OFFICE HOURS: My office hours TBA or by appointment. Should you have questions or need additional help, please feel free to contact me at 468-2267 during the day, come by my office (S-112). If I am not in the office, I will have a note on my door explaining where I am (so that you can find me, usually in the lab) and when I will return. If you need to contact me apart from my office hours, and I do not answer my phone, please leave an email message. Please make sure you leave both your name and a local phone number where I can return your call. I maintain an opened door policy.

MATERIALS:

1. Lecture text (Cowan 5th edition) and online supplement (Connect):
   - Title: Microbiology: A systems approach
   - Author: Cowan
   - Copyright: 2018

This may be purchased at the SFASU bookstore or you may go Online and use the following Access Connect ISBN number: **NEW ISBN: 9781260895032** which has a net price: $65.

The most cost-effective way for students to purchase all the required components is by purchasing them altogether in this package rather than obtaining each item separately. For this course, you will be required to purchase McGraw-Hill Education Connect® access for (Cowan 5th edition) which includes the online text. You may choose not to buy a print text since Connect contains the full reading experience. Please be aware if you purchase a used textbook you will still need to purchase Connect access to complete required assignments that make up a part of your total course grade.

Connect is an easy-to-use homework and learning management solution that embeds learning science and award-winning adaptive tools to help you get the best results in this course. It is designed to create a personalized pathway for your success, making every minute you study more effective. Using adaptive technology, connect pinpoints exactly what you know and don’t know yet, and seamlessly offers up learning resources in real time to help you focus your study time. Connect contains the interactive eBook and study tools, giving you anytime access to course resources and assignments. Connect can help you:
   - Stay organized on assignments and due dates all in one place
   - Focus more on difficult sections and concepts
   - Practice for exams with self-assessment tests and quizzes
   - Track your performance with personalized reports
√ Save time on studying
√ Save money on textbooks
√ Score higher in the class

All course assignments in Connect will be scheduled, completed and recorded in Connect. All students are required to complete every assignment by the due date listed. There will be no exceptions or excuses.

2. Lecture notes from last semester are posted on D2L. After each lecture, I will replace them with the updated versions of the chapters which you will be responsible for knowing.

3. Lab manual: Specifics will be covered in the first lab period by Mr. Havner.

ACCEPTABLE STUDENT BEHAVIOR: Classroom behavior should not interfere with the ability of other students to learn from the instructional program or the instructor’s ability to conduct the class (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment will be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate / inappropriate in the classroom. Students who exhibit unacceptable classroom behavior will be dismissed from class and counted as absent. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Standard classroom decorum is expected. Please do not carry on a separate conversation that might be distracting to other students. You will be asked to leave. If you have a cell phone, pager, or other electronic device, please make sure that it is turned off. You may use your laptop to follow the lecture, if you chose to go to other sites online during the lecture, you will get a zero for the day that includes any quiz for that day. I will not point you out in class, but I will make a note of you ask you to come see me during office hours.

The presence of anything on/in your desk, lap, pockets, or in the general vicinity of your seat during exams will not be tolerated. The presence of a cell phone or any other electronic device, either visually or audibly, will result in an automatic grade of “zero” for that exam with no ability to retake, make-up or replace that exam. The only items allowed at your desk for exams are pencils for scantrons and pens for written exams and markers. ALL other materials will be placed at the front of the room prior to administering the exam. All exams must be taken using ink. Any responses on your exam written in pencil will result in a five (5) point deduction from your final course grade. ANY act of academic dishonesty will result in receiving a grade of F for the course and will be reported to the student’s dean.

ATTENDANCE: I strongly suggest that you come to all the classes this semester. Attendance will be taken on a sign in sheet or quiz. It is your responsibility to sign this. If you fail to sign the signature roster, you will be counted absent. Students will be allowed 4 absences without penalty. Upon the next absence, students will receive a reduction of 10 points (= 10%) from their final course grade and be
ineligible for any bonus opportunities throughout the semester whether they occurred prior to or after the 2nd absence. For each additional absence, students will receive an additional 5 points (= 5%) reduction from their final course grade.

**There will be no distinction between excused and unexcused absences in counting absences.** Legitimate excuses for absences only affect whether students may be given an opportunity to make-up work. Students must inform the instructor well in advance of the day of absence so that suitable arrangements may be made. Absences caused by bona fide emergencies may be excused after occurrence with suitable documentation, and make-up opportunities may be provided only if possible or practical at the judgment of the instructor. There is no guarantee that an opportunity for make-up work will be provided.

**Homework will be assigned.** Each assignment must be submitted before the due date that will be posted on McGraw Hill Connect through D2L. **There will be no opportunity for make-up homework, no exceptions.**

If a student leaves the classroom during a test, the test must be turned in as is. The test will be graded on all the test questions on the test.

Missing an exam will be permitted only by prior arrangement, by death, or by a near death experiences. Please contact me if there is a problem. Quizzes/Exams will be administered during the lecture period. Any student who arrives late for quizzes/exams must complete the quizzes/exams in the time allotted at the beginning of the lecture period. Any student who arrives to class after an exam has been turned in will not be allowed to take the exam, will be counted absent, and will receive a 0% for that quiz/exam. There will be no opportunity for making up missed quizzes. **Make up exams will be given one time towards the end of the semester at the discretion of the instructor.** You are responsible to make sure that you have completed all your exams before the final.

**ACADEMIC INTEGRITY (A-9.1):** Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism as well as the appeal process. (Much of this information will be provided through internet links.)

**DEFINITION OF ACADEMIC DISHONESTY:** Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to: (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) falsification or invention of any information, including citations, on an assignment; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism include, but are not limited to: (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from the Internet or another source; and (3) incorporating the words or ideas of an author into one's paper or presentation without giving the author due credit.
Please read the complete policy and the appeals process at http://www.sfasu.edu/policies/academic_integrity.asp and http://www.sfasu.edu/policies/academic_appeals_students.asp

WITHHELD GRADES (Semester Grades Policy A-54): At the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for computing the grade point average.

STUDENTS WITH DISABILITIES: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

F-1 VISA HOLDERS: There are important federal regulations pertaining to distance education activity for F-1 Visa holders. All students with an F-1 Visa should follow the instructions at the following link to make sure they comply. http://www.oit.sfasu.edu/disted/facsup/f1visa.html

COURSE EVALUATION: All students are required to complete a course evaluation at the end of the semester (details on availability will come later) for both the lecture AND lab sections. Failure to complete both evaluations will result in a 2% deduction (1% for lecture and 1% for lab evaluations) in your final grade for the course.

REQUIREMENTS: The grade in this course is based on the following criteria. Please remember that lecture and laboratory grades are computed into one grade. The lab counts 25% while the lecture counts 75% of your final grade. If you fail the laboratory or the lecture, you fail the course. Requirements for the course are summarized below:
1. Lecture exams (including Final Exam) and Participation [Homework, Quiz, &Attendance- see #2]: Both parts (Exams and participation) grades will be averaged and computed as 75% of the final grade. There will be four lecture and final exams and each equals 14% of your final grade. The Participation grade is explained in #2, and is equal to 5 % of your grade. The syllabus lists the tentative scheduled dates of these exams. Exams will NOT be returned. However, grades will be posted in a timely manner on the D2L, and you can come to my office to view one exam per visit during the week so that everyone has time to review their tests.
2. Homework, Quiz and Attendance: Homework (4%), quizzes (1%) and Attendance (1%) will be graded and averaged as your Participation grade (see#1) which will equal 5% of your grade.
3. Lab Grade (25% of final grade): As noted above, you will receive a separate lab grade that will be used to calculate one final grade for the course. It will be computed as 25% of your final grade for the course.
Summary of Course Grade:
Four lecture tests and final exam, and participation grade = 75% [(14% x 5) + 5] = 75%
Lab Grade = 25%

Grading Scale
89.5 – 100 % = A
79.5 – 89.4% = B
69.5 – 79.4% = C
59.5 – 69.4% = D
Below 59.4% = F

PROGRAM LEARNING OUTCOMES: Each of the student learning outcomes listed below address the Biology Department Program Learning Outcome.
The students will demonstrate a good knowledge base in biological concepts and show the ability to integrate knowledge with critical thinking skills to become problem solvers. Knowledge base will include: levels of complexity (molecular/cellular through population/communities/ecosystems); biological principles and processes.

COURSE OBJECTIVES: To introduce the students to human pathogenic microbes and how the human system combats pathogens.
- Understand the implications of the presence and functions of microorganisms
- Understand microorganisms grow requirements and methods of control
- Understand the techniques used to study and identify microorganisms
- Understand pathogenesis, epidemiology, and treatment of microbial diseases affecting humans

STUDENT LEARNING OUTCOMES Students who successfully complete Microbiology 308 will develop an understanding of the following:
- the importance and roles of micro-organisms presence in our environment
- the pathogenesis of microorganisms for human health
- physical, chemical and antibiotic control of microorganisms
- human immune response to infection by microorganisms
- diagnosis, pathogenesis, epidemiology, and treatment of microbial diseases
### Tentative Schedule for Spring 2019

*** Please note that this is only a tentative schedule ***

<table>
<thead>
<tr>
<th>BIO 308</th>
<th>Monday</th>
<th>T</th>
<th>Wednesday</th>
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<tbody>
<tr>
<td>Week 1 (1/23)</td>
<td><strong>MLK Holiday</strong></td>
<td></td>
<td>Introduction</td>
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<td>Week 2 (1/28-1/30)</td>
<td>Proks&amp;Archea (4)</td>
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<td>Eukaryotes (5)</td>
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<tr>
<td>Week 3 (2/4-2/6)</td>
<td>Microbial genetics (9)</td>
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<tr>
<td>Week 4 (2/11-2/13)</td>
<td>Viruses (6)</td>
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<td><strong>Test 1 (4,5,6, 9)</strong></td>
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<td>Week 5 (2/18-2/20)</td>
<td>Microbial nutrition (7)</td>
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<td>Microbial metabolism (8)</td>
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<tr>
<td>Week 6 (2/25-2/27)</td>
<td>Microbial metabolism (8)</td>
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<td>control of microbes (11)</td>
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<td>Week 7 (3/4-3/6)</td>
<td>Drugs/microbes/host (12)</td>
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<td><strong>Test 2 (7,8,11, 12)</strong></td>
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<td>Week 8 (3/11-3/13)</td>
<td>Epidemiology (13)</td>
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<td>Host Defense (14)</td>
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<td>Week 9 (3/18-3/20)</td>
<td><strong>Spring Break</strong></td>
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<td>Week 11 (4/1-4/3)</td>
<td>Skin and eyes (18)</td>
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<td><strong>Test 3 (13,14,15,16,18)</strong></td>
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<tr>
<td>Week 12 (4/9-4/11)</td>
<td>Nervous system (19)</td>
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<td>Cardiovascular &amp; systemic diseases (20)</td>
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<tr>
<td>Week 13 (4/16-4/18)</td>
<td>Cardiovascular &amp; systemic diseases (20)</td>
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<td>Respiratory System (21)</td>
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<td>Week 15 (4/30-5/02)</td>
<td>Digestive System (22)</td>
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<td>Urinary &amp; Reproductive Systems (23)</td>
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<td><strong>Final Exam May 13-17th</strong></td>
<td><strong>Comprehensive Final May 17th Friday 10:30am-12:30pm</strong></td>
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