



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**MICROBIOLOGY FOR NON-SCIENCE MAJORS
(LECTURE + LAB)**

BIOL 2420.B002

Diane Schmaus, MA, MLS (ASCP)

NOTE: This is a 16-week course.
NOTE: This is a Blended/Hybrid course.

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Course Description:

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It introduces historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere, and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisites and/or Corequisites:

BIOL 1406, 1408, 1409, 2401 or 2404 with a grade of C or better. Semester Hours 4 (3 lec/3 lab).

Course Notes and Instructor Recommendations:

This is a hybrid/blended course. *According to the THECB Texas Administrative Code, a hybrid/blended course is a course in which a majority (more than 50 percent but less than 85%) of the planned instruction occurs when the students and instructor(s) are not in the same place.*

We will meet face-to-face for our in-person (F2F) labs in Science 325 each Tuesday and Thursday for 1 hour and 20 minutes. The lecture component and remainder of the course will be delivered in an online format using Brightspace and other online tools. Therefore, regular access to a reliable computer with stable internet connection that can stream videos is required.

Brightspace is MCC's official Learning Management System and is the central hub for our course. Assignments, homework, virtual labs, and exams will be found on the McGraw-Hill *Connect* program deployed through Brightspace. McGraw-Hill *Connect* access and the loose-leaf textbook are provided via *McLennan IncludED*. This means that all course materials, including the textbook, are paid with tuition and fees, thus no other materials must be purchased. Note: *Connect* access must be registered with the student's MCC email address and the name listed on the official MCC class roster. Read more about *Connect* in this link:

<https://www.mheducation.com/highered/support/connect/beyond.student-success-for-them.html>

Brightspace is also used to access the course syllabus, orientation information, announcements, discussions, PowerPoints, supplemental videos, attendance, and gradebook. Please note that Google Chrome is the required browser for Brightspace, as most other browsers will not work properly. Any issue with accessing content through Brightspace should be brought to my attention ASAP so it can be addressed.

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Check grades regularly on Brightspace and bring any grade issues or discrepancies to my attention as soon as there is a concern, not at the end of the semester. I will not address grade issues more than two weeks after a grade is posted.

Lastly, please send emails to me directly, not through Brightspace, because I may not receive them as promptly. Please include your section number. As per MCC policy, all email should be sent and received using an official MCC email account, and not a personal (Gmail, Yahoo, Hotmail, etc.) account. MCC email should be checked at least **daily**.

Instructor Information:

Instructor Name: Diane Schmaus, MA, MLS (ASCP)

MCC Email: dschmaus@mclennan.edu

Office Phone Number: 254-299-8417

Office Location: Science 322 (third floor of Science Building)

Office/Teacher Conference Hours: Monday & Wednesday 2:15-3:15 and Tuesday & Thursday 12:30-1:30. (*The Zoom meeting link will be posted on Brightspace*)

Other Instructor Information: Zoom or face-to-face (F2F) meetings may be arranged at times outside of the scheduled conference hours via email request. If I do not answer your phone call, please leave a message and I will return it as soon as possible. Email is usually the best form of communication with me.

Required Text & Materials:

Title: *Microbiology Fundamentals: A Clinical Approach* (with *Connect* access)

Author: Cowan and Smith

Edition: 4th

Publisher: McGraw-Hill

ISBN: 9781260986112 (*Connect* access)

ISBN: 9781266253874 (loose-leaf text)

Your required materials are included with your fees for the course. See more about MCC's *IncludED* here: <https://www.mclennan.edu/included/index.html>

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

This course contains 5 units consisting of 3 chapters and various laboratory exercises per unit. Methods of teaching and assessment of the material include chapter outlines and objectives,

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videos, PowerPoint slides, reading assignments, discussions, chapter homework assignments, virtual lab exercises and quizzes, and unit exams.

Each instructor will design and implement their own teaching and learning methods. In addition, all BIOL 2420 sections will utilize various internal and/or external assessments to measure the required core objectives of critical thinking, communications, empirical/quantitative, and teamwork. Rubrics or common assessment criteria may be used to assess core objectives.

Course Objectives and/or Competencies:

Core Objectives:

1. Critical Thinking Skills: Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information. Assessed via class discussions, laboratory exercises, lecture quizzes and/or examinations.
2. Communication Skills: Effective development, interpretation and expression of ideas through written, oral, and visual communication. Assessed via class/lab exercises or presentations, either individually or in small groups, using oral, written, and visual components.
3. Empirical and Quantitative Skills: Manipulation and analysis of numerical data or observable facts resulting in informed conclusions. Assessed via lecture quizzes and/or examinations, laboratory exercises, and written homework assignments.
4. Teamwork: Ability to consider different points of view and to work effectively with others to support a shared purpose or goal. Assessed via group discussions, group laboratory activities, or group presentations.

In addition to the above listed competencies, upon successful completion of this course, students will:

1. Describe distinctive characteristics and diverse growth requirements of prokaryotic organisms compared to eukaryotic organisms.
2. Provide examples of the impact of microorganisms on agriculture, environment, ecosystem, energy, and human health, including biofilms.
3. Distinguish between mechanisms of physical and chemical agents to control microbial populations.
4. Explain the unique characteristics of bacterial metabolism and bacterial genetics.
5. Describe evidence for the evolution of cells, organelles, and major metabolic pathways from early prokaryotes and how phylogenetic trees reflect evolutionary relationships.
6. Compare characteristics and replication of acellular infectious agents (viruses and prions) with characteristics and reproduction of cellular infectious agents (prokaryotes and eukaryotes).

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7. Describe functions of host defenses and the immune system in combating infectious diseases and explain how immunizations protect against specific diseases.
8. Explain transmission and virulence mechanisms of cellular and acellular infectious agents.
9. Use and comply with laboratory safety rules, procedures, and universal precautions.
10. Demonstrate proficient use of a compound microscope.
11. Describe and prepare widely used stains and wet mounts, and discuss their significance in identification of microorganisms.
12. Perform basic microbiology procedures using aseptic techniques for transfer, isolation and observation of commonly encountered, clinically significant bacteria.
13. Use different types of bacterial culture media to grow, isolate, and identify microorganisms.
14. Perform basic bacterial identification procedures using biochemical tests.
15. Estimate the number of microorganisms in a sample using methods such as direct counts, viable plate counts, or spectrophotometric methods.
16. Demonstrate basic identification protocols based on microscopy morphology of some common fungi and parasites.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Before the 60% point of the semester, a student who is absent for 25% or more of a face-to-face or blended course or who misses 25% or more of assigned work for an online course will be withdrawn from the course with a grade of W. A student may also request to be withdrawn with a grade of W before the 60% point of the semester. After the 60% point of the semester, the student may request to be withdrawn if the student is passing, or be assigned the final grade earned at the end of the semester after grades have been updated to reflect missing work.

The census date for the Spring 2024 semester is January 24. The 60% date is March 21.

For this course, a student's discussions, participation in class assignments, and the physical presence and participation in lab are used to assess attendance weekly. Make sure you sign-in for each laboratory session. I will use these 3 checks to record attendance each week:

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1. Presence/participation in lab for day one of the week
2. Presence/participation in lab for day two of the week
3. Participation in discussion board (post and reply) or unit exam

Therefore, students have 45 checks possible (3x15 weeks). Missing more than 25% (11 checks) before the 60% date will result in the student being withdrawn from the course with a grade of W.

Course Outline or Schedule:

Unit 1

- Unit 1 Discussions
- Chapter 1 – Introduction to Microbes and Their Building Blocks
- Chapter 3 – Bacteria and Archaea
- Chapter 4 – Eukaryotic Cells and Microorganisms
- Unit 1 Labs
- Unit One Exam

Unit 2

- Unit 2 Discussions
- Chapter 5 – Viral Structure and Multiplication
- Chapter 6 – Microbial Nutrition and Growth
- Chapter 7 – Microbial Metabolism
- Unit 2 Labs
- Unit Two Exam

Unit 3

- Unit 3 Discussions
- Chapter 8 – Microbial Genetics and Genetic Engineering
- Chapter 11 – Interactions Between Microbes and Humans
- Chapter 12 – Host Defenses I: Overview and Nonspecific Defenses
- Unit 3 Labs
- Unit Three Exam

Unit 4

- Unit 4 Discussions
- Chapter 16 – Infectious Diseases Affecting the Skin and Eyes
- Chapter 17 – Infectious Diseases Affecting the Nervous System
- Chapter 18 – Infectious Diseases Affecting the Cardiovascular & Lymphatic
- Unit 4 Labs
- Unit Four Exam

Unit 5

- Unit 5 Discussions

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- Chapter 19 – Infectious Diseases Affecting the Respiratory Systems
- Chapter 20 – Infectious Diseases Affecting the Gastrointestinal Tract
- Chapter 21 – Infectious Diseases Affecting the Genitourinary System
- Unit 5 Labs
- Unit Five Exam

A more comprehensive course schedule will be posted in Brightspace by the first day of class. The schedule is subject to change. Students will be informed of any changes via announcements in class, student email, and/or announcements on *D2L|Brightspace*.

Course Grading Information:

The course grade will be based on a total of:

- **5 Unit Exams** (50%)
- **15 SmartBook** Chapter Reading Assignments (10%)
- **15 Homework** Assignments (20%)
- **20 Virtual Lab** Assignments (5%)
- **12 F2F Lab** Reports/Assignments (10%)
- **5 Lab Quizzes** (5%)

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = <60

There are 5 units in the course. Each unit consists of 3 chapters (see *Course Outline* above). Each chapter will consist of a chapter overview and objectives, a **SmartBook** reading assignment via *Connect*, chapter *PowerPoints*, and a **Homework** assignment. Upon completion of unit chapter assignments, a **Unit Exam** will be given through *Connect* via Brightspace. In addition, each unit contains several **Virtual Lab** assignments. These will prepare the student for their face-to-face (**F2F**) **Lab** exercises and reports. A **Unit Lab Quiz** will be assigned once the student completes all the lab assignments for the unit.

Besides one's participation in class and lab, students are required to post and reply on the **Discussion Board**. This is used for attendance and participation purposes.

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Unit Exams will be given on *Connect* via Brightspace. They will consist of multiple choice and true/false questions corresponding to the content in the unit. The 5 exam grades will be averaged and count for 50% of the final course grade.

SmartBook Reading Assignments will be assigned for each chapter we study. This adaptive learning tool is administered through McGraw-Hill *Connect* via Brightspace and will help the student master the required material. These reading assignments take approximately 60-90 minutes to complete for most students and can be time-intensive depending on your previous knowledge of the topics. One may repeat the *SmartBook* reading assignment as many times as they'd like to reach their desired grade (until the deadline at midnight on Sunday). In addition, I recommend using the *SmartBook* practice questions in the "self-study" mode as an excellent tool for exam preparation. The total of 15 *SmartBook* grades will be averaged and count for 10% of the final course grade.

Chapter **Homework** is accessible after completing the SmartBook assignment with a grade of at least 70%. The homework will include multiple choice and true/false questions, video exercises, case studies, critical thinking activities, and podcasts, all administered by McGraw-Hill *Connect* via Brightspace. The homework cannot be redone once it is submitted. The total of 15 homework grades will be averaged and count for 20% of the final course grade.

Virtual Lab Assignments will be accessed through McGraw-Hill *Connect* via Brightspace. The number of labs vary week-by-week. The goal of the virtual labs is to master the concepts, thereby preparing the student for the in-person lab procedures and the Unit Lab Quiz. Therefore, the *Virtual Lab* assignments should be completed before attending the F2F lab. They may be 'redone' (until the deadline at midnight on Sunday) if results were not successful (at least a 70%). The total of 20 virtual lab grades will be averaged and count for 5% of the final course grade.

F2F Lab Reports/Assignments are performed in the student laboratory where we will put your knowledge of Microbiology to practice. To be prepared for the F2F lab procedures, the virtual lab assignments should be completed before attending in-person labs. A lab report will accompany these face-to-face (F2F) lab exercises. Students must be present and participate in the lab to receive full credit, as points will be deducted for absences, lack of participation, or poor performance. The total of 12 lab report grades will be averaged and count for 10% of the final course grade.

A **Unit Lab Quiz** will be assigned at the end of each unit. The unit lab quiz will include information from the virtual and in-person labs. All virtual lab assignments must be completed

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with a grade of at least 70% before taking the Lab Quiz, which cannot be redone once it is submitted. The total of 5 lab quiz grades will be averaged and count for 5% of the final course grade.

Discussion Boards do not count for a direct grade but are required for attendance and participation purposes. There will be a discussion board topic for the first two weeks of a unit. The third week is an “exam week” and there will not be a discussion; spend your time studying! Each topic requires posting a thread on the discussion board and a reply to at least one other student’s thread. Failure to participate in and/or complete a discussion board topic (post and reply) will be counted as an ‘absence’.

Late Work, Attendance, and Make Up Work Policies:

Because there is an entire week to complete all work for that week, extensions and/or makeup work are not granted. The instructor has the prerogative of determining whether a student may make up an exam missed due to very limited circumstances. Extensions may rarely be granted if one of the following apply to the situation: (1) authorized participation in official College functions, (2) documented personal illness, (3) an illness or a death in the immediate family, or (4) the observance of a religious holy day. Plan ahead if possible and do not procrastinate! Documentation of the above reason must be given to the instructor as soon as reasonably possible before any makeup work is allowed or extension granted. Forgetting to complete work is not an excuse for granting extensions. Because you have chosen to register for the course at this time, it should take precedence over work-related matters. Please be responsible with keeping up with all due dates and times!

Student Behavioral Expectations or Conduct Policy:

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Unless otherwise instructed, students should turn off all cell phones and put them away so that the lab will not be disturbed. If you are required to carry a cell phone or have extenuating circumstances, please inform the instructor. Disturbances such as cell phones ringing will be counted as an absence from class on that day.

Lab behavior is particularly important since we will be dealing with living bacterial cultures. No eating or drinking is allowed in the laboratory. Appropriate attire as described by the instructor (depending on lab procedure) is expected. Keep personal items in the “clean area” of the lab. Wash your hands whenever you leave the laboratory.

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Each student is expected to behave in a civil and respectful manner toward the instructor and other students in all forms of communication, written, verbal, and visual. Threatening, harassing, obscene, racist, sexist, or bigoted communication on discussion boards or in any other form of communication with the instructor or other students will not be tolerated and will be grounds for dismissal from the class and name submitted to the office for Student Conduct.

Cheating will not be tolerated in any form. Cheating includes but is not limited to copying answers from another student's work, turning in work that is not one's own, having someone else conduct the coursework, copying anything from another source without appropriate credit given to the author by including quotation marks and references, or using unauthorized external aid on course work. Suspected cheating will result in an appropriate disciplinary action including, but not limited to receiving a zero on that assignment/exam and notification of the infraction submitted to the MCC Academic Integrity Office. Further disciplinary action may be taken by the college. More than one incident of cheating during the semester is grounds for removal from the class and course grade of 'F' recorded. Also, posting any course material on external websites, social media, etc. will be grounds for removal from class, a grade of F assigned for the course, and notification of the infraction turned in to the MCC Academic Integrity Office.

MCCs General Catalog and Highlander Guide: Check the MCC website for more campus-wide policies using this link <https://www.mclennan.edu/catalog/>

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

10/09/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu (254)299-8122
Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>)

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to <https://calendly.com/paulannespantry-mcc/15min>.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an

emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf

MCC Academic Integrity Statement:

Please view our [Academic integrity statement](#) for more information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support](#) or email helpdesk@mclennan.edu.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.