

Online MCB 2010C: Microbiology

Course Syllabus and Classroom Policies
Summer 2021 – 15 weeks full term

PROFESSOR: V. Orbovic, PhD.

CLASS TIME: “Welcome to Micro course” Zoom meeting will be held on Monday August 23 @7 p.m. Weekly Class Zoom meetings will be held once a week on Wednesdays @7 p.m.

EMAIL: Canvas messenger (click "Inbox" in the left-hand course navigation menu) or vorbovic@valenciacollege.edu

OFFICE HOURS: upon request

GETTING IN CONTACT: If you have any questions or concerns, feel free to contact me through the Canvas messenger. If your needs are not completely met over the email send me a request (i) for a virtual Zoom meeting, or (ii) to call you at your preferred contact phone number.

COURSE OVERVIEW

REQUIRED MATERIALS/TEXTBOOKS

- **eTextBook:** *Microbiology – A System Approach* with CONNECT (6th ed. McGraw-Hill) by K. Cowan (2020) ISBN: 9781260451245 (**Note:** This ISBN is the digital code only which gives you access to the eTextBook along with the Connect learning platform. The platform is loaded with virtual materials needed for the lecture and lab assignments in the course. Instructions on how to register for and navigate through the Connect tools will be available on the course homepage by clicking the links under “Resources for Connect.”) [The textbook with access code can be purchased from the college book store. However, if you prefer to avoid delayed deliveries and also save some money on store mark-ups / shipping costs then the best option for you is to make a purchase directly from McGraw-Hill through Canvas.](#)

CANVAS

The whole portion of this course will take place online using Canvas. Detailed instructions on how to navigate through Canvas (ex. the minimum system requirements, Canvas profile creation, and setting up the phone/e-mail alerts) are posted under the module “Introduction to Canvas.” You can also browse through Student FAQs: <https://valenciacollege.edu/faculty/canvas-resources/student-faqs.php>. If you need any additional assistance contact support at 407-582-5600. Click “allow” to enable notifications.

COURSE DESCRIPTION AND PREREQUISITE

Prerequisite: Minimum grade of C in BSC 1010C or BSC2093C; **Credit Hours:** 4

Description: This lecture/lab course is designed for Health Science majors. The course introduces to students basic principles of the structure, physiology, genetics, and control of microorganisms through the Chapter readings (1-9) and (11-15) accompanied by selected diseases from Chapters (18-23). The students will learn representative types of four main groups of microorganisms: bacteria, protozoa, viruses, and multicellular parasites. Course will also include study of: the roles of various microorganisms in health and causing disease, modes of their transmission and the host-microorganism interactions, including non-specific and specific immunity.

Note: These topics will be covered through the professor’s narrated lectures, Connect LearnSmart adaptive learning assignments, and Connect Virtual Labs.

HONORLOCK PROCTORING:

To promote academic integrity during online testing, this course utilizes Valencia Honorlock proctoring service. The requirement for online proctoring is only for six lecture exams and NOT for lecture/lab quizzes and other assignments. [By enrolling in this course, you consent to the use of the proctoring software, which includes the audio-visual monitoring and recording of your exam sessions.](#) Before taking the exam, you will not need to create an account, download software, or schedule an appointment in advance. All that is needed is: a desktop computer (or a laptop), a working webcam & microphone, and a stable Internet connection. To get started, you will need Google Chrome and to download the

Honorlock Chrome Extension. When you are ready to test, go to your course in Canvas and click on your exam. Clicking Launch Proctoring will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect the “extra” movements, all the voices/whisperings/noises etc. In order to prevent being “red flagged,” be ready to take the examinations in a QUIET location where you will not be disturbed by other people in your household, and please do NOT look anywhere else but in your screen, do NOT talk to anybody, do NOT have your other technology gadgets near you, do NOT wear hats and headphones, and do NOT eat/drink while taking the assessment. These are going to be closed book exams, so please do NOT have any notes or books near you and do NOT access the search-engines on a primary/secondary electronic devices. If you encounter any issues during an exam, you can contact support (available 24/7) by live chat within the Honorlock window in Canvas or by phone (855-828-4004). More detailed instructions on how to download the Honorlock Chrome Extension and be better prepared for online proctoring are posted under the module “Valencia Honorlock Proctoring.” You can also browse through students FAQs: <https://valenciacollege.edu/faculty/canvas-resources/online-remote-proctoring-students.php>

You will have to follow clear instructions (shown below) while taking the proctored exams. If not, you are going to receive a violation report, and a copy of that report is going to be sent to the Dean of science as well.

After verifying you identity and before the examination starts:

- SLOWLY do a 360* scan of your room
- Scan top of workspace and UNDER the tabletop (you have to do your test at the desk, dining, or kitchen table or any other hard surface while sitting in a chair. Lying in your bed is absolutely not permitted. Holding your laptop on your lap, chest, or on the floor or anywhere else that is not the hard surface is not allowed. You must remove the clutter from the tabletop and you must record that this tabletop is EMPTY and you must take the test at the table you just recorded!
- Show the front of the computer screen in order to record that you have absolutely zero notes taped around your screen (if your camera is integrated in the computer show the front of the computer screen with a small mirror; you do not need to use a huge mirror)

During the examination:

- You have to sit at the desk, and not sit/lie on your bed
- Cannot test sitting under the covers of your bed
- Cannot have blankets/covers over your lap while sitting and testing
- Cannot sit in the public place
- Cannot eat or drink while taking the assessment
- Cannot have TV, CD player or anything that produces sound in the background
- Face forward (keep entire face visible) look at screen while testing
- Do not look anywhere else but in your screen
- If need to look away, look up at the ceiling (not down, not left, not right)
- NO SPEAKING THE QUESTIONS OUT LOUD; NO MUMBLING; NO WHISPERRING (there must be complete silence as you were in the classroom taking an exam)
- No phones, other technology gadgets, books, or papers (all of these)
- Do not talk to anybody & No one talking to you while taking the test
- No leaving the camera/testing area while testing; choose ONE location for testing
- If you continue taking the exam without HonorLock proctoring, you will receive a zero
- Do not wear headphones, sunglasses, hats

CORE COMPETENCIES OF A VALENCIA GRADUATE

Valencia’s Student Core Competencies are complex abilities that are considered the essential elements of a successful student. This course will help you develop and demonstrate these abilities:

- **Think:** Think clearly, critically, and creatively.
- **Value:** Make reasoned judgments and responsible commitments.
- **Communicate:** Communicate with others verbally and in written form.
- **Act:** Act purposefully, effectively, and responsibly.

Our goal is to provide these global competencies in the context of application. This means that students will be required to understand problems and effectively communicate an appropriate solution. A full description of the competencies is available through the following link: <http://valenciacollege.edu/competencies/>.

STUDENT ACTIVITIES

In order to achieve the student learning outcomes (to see the full list of these click the link “Course Outcomes” on the course homepage), you will be evaluated through the following assignments:

Reading Assignments: Each week, you will have to complete Connect’s reading assignments for certain chapters of the text-book in order to understand the main concepts involved in clinical microbiology. There are direct links in Canvas for these assignments so please access them from Canvas and not from your MGH account in order to avoid the problems with the automatic syncing of your grades. The Lecture Assignments will be assigned from the LearnSmart component and Lab Assignments from the Virtual Labs and they will all be graded separately. The Lecture Unit Reviews from the LearnSmart component will be offered to you as **extra credit opportunities**. All these Connect tools will help you to study the course material better and more efficiently since the available PPTs (narrated by your professor) and uploaded videos from the external websites provide only the partial support for the particular topics.

The lowest one Lecture Assignment grade will be dropped.*

The lowest one Lab Assignment grade will be dropped.*

Quizzes: To assess understanding of the virtual labs before taking high-stakes exams, you will take Lab Quizzes. As these represent low-stakes formative assessments, you will be allowed two (2) opportunities to take each quiz, and the grade will be determined by keeping the higher score of the two attempts. After the first attempt, you will see your submitted answers with some feedback. If mastery of the concepts on the first attempt is still not achieved, you will have time to revisit the reading material before making next attempt. Correct answers to the quiz questions will be available following the due date deadline.

The lowest Lab Quiz grade will be dropped.*

Unit Exams: To assess understanding and retention of the concepts and information covered by the specific chapters, you will take five (5) Honorlock proctored lecture unit exams. As these represent summative assessments, you will only get a single attempt at each of these exams. Exams may include multiple choice, multiple answers, matching, fill-in-the-blank, labeling, or open-ended questions.

The Unit Exam grades will NOT be dropped. However, if you score higher on the final exam than on ONE of the previous five unit exams, the low score (even if it is zero for the missed exam) will be replaced by the final exam grade. This policy will only apply to replacing grade of single unit exam.*

Final Exam: To assess understanding and retention of the content covered throughout the course, in the lecture and lab, you will take Honorlock proctored cumulative exam. As with the Unit Lecture Exams, you will only get a single attempt on this exam. Final exam may include multiple choice, multiple answers, matching, fill-in-the-blank, labeling, or open-ended questions.

The Final Exam grade will NOT be dropped. Failure to take this exam will result in approximately 10% penalty on your overall course grade.

***Note:** No grades will be dropped or replaced if there is evidence of cheating on any assignment.

Exam # Topics on Exams

Unit 1 Chapters 1, 2, 3 with selected diseases

Unit 2 Chapters 4, 5, 6 with selected diseases

Unit 3 Chapters 7, 8, 9 with selected diseases

Unit 4 Chapters 11, 12, 13 with selected diseases

Unit 5 Chapters 14, 15 with selected diseases

Final Cumulative knowledge of Virtual Labs and Chs. 1-9 & 11-15 with selected diseases

Research Project: You will have **extra credit opportunity** to create a short and level-appropriate presentation on a chosen pathogenic microorganism and then record the PowerPoint slideshow with narration. Unicheck, a plagiarism checker integrated into Canvas, will ensure the authenticity of your submitted written work. If Unicheck’s similarity score indicator is $\geq 25\%$ (which is percentage of the text identical with online materials), the extra points will not be assigned until the research project with the original content is resubmitted.

TIME COMMITMENT AND STUDY GUIDES

Each week, you will have to go through PPTs & videos as your online lessons and complete assignments/quizzes/exams. If you want to get the most out of the presented materials and earn the best grade you can, you should plan to spend at

least 5 hours on the readings and assignments each day (even on Saturdays and Sundays). Follow the weekly schedule and stay on top of your assignments by logging in every day to complete your work. Use the Canvas Calendar and create alerts in your phone or on your computer for exams/quizzes/assignments due dates or anything else you think you might forget.

Videos and readings posted on Canvas (professor's narrated PPTs, transcripts, notes etc.) are to be used ONLY as the supplementary material to your textbook because they do not represent the comprehensive information you will need to know for the exams. [Professor is in no obligation to provide written STUDY GUIDES to students.](#) "You will be encouraged to produce your own study guides. Most college professors do not provide study guides, but they can give you tips that will help you produce your own study guides to gain a better understanding of the course content" (if you need to read in full "LETTER FROM THE DEAN - Expectations of a Valencia College Science Student," you will find it uploaded in the module "Getting Started.")

EVALUATION AND GRADING

EVALUATION AND COURSE GRADING

This course uses *weighted* grading system in which a certain percentage of the final grade is assigned to the following specific grade items:

Grade Items	Weight
Unit Exams (5) & Final Cumulative Exam	48 %
Lecture Assignments	13 %
Lab Assignments	13 %
Lecture Quizzes	13 %
Lab Quizzes	13 %
GRAND TOTAL	100 %

* No grades will be dropped or replaced if there is evidence of cheating on any assignment.

GRADING SCALE

A = 90 - 100 B = 80 – 89 C = 70 – 79 D = 60 – 69 F = 59 or below

The exams/quizzes/assignments will be offered over a range of days to accommodate your busy schedule, and you MUST take them on scheduled dates/times ONLY, not early and not late. Take your exams/quizzes/assignments well before 11:59pm cut off time, or you risk the assignment suddenly closing at midnight and losing your score. The assessments that are missed and locked after the due dates will NOT be reopened, so please give yourself enough time to find a solution if there is a problem. Canvas Gradebook is set to automatically apply grade of ZERO for missing submissions.

Once you access the online exams/quizzes, you will have to complete them without ability to pause time. If you accidentally exit the timed assessment, you will not be able to come back to finish it. There will be NO EXAM RESETS, not even for students who call and say that the exam crashed in the middle of taking it. My suggestion is: take your tests from a reliable computer with high speed internet and DO NOT use a wireless internet connection while taking the timed assessment.

The students' grades on the exams/quizzes/assignments are never going to be "curved." Also, the final grades are not going to be rounded up to the nearest higher grade, so it is imperative that you are prepared for each and every exam and quiz. As for additional extra credit opportunities, they are at my sole discretion and will be communicated to ALL students. In other words, no extra credit will be offered to any one student without it being offered to all the other students. All of the students will have plenty of extra credit opportunities throughout the semester, so there will be [no end-of-semester extra credit assignments to boost final grades, nor opening of any already closed assignments. Do not ask, because I will not respond.](#)

On the LAST DAY of semester, I will: turn on the extra credit portion of the grade and will set up Canvas gradebook to drop the lowest grades (for Lecture Assignment, Lab Assignment, and Lab Quiz) for all of the students at the same time. I will NOT drop/replace any grades if there is evidence of cheating on any assignment.

Your grades will be posted regularly on Canvas, so please check them periodically for any discrepancies. I will under no circumstances give out nor discuss your assessment scores and final grades over the phone and/or email since I have to comply with the federal FERPA law. This law protects the privacy of student educational records. We can only discuss your grades during the private Zoom meetings. Also, I will under no circumstances participate in any grade predictions requested by students, and can only encourage you to use “What-If scores” feature in Canvas in order to hypothesize your total grade.

MAKE-UP EXAMS, QUIZZES, AND ASSIGNMENTS

Makeup work for a missed unit exam/quiz/assignment is limited and given for these [documented reasons](#): [medical emergencies](#), [jury duty](#), [death of members of immediate family](#), [military service](#), or [Title IX-related reasons](#). The document from the appropriate authority (doctor, police, judge, etc.) must clearly show the date\time, name and contact information of responsible authority. If your work schedule is unpredictable, or if other responsibilities are likely to interfere with your course work, you may need to reconsider taking the class this semester.

CLASS POLICIES AND GENERAL INFORMATION

ATTENDANCE

The College believes that regular attendance and class participation are significant factors which promote success in college. Canvas, our LMS, logs your online activities, and this record will be used to monitor your attendance. You are expected to participate in the weekly activities of the class during the first week of the semester; for the remainder of the semester, to remain in good standing in the class. [Failure to participate in the activities of the FIRST WEEK of class will identify you as a “no show” for attendance purposes and will result in an administrative withdrawal from class.](#)

IMPORTANT DATES:

- **Drop/Refund Deadline:** August 30
- **Withdrawal Deadline:** November 3
- **No classes:** September 6 (Labor Day), November 11 (Veterans Day) & November 24-28 (Thanksgiving)
- **Term Ends:** December 12
- **Grades Due (Viewable in Atlas):** December 13 (December 14)

WITHDRAWAL POLICY

It is student’s responsibility to initiate a voluntary withdrawal from the class before the withdrawal deadline shown above. If you withdraw during a first or second attempt in the same course, you will receive a grade of “W” (Withdrawn) which will not be calculated in your grade point average; however, the enrollment will count in your total attempts in the specific course. Any student who withdraws from this class during a third or subsequent attempt in this course will be assigned a grade of “F.” Please note that withdrawal from a course may impact financial aid; it is strongly recommended a student consult with the professor, an adviser, and financial aid before withdrawing from the course. [Students are not permitted to withdraw after the withdrawal deadline.](#) Any student who remains in the class after the withdrawal deadline can only receive a grade of A, B, C, D, F or I. An “I” grade will only be assigned under extraordinary circumstances that occur near the end of the semester. If you receive an “I”, the work missed must be made up during the following semester, at which time you will get an A, B, C, D or F. Failure to make up the work during the following semester will result in you getting a grade of “F” in the course.

NETIQUETTE – CODE OF BEHAVIOR IN ELECTRONIC ENVIRONMENT

In order to maintain a positive online environment, we all need to follow the netiquette guidelines summarized below. All students are expected to:

- show respect for the instructor and for other students in the class
- respect the privacy of other students
- express differences of opinion in a polite and rational way
- maintain an environment of constructive criticism when commenting on the work of other students
- avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities

Students should not:

- Show disrespect for the instructor or for other students in the class
- Send messages or comments that are threatening, harassing, or offensive

- Use inappropriate or offensive language
- Convey a hostile or confrontational tone when communicating or working collaboratively with other students
- USE ALL UPPERCASE IN THEIR MESSAGES - THIS IS THE EQUIVALENT OF SHOUTING!!!

ACADEMIC HONESTY

Please review Valencia's policy on academic dishonesty which is prohibited but is not limited to: plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive. The short version is – do your own work and submit your own ideas. Any violation of the policy (submitting someone else's work as your own, cheating on an exam, etc.) will result in a grade of zero on that assignment. Repeat offenses will result in an F in the course and referral to the Dean of Students. <http://valenciacollege.edu/generalcounsel/policy/>

You will receive an Academic Honesty Agreement to read, sign, and upload into Canvas page of this course

BEFORE the FIRST UNIT EXAM. You will not be able to take the first exam if the signed agreement is not on file.

PLAGIARISM

Plagiarism is the act of taking another individual's writings or ideas and passing them off as your own. This includes directly copying even a small portion of the text, indirectly taking thoughts by paraphrasing ideas without correctly attributing to the source (meaning both with signal phrases and in-text parenthetical citations), using papers written in previous courses (self-plagiarism), and using another individual's research without the correct attribution. Any act of plagiarism or academic dishonesty will result in an automatic failing grade on the assignment, no matter how small the infraction; to clarify, this means the assignment will receive no points. Additional action may be taken with the college's administrative offices. Do not endanger your academic career: If there is a severe issue, you are confused about what constitutes plagiarism, or you feel dishonesty is your only solution, contact me immediately and we will discuss the matter. Remember, once the assignment has been submitted, there is no distinction between unintentional plagiarism and intentional plagiarism – it's just intentional in my eyes. Students' work will be submitted through Canvas's plagiarism assessment tool known as Unicheck.

STUDENTS WITH DISABILITIES

Students with disabilities who qualify for academic accommodations must provide a letter from the Office for Students with Disabilities (OSD) and discuss specific needs with their professor, preferably during the first week of class. West Campus, SSB 102, Phone: (407) 582-1523 <http://valenciacollege.edu/osd/>

ONLINE TUTORING

If you need additional help with understanding the key concepts, visit the Distance Tutoring LibGuide www.valenciacollege.edu/tutoring To view the tutoring hours for the current term or to join a live science tutoring session, click on the appropriate subject area within. Please note: Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as a back-up to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting www.valenciacollege.edu/tutoring

STUDENT ASSISTANCE PROGRAM

Valencia College is interested in making sure all of our students have a rewarding and successful college experience. To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management, as well as relationship problems dealing with school, home, or work. BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

IMPORTANT LINKS

- College Calendar: <http://valenciacollege.edu/calendar/>
- Important Dates & Deadlines: <https://valenciacollege.edu/academics/calendar/documents/academic-calendar-2020-2021.pdf>
- Final Exam Schedule: <https://valenciacollege.edu/academics/calendar/>

- College Catalog: <http://valenciacollege.edu/catalog/>
- Valencia Policy and Procedures: <https://valenciacollege.edu/about/general-counsel/policy/>
- FERPA: <http://valenciacollege.edu/ferpa/>

Disclaimer

The syllabus, assignments, and due dates are subject to change at the discretion of the Professor, and you will be informed of these changes via a Canvas announcement. 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.