**MICROBIOLOGY**

**INSTRUCTOR INFORMATION**

**Instructor:** David Curtis, MS **E-Mail:**[dcurtis8@valenciacollege.edu](mailto:dcurtis8@valenciacollege.edu)

**Office:**AHS-215 **Phone:**(407) 582-5733

**Office Hours:**

**Monday** 12:00pm – 2:00pm

**Tuesday** 1:00pm – 2:00pm

**Wednesday** 12:00pm – 2:00pm

**Thursday** 1:00pm – 2:00pm

**Friday** 9:00am – 1:00pm

**\**Please Note****: all office hours for the fall term will be held virtually via email or Zoom conference.*

**COURSE INFORMATION**

**Contact Hours:**6 (3 lecture and 3 lab) **Credit Hours:**4

**Prerequisite:**Minimum grade of C in BSC 1010C or BSC 2093C.

**Refund of Fees:**The Drop/Refund deadline for this course is **Monday, August 30th at 11:59pm**.

**Meeting Times:**

**Tuesday** 10:00am – 12:45pm (Lecture)

**Thursday** 10:00am – 12:45pm (Lab)

**REQUIRED LECTURE AND LAB MATERIALS**

Cowan, K. (2020). *Microbiology: A Systems Approach, 6th Edition (ebook) w/ Connect Digital Access.* New York, NY: McGraw-Hill.  ISBN: 9781260451245.

***\*Please Note:****This includes the access code that will give you access to the e-book version of the textbook, along with the virtual materials needed for the lecture and lab assignments in the course.  This can also be purchased, at cost, directly from McGraw-Hill through Canvas saving you money.  Information about how to go about this will be available on the course homepage.*

Narrated PowerPoint slideshows comprising the course lecture notes are also available on Canvas for use by students.

Saad, Y and S. Persaud. (2021). *Valencia College West Microbiology Lab Manual (Custom).* Orlando, FL: Morton Publishing. ISBN: 9781640432888.

**MASKS**

In accordance with Valencia College policies, “until CDC guidance for Orange and Osceola counties indicates that masks are no longer recommended indoors, we expect everyone on campus to wear masks when indoors at any Valencia College facility. This includes employees, students, visitors, and vendors, regardless of vaccination status. If someone forgets to bring a mask, masks will be widely available near building entrances, in classrooms, student services offices, and other campus facilities.” As such, I will be asking all students to please wear masks while in the classroom. Given the fact that most students in this course are interested in medical careers, this is a vital part of what is done as part of your role as a health care professional so we should all be willing to adopt this practice.

**COVID ILLNESS REPORTING AND CONTACT TRACING**

Valencia has [robust illness reporting and contact tracing procedures (Links to an external site.)](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fabout%2Fcoronavirus%2Fillness-reporting-and-contact-tracing.php&data=04%7C01%7Cdcurtis8%40valenciacollege.edu%7C9a748ec69a404fd910ce08d962492c9a%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648888703846061%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dkgJfqjqVBrBCKMOEL1gwJVvuyNvjFuVp8zw%2FNSwNbo%3D&reserved=0) in place. Two full time staff members are dedicated to supporting individuals with a COVID diagnosis, those who are identified as close contacts, and others who aren’t feeling well.

If you are not feeling well, have been in close contact with someone who is COVID positive, or have a positive COVID diagnosis, **DO NOT COME TO CAMPUS** and immediately contact the COVID case management team for next steps, support, and clearance to return. The case management team is well trained to implement CDC isolation and quarantine protocols, to clear individuals to return, and keep Valencia’s classrooms safe.

A close contact is defined by the Centers for Disease Control and Prevention as someone who is within 6’ of distance of a COVID positive individual for more than 15 cumulative minutes. Whether individuals are vaccinated or masked does not impact the definition of a close contact – and close contacts are quarantined based on CDC guidelines. This means that in order to keep everyone safe and to avoid quarantines of large numbers of individuals, **it’s important to keep your students distanced from one another in class**. Walking around the classroom and engaging in short times of close contact (less than 15 cumulative minutes) is just fine – though we expect that you’ll wear a mask when you do so.

Please don’t hesitate to direct a student to the case management team. You are also welcome to contact the team directly if a student needs support. We’d rather have multiple reports than none. Reach out at [covidillness@valenciacollege.edu](mailto:covidillness@valenciacollege.edu) for support – and know that the email box is monitored seven days a week.

Valencia has a partnership with Orlando Health to provide access to a virtual visit and COVID testing for those without insurance if needed.

**VALENCIA COLLEGE CORE COMPETENCIES**

This course designed to provide you a foundation of microbiological understanding while fostering the development of learning skills.  It is built around the Valencia Community College competencies of THINK, VALUE, ACT, and COMMUNICATE.  For more information regarding Valencia competencies and student policies, go to the ATLAS website.

**WITHDRAWAL DEADLINE POLICY**

Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the withdrawal deadline of **Friday, November 3rdat 11:59pm**will receive a grade of “W”.  A student is not permitted to withdraw after the withdrawal deadline.  A faculty member MAY withdraw a student up to the beginning of the final exam period for violation of the class attendance policy. A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

Students on financial aid should consult an advisor or a counselor before withdrawing from a course; there may be financial aid implications to the student which he or she must know about to make an informed decision before withdrawing from a course.  Students with some scholarships who withdraw or are withdrawn from a class must pay the college for the cost of the class.  Other scholarship sponsors may also require repayment.

**Before you withdraw from this course, you should be aware that course withdrawals:**

* Will increase the cost of your education
* May affect your financial aid status
* May affect your transfer grade point average
* May result in your having to pay the full cost of instruction fee to retake the course
* May affect your anticipated graduation date
* May result in your being denied access to limited access programs
* May affect your eligibility for the Honors Program
* May affect your immigration status if you are attending Valencia on a nonimmigrant visa
* Will result in your required repayment of course fees paid by a Bright Futures scholarship.

**Conditions That Apply to a First or Second Attempt in a Course**

**On or Before the Withdrawal Deadline**

During a first or second attempt in the same course at Valencia, if you withdraw, or are withdrawn by the professor, you will receive a W (Withdrawn). You will not receive credit for the course, and the W will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course.

Following withdrawal, you may, with the professor’s approval, continue to attend the lecture for the remainder of the term.  However, due to liability issues, you cannot continue to attend the laboratory component of the class

**After the Withdrawal Deadline**

A student is not permitted to withdraw after the withdrawal deadline. A professor may withdraw you up to the beginning of the final exam period for violation of the class attendance policy, as published in the faculty member's syllabus, in which case you will receive a grade of “W”. If the professor does not withdraw you, your grade will be what you had earned.

For a complete policy and procedure overview on Valencia Policy 4-07, please visit: <http://valenciacollege.edu/generalcounsel/policy/default.cfm?policyID=75&volumeID_1=4&navst=0>

**It is important to note that I *WILL NOT* withdraw students from this course under any circumstances.** If you need to withdraw from the course, for any reason, it is up to you to do so through ATLAS.  Any student who is still in the course after the withdrawal deadline will receive whatever grade he/she earns in the course.

**GRADING STRUCTURE FOR THE COURSE**

Your grade will be based on a point system as follows:

Lecture Assignments 10 maximum points **each**

Lecture Quizzes 10 maximum points **each**

5 Unit Lecture Exams 100 maximum points **each**

Lab Assignments 10 maximum points **each**

Lab Quizzes 10 maximum points **each**

Lecture Assignments will consist of select LearnSmart activities within Connect and responses to the Check Your Understanding (CYU) questions within each of the lecture presentations for the various chapters covered in the course. The LearnSmart activities are adaptive and will allow you to move more quickly through those concepts that you are already very comfortable with and to spend more time with those concepts for which you have not yet achieved an adequate level of mastery.  The CYU questions are more specifically focused on the lecture concepts that I will be covering during the lecture portion course and will help you to establish the beginnings of a study guide to help prepare you for the lecture quizzes and exams. All lecture assignments will be submitted within Canvas on, or before, the due date.

Lab Assignments will consist of write-ups based on the various wet labs performed within the lab portion of the course.  The laboratory experience will consist of weekly labs that you will perform and during which you will record your observations. These observations, and any corresponding answers to questions within the lab manual that are related to the lab, will be submitted within Canvas on, or before, the due date.

Lecture and Lab Quizzes will provide a way to further measure your understanding of the lecture and laboratory concepts.  Since it is the philosophy of Valencia college that formative assessments, such as these, provide students a method to learn from their "mistakes" prior to taking higher stake summative assessments, students will be permitted ***two (2)*** opportunities to take each quiz and your grade will be determined by ***averaging the scores for the two attempts***.  If you demonstrate mastery of the concepts on your first attempt, it may not be necessary to take the quiz a second time. These quizzes will be taken within Canvas on, or before, the due date.

Unit Lecture Exams will provide an additional way to assess your mastery of the concepts covered in this course.  As these represent summative assessments, you will only get a single attempt at each of these exams. The lecture exams will be taken during the first hour of the class in which they are scheduled.

**Failure to complete any of the assignments or assessments in the course will result in the student being given a grade of 0 (zero) for that assignment/assessment.**

**The Grading Scale is Based on a Percentage of the Total Points Possible**

**90-100% = A**

**80 - 89% = B**

**70 - 79% = C**

**60 - 69% = D**

**< 60% = F**

**GRADING / MAKE-UP POLICY**

Each lecture and lab assessment will be given over a range of days and times to provide the most flexibility when it comes to your opportunity to complete that assessment.  **If you miss the deadline for a quiz or exam, the score will be counted as a zero (0).** There will be no dropped quizzes or exams in this course and I will not provide make-up quizzes or exams to offset those that were missed.  As such, it is your responsibility to make sure that you complete each assessment on, or before, its scheduled due date.

**However, if you miss a single unit lecture exam, for any reason, I will average the remaining grades on your other exams taken and use this average to replace the grade of zero (0) for that one unit lecture exam.**  If you miss two, or more, unit lecture exams, then this policy will only apply to one of the missing unit lecture exams, with the remaining missing unit lecture exams being assigned a grade of zero (0).

**Under no circumstances will your test scores, total points, or final grades be discussed on the telephone or over e-mail.**  FERPA rights to privacy prevent the divulging of scores or related materials by these means.  Scores will be provided and updated regularly through your Canvas course.

**TESTING POLICY**

Unit Exams will consist of fifty (50) multiple-choice questions covering the various concepts and diseases discussed during each unit. Exams will be distributed at the start of the class session, and you will have one (1) hour to complete the exam. All students are required to remain seated for twenty (20) minutes after which, if you are done, you can turn in your exam. **No students will be admitted to the classroom after the first exam is turned in and no students will be allowed to leave the classroom while they are still taking the exam.** This provides a twenty (20) minute “window” to allow for students who might be running a little late. I will provide you with the exam itself and an answer sheet to record your responses; you will simply need to be prepared and have a dark (Blue/Black) pen or a standard pencil for recording your answers.

**LATE WORK POLICY**

Lecture and lab assignments will be collected on, or before, the day that they are due for full credit.  **If you miss a given due date, you can still turn in the lecture or lab assignment for a 20% reduction in grade per day that the assignment is late.**  However, no assignments will be accepted after the lecture or lab exam is given in which that material is covered.

**ATTENDANCE POLICY**

I do not take attendance during the lecture or the lab portions of the class. However, considering the volume of information covered within each class, it is important for your overall success to make every effort to attend each session, as failing to do so will only increase the difficulty of this course.  If you do miss a class or lab session, it is entirely your responsibility to discover what occurred during your absence from a classmate.

**STUDENT CONDUCT POLICY**

You are advised to read and understand Valencia’s policies concerning student conduct. Students are expected to comply with all Valencia College policies regarding academic honesty and other requirements presented in the college catalogue. **Cheating of any form, including plagiarism, will not be tolerated, and carries the risk of receiving a grade of zero (0) for the assessment in question and/or removal from the college in accordance with Valencia’s academic honesty policy.**Unless otherwise stated, you are expected to complete assignments independently.

**STUDENTS WITH DISABILITIES POLICY**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class.  The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

**West Campus, SSB 102, Phone: (407) 582-1523**

[**https://valenciacollege.edu/students/office-for-students-with-disabilities**](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Foffice-for-students-with-disabilities%2F&data=04%7C01%7Cdcurtis8%40valenciacollege.edu%7C2e1fb6c6be9045b29c1d08d961bfd7da%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648298856437639%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=6VszlUYkjmUSaN4syKiE5w%2BNyYHBddTF46SojPGLkTQ%3D&reserved=0)

**BAYCARE BEHAVIORAL HEALTH’S STUDENT ASSISTANCE PROGRAM**

Valencia is committed to making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help that may assist them with psychological issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  Students have 24-hour unlimited access to the Baycare Behavioral Health’s confidential student assistance program phone counseling services by calling **(800) 878-5470.**  Five free confidential face-to-face counseling sessions are also available to students.

A Victim Service Center’s Sexual Assault Hotline is also available at**(407) 497-6701** or at <http://www.victimservicecenter.com/>.

**COLLEGE POLICIES AND PROCEDURES**

* A full description of all College policies can be found in the College Catalog at [http://www.valenciacollege.edu/catalog](http://www.valenciacollege.edu/catalog/)
* The Student Handbook can be found at [https://valenciacollege.edu/students/student-services/documents/student-handbook](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Fstudents%2Fstudent-services%2Fdocuments%2Fstudent-handbook.pdf&data=04%7C01%7Cdcurtis8%40valenciacollege.edu%7C2e1fb6c6be9045b29c1d08d961bfd7da%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637648298856417644%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=cjyj3jfVnv3Qb1%2F3NowRL1Radngn%2BkTQS8Vxp2WCvs8%3D&reserved=0)
* The Policy Manual can be found at <http://valenciacollege.edu/generalcounsel>
* The college calendar can be found at <http://valenciacollege.edu/calendar>
* Information about maintaining satisfactory academic progress can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
* Information about Valencia’s Skillshop which offers a variety of topics on student success and goals can be found at <https://valenciacollege.edu/students/student-services/skillshops.php>
* Information about Financial Aid can be found at <https://valenciacollege.edu/finaid/satisfactory-progress.php>
* Student Dev can be found at <https://valenciacollege.edu/students/student-development/>
* Student Code of Conduct can be found at <https://valenciacollege.edu/about/general-counsel/policy/documents/Volume8/8-03-Student-Code-of-Conduct.pdf>
* Academic dishonesty can be found at <https://valenciacollege.edu/about/general-counsel/policy/documents/volume8/8-11-academic-dishonesty.pdf>

**USEFUL INFORMATION REGARDING CANVAS**

* The following link is to the current Student FAQ page for Canvas: [https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvalenciacollege.edu%2Ffaculty%2Fcanvas-resources%2Fstudent-faqs.php&data=02%7C01%7Cdcurtis8%40valenciacollege.edu%7C51f38dc1f3094cf8900608d7e63c704f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637231019580139740&sdata=0giRUKUUPWXSO55lP%2FP%2BmJoTJqphv7Hvn5N5S8DWVjk%3D&reserved=0)
* This link is included in the FAQ’s and outlines the minimum system requirements to support Canvas: [https://community.canvaslms.com/docs/DOC-10721-67952720328](https://nam01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcommunity.canvaslms.com%2Fdocs%2FDOC-10721-67952720328&data=02%7C01%7Cdcurtis8%40valenciacollege.edu%7C51f38dc1f3094cf8900608d7e63c704f%7C0e8866953d1741a88544135b0a92a47c%7C1%7C0%7C637231019580149736&sdata=%2BpCCi5Yx1xrbLHNeLK33ng%2Bhd1wGkWVoOVHUbReTF%2BA%3D&reserved=0)

**DISCLAIMER**

This is an outline of course policies and procedures.  The professor may change these policies as I see fit.  If so, I will inform you of these changes via a Canvas announcement.  Any changes made to the course and/or its schedule of topics and assessments are your responsibility to know.  Your continued participation in this course after the add-drop period constitutes an agreement with and an acceptance of the conditions presented within this syllabus.