

## COURSE SYLLABUS

BIO 3722  
MICROBIOLOGY LABORATORY  
SUMMER 2007

SECTION 01F & 01S: MTWR 1:00 – 4:45 p.m.\* (SB 3.01.40)

SECTION 01T: TR 6:00 - 9:45 p.m.\* (SB 3.01.42)

\* SEE NOTE 3 BELOW.

INSTRUCTOR: \_\_\_\_\_  
OFFICE HOURS: By appointment and after class.  
TEXTBOOK: *SYMBIOSIS, The Benjamin Cummings Custom Laboratory Program for Biology*  
RECOMMENDED TEXT: *A Photographic Atlas for the MICROBIOLOGY LABORATORY*, third edition, by Leboffe & Pierce  
COURSE OUTLINE: See separate handout.  
MATERIALS: Each student is required to obtain the following supplies for use in the lab.  
1) Sharpie pen with black ink  
2) Knee-length white lab coat with long sleeves

### GRADING SCHEME:

Quizzes	35%
Final Exam	40%
Unknown Identification	20%
Class participation, attitude, and cooperation	5%
Attendance - See paragraph 8 below	

A=90-100%   B=80-89%   C=70-79%   D=60-69%   F=0-59%

EXAMINATION SCHEDULE: See course outline

### NOTES:

1. Quizzes will be given during the first 15 minutes of most lab periods. If you are late to class you will not get more time to complete the quiz. No quiz can be made up. Quizzes may cover material from all lab periods and experimental observations made since the last quiz plus general information from the material for that day's experiment(s). Your lowest quiz score will be dropped, except that the score on the first quiz, which includes lab safety and other material presented the first period, will not be dropped.

2. The final exam is a practical exam which covers all material presented during lab periods. It is based on information presented by your lab instructor, written material in handouts and the lab manual, and includes lab procedures, techniques, experimental results, observations, and conclusions.

3. Frequently, the observation of experimental results in microbiology must be done during times other than your scheduled lab periods. The microorganisms that we use have no concept of clock time and respond only to their own schedules. You are expected to find the time to observe the results of your experiments during the days and times announced by your instructor. During the hours 6 a.m. to 6 p.m. you may gain access to the lab when it is locked by swiping your UTSA Identification Card through the

card reader on the Locknetics security lock on the lab door. This card reader is computerized. It reads your Banner number and records this number and the time of entry whenever you enter the lab. You may enter the lab during the same time on weekends, but only when you are accompanied by your partner or another current microbiology lab student. Each student must swipe his/her card to produce a record that two persons were in the lab. (There must be at least 2 persons in the lab always for safety purposes.)

4. You are expected to read and understand the lab experiments for each day's class before class. Also, your lab manual has an introduction to each part (series of experiments). Read and understand the material in the introduction before doing any experiments from that part. (Quiz questions will come frequently from the introduction.) You cannot perform well by attempting to conduct the experiment as you might follow a recipe. Being ignorant of the day's activities is unfair to your partner also.

5. Your grade on the identification of unknown organisms will be based on your ability to plan, organize, and conduct a series of experiments to identify the unknown organisms. You may need to conduct some experiments that were not conducted during class time but that are found in your lab manual. Coordinate with your instructor if you need media in addition to that placed out in the lab. You are expected to make appropriate observations and to draw reasonable conclusions from the experimental data produced, and to prepare a written report describing your findings and conclusions. A format for this report will be provided. You will find that some amount of literature research will be required throughout the time you are working on the exercise, both to develop a comprehensive and coherent plan and for confirmation of your findings and conclusions. This is an individual graded project. Your report must include a statement on the cover sheet signed by you stating that all work done to identify the unknown organisms and in the preparation of your report was done by you without collusion or improper assistance from another person or source. Late reports will not be accepted. A report is late if it is not submitted by the start of your class on the day reports are due as shown on your course outline. You may submit reports early for extra credit.

6. Unless otherwise announced, all work that is handed in for grading must be your own work. (See paragraph 11 below for a discussion of scholastic dishonesty.) This idea should not suggest to you that you may not discuss and compare lab observations, findings, results, and conclusions. Whenever possible, discuss your results with others. Such collaboration is a part of scientific inquiry.

7. Retain all graded work in the event a question arises regarding your grade.

8. Your attendance is required at each lab session. Laboratory skills cannot be learned in absentia. If you must miss a session coordinate with your instructor, preferably for attendance during another section's lab period, or at another time agreeable to you and your instructor. Several skills with safety precautions are taught, practiced, and then used frequently during the course. You may not be permitted to attempt some procedures if you have missed the class when those procedures were covered. You will lose 3 points from your final course percentage grade for every lab period that you miss and do not make up in a reasonable time. What is reasonable will be determined by your instructor in consultation with the lab coordinator and will be based on the circumstances of your situation and the availability of necessary cultures, media, and equipment. If four or more sessions are missed and are not made up as of 5 o'clock the

last class day before the final exam you will receive an "F" for the course because of inadequate attendance.

9. Pace of work - We expect you to be reasonably industrious and to not waste time. Some things must be done with all due speed. One of the reasons that you must read and understand the experiments before you come to class is so that you will know before class when timing or speed of work is important. However, we would much rather have you spend whatever additional time in the lab that you require than to have you misuse time by going through motions that you do not understand or for which you do not understand the reason. Lab partners may have to compromise on pace.

10. Part of the basis for your grade includes attendance, class participation, attitude, and cooperation - with fellow classmates, instructors, and lab support personnel. We, and hopefully you, will try to make this class both meaningful and enjoyable. Your learning is important to us and to you. We want the learning of your lab partner and fellow class members to be important to you also. If it is, you will do well with the percentage of your grade that is based on attitude, cooperation, etc.

11. The integrity of a university degree depends on the integrity of the work done for that degree by each student. The University expects a student to maintain a high standard of individual honor in all scholastic work (*Rules and Regulations of the Board of Regents*, Chapter VI,3.(17)). In order to protect the majority of you who do your own work, we require that you know the university stand on scholastic dishonesty. There are several projects and activities that you will accomplish during the semester that are specifically covered by the guidance provided in *UTSA Information* on the subject of "Scholastic Dishonesty," which you should read. If a student is accused of academic dishonesty, the faculty member may initiate disciplinary proceedings through the Division Director, the Dean of the College, and the Student Judicial Affairs Coordinator.

12. You have received a list of lab and safety rules. **KNOW AND OBSERVE THESE RULES.** SAFETY IS EVERYONE'S BUSINESS.

13. To postpone the final exam due to dire circumstances such as personal illness or family emergency, you must follow the "Postponement of Final Examination Procedures" described in *UTSA Information*.

14. If you are, think that you are, or become pregnant during this semester, please notify your instructor of this fact. We will provide you with a list of the organisms that will be used during this lab (or during the remainder of the lab), which you should provide to your doctor. Your doctor can then advise you about additional precautions, if any, that you should take.

15. Cell phones, pagers, and other signaling devices brought into the lab will be turned off or set on silent mode during class AND will be kept in your backpack, not on your person, to prevent possible contamination of your cell phone.