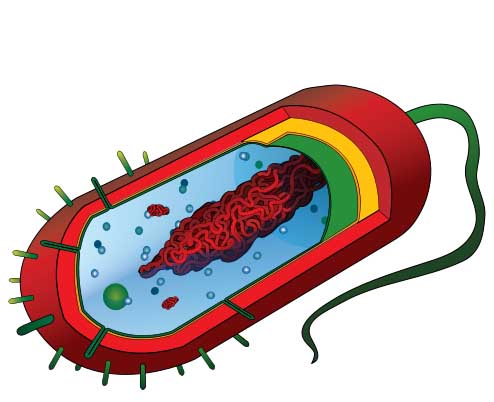
**Applied Microbiology**

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***Welcome to Applied Microbiology!***

**PREREQUISITE:**

This should not be your first biology class. General Biology or Cell Biology should be completed first.

Some experience with computer use, including the internet, email (you are expected to check your KVCC email frequently), Microsoft Word, uploading and downloading files is strongly recommended. In the microbiology laboratory we will be working with large amounts of bacteria. Bringing items into and out of the lab is not safe, so our class is virtually paperless. Those of you going into the field of healthcare will also increasingly encounter paperless medical offices and institutions. Being able to operate in the electronic world is essential for your safety and success.

**COURSE MATERIALS & RESOURCES:**

MOODLE: KVCC Moodle is the interface where you access most of our class resources. Our Course Schedule is detailed in Moodle, week by week. If you are unfamiliar with Moodle, go to one of the KVCC computer labs and have a lab assistant help you get up-to-speed.

[VIRTUAL MICROBIOLOGY CLASSROOM](http://www.scienceprofonline.com/virtual-micro-main.html) (http://www.scienceprofonline.org/virtual-micro-main.html)

The VMC is used by biology students all over the world, but it was designed by me for you, HCR120 students. The resources on the VMC will help you excel in this class. Become familiar with the VMC as soon, and as thoroughly, as possible. Each Lecture Main Page and Lab Main Page link in the VMC takes you to the website material associated with the topic we are covering. THIS IS A VERY IMPORTANT RESOURCE...KIND OF LIKE YOUR SECRET WEAPON! USE IT. Virtual Microbiology Classroom URL: http://www.scienceprofonline.com/virtual-micro-main.html

TEXTBOOK: The course textbook is Foundations in Microbiology: Basic Principles by Talaro & Chess.

**ASSIGNMENTS:**

There are four types of homework in this class: In-class Assignments, Homework, Lab Reports & Lab Quizzes.

IN-CLASS ASSIGNMENTS: During some lecture periods, we may be completing unannounced in-class assignments. *You are only eligible to turn these in for credit if you are present, in class, on the day that we complete them. You must turn in completed in-class assignments on the same day they are given out.* ***Late submissions will not be accepted.***

HOMEWORK: There will be several homework assignments, which I will hand out in lecture. See your Class Schedule for due dates.

LAB REPORTS: We will meet once every week for lab. There will be a Lab Report due for each lab topic that we cover. You are expected to complete your Lab Report together with your lab partner, as a team, unless otherwise indicated. So only one of you needs to upload each lab report. Make sure both of your names are on the report you submit. I require that each lab partner use a different color text to show the work that he/she contributed to the lab report, so I can easily see the relative contribution. Choose any color that easily is visible and NOT red, as red is the color I use to correct assignments. See the Moodle course schedule for Lab Report due dates.

You will bring nothing into lab. We have storage cubbies for your belongings. This is to prevent you from getting lab microbes on your belongings and then taking them out of the lab and into your home. For this same reason, the microbiology lab must be paperless.

On our Moodle Course Schedule there are links for uploading each of your electronic Lab Reports. The best way to complete an electronic assignment is copy the homework file to you computer (or memory device), complete and save the assignment, then upload the completed assignment. All Lab Reports must be uploaded in Microsoft Word .doc format.

Homework & Lab Report Due Dates: You are allowed to turn in most assignments *up to one week late without a point penalty*, unless otherwise indicated. However late assignments NOT will receive written feedback, only a grade. It is to your benefit to turn in assignments on time, as the feedback I provide will help you better understand the material. (You are welcome to discuss late assignments with me, in person, during office hours or before or after class. I will give live feedback, just not written.) Assignments will never be accepted after the final due date. See the Course Schedule due dates.

What Homework Is Assigned? Although many of our lecture topics have an associated homework document on the VMC, you are only ASSIGNED (responsible for doing) homework if it is handed out in class. In other words, just because a homework document exists on our course website, does not mean that it is assigned.

Extra Credit: There may be extra credit offered during this course. See Moodle for details. Any extra credit offered is worth 100 points, the same as all homework assignments, but, as extra credit, it is not required.

MOODLE LAB QUIZZES: You are required to complete a brief Moodle Lab Quiz prior to lab for each lab topic. You can take the Lab Quiz up to 2x. Your highest grade from the two attempts will be recorded.

**EXAMS:**

Lecture Exams: There will be 2 lecture exams: the Midterm and the Final. If you are unable to take an exam on the scheduled date, you must contact me prior to the exam in order to get permission to take the exam in the testing center. If you take an exam late, in the testing center, you will only receive 85% of your grade.

Lab Practical Exam: There will be one lab practical exam, during our last lab meeting, covering your understanding of microbiology lab procedures and techniques that we have covered during the course. You must be present for the lab practical. It cannot be made up.

**LABORATORY:**

We will meet once every week for lab.

Lab Safety: For your safety, proper attire is required in lab. KVCC will supply your with safety Goggles and a lab coat, for use while you are in lab. You must wear long pants and shoes that cover your entire foot. If your hair length is past your shoulders, you must tie it back, or for very long hair, it must be up.

One aspect of safety in the microbiology lab is to prevent contaminated items from leaving the lab and contaminating the rest of the school, your car, your home, etc. As described earlier in this syllabus, our lab will be paperless. You will have access to laptops during lab.

In order to successfully complete each lab, and for us all to remain safe, you must to arrive prepared. I require that you study laboratory procedures prior to lab and bring a solid understanding of what you need to accomplish, to the lab session.

Lab Attendance & Behavior: The information that you learn in each lab is essential to mastering the course materials. Attendance is essential. You will not be permitted to enter the lab once the door has closed and the lab has begun.

You may be asked to leave lab if: you are academically unprepared for that lab exercise, or not wearing proper attire, or bring personal items into the lab, or fail to follow any and all of the safety rules. You will receive a grade of zero for the lab report and you must arrange a conference with me, during my office hours, before you will be allowed to return to lab.

Lab Evaluation: You must take the Moodle Lab Quiz for each lab topic prior to attending that lab. You will have a lab report due for each lab topic. Our Lab Practical Final Exam will take place in lab, during our last lab period. This exam cannot be made up. You must complete it in lab, during our scheduled lab time.

**CALCULATING YOUR GRADE:**

You grade is based on a weighted average. At any time during the semester, you can calculate your current grade percentage by:

Lecture Exams:

Average \_\_\_\_\_\_\_\_X 0.50 = **\_\_\_\_\_\_\_\_**

Lab Quizzes

Average \_\_\_\_\_\_\_\_X 0.05 = **\_\_\_\_\_\_\_\_**

Laboratory Reports & Lecture Homework:

Average \_\_\_\_\_\_\_\_X 0.25 = **\_\_\_\_\_\_\_\_**

Laboratory Practical Exam Score:

Average \_\_\_\_\_\_\_\_X 0.20 = **\_\_\_\_\_\_\_\_**

After you do the above calculations, you will have 4 numbers. Add them up and you will have your course grade, out of a possible score of 100. For more information on weighted averages, see [Calculating a Weighted Average](http://www.blacksdomain.com/files/Notes/Calculating_WA.php).

Grade Associated with Percentage:

100 - 90% = 4.0

below 90 - 85% = 3.5

below 85 - 80% = 3.0

below 80 - 75% = 2.5

below 75 - 70% = 2.0

below 70 - 65% - 1.5

below 65 - 60% = 1.0

below 60% = 0.0

**ADDITIONAL COURSE INFORMATION:**

Attendance: Classroom doors (lecture and lab) may be locked 10 minutes after the start of class. If you arrive after the doors are closed, *you will not be admitted into the classroom*. If you are tardy, but arriving before the doors are closed, find a seat near the door where you enter the classroom to avoid disturbing the class.

Should you find missing a class is unavoidable, plan to contact a ‘study buddy’ or ‘notes buddy’ in an effort to capture what you missed. There are no make ups for missed class work. I will not provide notes to students who have missed class.

NOTE: This Syllabus and the Course Schedule are subject to change. Any changes will be announced through Moodle announcements.