



BISC 210

Principles of Microbiology

Fall 2020; 4 Credits

Instructor: Clinton Copp, M.S./ Shoemaker Hall 311
(662) 915-2311 / ccopp@olemiss.edu

Office hours: **Wednesdays & Thursdays: 12pm-2pm CST via ZOOM**
or by appointment

Lecture: Monday: 3pm-3:50pm via ZOOM

Lab: Days/Times Vary: (Shoemaker Hall Rm. 527)

****COURSE OVERVIEW:**

***Course Description:**

Bisc 210 is an introductory course in microbiology emphasizing human interactions with microbes, including disease, food, sanitation, and biotechnology. The course is designed for students in health-related studies such as nursing & nutrition. It applies to the laboratory science requirement of the core curriculum, and may not be counted toward a major or minor credit in the Department of Biology. Students will earn 3 credits for the lecture portion of the course, and 1 credit for the lab portion, although only one aggregate grade is assigned.

***Course Delivery:**

Though much of this course will be asynchronous with students having to watch lectures via YouTube while using PPTs to help supplement the material. However, there is a synchronous component meaning that we WILL be meeting once a week on Monday's at your courses scheduled time via Zoom. There is a zoom link on Blackboard that will bring you to the class meeting at its scheduled time on Monday's. Attendance is required and mandatory. Missing the Zoom class is the same as if you were to be absent from a face-to-face class. More than 4 unexcused absences = grade penalization of 10 points per absence beyond 4.

***Importance of Course:**

Microorganisms, which include bacteria, viruses, fungi, and other microscopic organisms, are everywhere. They can have strong beneficial or detrimental effects on humans and on our environment. This course will not only give students a foundation in the previous scientific discoveries about microbes, but also will prepare you to interpret the new scientific discoveries of the future. Science is a dynamic process, and an understanding of how science works is fundamental to understanding microbiology or any other branch of biology.



***Course Learning Outcomes:**

By the end of the semester, students should be able to:

- Compare and contrast the structure and function of the major taxonomic groups of microbes, including both eukaryotes and prokaryotes
- Use and understand key techniques for studying, culturing, and controlling the growth of microbes
- Understand microbial genetics and the use of microbes in biotechnology
- Understand principles of disease and epidemiology, and the mechanisms through which microbes are involved in diseases
- Describe key roles that microbes play in our environment and in food production

***Methods of Instruction**

Instructional methods used in this course include video lectures, reading, participation, and homework assignments.

Chapter Lecture Videos: Video lectures will be provided for each chapter that we cover. They will be posted via YouTube with direct links to them within Blackboard. Some videos are longer than 50 minutes which means that the topic being covered encompasses several lecture periods. Meaning that if I have posted a video on Monday that is 100 minutes long it covers both Monday AND Wednesday's lecture periods unless otherwise noted. With our shortened semester there may be a point where you will have to watch a few videos that are a longer than 50 minutes but only counts for one lecture period. I plan to try to stick to our Mon/Wed/Fri schedule as best I can but with some assignments you will have access to them for more than a single day or two.

Chapter PowerPoints (PPT): I will provide a chapter PPT for each chapter that we cover. However, these PPTs will not have all the material needed on them. You will need to watch my lecture videos which will be posted via YouTube to fill in the important information.

***Course Expectations**

Students should follow closely along with the instructor's posts. Course lectures are covered in a specific order and must be covered in that order.

****Time management***

Time management is key for a remote course. I will regularly post announcements in Blackboard informing everyone what is due and when. Though the announcements/e-mails may come off as redundant it is important to me that my students have a clear understanding of what is expected of them so please read the announcements when you receive them. I will not accept "I didn't see it/that" as an excuse to miss an assignment.

****Discussion board***

Though the discussion board through Blackboard will not be used for graded assignments it will be available to all students to post general questions about the course or content material. Additionally, I may occasionally post questions for the class to think about. Though you don't have to respond it may be beneficial to see if you have any misunderstandings of the materials.



Netiquette *rules*. Be respectful of others' ideas. Do not make insulting or inflammatory statements to any class members. Rude, obscene, or disrespectful posts will not be tolerated.

***Pearson Mastering Microbiology Homework Assignments:**

All homework assignments will be assigned using Mastering Micro. Due dates will be assigned when assessment is posted. You **MUST** have a Pearson Mastering Micro account and it needs to be registered through Blackboard. If you do not purchase one (it is a required material) then you will miss out on a significant amount of points.

***Participation Assignments:**

Each participation assignment will cover a specific chapter. I will open up all participation assignments that will be on each successive exam. For example, I will open up all participation assignments for each chapter that will be on exam #1, they will all be due prior to that exam. You should have at least 7+ days to complete each set of participation assignments. I **DO NOT** recommend you wait until the night they are due as if there are technical issues then you will simply miss out on that assignment if you wait too long.

There will be a minimum of 65 questions total. Each correct answer is 1 point. Any questions above 65 will count as bonus. For example: If I cover 78 questions over the course of the semester within all participation assignments you and you get 75 correct you will earn all 65 points plus 10 bonus points.

Missed participation assignments cannot be made up under any circumstances.

***Homework:**

There will be 5 homework assignments throughout the semester. Each assignment is worth 25 points and will be assigned via the Mastering Microbiology program that is required for this course.

***Exams**

There will be two (2) exams plus a final exam, which will be given via Blackboard. Each exam will have approximately 50 questions worth 2 points each for a total of 100 points per exam. Exams are based on the information from the chapters covered in the book as well as my lecture notes and video. You will need to take comprehensive notes in order to do well in my course. The exams will consist of multiple-choice, true/false, matching, ordering, and short answer questions.

***FINAL EXAM:** The final exam is cumulative. Additionally, final exams must be taken on the scheduled date. There are only two exceptions to this rule: 1) Three (3) exams in one day 2) Documented medical emergency.

Note: All exams will be remotely proctored via Proctorio. You must download this extension to your Google Chrome browser. If it does not work you will be responsible for paying to use the ProctorU online service or campus testing center.

***Quizzes:**

There will be 6 quizzes throughout the semester. Each quiz will be worth 20 points for a total of 120 points (6 quizzes x 20 points). The quizzes will cover any/all material we have covered up to that point (excluding quiz #1 which will cover only the syllabus information). All quizzes are given via Blackboard. You will only be allowed to make up a quiz with an excused absence. **Exception:** There will be a 5 point feedback quiz at the end of the semester.



***Make Up Information:**

You will only be allowed to make up a quiz or exam with an excused absence (Doctors note, court papers, school event paperwork etc...) that must be turned in to me within 3 days of missing the quiz or exam. If you cannot scan the document it is acceptable to take a photo of the document and e-mail it to me making sure that the following information is visible: Your name, date of visit, the provider you saw, and the providers contact information (address/phone number). The student will have ten (10) days from missed exam/quiz to make up the missed work. If the work is not made up within those ten (10) days then the student will receive a zero.

Course Requirements:

Required Materials

***Text**

1. Microbiology Basic and Clinical Principles-- Lourdes Norman-McKay WITH online Mastering program) → ISBN: 9781323905142
2. **Laboratory Manual (Hard Copy):** Laboratory Manual for Microbiology (3rd Edition), by J. Hoeksema & C. Copp. Kendall Hunt Publishing Company, 2012. (ISBN: 9781792426230)

<https://he.kendallhunt.com/hoeksema-copp>

3. *Inexpensive lab coat* (https://www.opentip.com/product.php?products_id=8490013)
 - *It is OK if the lab coat is not the exact size. I would recommend one size up from what you normally wear for long sleeve shirts since you will have a shirt underneath the coat. The website listed is only one of many sites that sell lab coats.*

***Recommended Materials:**

1. *Microbiology (Quick Study Academic):* ISBN: 9781423233190

***Technology**

You will need to purchase the e-book which comes with a “Pearson Mastering Microbiology” code card to redeem via the publisher’s website. I will be using this program to assign homework. To purchase online please follow the link on Blackboard. Once there you can purchase the e-book & program. If you prefer a paper copy of the textbook as well you can purchase this for an extra cost through the mastering website. This is a loose-leaf version.



INTERNET ACCESS

You must have access to the Internet, preferably high-speed Internet, for the duration of this course.

○ **SOFTWARE**

You must have access to a computer with the following software installed:

- Microsoft Office - You must have consistent access to a professional word processor and a presentation program. Alternatives to MS Office are [WPS Office Free](#), [SoftMaker FreeOffice](#), [OpenOffice](#), [LibreOffice](#), or Google Docs/Google Slides
- You must also create a free ZOOM account.
- You should download the “Scannable” app for your phone to scan files to upload for lab
- You must also download the Proctorio extension for Google Chrome to take exams
- **NOTE:** If you do not have access to Proctorio then you will be required to either set up a time to take the exam at the testing center or pay to use the ProctorU service.

○ **BROWSERS, PLUG-INS, PLAYERS AND VIEWERS**

In order to take full advantage of all the features in this course, be sure you have the right technology at your fingertips. This includes:

- A [Blackboard-supported browser](#) – **Firefox or Chrome** are preferred on all computers
- [Acrobat Reader](#)
- Run [Blackboard Browser Checker](#) to verify browser and installed technologies on your computer.

○ **HARDWARE**

- Computer Speakers or headsets
- Classwork would be very difficult (if not impossible) without computer or *access* to a computer, (i.e., a smartphone will not work).

***Tech support**

The [IT Helpdesk](#), centrally located in Weir Hall, is open Monday through Friday, 8 a.m. to 5 p.m. The helpdesk offers assistance to Ole Miss students and employees with technology-related issues involving software, hardware and networking. It provides support for email, Wi-Fi, Microsoft Office and other campus-wide applications. Come by Weir Hall or call us at 662-915-5222. Email helpdesk@olemiss.edu or visit their website for more information.

JUST TO BE CLEAR – You will not have technical support over the weekend (when your assignments are due). Although you have until the last minute to complete and submit your assignments, waiting until after the close of business on Friday means if something happens after that and you cannot get your assignment completed there will be no support. My strong suggestion is to complete everything for the upcoming week by THURSDAY night. That way, if something goes



wrong, you can get in touch with me and we can fix it on Friday. If you do not do this and you have trouble over the weekend and can't get your work submitted before the due date, you will receive a zero for that assignment.

If you have Mastering Micro issues please contact Pearson.

Course Policies:

***Communication Policy**

You are responsible for managing your olemiss.edu e-mail account for functionality, i.e. not allowing it to become full and non-functional, and checking it every day, so that you can receive course announcements from instructors in a timely fashion. When communicating with your instructors (and other colleagues in professional settings) by e-mail, professionalism is essential. Towards that end, your e-mails should always contain:

1. Subject + Name/Course/Section in the e-mail subject line
 - a. If you cannot remember your section then please put the day/time the class meets
2. A greeting of some kind, such as “Mr. Copp,” or “Prof. Copp,” (not simply “Hey”)
 - a. “Hey” has no place in a professional e-mail so please do not use it when sending me an e-mail. I simply will not respond.
3. Content that is clear, concise, and polite.
4. A signature identifying yourself, such “Sincerely, John Doe” or “best wishes, Sally Smith” or even simply “John Doe”

Following the above steps will allow for me to respond faster to your concerns. I will respond within 24 hours of receiving your e-mail during business hours Mon-Fri (9am-5pm). I will **only reply** to emails that are written in a professional manner and during business hours.

***Grading**

- All grades are posted in real-time as the assignments are submitted unless there is a short answer component that must be manually graded.
- Any assessments with multiple attempts (Homework via Pearson Mastering Micro) will have their highest grade recorded. Please keep in mind that Blackboard may take up to 12 hours to update so DO NOT e-mail me before those 12 hours have passed.



***Grading Scale:**

Grading scale

688- 765 = A	(90-100%)
674 - 687 = A-	(88-89.99%)
651 - 673 = B+	(85-87.99%)
612 - 650 = B	(80-84.99%)
597 - 611 = B-	(78-79.99%)
574 - 596 = C+	(75-77.99%)
536 - 573= C	(70-74.99%)
521 - 535 = C-	(68-69.99%)
459 - 520 = D	(60-67.99%)
0 - 458 = F	(0-59.99%)

Note: This scale is non-negotiable. There will be NO individual extra credit opportunities. All students will be treated equally and fairly, and all grades will be calculated in the same way, regardless of extenuating circumstances or any other reason(s) not related to your actual performance in the course.

Categories	Points
Feedback Quiz	5
Participation	65
Quizzes (6)	120
Homework (5)	125
Laboratory	150
Exam #1	100
Exam #2	100
Final Exam	100
Total	765

***Attendance Policy**

Students are expected to log into Blackboard on a daily basis to check announcements and see if new material has been posted. Attendance for Monday’s Zoom class is mandatory. Additionally, during the first week of class you must complete a bonus quiz (using proctorio), and the Syllabus Quiz via Blackboard.

***Late Work Policy**

No late work will be accepted. No exceptions.

***Class ZOOM meetings:**

We will meet via ZOOM every Monday at your scheduled class time. These meetings are MANDATORY just as if we were to have class face-to-face. Everyone is required to attend unless you have direct permission from me. Do not schedule other events/meetings etc... during our class time on Monday’s. The meetings may last the full 50 minutes or they may last only 10. It depends on what needs to be discussed by me and if there are any questions from students. Students are allowed 4 unexcused absences. More than 4 unexcused absences = grade penalization of 10 points per absence beyond 4.

***PHOTOGRAPHY POLICY:**

Taking photographs/screenshots of quiz or test materials is not allowed. Do not take pictures of class tests or quizzes with any machine (i.e. phone, tablet, camera, etc). Doing so constitutes academic misconduct and will not be tolerated.



***Academic Misconduct:**

Academic dishonesty or misconduct of any kind is unacceptable and will not be tolerated. Academic misconduct and the procedure for handling misconduct are described in the University of Mississippi Policy Code ACA.AR.600.001 (reproduced as Section II of the M-Book). In this course, the most tempting for of misconduct is to send your ID Card and TT Response Card with another student to earn your participation points for you; doing so will result in the loss of all participation points for the semester for all students involved and perhaps expulsion from the course.

***Disability Access and Inclusion:**

The University of Mississippi is committed to the creation of inclusive learning environments for all students. If there are aspects of the instruction or design of this course that result in barriers to your full inclusion and participation, or to accurate assessment of your achievement, please contact the course instructor as soon as possible. Barriers may include, but are not necessarily limited to, timed exams and in-class assignments, difficulty with the acquisition of lecture content, inaccessible web content, and the use of non-captioned or non-transcribed video and audio files. If you are approved through SDS, you must log in to your Rebel Access portal at <https://sds.olemiss.edu> to request approved accommodations. If you are NOT approved through SDS, you must contact Student Disability Services at [662-915-7128](tel:662-915-7128) so the office can: 1. determine your eligibility for accommodations, 2. disseminate to your instructors a Faculty Notification Letter, 3. facilitate the removal of barriers, and 4. ensure you have equal access to the same opportunities for success that are available to all students."

UNIVERSITY OF MISSISSIPPI POLICIES:

***Verification of Class Attendance and Class Attendance Policy:**

The University requires instructors to verify the attendance/participation of students in **ALL** courses within the first two weeks of the semesters. This requirement is to bring the institution into compliance with US Department of Education requirements. The verification of student attendance/participation will occur during the first two weeks. Students who have not attended the course and attendance has not been verified will automatically be dropped from that course. I will verify attendance by checking for the completion of the BISC 210 bonus quiz AND syllabus quiz. You will have to complete the quizzes by the end of the first week of classes. (Simply logging into Blackboard will not count as an academically related activity.)

Copyright Notice

Materials used in connection with this course may be subject to copyright protection under Title 17 of the United States Code. Under certain Fair Use circumstances specified by law, copies may be made for private study, scholarship, or research. Electronic copies should not be shared with unauthorized users. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under University policies.



****Testing Policy***

We will be taking exams via Blackboard. You are required to have the Proctorio extension to take the exam. If you do not have the Proctorio extension then you must set up a time to take the exam via the University's testing center and/or using ProctorU. Please keep in mind that the ProctorU service has a fee.

IT Appropriate Use Policy

This policy sets forth the privileges of and restrictions on students, faculty, staff, and other users with respect to the computing and telecommunications systems offered by the University of Mississippi (UM). This policy is designed to protect the University community from illegal or damaging actions by individuals, either knowingly or unknowingly. Inappropriate use exposes the University to risks, including virus attacks, compromise of network systems and services, and legal issues. This policy directly addresses copyright issues related to illegal downloads and peer-to-peer file sharing. For Appropriate Use Policy questions, send an email to aup@olemiss.edu.

****Student Identity Policy***

Federal regulations, our accrediting agency (SACS) and university policies require that safeguards are used to ensure that the student who receives the academic course credit is actually the person doing the work. You will need to present your student ID before taking proctored exams and your instructor may verify your identity through live or virtual meetings, or by using an identity verification program.

****Student Privacy Policy***

The University of Mississippi protects the privacy of all students, including online and distance learning students, through adherence to the Family Educational Rights and Privacy Act of 1974 (FERPA) through compliance with other institutional policies and procedures governing the management and security of protected information of faculty, staff, and students, and by outlining the expectations of privacy for the university community as regards to electronic information. [Student Privacy Policy](#)

****Flexibility Clause:***

Any item in this syllabus (requirements, assignments, and policies) is subject to change if deemed necessary by the course instructor.

COVID-19 EMERGENCY SYLLABUS POLICIES AND PROTOCOLS

- 1) Students attending the virtual component of hybrid, remote, or online courses are subject to the same attendance policy and procedures as traditional students. However, participation is defined in a different manner. The University's "Attendance Policy for Online Education" states: "Student attendance in online courses is defined as active participation in the course as described in the individual course syllabus." If students fail to meet online attendance requirements as stated in the syllabus, they will be given an absence.