

Biology 2421 - MICROBIOLOGY

Faculty Information

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| Name: Ugoo Aniето, Ph.D. Email: uanieto@odessa.edu Phone: 432-335-6533 Office: Wood Math and Science 321 | |
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| Campus Office Hours: | MONDAY- 11:00AM- 01:00PM |
| | TUESDAY/THURDAY- 02:00PM-04:00PM |
| | WEDNESDAY-11:00AM- 01:00PM |
| | FRIDAY-08:15AM-10:15AM |

About Your Instructor

I have a Bachelor's degree in Applied Microbiology, a Master's degree in Food Microbiology and a Doctorate degree in Molecular Biology. I love taking road trips and working outdoors whenever I get a chance

Preferred Method of Communication:

Emails

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with

alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will

- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 1 week of the due date or at least 3 days before the next major assignment is due, whichever comes first.

Attributes of the Successful Online Learner:

The following statement (Palloff & Pratt, 2001) describes specific attributes that the most successful online learners have been shown to possess. "The successful online student can work fairly well independently, engaging the course materials with minimal intervention on the part of the instructor. The student who needs significantly more input from the instructor and is not willing or able to engage in collaborative discussions and activities with peers is less likely to succeed online." Teaching online has led me to the same conclusions as these researchers. To be truly successful, any learner must take sole responsibility for his/her education; of course it helps if the professor takes the same responsibility toward the success of his/her students.

Textbook Information

Textbook(s): Microbiology, An Introduction by Tortora, Funke and Case (11th edition)

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|---|---|--|--|------------|
| 1 | Introduction Navigation Get Ready for Micro | Discussion Assignment Assignment | Get to know fellow learners Learn to navigate the course Refresh on basics | 06/09/2014 |
| 2 | Chapter 1 - Microbial world and you Microscope Lab | Study | Read Chapter and listen to recording on Techsmith | 06/11/2014 |
| 3 | Chapter 2 - Chemical Principles Aseptic technique and cell morphology lab | Study Study | Read Chapter and listen to recording on Techsmith | 06/16/2014 |
| 4 | Chapter 4 - Functional Anatomy of Cells Staining procedures lab | Study Study | Read Chapter and listen to recording on Techsmith | 06/18/2014 |
| 5 | Chapter 14 - Principles of Diseases Pure Culture/Environmental Cultures lab Colonial Morphology lab | Study Study Study | Read Chapter and listen to recording on Techsmith | 06/23/2014 |

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|----|---|-------|--|------------|
| 6 | Chapter 15- Mechanism of Pathogenicity | Study | Read Chapter and listen to recording on Techsmith | 06/25/2014 |
| | <i>Haemophilus/Corynebacterium/Bordetella</i> lab | Study | | |
| 7 | Chapter 5: Microbial Metabolism | Study | Read Chapter and listen to recording on Techsmith | 06/30/2014 |
| | Primary Media lab | Study | | |
| 8 | Chapter 6: Microbial Growth | Study | Read Chapter and listen to recording on Techsmith | 07/02/2014 |
| | <i>Staphylococcus</i> lab | Study | | |
| 9 | Chapter 9: Microbial Genetics | Study | Read Chapter and listen to recording on Techsmith | 07/07/2014 |
| | <i>Streptococcus</i> lab | Study | | |
| 10 | Chapter 9: Biotechnology | Study | Read Chapter and listen to recordings on Techsmith | 07/09/2014 |
| | Spirochete Lab | Study | | |

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|----|--|--------------------|--|------------|
| 11 | Chapter 10: Classification Urinary tract infection lab Hepatitis lab | Study Study | Read Chapter and listen to recordings on Techsmith | 07/14/2014 |
| 12 | Chapter 13: Viruses, Viroids and prions Enterics, Microscan and MIC panel lab | Study Study | Read Chapter and listen to recordings on Techsmith | 07/16/2014 |
| 13 | Chapter 16: Innate Immunity | Study | Read Chapter and listen to recordings on Techsmith | 07/21/2014 |
| 14 | Chapter 17: Specific Immunity Protozoan and Helminths lab | Study Study | Read Chapter and listen to recordings on Techsmith | 07/23/2014 |
| 15 | Chapter 18: Practical Apps. of Immunology | Study | Read Chapter and listen to recordings on Techsmith | 07/28/2014 |

16 Chapter 19: Disorders of the
Immune System

Study

Read Chapter and listen
to recordings on Techsmith

07/30/2014

Fungi lab

Study

Grading

Lecture test 1-5 = 10 points each = 50 points

Final test = 15 points

Lab test 1-4 = 3.5 points each = 14 points

Virtual unknown 1-5 = 1 point each = 5 points

Research discussion = 3 points

Lecture and lab quizzes = 0.5 points each = 13 points

TOTAL = 100 POINTS

Grading Scale:

"A" = 90-100

"B" = 80-89

"C" = 70-79

"D" = 60-69

"F" = 0-50

Grading Policy:

Please understand that this is a required course for allied health programs in order to prepare you to become a health care professional. Quality work and active participation is expected and not to be negotiated. Students can expect feedback on assignments within a one-week time period.

Course Policies

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course. Efforts will be recognized and graded in terms of individual participation and in terms of ability to collaborate with other students in this course.

Digital Protocol

The electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Students are highly encouraged to create a back-up/digital copy of all assignments that are submitted. Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash, corrupted files) will not be considered as an acceptable reason for not completing assignments. If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to student with pertinent information and status reports. Assignments submitted electronically should typically be Microsoft Word documents (doc or docx).

Attendance Policy

This is NOT a self-paced course. Students are expected to attend all lecture and lab sessions. Additionally, the student will make contact with the instructor each week by submitting assignments by email, posting to the Discussion Board, and taking practice quizzes. Students that neglect to log in to Blackboard and/or submit assignments each week are setting themselves up for failure. Please understand it is your duty as a student to log into Blackboard at least 5 days per week with a gap of no more than 24 hours spent away from the course. Students failing to log in to the course for three consecutive days will receive a 'Starfish' notification for their absence. These alerts are automatically generated and sent to me as well.

Grade Inquiry Policy

All grades will be entered into the grade book on Blackboard. It is the responsibility of the individual taking this course to maintain accurate track of assignment submissions and grades. There will be opportunities during the semester to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment. Class time will not be used for grade inquiries. All grades are final.

General Course Requirements

Attend class and participate.
Contribute and cooperate with civility.

Submit assignments on time. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. the student has passed all completed work,
2. the student has completed a minimum of 75% of the required coursework, and
3. the student has completed each of the conditions discussed and agreed upon with the instructor.

Core Objectives (COs)

Description of Core Objectives (COs)

Given the rapid evolution of necessary knowledge and skills and the need to take into account global, national, state, and local cultures, the core curriculum must ensure that students will develop the essential knowledge and skills they need to be successful in college, in a career, in their communities, and in life. Therefore, with the assistance of the Undergraduate Education Advisory Committee, the Coordinating Board has approved guidelines for a core curriculum for all undergraduate students in Texas.

Through the application and assessment of objectives within the institution's core curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world; develop principles of personal and social responsibility for living in a diverse world; and advance intellectual and practical skills that are essential for all learning. Appropriate Odessa College faculty periodically evaluates all of the courses listed in the descriptions on the following pages of this catalog and keys them to Odessa College's Institutional Core Objectives (ICOs), as defined by the Texas Higher Education Coordinating Board (THECB). (Source: *Odessa College Catalog of Courses 2012-2013, page 73*)

Odessa College's Core Objectives (COs):

1. *Critical Thinking Skills (CT)* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. *Communication Skills (COM)* - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. *Empirical and Quantitative Skills (EQS)* - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. *Teamwork (TW)* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. *Social Responsibility (SR)* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities
6. *Personal Responsibility (PR)* - to include the ability to connect choices, actions and consequences to ethical decision-making

Discipline Core Statement

Life and Physical Sciences

Each course included in the Core Curriculum for Life and Physical Sciences was selected based upon its ability to satisfy the requirements of this Foundational Component Area. Lab courses were selected to provide students with options that are likely to transfer in cases where the student does not complete the Core.

 = Required Core Objectives

| Foundational Component Area | SCH | CT | COM | EQS | TW | SR | PR |
|---|-----|---|---|--|---|----|----|
| Life and Physical Sciences | 6 |  |  |  |  | | |
| <p>Courses in the Life and Physical Sciences focus on describing, explaining, and predicting natural phenomena using the scientific method.</p> <p>These courses also involve the understanding of interactions among natural phenomena and the implications of scientific principles on the physical world and on human experiences.</p> | | | | | | | |

Course Objectives

1. Demonstrate proficiency utilizing a vocabulary of anatomical and medical terms related to the body.
2. Identify important anatomical structures in the endocrine, cardiovascular, immune, respiratory, digestive, urinary, and reproductive systems.
3. Demonstrate knowledge of the physiology of each organ system covered.
4. Explain the interrelationships between structure and function for each organ system covered.
5. Develop skill identifying microscopic cells and tissues of organ systems covered.
6. Apply the principles of chemistry to the human body.
7. Explain the principle of homeostasis and the major control mechanisms for maintaining homeostasis.
8. Analyze the interactions of covered organ systems in maintaining homeostasis.

Learning Outcomes

| Outcome | Core Objective (COs) |
|---------------|--|
| 1, 6, 7, 8 | <i>Critical Thinking Skills</i> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information |
| 1, 3, 4, 5, 7 | <i>Communication Skills</i> - to include effective development, interpretation and expression of ideas through written, oral and visual communication |
| 3, 4, 8 | <i>Empirical and Quantitative Skills</i> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions |
| 1, 2, 4, 5 | <i>Teamwork</i> - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal |
| | <i>Social Responsibility</i> - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities |
| | <i>Personal Responsibility</i> - to include the ability to connect choices, actions and consequences to ethical decision-making |

Odessa College Policies

Tuition Discounts

The "***First Course is Free***" discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The "***Academic Progress Discount***" provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please

refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* <http://www.odessa.edu/dept/studenthandbook/handbook.pdf>

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30*)

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity. Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities, which may interfere with learning, may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at <http://www.odessa.edu/dept/counseling/disabilities/index.htm>.

The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar.

Failing to attend classes does not automatically withdraw a student from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F." (Source: *Odessa College Catalog of Courses 2012-2013, page 36*)

Student Support Services and Technical Support

Blackboard Support

I can't log into my Blackboard Course, who do I contact?

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?

For any problem that you have in your online course, always contact your Instructor first. Refer to the Instructor's Contact Information area of the Syllabus for their preferred method of contact and the expected response time.

Additional Blackboard Help Resources:

| Service | Assistance Provided | Available |
|-------------------------------------|--|---------------------------------------|
| Blackboard Help for Students | Website with a searchable list of topics on how to navigate and use Blackboard for online courses. | Online Click here. |

| | | |
|--|---|---------------------------------------|
| Blackboard On Demand Learning Center for Students | This website provides an extensive list of short tutorial videos for student activities performed in Blackboard. | Online Click here. |
| Blackboard Collaborate: First Time Users | If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area. | Online Click here. |
| Blackboard Collaborate: Essentials for Participants | This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here. | Online Click here. |

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?

Go to this website and follow the directions on the page: <http://www.odessa.edu/gmail/>.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at

https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

| | |
|------------------------|---|
| Main Number | 432-335-6861 |
| Campus Location | SUB 204N in the Student Union Building |
| Email | Becky Rivera-Weiss - brivera@odessa.edu |
| Website | To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm |

Learning Resources Center (LRC; Library)
How do I contact the Learning Resource Center?

| | |
|--|---|
| Main Number | 432-335-6640 |
| FAQ Service | LibAnswers: http://libanswers.odessa.edu |
| Contact a Specific OC Librarian | Pat Quintero at 432/335-6350 or pquintero@odessa.edu Donna Clark at 432/335-6645 or dclark@odessa.edu Carolyn Petersen at 432/335-6641 or cpetersen@odessa.edu |
| LRC Services and Guidelines Website | https://www.odessa.edu/dept/library/services/index.htm |

Equipment and Services Provided:

The Murry H. Fly Learning Resources Center (LRC) supports the college's curriculum resulting in a primary emphasis on each student's individual study and research needs. The faculty and staff work with the LRC's Technical Services and Public Services Departments in choosing materials to support all college programs. More than 59,000 books, 50,000 electronic books, 350 current periodicals, 6,700 media holdings, eight newspapers, and 60 databases are available to enhance the educational process.

| Equipment/Services Available | Used For | Available |
|---|------------------------------|----------------------|
| Books, videos, CDs | Research | On Campus and Online |
| Specialized databases not available online for free | Research | On Campus and Online |
| Magazines, newspapers, & scholarly journals | Research | On Campus and Online |
| Computers | Research & word processing | On Campus |
| Selected textbooks for short-term use | Course work | On Campus |
| Trained staff | Answer "where do I find?" | On Campus and Online |
| Tutorials | Tips for research strategies | On Campus and Online |
| Photocopiers, VHS/DVD players, FAX service | For course work | On Campus |
| Quiet study areas | For course work | On Campus |

Student Success Center (SSC) / AVID Center

How do I contact the Student Success Center?

Appointments are preferred, but walk-ins will be served as soon as possible.

| | |
|---|--|
| Main Number | 432-335-6673 |
| Campus Location | 1st floor of the Library |
| Website with Additional Help and Information | http://www.odessa.edu/dept/ssc/ |
| Live Online Assistance / Chat | Click Here <i>(If no one is currently available, please put your email and question(s) in the appropriate areas of the form and hit 'send.' Your question(s) will be addressed as soon as an SSC staff member becomes available.)</i> |

Equipment and Services Provided:

The purpose of the Odessa College Student Success Center is to provide assistance to students in meeting their academic and career goals. The SSC strives to continually provide new and updated resources that will empower all Odessa College students to succeed at OC and beyond.

| Equipment/Services Available | Used For | Available |
|--|--|--|
| Tutoring by CRLA & Avid trained tutors | Understanding course work and motivation | On Campus and Online Click here for more information. |
| Student Information Seminars (SIS) | Demo email, Blackboard and SSC resources | On Campus and Online Click here for more information. |
| Study Skills | Tools needed to succeed | On Campus and Online Click here for more information. |
| Basic Technology | To navigate classes, email, etc. | On Campus and Online |
| Plato Web | Practice for TEAS test and basic math, science, etc. | On Campus and Online Click here for more information. |
| Project T.I.E. | Practice for GED/COMPASS | On Campus and Online |

| | | |
|----------------------------|---|---|
| | | Click here for more information. |
| Student Orientation/Tour | Show individual students where their classes will be. SIS presentation | On Campus |
| M.O.R.E. Mentoring Program | Networking, tips to navigate college life successfully | On Campus Click here for more information. |
| Smart thinking | Online tutoring service. Connect with an e-structor and interact with a live tutor. | Online Click here for more information. |

Veterans Support

How do I contact the office for Veteran's Outreach?

| | |
|------------------------|--|
| Main Number | 432-335-6833 |
| Campus Location | 204M (Help Center) in the Student Union Building |
| Email | Gloria Rangel - grangel@odessa.edu |
| Website | To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm |