Biol 112 SHORT SYLLABUS Microbiology Spring 2012:

Glendale College - Biology Department Head: Dr. Lynn Mizuno 818-240-1000 ext. 5370 or 5364 Office Location: SG-210 or email: imizuno@glendale.edu

OFFICE HOURS in SG-202: Donald R Hicks, Assist Prof of Biology - Micro (Adjunct)
30 minutes before/after class; every Sunday “Call the Prof” 12-3 PM by phone at (323) 664-4816; by email at any time hicksdr@att.net and by appointment in SG-202 on campus. **DO NOT USE** my personal phone number for class messages - use EMAIL!

CONTACT between registered students & your Instructor: Please use the instructor email address provided above 24/7; I usually answer within 30 min. or less. Official contact between the instructor/college/department and you will be by the email address listed on YOUR registration page with the college - please **check your GCC email daily**!

**Students with Disabilities**: All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

The college Center for Students with Disabilities (sometimes known as: the CSD Office or the Office of Special Services/Disabled Student Office or the OSS) provides many accommodations for students with academic challenges, usually those with special needs or disabilities. They provide alternate test taking conditions and help with challenges that limit students from achieving their highest potential in a regular classroom setting. Any student that requires (or thinks that they may require) these accommodations in Microbiology should go to the CSD office and inquire. The disabled student office will provide information and registration for these challenges and will arrange accommodations as necessary with your instructor. Students are advised to access this service as soon as possible during every semester. This benefit is available to those who need it and should be arranged during the first two weeks of every term. Please notify your instructor, the Biology Department Head, and/or the Center for Students with Disabilities immediately if your think that this announcement applies to you.

**STUDENTS** will be assigned to numbered seats/scopes alphabetically during the second meeting of your class. **IF YOU HAVE A DISABILITY or a verifiable Sight/Hearing problem**, please notify me during the 1st or 2nd class. LATE ADDS will be added to those seats left un-assigned - THANKS for your co-operation! **NOTE**: During tests/exams, all seats will be assigned randomly by number and all your personal items should be placed on the floor along the blackboard at the front of the room; also, please check that there is no refuse/papers on the floor or in the "shelf" at your assigned seat.

**Biol 112 Students are required** to pay a "laboratory supplies replacement charge" during the registration process for this class... This charge is to replace the materials you use during the class. **YOU MUST provide "proof" of payment during the first 10 days of class.** Please PRINT this from your payment website at [http://www.glendale.edu](http://www.glendale.edu) and bring it to me during the first 10 days of class attendance.
IF YOU DO NOT ATTEND THE FIRST MEETING OF YOUR CLASS YOU WILL BE DROPPED AS A "NO-SHOW!" If you place a written note in the instructor mailbox with a verifiable excuse, the instructor may be lenient (please confirm this by email PRIOR to the class). If you do not provide written notice before the first class meeting you will be dropped as a NO SHOW; no exceptions.

IF YOU MISS a cumulative of 4 Lecture + Labs YOU MAY BE DROPPED without notice FOR LACK OF ATTENDANCE...

IF YOU MISS a major Exam/Test (a test/exam/practical that is required to pass the class) YOU WILL BE DROPPED! If you know you are going to miss a major required class component (Exam/Test/Lab Practical), please contact me with your written documented college-approved excuse to see if there is an office hour or other time period convenient to the instructor for administration of that evaluation - I do not provide "make-up" exams/tests, however I often have time before or immediately around the evaluation time to arrange for another evaluation timeslot. NOTE: Lab Practicals require laboratory materials that are time sensitive therefore they must be taken as scheduled.

IF YOU ARE TRYING TO ADD this class... you must be on the official WAIT LIST maintained and controlled by the college. This GCC MAINTAINED WAIT LIST sequence is final, I have NO CONTROL over this sequence and the order of adding is numerically determined solely by the college. You have a right to see this college Wait List; if you have a concern please contact the Dept. Head. If you are NOT added during the first week of classes - YOU MAY NOT ATTEND. Because of safety concerns, the room is limited to the number of seats supplied.

Biology 112 5.00 Semester Units- MICROBIOLOGY (CSU, UC, USC) PREREQUISITE: College chemistry and one course in biological science. DESCRIPTION: a lecture and laboratory course that is a prerequisite for nursing (& other Pre-medical Sciences - see your advisor), and is a study of microorganisms including algae, bacteria, molds, protozoa, viruses, and yeasts.

Transfer credit: Materials Fee $22.

Required Texts/Materials: see my Microwebsite at: http://faculty.lacitycollege.edu/hicksdr for OTHER suggestions on obtaining a text.

1. “Microbiology: Principles & Explorations” 6-8th Ed by J. Black ISBN 978-0-470-54109-8 or ISBN 978-1-1181-2923-4 NOTE: The StudyGuide that is published by the same author is A VERY GOOD ONE but it is NOT the text, don't be fooled online! You may purchase an ONLINE version with a publisher code at the Wiley publisher website. Or you may purchase the text which includes the code from a college bookstore. YOU DO NOT NEED THE PUBLISHER CODE but it often is "bundled" with the textbook and is useful for helping you study. I often take my questions from the publisher's study questions. YOU MUST have access to THIS TEXT, you may not utilize a Micro text by another author.

2a. “A Photographic Atlas for The Microbiology Laboratory” 4th edition by Leboffe & Pierce ISBN-13: 9780895828729 – This illustrated handbook is a photo study of the common experiments (positive and negative results) in Microbiology and is available at the College Bookstore - YOU CAN SHARE ONE WITH YOUR LAB PARTNER...
APA: The Easy Way by Peggy M. Houghton, and Timothy J. Houghton ISBN#0-923568-96-2; Suggested NOT REQUIRED!

3. **DAILY** Access to your college supplied/registered email address and the World-wide Web or Internet is required of all students. **DAILY/Nightly access (THAT MEANS EVERY DAY or NIGHT)** to the class website at [http://faculty.lacitycollege.edu/hicksdr](http://faculty.lacitycollege.edu/hicksdr) - this is necessary for Pop Quiz review, assignments, review, and research. If you do not have a home computer with Internet access, you may use the college machines; ask your counselor for the procedures at your college.

PLEASE CHECK THE FIRST PAGE OF THE MICROWEBSITE FOR EMERGENCY ANNOUNCEMENTS JUST BEFORE EACH SCHEDULED CLASS - EMERGENCY ANNOUNCEMENTS/CLASS CANCELLATIONS will be posted there! **NOTE:** Except for the "index page," the Microwebsite is "locked" please obtain the LOGIN ID/password from your instructor during class or by email. The Microwebsite utilizes "flash" technology and is therefore not accessible from "Apple" devices. You may ask how to partially access the website during the 1st class.

**MISCELLANEOUS ITEMS YOU MUST OBTAIN FOR CLASS BY WEEK 2:**

4. A “Mead-type” cardboard cover **bound** lined or un-lined "Composition Book" to be used as your **LABORATORY RECORD BOOK (LRB)** - NOT "loose-leaf or spiral bound!"

5. A cotton or cotton mix (NOT PLASTIC) **Laboratory Smock** or Lab Coat that has long sleeves and reaches below the waist (go to: [www.sassonscrubs.com](http://www.sassonscrubs.com); CHEAP and good quality and located in LA, tell them you are taking Prof. Hicks' classes), a BLACK “SHARPEE” BROAD TIP felt-tip marker, 4/200 place full page Scantron Form #884-ES Answer sheets, 15-20 Scantron #882 - 100 place Answer sheets for PopQuizes, a small bottle of “Nail Polish Remover,” a blue or black pen, and several **number 2 pencils with GOOD ERASERS!** << Biol 112 CLASSES ONLY >> Your disposable items charge is utilized to supply latex gloves, face shields and other disposable lab items - Do not buy gloves unless you are allergic to the Latex gloves supplied.

**SUGGESTIONS & COMPLAINTS:** Please contact me by email ([hicksdr@att.net](mailto:hicksdr@att.net)) should you have any problems or suggestions during this term. If you are uncomfortable with doing this you may also contact the Biology Department Chairperson by email, appointment, or phone; we will work together to address your concerns.

**IF YOU NEED FINANCIAL AID** contact the Student Financial Aid Office as they are often able to assist you in obtaining money for books and supplies.

**GENERAL Student Learning Objectives for Microbiology:**

A.) A student in the Microbiology course will describe and explain the disease process as it relates to bacterial, viral, protozoan, and fungal infections.

B.) A student in the Microbiology course will explain the biochemical processes of the cell such as cell respiration, DNA replication, genetic recombination, and analyze the
significance of these processes to the organism.
C.) A student in the microbiology course will correctly perform staining procedures and biochemical tests, will organize their data, and utilize the results to determine the identity of an unknown bacteria.
D.) A student in the Microbiology course will dress and apply the incomplete or modified universal precautions; they will consistently apply the proper aseptic techniques which will be used in clinical practice.
E.) A student in the Microbiology course will describe and evaluate the physical and chemical methods of controlling microbial growth.
F.) A student in the Microbiology course will describe and explain the body’s immune response to bacterial and viral infections.

Completion of Microbiology requires an individual final project that simultaneously demonstrates mastery of all the aforementioned SLO’s. We will accomplish this via our Formal (typed) Unknown Laboratory Report as explained on the Microwebsite.

GRADES and GRADING:

FINAL COURSE GRADES: Final grades must be at least 90% must be from paper/pencil in-class practicals, testing and evaluation. You may see your instr to understand:

YOUR FINAL GRADE IS ASSIGNED AS FOLLOWS: A = 90%; B = 80%; C = 70%; D = 60%; F<or = 59%; & "I" or Incomplete grades are given only for extreme illness or other emergencies and/or less than one week of missed classes.

You must make-up and "I" grade within the first 12 weeks of the NEXT term. Incomplete grades are given only for DOCUMENTED college-verifiable illnesses/personal emergencies. An "I" grade is not available because your final grade is not acceptable to you as everyone in the class must be given the exact same opportunities.

1) Lab Practical I Exam Average * (LP1 = Chapter 3 The Microscope + scope use & care and your demonstration and interpretation of smears & stains from memory - usually based on 100%) = your % is weighted 20% of your Final Class Grade

2) MIDTERM/Lab Practical II Exam 2* (a complete class period exam with 200 multiple choice short answer and essay questions over lecture chapters 1-5 + LP1 and "Unknown Cards" - usually based on 100%) = your % is weighted 20% of your Final Class Grade - THIS EXAM IS THE MAJOR DETERMINANT OF YOUR FINAL CLASS GRADE IN MICROBIOLOGY - know your Unknown CARDS!

3) The Formal Laboratory Unknown Report (APA-style Unknown Term Paper) is due on the last day of class and is graded out of 100%. This grade is weighted 12% of your Final Class Grade. Late papers receive a grade reduction of -10%/100 per day late.

4) Lab Record Book (LRB) Average* = out of 100%; your % is weighted 3% of your Final Class Grade

5) COMPREHENSIVE (usually Bi-weekly) Unit/CHAPTER TESTS = your % average out of 100% (-2 lowest test grades) is weighted 25% of your Final Class Grade. These tests are almost ALWAYS administered on a MONDAY for 90 min. at the beginning of class - see the Class
Calendar and Daily Announcement Board in each class. Sundays are "call the Prof" times between 12-3 PM (323) 664-4816.

DO NOT BE LATE to a Chapter Test AS NO EXTRA TIME WILL BE GIVEN. Chapter tests are somewhat comprehensive but do EMPHASIZE the past week's lectures/assignments (including essay topics) and your ASSIGNED READINGS! They are multiple choice, short answer, essay and word problems.

6) COMPREHENSIVE Final Exam = your % is weighted 20% of your Final Class Grade

ADDITIONAL OVER THE TOP BONUS PONTs! Never more than 3% (Final Grade % + 3% = 103% possible) of the FINAL GRADE can be earned from CLASS BONUS POINTS: 2% for having the FLASH CARDS for the UNKNOWNS done 2 weeks prior to the MIDTERM EXAM and 1% points for submitting THE LIBRARY ASSIGNMENT BEFORE THE MIDTERM EXAM. Additionally the MIDTERM may have some built-in Bonus Points as a puzzle based on knowing the inoculation, incubation, and evaluation information on all the unknown experiments (explained during the MIDTERM Review).

NOTE: Final grades must be at least 80% must be from paper/pencil in-class practicals, testing and evaluation.

*ALL Exams must be taken "IN-CLASS" with the exception of those students who take tests/exams at the college testing center (for those students with verified learning disabilities). Students with learning disabilities must officially notify the instructor during the first week of class so that appropriate measures to assist them may be organized.

NOTE: Pop Quizzes may be given DAILY and are used to determine "Borderline" FINAL CLASS GRADES (within 0.1-2.0 points); certain PQ's may be used to supplement your Weekly Test exam score by as much as 5 points/100. PQ's are given to let you know what you should be reviewing and where you stand in preparation for the daily lecture and the next chapter test. PQ's are usually 10 multiple choice questions (10 min for the multiple choice pop quizzes; ~8 from the last class information presented and ~2 from the assigned readings) or a short 1/4-1/2 page Essay on the assigned essay material we just finished in the lecture (you will have 10-15 min for any essays; possible essay topics are posted 1 week in advance on the Microwebsite).

Each term I try to eliminate parts of the course that seem to NOT WORK and I try to add things that might assist student learning. As such see below...

During the Fall 2012 Term there is a NEW Comprehensive Weekly/Biweekly Chapter Test BENEFIT (3/100% points) with 2 requirements: Submit typed within 1 week of the return of any exam the following: (1.) a short 1/8-1/4th page summary (in your own words; NOT "cut and paste") of an pertinent to any of the material on the past test article (from Medpage, Advance, Scientific American, Science or other reputable generally accepted Science News Journal) AND (2) submit a typed copy of the entire text for each question you missed on any test/exam with only the CORRECT answer plus include a brief explanation of your misunderstanding of the question. Explanations for missing a question can be like these: I didn't read the entire set of options, I didn't understand that NONE OF THESE IS INCORRECT means ALL OF THESE ARE CORRECT or I didn't study that information or see it in the lecture, notes, text or study questions. Or in my studying, I tried to memorize questions instead of reasoning them and I "jumped" at the wrong answer to study question #21 in the practice exam. When providing your explanations - think about them - BE SPECIFIC so I can improve the questions for
everyone and so that you do not miss a similar question in the future! PLEASE, NO LATE RE-WRITES accepted; NO EXCEPTIONS (late is 7 days to the hour of the end of the class 1 week after you receive the scantron/exam back from grading.

**ADDITIONAL RULES, Assistance and Recommendations for my classes:**

This class is not difficult but it is very very time consuming and requires good organization as well as discrimination with respect to your personal time constraints. If you are great at only short answer and essays or if you are not willing to keep-up with the assignments and work "AHEAD" of your deadlines - you should take another Microbiology instructor - each instructor designs the class slightly differently and has slightly different daily/weekly requirements and testing methods. If you want to make a good grade (B or A) in my sections please see "How to make an "A" in microbiology on the Nav page of the Microwebsite.

All of my classes are required to make their own Lab Manual in order to understand and learn about the lab procedures and to reduce the expensive losses that we have when students misuse testing laboratory media. Many students find this advance preparation/learning requirement upsetting and too time consuming - you should consider this in advance of taking my classes (talk to others that have taken Micro from me). YOU CANNOT "cut and paste" or utilize another students Lab Manual as this defeats the purpose of requiring you to plan and consider what you must do in each lab exercise. Remember, the purpose of the advance Lab Manual assignments is to familiarize you with the material for your Lab Practical 1 (20%) and the MIDTERM/Lab Practical 2 Exam (20%) and to reduce lab losses from students who do not understand "how" to do each experiment. Finally, each student should read the following additional class considerations:

- There are NO MAKE-UP EXAMS/TESTS!
- On any exam, you may NOT exceed the maximum of the points for the exam, should there be a BONUS offered on the test/exam.
- You cannot miss a major course requirement/assignment/test/exam and continue in the class. You must take the course evaluations during the regular posted times. If you are ill or must miss a test/exam, I may offer the test/exam at another time with a documented college-verified excuse. Please, contact me ASAP by email for alternate arrangements - this option is often available BEFORE your regular class administration during my Biol 112 office hours.
- If you miss a Pop Quiz you are recorded as having made a "0" and if you are late and I have already given the Pop Quiz, you receive a "0." There is NO alternate option for Pop Quizzes.
- THERE ARE NO BONUS POINTS IN THE CLASS other than those listed and available to EVERYONE Unknown CARDS + Lib. Assignment & a few Essays given as Pop Quizzes. NO student is given any Bonus assignments not available to EVERYONE equally. The total Bonus points in a class cannot exceed 3% of the total class points.
- If you are LATE - there is NO EXTRA TIME. Remember if you arrive late, for a class evaluation, you will be given the question sheet but your paper will be taken at the normal EXAM END TIME - the same as everyone who attended on time - NO EXTRA TIME and NO MAKEUPS! However, I often arrive early and you may begin early if you require more time that most students. On test day, students who arrive early, begin early. If you do not wish to begin early, you can study outside the classroom.
- You will receive a cumulative gradesheet at least 4 times during the term through your official college email account. Additionally, I will communicate with you through this email in emergency circumstances. Please setup your college email so that it forwards to your usual email if you do not check it regularly.
- On the Sunday before each major test or exam, I will have posted "Call the Prof!" hours from 12-3 PM at (323) 664-4816. You can utilize this time to discuss any problems or
example questions (max 10) with me directly by phone. You may email me at hicksdr@att.net 24/7.

- **CHEATING will not be tolerated in any form.** I am different from any other instructor you have known - I enforce academic honesty at all times on EVERY assignment and evaluation. If you often cheat, I suggest you take another instructor. **I will NOT tolerate cheating in any form.** If you see cheating and you do not inform me, I consider you to be culpable and complicit of academic dishonesty as well. I expect those around a dishonest student to tell me if they become aware of "cheating" immediately (by email if it is an out of class assignment, or) using discrete note to me during at test/exam. If you are caught cheating, you will receive a "0" for that assignment; if it is on a biweekly chapter test your benefit of dropping the two lowest grades will be void and you will receive a "0" for that chapter test as well as loosing the Dropped Test benefit. If you are caught cheating on major course requirement, you must drop the class or withdraw - WF. If cheating occurs, I will discretely ask you to leave the class immediately and I will ask for and record all information on the incident. This information and my statement on the incident will be forwarded to the Dept. Head for action and a meeting with you, the Dept. Head and myself. Further action may be taken at the discretion of the college. Officially recorded academic dishonesty may result in a notation on your permanent Academic Record and can affect you the rest of your life. **Cheating is easily defined** (plagiarism is cheating in my classes) but if you need additional exact definitions please see the LONG SYLLABUS or your college advisor. **NOTE:** texting, talking or communication with anyone during evaluation is cheating.

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**Proper Classroom Behavior:**

**PLEASE NO ACTIVE CELL PHONES, NO TEXTING, NO READING OF EMAIL or EMAILING DURING CLASS OR LAB!** You will receive 1 Warning -10 pts from your class scores afterward! TURN your electronic devices OFF or to *Vibrate* when entering the classroom!!! You may tape-record or use a laptop to take notes, but do not "chat" or "email/text" during class. Some classes, labs, and help sessions are videotaped for teaching purposes and to improve instruction; unless you opt-out you are giving your permission to be filmed in a teaching situation.

**PLEASE no:** sleeping, *eating*, drinking, smoking, applying makeup, or any distracting behavior during the class. "Horseplay" is not acceptable behavior in the lab or classroom. You are NOT allowed into the Microbiology area without a staff/instructor present; however you may enter the classroom if the door is open so long as you wash your hands and disinfect before seating yourself to study. DO NOT COME INTO THE LAB or LECTURE ROOMS and work on lab without permission. Labs meet during scheduled times ONLY. Remember: DO NOT EAT OR DRINK ANYTHING DURING LAB - microbes are "out!" **PLEASE,** no visible coffee-cups, bottles, or food of any kind.

Each student is expected to show equal and proper respect to others. You have a right to free speech and free association outside a formal classroom. Please avoid any overt or perceived actions that might be interpreted as prejudice or discrimination based on: age, sex, sexual orientation, religion, race, ethnicity, tribe, disability, or economic status; such is PROHIBITED in this class and is grounds for immediate dismissal from the class! If you have a difficulty in class or believe you have been mistreated, please contact the instructor privately as soon as possible. We benefit from the extreme diversity of our student population. Everyone in a free democratic society MUST respect and defend the dignity and value of each of its members equally... Suggestions are encouraged to improve the class and the lab - EMAIL ME!

**DO NOT BE a person caught CHEATING (in ANY WAY) such as: talking, whispering, cheat sheets, copying, or exchanging different "FORMS" of any test during administration)... If**
you are seen cheating and you check your score online and see a "0", you do NOT have an error in your grade! When I see cheating I take witness statements as well as the "Proctor's" statement... Then, I apply the consequences. If you wish to challenge this please make an appointment by email! Otherwise, I will expect to see you AGAIN IN ANOTHER TERM...

*NOTE the following comments about testing/grading/emailing/completing scantrons:

<table>
<thead>
<tr>
<th>5-10 points will be taken from MATERIAL SUBMITTED FOR GRADING for each of the following errors! EVERY TIME YOU FAIL TO DO THIS I WILL SUBTRACT POINTS:</th>
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<tr>
<td>1) On all submitted assignments: Everything must be TYPED and submitted in the proper format. The acceptable format includes: PLACE your Last name, First name in the upper right corner. Just underneath the name, place the Class number &amp; Section # (M-20 #0930; M-20 #0931; M-1 #3432, Biol112 #7412 or other section number), and finally under the class, place the DATE submitted.</td>
</tr>
<tr>
<td>2) For Scantron Forms - complete the NAME BOX only on the FRONT SIDE. On the NAME line PRINT your LAST name and then your FIRST NAME. On the SUBJECT LINE place the Class number + section number (M-20 #0930; M-20 #0931; M-1 #3432, Biol112 #7412 or other section number). Where the scantron requests a TEST NO. or FORM NO. place the LETTER AND NUMBER found on your question sheet (i.e., Exam 1B#4; PQ1A or PQ2B). Place the DATE the test was taken in the DATE box. Leave the PERIOD box empty unless you are making-up an &quot;i&quot; (if you received an &quot;i&quot; put the term class and section number when you took the class before. NEVER COMPLETE THE &quot;NAME etc&quot; box of INFORMATION ON THE &quot;BACK&quot; side of any SCANTRON ---- USE FRONT SIDE ONLY for Name/class/form/date info!!! YOU WILL RECEIVE A point DEDUCTION FOR COMPLETING THE &quot;BACK&quot; SIDE.</td>
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<td>3) You be asked show state accepted picture ID during major tests/exams.</td>
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- *Each email to me at hicksdr@att.net must include in the SUBJECT area, your LAST NAME, first name, Class and Section number as well as a brief "hook" as to the information you require. I do not have time to answer emails the night before an exam. |
- You will receive every graded test/exam/practical within 1 week of its administration. Compiled grades will be sent 4 times during each term beginning one week after LP1 is returned. |

GOOD LUCK! I look forward to having you in my Microbiology class! DRHicks