

BIO 251 = MICROBIOLOGY

COURSE POLICIES AND INFORMATION

Instructor: Dr. Charles W. Jacobs *Lecture:* M 9:10-11 a.m.
Office: S-104D *Laboratory:* W, F 9:10-12:00
e-mail: cjacobs@hfcc.net *Phone:* 845-9734 (24-hour voice mail)
Office Hours:* Monday 11-12, 1-3; Tuesday 10-12-1-2; Thursday 10-12, 1-2 and by
appointment

*I may change these office hours to make them more convenient for the students. Any changes will be posted on the website

Online information for this course is available at :

<http://sciweb.hfcc.net>
>Dr. Charles Jacobs
> Biology 251
Login ID: student password: bio251

Texts: Perry and Staley: *Microbiology: Dynamics and Diversity*
Pierce and Leboffe: *Exercises for the Microbiology Laboratory*
A Photographic Atlas for the Microbiology Laboratory
Dixon: *Power Unseen: How Microbes Rule the World*

Prerequisites:

Bio 131 with a grade of C or better, AND Chem 131 or 141 with a grade of C or better. These are the *minimum* prerequisites. Additional biology and chemistry courses will be helpful.

The Course:

The purpose of this course is to give you a basic understanding and working knowledge of microbiology, as measured by your ability to use and explain microbiological concepts and perform standard microbiological techniques. We will emphasize not only the theoretical knowledge of the field, but also its practical applications. It is important for you to attend lecture, and to study the material as presented both in the lecture and in the text.

The course consists of two lecture periods and two laboratory sessions each week. The material in the laboratory is complementary to that presented in the lecture, and is designed to give you hands-on experience with microorganisms and microbiological techniques.

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.

Attendance:

Attendance at the lectures is mandatory. There are many topics in the course are not covered in the text. The lecture notes will help you in recording the lecture material, but are not a substitute for attending class. In addition, a substantial portion of your course grade depends on unannounced quizzes. If you choose not to attend lecture, you do so at your own risk.

You are expected to be present at the start of lecture. The unannounced quizzes are usually given at the beginning of the lecture.

Attendance at your scheduled laboratory session is mandatory. Due to health and safety constraints, we will be able to accommodate only 24 students in each section. There can be no makeup laboratories. If you miss your scheduled lab section, you will lose all the points associated with that exercise.

Since safety is paramount in the microbiology 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.

Unscheduled laboratory work: It may be necessary to check on microbial cultures after 24 hours of growth. We will arrange times, as necessary.

Grading:

Your grade in BIO 251 is based on both the lecture and the laboratory grades. Half of your grade is derived from each.

Point values from the lecture section:

Lecture

Quizzes and Homework	10%
Exams:3 @ 100 points each	30%
Final Exam	10%

Point values from the laboratory section:

Laboratory

Practicals and Quizzes	10%
Practicals	

(Use of microscope, Gram stain, Sterile technique,

Biochemical tests)

Quizzes		
	<i>(Microscope, stains, growth, advanced topics)</i>	
Lab Reports (<i>designated labs</i>)		20%
Lab midterms	2@50 points each	10%
Unknowns		15%
Technique		5%

Exams and Quizzes:

Lecture quizzes and exams will cover lecture material and readings.

Both lecture and lab exams will include a critical thinking component.

Quizzes cannot be made up for any reason. The exam dates are given in the syllabus; make allowances for these in scheduling your personal activities. There will be no make up exams. You may replace your one lowest lecture exam score with two-thirds of your score on the final exam.

Special note about the Final Exam: The Final Exam Schedule has not yet been released. Don't make plans to leave town before the end of finals week.

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. If you have very bad technique, it is possible to lose more than the 50 points allocated to the technique grade.

Course Grade:

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

Grade Range	Percentage
A	90.0-100.0
B	80.0-89.9
C	70.0-79.9
D	60.0-69.9
E	0-59.9

"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 without the consent of the instructor.

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 of the other students.