

**COURSE INFORMATION**  
**MICROBIOLOGY (BIOLOGY 2420)**  
**Fall 2023**

PROFESSOR: Philip D. Ricker, Assistant Professor of Microbiology

OFFICE: adjacent to the lab room

TELEPHONE: 716-2314

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OFFICE HOURS: My office hours are posted outside my door. Please come see me if you are having problems.

PURPOSE: Microbiology. (4:3:4) A general microbiology course that covers the morphology and physiology of microorganisms with particular emphasis on the microbial relationship to disease, pathogenicity, and the immune response.

This course satisfies the requirements for an Associate in Arts and Associate in Science degree as well as requirements for certification in some allied health fields.

OBJECTIVES: By the end of the semester, the successful student should be able to demonstrate that he/she has obtained a basic understanding of microbiology.

TEXTBOOK: Microbiology This text is published by openstax.org The textbook can be downloaded free from [www.openstax.org](http://www.openstax.org) or you can purchase hard copies from the SPC bookstore or Amazon.com The text is optional but highly recommended as an additional source to better understand lecture material.

LABORATORY MANUAL: NO LAB MANUAL IS REQUIRED All lab materials will be available for download from Blackboard or provided as a handout in class.

LECTURE MATERIAL: For most lectures, I will be using Powerpoint. The powerpoints will be available a day or two ahead of time on Blackboard. I will be lecturing assuming you have printed the powerpoints for the day and or have them pulled up in front of you.

ATTENDANCE POLICY: Punctual and regular class attendance is expected and required of all students. On the first class day, a seating chart will be made for the laboratory and this will be the student's permanent seat for the remainder of the semester. Class role will be taken each laboratory period from this seating chart, so students must sit in their designated seat or may be counted absent. If a student misses a lab, there will NOT be any makeups allowed. All lab materials are made fresh for that particular day and will not be available any other date.

Whenever absences become excessive and, in the instructor's opinion, minimum course objectives cannot be met, the student will be withdrawn from the course. In addition, a student will be withdrawn from the course when the student has missed every class

during any four consecutive class periods excluding holidays and does not communicate with me! In other words, I don't see or hear from you for 4 class periods, you will either be dropped from the course or if it is near the end of the semester, given your earned grade for the course. This is a lab intensive class and minimum class objectives and proficiency must be met. A student cannot meet the class objectives and proficiency if they miss more than 5 labs. If the student is administratively withdrawn, the student will receive a X on their transcript.

Even if your absences are excused for one reason or another, Students must still meet minimum laboratory attendance requirements to be proficient in the laboratory techniques covered in this class. To be eligible to receive a passing grade in the course, all students MUST attend a minimum of 70% of the laboratory sessions. Even though a student can miss up to 30% of the laboratory sessions, the student is still responsible for the information covered while absent and that information will be included on the exams. If you miss more than 30% of the laboratory sessions and your absences are excused, you will be eligible to receive an Incomplete for the course and will have to retake or continue the course the next semester. Because of the nature of laboratory sessions, makeups for laboratory sessions will NOT be available.

**ASSIGNMENT POLICY:** Reading assignments are given in the lecture outline. Students are required (and expected) to read the assigned reading and laboratory handouts before coming to class. Reading assignments as well as lecture material will be included on the exams and lab quizzes.

**EXAMINATION POLICY:** Four major exams plus the final exam will be administered during the semester. The actual exam dates may vary slightly from the course outline and any changes will be announced in advance. Each exam will cover both lecture and laboratory assignments. During exams, all books, backpacks, papers, etc., must be left at the front of the classroom. Purses may be taken to your seat, but must remain closed. Any student caught cheating will receive a "0" on that exam and will be referred to the Dean of Students for disciplinary action.

If an exam is missed, the exam must be made up within seven days of the exam date. If a student misses an exam without prior permission and must make up the exam, a penalty of 10 points will be assessed on the first make up exam. A penalty of 30 points will be assessed on the second make up exam. Under no circumstances will a student be allowed to take more than two make up exams.

**Plagiarism and Cheating:** Students are expected to do their own work on all projects, quizzes, assignments, examinations, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

Plagiarism violations include, but are not limited to, the following:

1. Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
2. Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;

3. Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
4. Missing in-text citations.

Cheating violations include, but are not limited to, the following:

1. Obtaining an examination by stealing or collusion;
2. Discovering the content of an examination before it is given;
3. Using an unauthorized source of information (notes, textbook, text messaging, internet, apps) during an examination, quiz, or homework assignment;
4. Entering an office or building to obtain unfair advantage;
5. Taking an examination for another;
6. Altering grade records;
7. Copying another's work during an examination or on a homework assignment;
8. Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
9. Taking pictures of a test, test answers, or someone else's paper.

#### CELL PHONE/ELECTRONICS/CAP POLICY:

It is requested that cell phones be turned off during lecture. In addition, I require all cell phones to be turned off during exams. If a cell phone rings during an exam, the student will be asked to leave the exam and will not be allowed to complete the exam!

In addition, during exams, no electronic devices are allowed. This includes calculators, cameras, PDA's etc. If I see it, I will take your exam and you will receive a grade of zero for the exam. Caps and hats are also not allowed during exams. These must be removed and placed under your seat during the exam.

During exams, if you need a new pencil, pen, or something else during the exam, you are NOT allowed to get it out of your purse or backpack. If you need something, the instructor will have pens and pencils to borrow.

Once an exam starts, students are not allowed to leave the room during the exam until he/she is ready to turn in the exam. So please remember to get a drink and use the restroom before the exam starts.

#### LAB CLEAN-UP:

All students are required to participate in lab clean-up on designated days. Students who do not actively participate in lab clean up will NOT be allowed to take the final exam and will receive a grade of zero for the final. Let me repeat, you must participate in the lab clean up day or you will receive a zero on the final exam. The lab clean-ups will NOT be announced in advance.

#### GRADING POLICY AND COURSE GRADE DETERMINATION:

The final course grade will be determined as follows:

Exam I	100 pts
Exam II	100 pts
Exam III	100 pts
Exam IV	100 pts
Unknown work in lab	50 pts
Final exam	50 pts
<hr/> Total possible points	500 pts

A student with total points of:

- 450 or above will receive an "A"
- 400 to 449 will receive a "B"
- 350 to 399 will receive a "C"
- 300 to 349 will receive a "D"
- below 300 will receive an "F"

**DISABILITY** Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611. Students who have accommodations should provide the instructor with the paperwork from the Disability Services office.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.

**Student Code of Conduct Policy:** Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

**Diversity Statement:** In this class, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

**Nondiscrimination Policy:** South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has

been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

**Title IX Pregnancy Accommodations Statement:** If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To [activate](#) accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or [email cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**Campus Concealed Carry:** Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php> Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

#### **Covid Policy:**

If you are experiencing any of the following symptoms, please do not attend class and either seek medical attention or test for COVID-19.

- Cough, shortness of breath, difficulty breathing
- Fever or chills
- Muscles or body aches
- Vomiting or diarrhea
- New loss of taste and smell

Please also notify DeEtte Edens, BSN, RN, Associate Director of Health & Wellness, at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376. Proof of a positive test is required. A home test is sufficient but students must submit a photo of the positive result. The date of test must be written on the test result and an ID included in the photo. If tested elsewhere (clinic, pharmacy, etc.), please submit a copy of the doctor's note or email notification. Results may be emailed to DeEtte Edens, BSN, RN at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu).

A student is clear to return to class without further assessment from DeEtte Edens, BSN, RN if they have completed the 5-day isolation period, symptoms have improved, and they are without fever for 24 hours without the use of fever-reducing medication.

Students must communicate with DeEtte Edens, BSN, RN prior to their return date if still symptomatic at the end of the 5-day isolation.

