Instructor Information
Instructor: Robin Cotter    Office: DB-214
Phone: 602-285-7102    Fax: 602-285-7349
E-mail: robin.cotter@pcmail.maricopa.edu
Class website: www.pc.maricopa.edu/biology/rcotter/

Office Hours: M & W 4-5pm, T & Th 2-3 pm, F 11-1pm, or by appointment

Lecture Section    #0466:  Th   10-12:50pm, Room DB-123
                   #5408:  Th   5:30-8:20pm, Room DB-123

Supplies
1. aText: Microbiology by Bauman (new or used) is required.
2. bLab: A Lab Manual will be supplied.
3. A 3-ring binder for the Lab Manual and handouts is required.
4. A pen and pencil are required for every class, lab quiz, and lecture test.
5. Access to a word processor is required for all topic reports.
6. Test Scantron forms are provided by the instructor.

Evaluation and Grading Policy
1. All graded exams and quizzes MUST REMAIN in your folders! Removal of exams or quizzes will result in deduction of those points from your class total.
2. Extra credit assignments are NOT given.
3. Students are required to take Lecture Exams 1-5. Lecture exams are composed of 30 multiple choice (1.5 points each) and 3 essay questions (5 points each).
4. The Final Exam is cumulative, optional, and may be used to replace a missed/low exam grade. This exam will be composed of all multiple choice questions.
5. Students are required to participate in all Lab Activities. Students not participating in lab activities will not be allowed to take lab quizzes.
6. Students will have lab activity content evaluated by 8 lab quizzes (20 points each). The lowest quiz score will be dropped from the total lab points.
7. All lecture exams and lab quizzes are given promptly at the beginning of class.
8. Students will be assigned two reports (30 points each) relating to infectious diseases. The first written assignment is a library database research project. For this assignment, students will research and then write a one page summary about an infectious microbe. For the second written assignment, the instructor will provide a list of topics from which students may choose.
9. Written reports are due at the beginning of class on the date assigned by the instructor. Reports submitted after the beginning of class on the assigned due date will result in 0 points.
10. It is the student’s responsibility to be prepared for every lab activity. Preparation includes prior review of each activity. Every student must bring their Lab Manual, a notebook, a pen and pencil, and proper supplies for every lab session.
Grading scale and points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percent of total</th>
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<tbody>
<tr>
<td>A</td>
<td>100 - 90%</td>
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<tr>
<td>B</td>
<td>89 – 80%</td>
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<tr>
<td>C</td>
<td>79 – 70%</td>
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<tr>
<td>D</td>
<td>69 – 60%</td>
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<tr>
<td>F</td>
<td>59 – 0%</td>
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<table>
<thead>
<tr>
<th>Evaluations</th>
<th>Units</th>
<th>Points</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Exams</td>
<td>5</td>
<td>60</td>
<td>300</td>
</tr>
<tr>
<td>Topic Reports</td>
<td>2</td>
<td>30</td>
<td>60</td>
</tr>
<tr>
<td>Lab Quizzes</td>
<td>8*</td>
<td>20</td>
<td>140</td>
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</tbody>
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| BIO 162 Total | 500 |

*The lowest quiz score will be dropped.

Attendance, Absence, and Withdrawal Policy
1. Only registered students may attend class.
2. Students are required to sign in for each class.
3. Excess absences (3 or more) from class can result in withdrawal from the course.
4. Late arrivals or early departures will be counted as absences.
5. It is the student’s responsibility to initiate withdrawal from the course. March 2nd is the last day for withdrawal without instructor’s signature (See the Phoenix College Student Handbook page 154).

Laboratory Safety and Usage
1. Laboratory equipment, bacteria, supplies, and chemicals may be used by students only with permission from the instructor of that lab.
2. Laboratory equipment, bacteria, supplies, and chemicals may be used by students only after proper instruction and review of correct techniques and handling by the instructor.
3. General and specific lab safety and behavior instructions are located in Activity 1 of the Laboratory Manual.
4. It is the student’s responsibility to review and follow the instructions for proper preparation and safe handling of equipment and bacteria.
5. Failure to follow the safety and behavior instructions can result in immediate withdrawal from the course.

Academic Dishonesty: Academic dishonesty including cheating and plagiarism will not be tolerated and will be dealt with in accordance with college policy (See the Phoenix College Student Handbook pages 168-169).

Disruptive and unsafe behavior: Disruptive behavior in class will not be tolerated and will be dealt with in accordance with college policy. Disruptive behavior includes the harassment of other students or instructor and inappropriate or unsafe activities with respect to other students, instructors, equipment or supplies (See the Phoenix College Student Handbook pages 162-170). The use of cell phones during class time is considered disruptive and cell phones must be turned off or set to vibrate. Talking on a cell phone or using text messaging during class time is not tolerated. Cameras and the use of cameras of any kind will not be allowed in class without permission of instructor.

Disability Support Services: It is a student’s responsibility to meet with the campus Disability Support Services Office before the first week of class, or as soon as possible. (See the Phoenix College Student Handbook pages 25 and 175).
# Course Schedule

**Course scheduled activities are subject to change by the instructor.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecturea</th>
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| **Week 1** | 1/18   | **Unit 1. Microorganisms** Ch 1, 3, 11-13 | Act. 1: Lab Orientation  
Act. 2: Aseptic Technique  
Act. 3: Streak Plate |
| **Week 2** | 1/25   | **Microorganisms (cont.)**    | **Lab Quiz 1**  
Act. 5: Smear Preparation  
Act. 6: Gram Staining Mystery  
Cont’d: Act. 2, 3 |
| **Week 3** | 2/1    | Lecture Exam 1                | Act. 4: Microscopy                        |
| **Week 4** | 2/8    | **Unit II. Growth of Microorganisms** Ch 5, 6, 7 | **Lab Quiz 2**  
Microbe Library Activity (30 pts) |
| **Week 5** | 2/15   | **Growth of Microorganisms** (cont.) | **Mystery Microbe Assignment**  
Due  
Act. 7: Isolation Media |
| **Week 6** | 2/22   | Lecture Exam 2                | Act. 8: Disinfectants  
Act. 9: Handwashing & Antiseptics  
Cont’d: Act. 7 |
| **Week 7** | 3/1    | **Unit III. Control of Microorganisms** Ch 9, 10 | **Lab Quiz 3**  
Act. 10: Antibiotics  
Cont’d: Act. 8 & 9 |
| **Week 8** | 3/8    | **Control of Microorganisms** (cont.) | **Lab Quiz 4**  
Cont’d: Act. 10 |
| **Week 9** | 3/15   | **Spring Break**               | No Class                                  |
| **Week 10** | 3/22   | Lecture Exam 3                | Act. 11: Skin Bacteria                    |
| **Week 11** | 3/29   | **Unit IV. Immunology** Ch 15, 16, 18 | **Lab Quiz 5**  
Cont’d: Act. 11 |
| **Week 12** | 4/5    | Immunology (cont.)            | **Lab Quiz 6**  
Act. 12: Respiratory Bacteria  
Act. 13: Oral Bacteria |
| **Week 13** | 4/12   | Lecture Exam 4                | Cont’d: Act. 12 & 13                      |
| **Week 14** | 4/19   | Topic Report 2 (30 points)  
**Unit V. Infectious Disease** Ch 14, select parts of Ch 19-25 | **Lab Quiz 7** |
| **Week 15** | 4/26   | Infectious Disease (cont.)    | **Lab Quiz 8** |
| **Week 16** | 5/3    | Lecture Exam 5                | Act. 14: Epidemiology & ELISA            |
| **Finals Week** | 5/8    | Final Exam (optional)         | #0466 Tues 5/8 10-11:50am  
#5408 Tues 5/8 5:30-7:20pm |
I acknowledge that I have read and, do hereby, agree to abide by the terms and policies outlined in this syllabus.

______________________ ________
Student’s signature             Date

______________________ _________
Instructor’s signature         Date