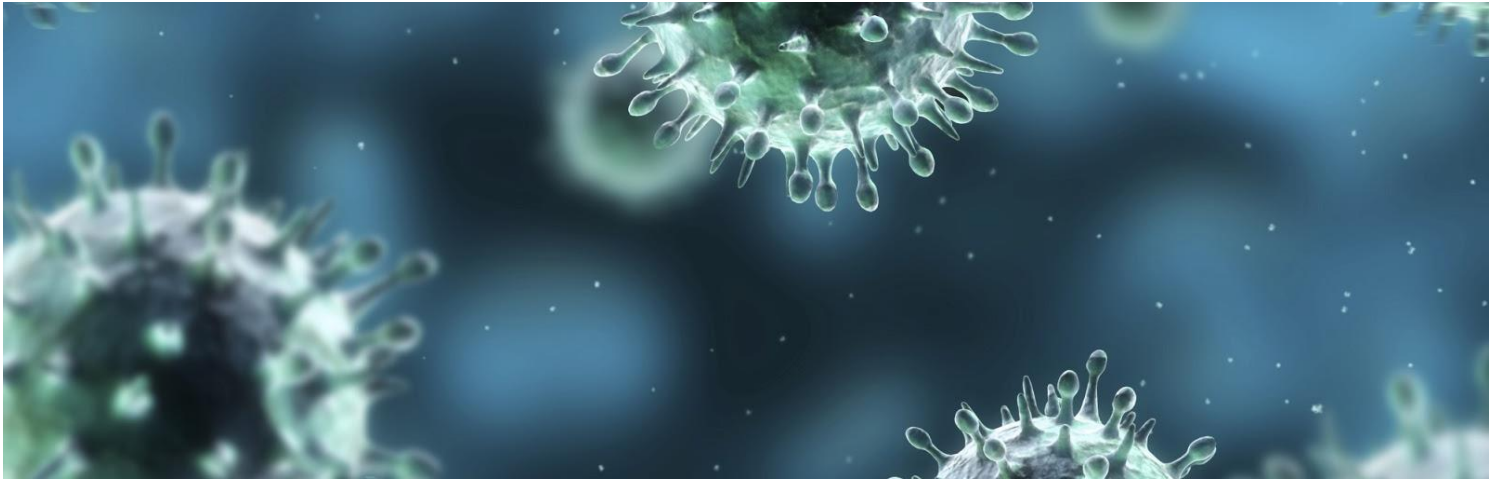
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ONLINE BIO3: Introduction to Microbiology (3 units)

Spring 2019 (Session 2)

Instructor: Dr. Melissa J. Comiso

Email: mcomiso@msmu.edu (<mailto:mcomiso@msmu.edu>)

Virtual Office Hours: Available by appointment to set up Conferences through CANVAS

COURSE DESCRIPTION AND LEARNING OBJECTIVES:

This is an impacted 8 week introductory microbiology course that will cover the basic principles of microbial growth and metabolism, cellular morphology and structure, taxonomy, pathogenicity and the immune system and controlling microbial growth. The final modules of the course will focus on human diseases caused by microorganisms.

You will be using an online format through CANVAS which is organized into 8 modules. For each module, Powerpoint lectures slides and additional assignments and teaching modules through Mastering Microbiology will be organized for you. Your exams and quizzes will also be posted on CANVAS. Due to the online format,

you will be allowed to manage your study schedule on your own time but you should never get behind or miss weekly due dates/quizzes/exams. Because this course is impacted, you will need to keep up with the fast pace and the vast amount of information presented. You will be expected to learn the same amount of information covered in the 15-week MSMU on-campus course.

Upon completion of the online course, you should have a broad understanding of several areas of microbiology including:

- the historical foundations of microbiology
- the characteristics and diversity of microorganisms
- microbial growth, control, and metabolism
- microbial pathogenesis
- human diseases caused by microorganisms
- the beneficial functions of microorganisms
- how microorganisms gain resistance to antibiotics

In addition, you should be able to apply your knowledge of microbiology to real-life situations. You should develop critical thinking skills that will help you succeed in your future education and profession.

Course learning objectives for each chapter in the Tortora et al., textbook, are posted on Canvas

COURSE MATERIALS:

1). REQUIRED TEXTBOOK and MODIFIED MASTERING MICROBIOLOGY[®]-SOFTWARE FOR LECTURE

In this course you will be using Modified Mastering Microbiology[®], an online tutorial and homework program that **accompanies** your textbook. You need to purchase a separate access code for this course.

1. **Textbook Information**

Microbiology – An Introduction (13thEdition) By Tortora, Funke, Case

ISBN-13: 978-0134605180

ISBN-10: 0134605187

Published by Pearson Benjamin Cummings, 2018

2. **Mastering Microbiology Information: Digital Program - Includes Mastering Microbiology with eTextbook**

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

-In order to ensure that you purchase the correct Mastering A&P, it is recommended that you purchase the access code from the bookstore or directly through the link in canvas.

Purchase Options for Textbook/MasteringMicrobiology:

Hardcopy options:

1. Purchase Hardback textbook and Modified Mastering Microbiology® Access Code separately (not bundled)
2. Purchase Loose leaf textbook (3-hole punched) bundled with Modified Mastering Microbiology® Access Code

-OR-

E-text option:

3. Purchase Modified Mastering Microbiology® Access Code **with the e-Text** (textbook is accessible to read online so a physical copy of the textbook is not necessary). Purchase through the link/tab "MyLab and Mastering" in the left menu.

2). ACCESS TO CANVAS PLATFORM: (See Technology Requirements below.). The course website through CANVAS will be the source of communication for this class. You will find the entire 8 week course organized into 8 modules posted. In addition, student learning outcomes, the Gradebook and course documents and announcements will be posted. If you have any difficulty with this system, call the Help Desk 24/7 at 213-477-2970

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 Chromebrowser 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 OVERVIEW

- Time Requirements. This is a 3-credit-hour course and will require a minimum of approximately **18 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. All due dates/quiz exam dates are posted so there is no excuse for missing a deadline. Furthermore, if all HW assignments are submitted on time, you will get full participation points.
- 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.
- Project. You will complete 1 written disease paper for this course
- 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.

GRADING OVERVIEW

Midterm exams (3):	40%
Quizzes (4):	20%
Homework Assignments:	10%
Infectious Disease Paper	5%
<u>Final exam (cumulative):</u>	<u>25%</u>
Total:	100%

Your grade will be based on the following scale:

A	> 93.0%
A-	90.0 – 92.9%
B+	87.0 – 89.9%
B	83.0 – 86.9%
B-	80.0 – 82.9%
C+	77.0 – 79.9%
C	73.0 – 76.9%
C-	70.0 – 72.9%
D	60.0 – 69.9%
F	< 59.9%

Note: You must have a grade of C or better in order to pass this class.

Final grades are determined as a percentage of total points accumulated during the semester. Note that this course is NOT graded on a curve. Note: your scores for your assignments and exams will be posted on Canvas. It is your responsibility to keep track of your grade. However, Canvas is a teaching platform adopted by MSMU. Your course grade will be calculated as it is stated in the syllabus. You can determine your own grade in class at any time. Grades for this course will not be rounded.

Exams (65%):

All exams [three midterms (40%) and the final (25%)], will cover any material presented in the lecture slides and from your assigned reading and Mastering Microbiology resources. The final exam is cumulative (covers material from the entire semester). All exams will consist of both multiple choice and short answer/essay questions. You must take the final exam to pass the course.

If you miss an exam, a make-up will be granted under the following conditions only: an official doctor's note stating that you could not complete the online test 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 or staff in charge. You must contact the instructor within 24 hours of missing an exam to schedule a make-up. You must take the make-up exam as soon as possible and no later than 72 hours after the day of the exam or you will receive a zero. The note verifying your excused absence must be provided to the instructor via email within 72 hours of the missed exam.

All exams are CLOSED BOOK! Although you will be taking the exams online, the **Examity** proctoring service will be used to oversee each student through a web camera to ensure that you are taking the exams, and that you do not consult other people, the internet, your notes or any other source of information during the

exams. Your test location and workspace will be checked via camera and you will be allowed only pens and pencils/erasers. Any violation of this agreement will result in failing the exam.

Quizzes (20%):


Four quizzes will be given on the scheduled dates. The quizzes are meant for practice so that you can determine how well you are understanding the material. You will be allowed three attempts (with different questions on the same topics) and the highest of the three will be counted!

There are NO make-up quizzes. If you miss a quiz due to a legitimate excuse (see exam section above), your lowest quiz score will be counted twice. If you miss more than one quiz you will receive a zero for the second (or third, etc.) missed quiz.

Homework (10%):

You will be given homework assignments for each Chapter through **Mastering Microbiology**, all due by the end of each week. Some assignments are teaching modules to help you learn or apply content from lecture and the reading assignments. You may complete each assignment as you complete each chapter. No late submissions will be allowed. If you submit all of your assignments by the deadline, you will receive full participation points!

Infectious Disease Paper (5%):

Detailed information about this assignment is **posted** . You will be allowed to choose one infectious disease from the list provided as a topic for your disease paper. Your paper will need to include an introduction of the disease, symptoms, treatments, new development/future medical research direction, and references.

Please submit your work on time through CANVAS. Early submissions are welcome but no late submission will be allowed. Your paper must be original and will be checked for plagiarism through the plagiarism checker: "Turnitin." Points will be deducted for work that is not your own. It will be due on April 26th, 2019 by midnight. **Do not wait until the last minute – your final will be taken on the same day.**

Some Study Tips:

This is a challenging course and covers a LOT of material. Because it is an online course, being successful will require self-motivation and discipline. Manage your time so that you can complete the reading assignments, go through the powerpoint slides and complete the homework assignments on time.

Use the Powerpoint presentations and homework assignments as a guide for what to focus on. I would recommend taking notes from your textbook as you go through the slides, answer the "Learning objectives" and "Check your understanding slides" and pay close attention to the teaching modules posted on Mastering

Microbiology. The Exam questions will be similar to the type of questions you will have had in the quizzes and Homework.

Please reach out if you're having trouble with the format of the online class – I will be available for “virtual office hours” if you would like to schedule a conference through CANVAS and you may also email me anytime.

If you are having difficulties with the exams and/or quizzes, I recommend evaluating your study habits, and getting a tutor and/or using a different study approach (e.g., study in a group, prepare review questions for yourself and try to answer them without consulting your notes, etc.).

Do not wait until the last minute to seek help.

Remember to have fun, and enjoy learning about microbiology!

Biology Department and Mount Saint Mary's Undergraduate Academic Policies:

Refer to the MSMU catalog or the Chair of Biology for further details on any of the topics listed below.

Disability Statement

Mount Saint Mary's University, Los Angeles is committed to ensuring the full participation of all students in its programs. If you have a documented disability (chronic, medical, physical, learning, psychological, or temporary), or think you may have a disability and need a reasonable accommodation to participate in class, complete course requirements, or access the University's programs or services; contact Disability Services (DS) as soon as possible. To receive an accommodation, you must register with DS. DS works with students confidentially and does not disclose any disability-related information without student consent. DS coordinates and promotes disability accommodations and awareness and works in partnership with faculty and all other student service offices. For further information about services for students with disabilities, contact DS at the Chalon Academic Support Center, H207, (310) 954-4142, or at the Doheny Student Resource Center, Building 3, (213) 477-2690. You can also email for more information at disability@msmu.edu. 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 campus Disability Services Coordinator at his/her campus for resolution. For more information regarding disability grievance procedures, go to: www.msmu.edu/disabilitygrievanceprocedures (<http://www.msmu.edu/disabilitygrievanceprocedures>)

Academic Freedom Statement

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 Student Handbook(s) for further discussion.

Academic Integrity/Plagiarism Statement

Acts of academic dishonesty will not be tolerated, and are considered to be a serious offense. These acts include, but are not limited to, the following:

- Cheating of any kind. This includes copying, stealing or buying work that is not your own. It also includes referring to notes or textbooks during exams/quizzes or sharing your own work with someone else for the intention of using that work as their own.
- Failing to hand in original work. This includes work gained from classmates, lab partners, other students, the Internet, etc. that is not acknowledged as a source or is not sanctioned by the instructor.
- Inappropriately or unethically using technological means to gain an advantage – this includes inappropriately or unethically acquiring material via the Internet, or using hidden devices for communication during an exam or quiz.
- Plagiarism, which involves using anyone else's ideas and representing them as your own. Remember: always reference/cite properly!
- Falsification or misrepresentation of observations, data, sources of information, etc.
- Theft of any materials, academic or otherwise.

Violation of academic integrity, as stated in the MSMU catalog, will result in a zero grade for the assignment and/or an “F” for the course, and possible suspension from the University. The exact consequences of the violation will be determined on a case-by-case basis. The Biology department has outlined specific courses of action in order to deal with these violations and determine the consequences. They include, but are not limited to, informing students what is considered to be violations of academic integrity, notifying the student(s) that they are suspected of a violation, discussing with them the consequences, and carrying through the discussed consequences if it is determined that a violation has occurred. Appeals can be made to the Academic Integrity Committee.

Assessment of Student Learning Outcomes

Student learning is at the core of the MSMU mission. Mount faculty have developed a university-wide plan to assess student-learning outcomes that represent the knowledge, skills and attitudes expected of Mount students in various disciplines. Some assignments, exams, or quizzes in this class may be used to assess one or more student learning outcomes. Ultimately, the collected data will be used to improve the quality of education at the Mount.

MSMU email account

Students are to maintain an MSMU email account and are expected to check it for communication from the instructor. Failure to read official communications sent to students' Mount email address does not absolve

students from knowing and complying with the content of official communication.

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.

Heading image: <https://courses.leeds.ac.uk/g266/microbiology-mbiol-bsc>

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