INTRODUCTORY MICROBIOLOGY
MICRO 200
Spring 2013
Syllabus

CLASS MEETS: Monday, Wednesday, Friday 9:00 am – 9:50 am, Waggoner Hall Room 003

INSTRUCTOR: Mari Aanenson MLT(ASCP), MS

OFFICE: Room 304 Waggoner Hall

CONTACT INFORMATION: MH-Aanenson@wiu.edu, 309-298-2740

OFFICE HOURS: Monday 3:00 pm – 4:00 pm, Tuesday Thursday 9:00 am - 10:00 am; Wednesday 2:00 pm – 3:00 pm; or by appointment

REQUIRED TEXTS: Microbiology: An Introduction, Tortora, Funke and Case. 11th Ed. Benjamin Cummings.


COURSE DESCRIPTION: An introduction to microorganisms with emphasis on the biology, methodology, and applied aspect of viruses, bacteria, fungi, algae, protozoa, and slime molds.

COURSE OBJECTIVES: The student will be able to discuss microorganisms, the tools of microbiology, the morphology of microbes, viral morphology and replication, variations in viral metabolism variations and genetics in bacteria, the inhibition and killing of microorganisms, the medical importance of viruses, bacteria, yeasts and fungi, and recombinant DNA techniques.

ADA REQUIREMENTS In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Resource Center (DRC) and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Resource Center (DRC) at 298-2512 for additional services.

ADDITIONAL IMPORTANT INFORMATION

ATTENDANCE. Attendance will be taken. Your presence is required at each and every class meeting. Your presence is required the entire class meeting – no skipping out early. If you are absent for 6 or more class meetings, you will receive a failing grade regardless of your point grade. Please refer to the student handbook online at http://www.wiu.edu/provost/students for
your rights and responsibilities. You may also visit 

**ABSENCES.** If you must be absent, please email me at the WIU address or through Western Online. You will be responsible for obtaining lecture notes or assignments from your classmates. I will not repeat lectures. Any extra credit that is handed out will also be missed and cannot be made up if you are absent. Absences that will not count against you are sports or other university related activities, death in the immediate family (parents, siblings, spouse or child) and serious illness requiring hospitalization. I require documentation of some sort for your absence. All other absences will count against you.

**CLASSROOM CONDUCT:** You are expected to act as adults in my classroom. Therefore there will be no offensive or foul language allowed, no obscene gestures of any kind, no rude body sounds, and no outbursts of disagreement, no behavior that resembles a small child who does not get their way or high school type behavior, sleeping or not paying attention with your head on the desk, and chatting. This includes anything that I find offensive or inappropriate and anything that your class mates find offensive or inappropriate. You will be warned once and second offensives will result in dismissal from class and a failing grade for the semester. The first offense will be documented and kept on file. The second offense will be documented, punishment rendered and the document will be forwarded to the department chairman and any other institution officials as deemed necessary by myself and the department chairman.

**LECTURE QUIZZES.** Quizzes are scheduled throughout the semester, worth 10 points each. The quizzes are multiple choice questions. You have 15 minutes to complete the quizzes. Quizzes are due at the date and time stated on the class schedule.

**LECTURE EXAMS:** There are five (5) one-hour lecture exams scheduled throughout the semester. Each one hour exam covers four chapters of the text and lecture. The lecture exams are worth 100 points each. The lecture exams are on line and will be open for a limited time. Lecture exams will close at 4:00 pm the date stated on the class schedule. You will have one attempt only to take the exam. I recommend you study for these exams as you would an in-class exam.

Essay questions must be answered in the exam. If you are cut off by Western Online then email me and I will give you further instructions. I will not accept essay answers via email after you have taken the exam or paper submissions.

Essay questions will be written in complete sentences with proper punctuation, grammar and appropriate capitalization and font settings (genus and species in italics with the genus in initial capital). Five points will be docked for poorly written answers.

The final exam covers last chapters covered in lecture. You will have 2 hours to complete the exam. The final exam is worth 150 points and will consist of 75 multiple choice questions. The final exam is due on the date and time stated in the class schedule (http://www.wiu.edu/policies/finexam.php).

**EXTRA CREDIT.** There may be extra credit at the end of a lecture power point slide or anything else that I decide. Extra credit is just that, extra credit. Extra credit may be the points that push your grade up one letter grade from failing to passing.
PLAGIARISM AND CHEATING. Plagiarism will not be tolerated in any form. I will follow the institution’s policies on plagiarism please refer to the student handbook online at this link http://www.wiu.edu/policies/acintegrity.php .

The faculty of the Department of Biological Sciences ascribes to a definition of plagiarism as expressed by V. E. McMillan in Writing Papers in the Biological Sciences (Bedford/St. Martin’s Press, New York, pg 16)

“Plagiarism is the theft of someone else's words, work, or ideas. It includes such acts as (1) turning in a friend’s paper and saying it is yours; (2) using another person’s data or ideas without acknowledgement; (3) copying an author’s exact words and putting them in your paper without quotation marks; and (4) using wording that is very similar to that of the original source but passing it off as entirely your own even while acknowledging the source.”

CONSEQUENCES OF CHEATING. All parties involved will receive zero (0) points on the exam or quiz. The quiz or exam cannot be made up at a later date. This policy includes cheating while taking the online quizzes and exams.

CELL PHONES AND OTHER WIRELESS MEDIA. Laptop computers will not be used during lecture sessions. Cell phones and other wireless media belong outside the classroom. These devices will be silenced during my classes at all times. Cell phones and other wireless media will be turned off during exams and quizzes. Cell phones and other wireless media are a source for cheating. If there is a cell phone or other wireless medium that interrupts my class, the offending device’s owner will be directed to turn it off. If the device continues to interrupt my class, the owner will be directed to turn it off and place the device into my custody until the end of the class period. If it continues to be a problem, then the owner will directed to the department chairman for additional corrective action.

Text messaging will not occur during class. Your undivided attention is required during lecture. If you are caught text messaging you will be directed to turn off your device immediately. If you are caught again, either that day or any day afterward, you will place the device into my custody for the class period. You will get it back at the end of the period.

COURSE GRADE. Your course grade is based on total points with 916 total possible points.

Your lecture grade and your laboratory grade are calculated together and the laboratory section is approximately 22% of your grade. One is just as important as the other. Please visit http://www.wiu.edu/policies/gradeapp.php for more information.

GRADING SCALE.

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<th>Points</th>
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<tr>
<td>≥870</td>
<td>A</td>
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<td>824 - 869</td>
<td>A-</td>
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<td>801 - 823</td>
<td>B+</td>
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<td>774 – 800</td>
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<td>733 – 773</td>
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YOU MUST PASS BOTH LECTURE AND LAB TO PASS THIS COURSE.

GUESTS AND CHILDREN. No children or guests will be allowed in the classroom or laboratory at any time for any reason.

ONLINE RESOURCES. The publisher of your text offers additional learning resources for you to use at www.microbiologyplace.com. I suggest you visit this site and use it as an additional learning tool.

TUTORING. If you desire extra help with the concepts presented in this class PLEASE ASK! I am more than willing to assist you at times outside of the class period. We can also make arrangements to meet in my office or in a separate classroom. Do not wait until you are failing to seek assistance.

The Biology Assistance Center, located in Waggoner Hall Room 105, is open Monday and Wednesday 9:00 am – 12:00 pm and 1:00 pm – 7:00 pm, Friday 1:00 pm – 5:00 pm. Teaching Assistants from each of the major biology disciplines are available for your learning needs. Each TA is more than willing to help you if you are struggling with a concept, need some study tips, or just need a quiet place to study with help quickly available. Please use this service, it is free!

The Library also offers tutoring sessions. As soon as I know the scheduled hours, I will let you know.