

B. Course Grade

The lecture and lab components are combined to make one final grade. The following grading policy is tentative and subject to change. For the purposes of posting grades, you will create a 4 digit PIN number. Do **not** use 1234, 0000 etc.

Lecture

4 hour exams @ 100 points each (You may drop the lowest exam grade **and replace** it with the final.)

Optional Cumulative Final @100 points

Total = 400 points

The final exam is comprehensive and optional. It may be used to replace the lowest lecture exam score. The final exam is typically all multiple-choice. Please show up at the beginning of the scheduled time.

Lab

| | | | |
|-------------------------|------------|------------------------|----------------------------|
| Practical Exam I | 100 points | Unknown I | 50 points |
| Practical Exam II | 100 points | Unknown II | 50 points |
| Drawings | 20 points | Streak Plate | 20 points |
| Quizzes (4 @ 10 pts) | 40 points | Gram Stain | 20 points |
| Bioinformatics Activity | 12 points | Bioinformatics Unknown | 8 points |
| | | | Total = 420 points* |

(*Total points will be at least 420 but probably more because of an additional unknown to be decided later.)

Specific information for each assignment will be handed out as needed. Lab drawings must be in color. **There is no extra credit.**

You do not keep exams or quizzes.

C. Standards

Final grades will be assigned according to the following scale:

90-100%=A; 80-89%=B; 70-79%=C; 60-69%=D; <60% = F

Grade Calculation: your points earned divided by the total possible points times 100

D. Make-up Policy—Read Carefully!

Lab - Lab activities missed due to an excused absence might be made up by attending another lab section. Other labs occur during the day and night on M/W and T/R. Plan ahead if possible. Special arrangements must be made in order for you to attend one of these other sections so talk to me before you do it.

Lab practicals are **timed** and will occur at **9:30am and 1:00pm** respectively for each class. Lab practicals **cannot** be made up. **BE THERE! BE ON TIME!** Exceptions will be made only under the most extreme circumstances. Lab quizzes can be made up for excused absences.

Lecture – The first time you miss a lecture exam; it **cannot** be made up **regardless** of the excuse. **Exception: If you have documentation (e.g., doctor’s note, police report etc.) and can come to another of my lectures giving the same exam, then you may take your exam with my other class. If you can’t come to another lecture or have no documentation, then you will use the final exam at the end of the course.** If you have already missed an exam and you miss a second lecture exam, you must provide documentation of your absence. If your absence is excused, then you will take a different make-up exam. This second missed lecture exam **can only** be made up with a verifiable excuse. Know when your exams are going to occur and plan accordingly. You can use the final exam to replace a missed exam. If you must miss class anytime, call me (240-567-5127), email me shawn.lester@montgomerycollege.edu or call the office (240-567-5124) and leave a message for me.

E. Late Policy

Assignments are due as stated on the lab syllabus. Assignments will **lose 10% each day they are late regardless of the excuse.** Everyday of the week counts (including weekends and holidays). For example: an assignment is due Thursday at 9 am. You turn it in at 9:10 am = -10%. You turn it in on Friday = -20%. You turn it in the following Tuesday = -60% etc.

F. Audit Policy

Students may **not** audit this course.

G. Final Exam Policy

The final exam is comprehensive and **optional**. It may be used to replace the lowest score on any of the lecture exams and it can also be used to replace a missed lecture exam. Optional exams **cannot** hurt your grade. See syllabus for dates and times. **Please arrive at the beginning of your scheduled exam. You may not show up whenever you want during the final exam period.** DSS students will take the final in the scheduled classroom **not** in the Assessment Center. DSS students will have the entire exam period if needed. Students who have made travel plans to leave the area before the end of finals **will not** be accommodated.

VI. Classroom Policies

A. Attendance

Students are expected to attend all lectures and labs. More than two unexcused lab absences can result in an "F". **Being on time to lab counts. If you are late twice to lab, it will count as an unexcused absence.** If you wish to withdraw from the course, you must do so officially. Please refer to the schedule of classes for dates and procedures. Simply not showing up for class the rest of the semester, will not result in an official withdrawal. If you do this, you will receive an "F".

Arriving late to class frequently is rude and disruptive. You have no right to do it. Please be on time (weather permitting). If you cannot make it to class, you can call my voice mail at 240-567-5127, the department's voice mail at 240-567-5124, or email shawn.lester@montgomerycollege.edu. All are available 24 hours/day. There is no excuse for not notifying me.

B. Academic Honesty

I will show you the respect and trust you deserve. Academic dishonesty will not be tolerated. Group study is a great way to learn but your work is your own. Reports or other assignments that have been copied from one another will result in half or no credit for each conspirator. A student caught cheating on an exam will have 2 options: 1) you will immediately drop the course or, 2) I will drop you from the course and your grade history will reflect the reason. For more information, please refer to the Student Handbook section on "Academic Dishonesty and Misconduct". On the web, go to: http://www.montgomerycollege.edu/departments/academicvp/Student_PandP.htm

C. Classroom Conduct

I will show you the respect and courtesy you deserve and I expect you to do the same for your fellow classmates and me. You are all here to learn. Please refrain from using or having others contact you on cell phones, pagers etc. For more information, please refer to the Student Handbook section on "Classroom Behavior".

D. Support Services

A student who may need an accommodation due to a disability should make an appointment to see me during my office hours. A letter from Disability Support Services (DSS) authorizing your accommodations will be needed. The DSS office is located in CAB Room 122 and may be called on 240-567-5058, TTY 240-567-9672. Visit the web site at <http://www.montgomerycollege.edu/Departments/dispsvc>. **Important: Depending on your schedule, double-time students will take their exams immediately before, during, or immediately after the scheduled exam time—not at anytime during the day.**

E. Cancellation of Classes

The only time the Biology Department cancels classes is when the college closes. The college reports its status to all of the major television and radio stations. Typically the college only reports that it is closing or closed **not** that it is open. If the weather is inclement and you have not heard or the college has not made a decision yet, **use your own judgement**. This applies anytime there is severe weather. Your life is worth an absence! Just call me and let me know as soon as you can if you will miss class.

F. Cell Phones, Pagers, etc.

Unless you have an urgent need such as children home alone, please turn off cell phones and pagers before class begins. Do not use them during class. Everyone will appreciate it!

G. Children on College Premises

Per college Policies and Procedures, Section 75005CP, Paragraph 1.C.: "...both supervised and unsupervised children are discouraged from visiting classrooms, libraries, centers, lecture halls, offices or other facilities without the approval of the faculty member or supervisor of the facility." In addition, Paragraph 1.D.: "No children, whether supervised or unsupervised, are permitted in laboratories, gymnasiums, fitness centers, construction sites, maintenance facilities or other areas where their presence constitutes a danger to themselves or others." The term 'children' means any persons under the age of 16.

H. First Exam

There will be several questions on the first exam concerning the policies and procedures in this syllabus. Make sure you study it!

I. Electronic Devices

You will not be permitted to use any type of electronic device during an exam. This includes, but is not limited to, dictionaries and translators, cell phones, I-pods, and listening devices with headphones. If you have a question about a term or what something means, ask me.

J. Written Communications

"stop uzn chtspk n ur writin. prob is when u need 2 tipe somthin prfssnl u wont. hehe ...lol"

Stop using "chatspeak" in your writing. The problem is that when you need to type something professional, you will inadvertently use "chatspeak" when it is not appropriate. The people on the receiving end will not be impressed. If you send me an email using chatspeak, I will not respond. When you send an email to someone who is not a friend or stranger in a chat room, use an appropriate greeting, ending, capitalize the first word of a sentence and the pronoun "I" etc.

K. Beginning and Ending

This course begins and ends as stated in the schedule of classes. The last days of this course are December 9th & 10th for regular class days and December 16th & 17th for finals. If for some reason you have planned not to be here that last week or you have planned a vacation during this course, you **must drop** the course **now**. You will not be accommodated and you will be **failed** for lack of attendance.

L. Shoes and Attire

Goggles and lab aprons are provided and must be worn when working with live organisms, Bunsen burners and toxic chemicals. Shoes must cover the entire foot. See addendum for examples. Sandals, clogs, shoes that have open toes, open backs, heel straps, flip-flops, flats, high heels etc. are not acceptable. You may not be allowed to participate in lab without the proper shoes. **This may count as an unexcused absence or 3 points deducted from your final grade for each offense.**

Exposed skin should be kept to a minimum. Avoid halter tops, spaghetti straps, tank tops, anything sleeveless etc. unless you wear a lab coat.

Shoes

Acceptable:



Unacceptable:



BI 203 Microbiology

Fall 2009

Tentative Lecture Syllabus^{a, b}

| Date | Topic | Chapter |
|--------------------------|---|----------------|
| August, September | | |
| 31, 1 | Syllabus; Begin Intro to the Microbial World | 1 |
| 2, 3 | Finish Intro; Tools to Investigate: Microscopy, Staining | 3 |
| 7, 8 | Labor Day-College Closed Monday, no lecture Tuesday | |
| 9, 10 | Bacteria: Structures and Functions | 4 |
| 14, 15 | Metabolism: Enzymes & Aerobic Respiration | 5 |
| 16, 17 | Metabolism: AR cont., Fermentation | 5 |
| 21, 22 | Bacterial Growth | 6 |
| 22 | Last Day to Drop w/o a Grade | |
| 23, 24 | Finish Growth; Begin Genetics (not on exam 1) | 8 |
| 28, 29 | Exam 1^c | |
| 30, 1 | Genetics | 8 |
| October | | |
| 5, 6 | Finish Genetics; Bioinformatics | Handout |
| 7, 8 | Classification; Begin Groups of Bacteria | 10, 11 |
| 12, 13 | Finish Groups of Bacteria | 10,11 |
| 14, 15 | Control of Microbial Growth | 7 |
| 19, 20 | Exam 2 | |
| 21, 22 | Antimicrobials | 20 |
| 26, 27 | Fungi | 12 |
| 28, 29 | Bacterial Viruses | 13 |
| November | | |
| 2, 3 | Animal Viruses | 13 |
| 4, 5 | Finish Animal Viruses; Begin Immunity: Disease/Patho | 14 |
| 9, 10 | Exam 3 | |
| 11, 12 | Immunity: Disease/Pathogenicity | 15 |
| 16, 17 | Immunity: Non-specific Defenses | 16 |
| 17 (5pm) | Last Day to Drop w/o a "W" | |
| 18, 19 | Immunity: Specific Defenses | 17 |
| 23, 24 | Immune Disorders: Hypersensitivity | 19 |
| 25, 26 | Thanksgiving: No classes Wednesday, closed Thursday | |
| December | | |
| 30, 1 | AIDS | Lecture Notes |
| 2, 3 | TB / Snow day make-up | Video, Handout |
| 7, 8 | Exam 4 | |
| 9, 10 | Review for Optional Final Exam | |
| 16 (MW class) | Comprehensive Final Exam^d (10:15 AM – 11:15 AM) | |
| 17 (TR class) | Comprehensive Final Exam^d (10:15 AM – 11:15 AM) | |

^aThis syllabus is tentative and subject to change.

^bIn the event of a snow/weather/terrorist cancellation, check my web site for additional information.

^cExams cover material from each lecture since the last exam up to and sometimes including the last lecture before the exam.

^dThe final exam is optional. It may be used to replace the lowest score for a lecture exam.