River Parishes Community College

Academic Affairs Master Syllabus

Biology 2110L

General Microbiology Lab (CBIO 2101)

Spring 2022

100% Face-to-Face

Lab Hours: 3; Credit Hours: 1

# Instructor Information:

* Name:
* Title: (optional)
* Office:
* Email:
* Office phone:

## Office Hours:

Excluding holidays, my office hours are [Enter office hours; use the table below to display in rows and columns instead of using the tab key. Otherwise enter as a statement (e.g., Monday, Wednesday, Friday, 10:00-12:00, etc.), or bullets, and delete the table. The table is formatted with the top row (gray) as a header that will repeat on a new page and meets accessibility guidelines. Modify the times as needed; add rows as needed by placing the cursor outside of the table and pressing enter. Do not split cells. Delete this paragraph.]

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
| --- | --- | --- | --- | --- | --- |
| 8:00-9:00 |  |  |  |  |  |
| 9:00-10:00 |  |  |  |  |  |
| 10:00-11:00 |  |  |  |  |  |
| 11:00-12:00 |  |  |  |  |  |
| 12:00-1:00 |  |  |  |  |  |
| 1:00-2:00 |  |  |  |  |  |

# **Course Description:**

A survey of laboratory techniques in microbiology applicable to general microbiology, public health microbiology, medical technology and medicine.

* PREREQUISITES: CONCURRENT ENROLLMENT IN OR COMPLETION OF BIOL 2110 with a “C” or higher.
* Suggested Enrollment Cap: 20

# **Course Learning Outcomes:**

Upon successful completion of this course, the student will be able to:

1. Perform investigative procedures of a microbiology laboratory.
2. Demonstrate how and when to utilize aseptic techniques and the proper method relating to safe manipulation of microorganisms.
3. Develop skills in fundamental laboratory methodology to include the use of differential media and associated reagent.
4. Obtain knowledge of medically relevant microorganisms.

**Assessment Measures**

The student will be assessed and graded using some or all of the following assessment tools based upon each individual professor’s or instructor’s grading methods, scales, and rubrics, except where the assessment is performed by all sections of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

* Assessments: Overall learning outcomes will be assessed by administering lab practicals and exams.
* Assignments may include pre-lab questions, lab reports, projects, homework, case studies and/or quizzes.

[Listassessmenttoolsormethodshere]

**RPCC Policies and Services**

**RPCC Believes in Diversity, Equity, and Inclusion (DE&I)**

Each of us is responsible for creating a safer, more inclusive environment. We must treat every individual with respect. We are diverse in many ways, and this diversity is fundamental to building and maintaining an equitable and inclusive campus community. Diversity can refer to multiple ways that we identify ourselves, including but not limited to race, color, national origin, language, sex, disability, age, sexual orientation, gender identity, religion, creed, ancestry, belief, veteran status, or genetic information. Each of these diverse identities, along with many others not mentioned here, shape our perspectives. We recognize that the diversity students, staff, and faculty bring to this campus must be viewed as a resource, strength, and benefit to enriching our organizational culture. At RPCC, we expect everyone to work to promote diversity, equity, and inclusion not only because diversity fuels excellence and innovation, but because we want to pursue justice. Acknowledging our imperfections while also fully committing to work, inside and outside of our classrooms, to build and sustain a campus community that increasingly embraces these core values is everyone’s responsibility.

**SmartNotice:**

SmartNotice is an Emergency Notification System which alerts you in the event of an emergency on or around-campus. The range of communication mechanisms includes voice, email and text messaging. For more information and to register or modify notification settings, visit SmartNotice; the link can also be found in the Quick Links menu wherever it is displayed on the RPCC homepage and on LoLA once you have logged in.

### Library Resources:

Since the development of the total person is part of our mission, assignments using the Library and its resources should be included in order to assist students in enhancing research and study skills and in using various resources. Students should also be encouraged to use the Library for personal enrichment as part of lifelong learning.

**Disability Statement:**

“At River Parishes Community College, the Office of Counseling Services (OCS) coordinates accommodations for eligible students with disabilities. These accommodations are provided to ensure that all students have access to the College’s services and programs.”

For more information, please visit Disability Accommodations for Current Students at: [RPCC - Current Students - Disability Accommodations](https://www.rpcc.edu/student-services/disability/)

[RPCC Handbook for Students with Disabilities](https://www.rpcc.edu/wp-content/uploads/Revised-DS-Student-Handbook-1.pdf)

Coordinator of Accessibility Services & Student Engagement: Shalither Cushenberry; phone: 225-743-8500; 225-255-1094 (Google Voice); e-mail: scushenberry@rpcc.edu

### Product Accessibility Statements or Policies:

#### Canvas:

Visit the [Canvas Voluntary Product Accessibility Template](https://www.canvaslms.com/accessibility) , for information on "Canvas' conformance with the accessibility standards under Section 508 of the Rehabilitation Act."

Ensuring an accessible and pleasant experience to all users, regardless of disability, is a key focus of Canvas. The Canvas platform was built using the most modern HTML and CSS technologies, and is committed to W3C's Web Accessibility Initiative and [Section 508](http://www.section508.gov/) guidelines. Detailed information on Canvas accessibility can be found by clicking [Canvas Accessibility](https://community.canvaslms.com/docs/DOC-2061) and by email at accessibility@instructure.com.

#### General Products:

* Adobe products: [Adobe Accessibility](http://www.adobe.com/accessibility.html)
* Adobe Reader: [Adobe Reader Accessibility](http://www.adobe.com/accessibility/products/reader.html)
* Google products: [Google Accessibility](http://www.google.com/accessibility/index.html)
* Microsoft products: [Microsoft Accessibility](https://www.microsoft.com/en-us/accessibility)
* [Include other available product or tool accessibility statements or policies as needed (e.g., textbook-related websites, etc.) or include the statement below. Anyone who wishes to include statements for Library Services products, please contact library@rpcc.edu.]

Accessibility information for any other technologies that may be used for this course will be made available where those technologies are used and if relevant statements are available.

## **General Course Policies:**

### Course Requirements:

[Enter information on materials and technology requirements or recommendations, e.g.:]

### Materials: [ISBNs are required for all published materials]

* Textbook: *Microbiology: Laboratory Theory & Application*
* **Binding:** Virtual
* **Edition:** 4
* **Publisher:** TopHat
* ISBN: 9781774122723
* ISBN10: 1774122723



### Technology Requirements:

* Computer and Internet access
* Webcam
* Internet Requirements: You will need access to a computer and internet to complete all course work. Products work best with the following system requirements:
	+ Operating systems
		- Windows XP Home Edition 2002 SP2, XP Pro 2002, Vista Home Premium, Windows 7, Windows 8
		- Mac OS X 10.7 Lion, 10.8 Mountain Lion, 10.9 Mavericks
	+ Software
		- Internet Browsers:
			* [Firefox](https://www.mozilla.org/en-US/firefox/new/)
			* Chrome
			* [Safari](https://www.apple.com/safari/)
			* [Internet Explorer 9, 10, 11](https://www.microsoft.com/en-us/download/internet-explorer.aspx) (desktop version)
	+ Plug-ins
		- [Apple QuickTime](http://www.apple.com/quicktime)
		- [Java Platform](http://www.java.com/)
		- [Flash/Shockwave Player](http://www.adobe.com/downloads.html)
		- [Real Player](http://www.real.com/)
* [Flash or thumb drive.]
* [Computer access.]
* [Etc.]

**Technical Support:**

*LoLA:* Log On Louisiana (LoLA) is a powerful online tool that will allow you to completely manage your college activities. LoLA will be your 24/7, one stop resource.

You will use LoLA to do the following:

* Monitor your financial aid application
* Register for classes
* Review your class schedule
* Check on important upcoming dates
* Catch up on campus news and announcements
* Check grades and GPA
* You can access LoLA from RPCC’s website or by accessing the LoLA login page directly by clicking on [LoLA](https://my.lctcs.edu).
* You need the following information to log into LoLA:
	+ **User Name:** first name (+) last name (all in lowercase; no spaces) ex: janedoe
		- *May be different if multiple students have the same name.*
	+ **Initial Password:** first initial (+) last initial (+) date of birth MMDDYY (+) P@ss
		- ex: Jane Doe, DOB 12-01-92 = **jd120192P@ss**
* Need assistance with using LoLA? Come to one of the Open Advising Sessions offered by Student Services - see website for days and times of sessions, [www.rpcc.edu](http://www.rpcc.edu)
* LoLA Helpdesk Information:
	+ Send an email to [support@lctcs.edu](https://exchange.rpcc.edu/owa/redir.aspx?C=0abc5ad0b10840d891c74ab01de19da5&URL=mailto%3asupport%40lctcs.edu)
	+ [Chat live with the help desk](https://exchange.rpcc.edu/owa/redir.aspx?C=0abc5ad0b10840d891c74ab01de19da5&URL=https%3a%2f%2fchat.perceptis.com%2fc%2flctcs)
	+ Call the Support Line at (866) 217-8819.

*RPCC Campus Email:* RPCC uses web-based Office 365 accounts for email hosting for all faculty, staff, and students. Visit [Campus Email](https://www.rpcc.edu/campus-email/) for information on how to access the Office 365 web interface, how to set up MS Outlook on your computer, and general instructions on how to add your Office 365 account to your smart phone.

* Enter your RPCC email address and password.

a. Username = [LOLA User Name]@students.rpcc.edu

b. Default Password = LoLA password

* Help Information: All email issues that cannot be solved by reading the help documents should be directed to Help@rpcc.edu.

*Canvas:*All class communications, certain assignments, and testing will be administered through RPCC’s online learning management system, Canvas. By accessing the link [Canvas Help](https://www.rpcc.edu/rpcc-canvas-help/), you will find detailed information, including links on the following topics:

* RPCC Canvas Help
* How to Log Into Canvas
* Contacts for Canvas
* How to Use and Navigate Canvas
* [Minimum Computer Requirements](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
* [Software Recommendations](https://community.canvaslms.com/t5/Canvas-Basics-Guide/What-are-the-browser-and-computer-requirements-for-Canvas/ta-p/66)
* General Information
* Canvas Student Quick Start Guide: [Campus Student Quick Start Guide](https://guides.instructure.com/m/8470)
* Canvas Overview Video: [Canvas Overview Video](https://guides.instructure.com/m/4210/l/141852-canvas-overview-video)
* Email the RPCC Canvas Help team at canvas@rpcc.edu with any issues that cannot be addressed using the resources located above.
* Canvas Support Hotline: 844-408-6456

### Grading:

Grades will be posted to Canvas, and every attempt will be made to post grades a short time after the assignment due date. All grades are based on a 100% grading scale and graded assignments will adhere to this scale. Students will be graded on a 10-point grading scale:

|  |  |
| --- | --- |
| **Letter Grade** | **Grade Percentage** |
| A | 90 – 100 |
| B | 80 – 89 |
| C | 70 – 79 |
| D | 60 – 69 |
| F | Less than 60 |

[The College grading policy should be included in the course syllabus. Any special practices should also go here, such as weighted grades, etc. This should include the instructor’s or the department’s policy for make-up work. Note that if you enter your grading scale in a table, the table must include a header row.]

Viewing Grades: You can view all assessments in the Canvas grade book. You can access the grade book by selecting the “Grades” option on the left-hand side of the course’s Canvas homepage. All pre-labs, quizzes, discussion questions and exams will be graded within a week and scores are entered into the Canvas grade book.

### Attendance:

## RPCC offers four types of courses to choose from when students register. Course attendance policies can be tailored according to different course types

* Traditional Face-to-face Courses (coded G, R, or P in LOLA) - meet in person at specific days/times on the Gonzales, Reserve, or Westside campus
* Hybrid Courses (coded GH, RH, or PH in LOLA) - meet in person at specific days/times on the Gonzales, Reserve, or Westside campus and online part of the time
* Online Synchronous Courses (coded S in LOLA) - online course that meet virtually at specific days/times
* Fully Online Courses (coded OL or O in LOLA) - all work is online with no specific meetings

RPCC Attendance Policy states that “all students are expected to regularly and punctually attend the classes in which they are enrolled.” *[Instructors may want to add additional information in individual syllabi to meet the needs of their courses, such as what constitutes attendance in an online course, consequences of late arrivals to a F2F class, missed classes, etc.]*

### Cheating and Plagiarism:

Students are expected to understand that cheating and plagiarism are violations of the **River Parishes Community College Student Handbook, Honor Code**, which may be found in any RPCC Academic Catalog, which states:

*“Plagiarism is using and passing off as one’s own the ideas, data, or writings of another or presenting as one’s own an idea or product that is delivered from an existing source. Plagiarism is a copyright violation. Cheating is obtaining information through fraud or deceit, either by use of unauthorized notes, books, or other sources prior to or during examinations, or by using information under false pretenses. It includes premeditated cheating, which is pre-planned and deliberate and materials that are used and planned in advance. If discovered, plagiarism or cheating will result in the reduction of a grade on an assignment, test, or project, and may include an “F” in the course.”*

 [State your specific details, i.e., your consequences of plagiarism, etc., here.]

### Other Course/Classroom Policies:

[Instructor’s policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.]

It is expected that each member of our classroom community contributes in meaningful ways and to refrain from distracting behavior. Students are trusted to use their best judgment regarding proper student behavior,

### Communication Protocols, Netiquette, and Instructor Response Timeframe:

[Enter information on communication protocols, netiquette, and what students can expect of you in terms of a response time-frame, etc.]

* All course and College communication will be via RPCC student email addresses and Canvas. You are responsible for regularly checking your email. Immediately contact the IT department at itc@rpcc.edu if you have any student email questions. Please email your instructor with any questions are concerns you may have.
* Responses sent within 24 hours to your email.
* Netiquette:It is important to recognize that the online classroom is in fact a classroom, and certain behaviors are expected when you communicate with both your peers and your instructors. These guidelines for online behavior and interaction are known as [netiquette](http://www.albion.com/netiquette/corerules.html).

### Safety Concerns:

[In some programs this may be a major issue. For example, “No student will be allowed in the safety lab without safety glasses.” General statements such as, “Items that may be harmful to oneself or others should not be brought to class.” If this is not applicable to your course, please remove this section]

**Course Outline**

*[Enter your course outline using a bulleted or numbered list]*

Course and Aligned Lab Learning Objectives:

1. Recognize methods and practices of general biology in the areas of biological diversity, evolution, and the anatomy and physiology of organisms
2. Use the scientific method to interpret laboratory experiments
3. Interpret biological images, scientific graphs and models to illustrate general biology concepts
4. Use computer technology to access, retrieve, process, organize, and communicate data and information relevant to course content
5. Use cooperative learning and team problem-solving approaches in laboratory activities
* ***The course objectives that align with the specific lab learning objectives are noted in parenthesis below***

Lab Learning Objectives: (CLO 1-5)

1. Perform safe methods for the isolation and maintenance of bacteria, fungi, and viral specimens.
2. Perform tasks utilizing fundamental stains and basic staining techniques.
3. Identify organisms through the use of prepared cultures, prepared slides and specimens obtained from common objects.
4. Obtain a knowledge of common pathogenic microorganisms and the disease process they cause.
5. Know how viruses can be transmitted.
6. Illustrate the proper methods to make a pour plate, handling a microscope, and applying streak methods for growing microorganisms
7. Identify and use the components of the Scientific method to design an experiment or identify the components from a given experiment.
8. Calculate problems using dimensional analysis.
9. Apply the safe methods on how to use the laboratory equipment used in the microbiology laboratory