MICR 202 Introduction to Microbiology
3 Credits

Course Description

A study of the characteristics and importance of microorganisms with emphasis on their identification, control and relationships to health and disease.

Corequisite

MICR 202L.

Required Text

Microbiology with Diseases by Body System, 4 ed with Mastering Microbiology Access - Robert Baumann – ISBN: 9781323145050

> ***This is a custom book, it must be purchased through the bookstore, if you want a paper copy of the book. An eText-only version is available through the class website. If you buy a used book or a book from another site, you will still need the online access code that is available through the class website**.*

Mastering Microbiology: This online component is a companion to your text. It is required. A code for access comes with your book, or can be purchased from within the course web page. Do not log into the Mastering Microbiology website to buy it, as this won't give you access to the course assignments. There will be assignments for each unit that count toward your grade

Contact Coleen at the NDSCS Bookstore for the most current textbook information (1-800-342-4325, ext. 2239 or coleen.thoe@ndscs.edu). You may also visit the NDSCS Bookstore web site at www.ndscsbookstore.com and search for book information by class by clicking the "Textbook" tab.

Learning Outcomes/Course Objectives

Microbiology 202 is a survey course intended to serve as an introduction to microbiology for students interested in science, general liberal arts, dental hygiene, dental assisting, and nursing. The course deals primarily with those areas of microbiology which affect human affairs & stresses bacterial & viral diseases.

Upon completion of the course, students will have developed a basic understanding of the following concepts:
1. Foundations and history of microbiology
2. Growth and replication of bacteria and viruses
3. Bacterial and viral disease
4. Disease resistance and basic immunology

Course Policies and Procedures

Access Policy: Computer Failures and Viruses

Online students must maintain computer access at all times to the online course. Lack of computer access as an excuse for late work or missed exam/quiz will NOT be accepted. Review the Computer Access Policy to learn how you can take a proactive approach to your online success.

Student Attendance

Regular attendance and completion of all assignments, on time and as scheduled, is important to your success in this course. An online student who does not regularly attend their online class for a period of seven consecutive days may be dropped from the course. Attendance is evidenced by weekly completion of assignments and/or participation in online discussions. Efforts to contact inactive students are attempted as soon as each semester begins; however, if there is no response from the student and inactivity continues, a drop will be enacted. See the entire NDSCS Attendance Policy at www.ndscs.edu/online-attendance.

If your instructor is unexpectedly unavailable and may be delayed in reviewing or correcting assignments, you will be notified of this as a sign of courtesy and respect.

Online Student Participation and Conduct Guidelines

The practices of courtesy and respect that apply in the traditional classroom also apply online. However, the expectations and practice differ in the online classroom to greater extent. Review the Online Student Participation and Conduct Guidelines (**Appendix A**) to learn of these expectations.

Assignments

Please follow the order of units as each unit will build onto the next one and will be accessible according to the schedule posted within the online course.

Assignments and quizzes within each chapter are **due within specified time frames**. Refer to the Schedule for specific due dates.

Assignments not completed by the specified deadline but submitted late will have **10% of grade points deducted** at instructor's discretion.

No points will be assigned for incomplete assignments. Be prepared to spend **at least four (4) hours per week** in the online class, studying, and completing assignments.

Submitting Assignments

All assignments should be turned in via **Dropbox** unless otherwise specified. You are **strongly encouraged** to make hard copies of your assignments and communications with the instructor to avoid losing data in the case of technical issues. *At the first sign* of problems, contact your Internet Service Provider (ISP) immediately.

It is your responsibility to access the class on another computer in the event of hardware or software problems. If your problems are not cleared up within 12 hours, contact the instructor to make other arrangements.

Grading and Evaluation

Points are assigned to each Unit project, Mastering Microbiology assignment, discussion and exam. Students can reasonably expect submitted work to be entered into the grade book within two weeks of the end of the unit. Frequently, that will be much sooner.

Letter grades will be awarded as follows:

LETTER GRADE	PERCENT
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	Below 60%

Unit Projects: 20 pts per unit

For full credit, all assignments must be completed and turned in by the due date and time. If you are unfamiliar with how to upload assignments in the dropbox, review that section in the Student Orientation Tutorial that is available under Special Courses on the NDSCS Online home page. Due dates for assignments is the last day of the unit, at 11:59 pm. Late assignments submitted less than one day late will be worth 50%, following that, they lose 10% each day.

Mastering Microbiology Assignments: 20-60 pts per unit

The Mastering Microbiology code that comes with the book, or that you purchase within the course, gives you access to an eText, a Study Area for student review, and assignments. There is an assignment with each unit that makes up a significant portion of your grade. These are in place of having unit quizzes in each unit.

Discussions: There are two due dates for discussions. 10 pts per unit

First entry must be in by the first Friday of the unit, at 9 pm
Final entries must be in by 11:59 pm on the last day of the unit

The earlier you do your entries, the better, so others can read and discuss. Discussions are meant to further your understanding of the topics. Everyone is expected to contribute and discussion grades contribute to your overall grade.

Online Discussions

The online discussions are required activities, and full participation is essential for your success of this course. These discussions are an equivalent to the traditional classroom discussions. You are expected to read all postings, and interact with each other.

Exam Proctors Required:

There are strict proctor guidelines. You may not use a friend, relative, spouse or coworker, as your proctor needs to be an uninterested and unrelated 3rd party (that means no relatives or friends). You

need to submit your proctor form by the end of the Unit 1. If you have questions about the proctor requirements or are struggling to find a proctor, contact your instructor.

You are responsible to schedule a time to test within the time frame for each exam. Exams are typically only available for one unit, and that includes a weekend. Don't wait until the last minute to set up a testing time. Students have had to take 0% on an exam due to not arranging for a suitable proctor.

Student-Instructor Communications

While an online class is available 24 hours a day and offers greater flexibility for the student and instructor, keep in mind that your instructor will not be available 24 hours a day. Instructors will check email, voicemail, and Cyber Office messages on a regular basis, but there may be times when they are unavailable due to other commitments and job responsibilities. Email, voicemail, or Cyber Office Messages will be responded to as time allows. As a general rule, you can expect your direct questions to be answered within 24 hours during week days.

When sending an email, please include your full name so your instructor knows who they are responding to. Often, the email address does not indicate who is sending the message.

Student E-Mail Accounts

NDSCS students are to use an NDSCS email account exclusively to ensure the lines of communication with your instructor and NDSCS are not broken, which often happens with other email providers. You can access your email account by following instructions at www.ndscs.edu/It-Setup. If you need help accessing your NDSCS email, contact the NDSCS IT Service Desk at 800-342-4325 ext 3333 or ndscs.servicedesk@ndscs.edu.

To make your NDSCS email account your preferred email address, log into your CampusConnection account and check the "preferred" box by campus email.

The NDSCS e-mail system provides students with an entire suite of services such as:

- 10 GB storage for email
- Instant messaging through Skype for Business
- Rich calendaring
- Photo sharing
- Multi-browser support
- SMS alerts to mobile phones

Academic Integrity

Integrity is an NDSCS core value and there is an expectation that all students, as members of the college community, adhere to the highest levels of academic integrity.

Dishonesty in class, laboratory, shop work or tests is regarded as a serious offense and is subject to disciplinary action by the instructor and dean of the respective division. For more information, refer to the NDSCS Student Planner or College Catalog under College Policies and Basic Regulations of Conduct (page 32).

Types of Misconduct

Cheating: Intentionally using or attempting to use unauthorized materials, information, or study aids n any academic exercise.

Fabrication: Intentionally and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty.

Plagiarism: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. **This includes copying from textbook.**
> - Close paraphrasing is a form of plagiarism and will be graded as such. This includes taking a section of text from a source and rearranging the words in each sentence, while still retaining the essential material. Also, this includes selectively changing certain words, while retaining sentence structure and wording.
>   - To avoid close paraphrasing, when given an assignment to write in your own words (every assignment in this course is expected to be in your own words), make a list of key facts that you want to include in your project and then organize these facts yourself and explain them in your own words, as you understand them. This could sometimes entail "dumbing down" the material. To "dumb something down," you actually need a very solid understanding of the material.

Disabilities and Special Needs

If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the **Student Accessibility Coordinator** (phone 671-2623, or toll-free 1-800-342-4325 ext. 3-2623) as early as possible in the term.

APPENDIX A
ONLINE STUDENT PARTICIPATION AND CONDUCT GUIDELINES

Online courses are based on the premise that students learn best in a community. The instructor plays an important role, but this is a different role than most instructors play in the traditional, face-to-face classroom. While you may see a shift in the way classes work, you'll also notice that some things don't change: the practices of courtesy and respect that apply in the ordinary classroom also apply online, and may actually require more attention in this venue. Here are some guidelines:

1.   **Get involved**. In the online environment, it's not enough to show up! Your voice must be heard in order to show your presence. Your comments are needed to add to the information, the shared learning, and the sense of community in each class.

2.   **Be persistent**. Remember that for many this is a fairly new environment. Each instructor still sets the rules, and you need to abide by them; however, if you run into any difficulties, don't wait! Send your instructor an email immediately or post in the Discussion Area. Most problems are easily solved, but your instructor and your fellow students need to hear from you before they can help.

3.   **Share tips, helps, and questions**. For many, taking online courses is a new experience. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it in the Discussion Area. For every student who asks a question, there are 10 others wanting to know the same thing.

4.   **Think before you push the Send button**. Did you say just what you meant? How will the person on the other end read the words? While you can't anticipate all reactions, do read over what you've written before you send it.

5.   **Consider the context**. Remember that we can't see the grin on your face when you make a sarcastic comment, we can't see the concern on your face if you only say a couple of words, and we can't read your mind and fill in the gaps if you abbreviate your comments. So: help us "see" you by explaining your ideas fully.

6.   **Ask for feedback**. Not sure how your ideas and comments will be taken? Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement. "Flaming," or flying off the handle and ranting at someone is unacceptable; it is the equivalent of having a tantrum, something most of us wouldn't do in an onsite, face to face classroom.

7.   **Act with respect**. Any discriminatory, derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the face to face classroom. If you have concerns about something that has been said, please contact your instructor.

8.   **Exercise integrity**. Plagiarism, cheating, and other violations of ethical student behavior are serious actions in a learning community. See Academic Integrity Policy in the course syllabus.

9.   **Recognize the consequences**. Consequences of online student behavior that contradicts the NDSCS Academic Integrity policy will be addressed on an individual basis and in accordance with NDSCS Academic Integrity policy. Refer to the NDSCS Student Planner or College Catalog for more information.

*Adapted with permission from Dr. C. A. Keller, San Antonio College