

## Department of Biology Course Outline

### SC/BIOL 2905 3.00, Introduction to Microbiology Winter 2017

#### Course Description (Subject to change until January 20<sup>th</sup>)

Introduction to medical microbiology; microbial organisms; microbial genetics; microbe-host interactions; microbes as causative agents of human disease; antimicrobial drugs.

Three lecture hours. One term. Three credits.

#### Prerequisites

Prerequisite: At least 30 credits towards a degree program; 6 credits from the following: SC/BIOL 1000 3.00, SC/BIOL 1001 3.00, SC/BIOL 1010 6.00; SC/NATS 1610 6.00, SC/NATS 1650 6.00, SC/NATS 1660 6.00, SC/NATS 1670 6.00, SC/NATS 1675 6.00, SC/NATS 1680 6.00, HH/KINE 2011 3.00, HH/KINE 2031 3.00; or permission of the instructor. Course credit exclusion: SC/BIOL 2900 3.00, SC/BIOL 3150 3.00, or SC/BIOL 3150 4.00. Note: Not eligible for Biology credit towards a Biology or Biochemistry program.

#### Course Instructors and Contact Information

Course Director: Dr. Dasantila Golemi-Kotra  
E-mail: dgkotra@yorku.ca  
Office hours: By appointment

#### Schedule

Day and Time of Lectures: Wednesdays at 2:30-5:30 pm LAS C.

#### Evaluation

Midterm 1 15%  
Midterm 2 15%  
Midterm 3 15%  
Final Exam 55%  
(the weight of each test is subject to change)

Midterms and final exams will include:

1. Questions based on the lecture material in the form of multiple choice questions and short answers.
2. Midterms will be during class time. The final exam will be comprehensive. Dates/times/rooms for exams are scheduled and published by the registrar's office (RO).

#### Important Dates

**First Day of Class January 5**

Midterm #1 15% February 1 (tentative date only)

Midterm #2 15% March 8 (tentative date only)

**Drop date March 10** (Last date to drop a course without receiving a grade)

Midterm #3 15% April 5 (tentative date only)

**Last day of Class April 5**

Final Exam 55% Will be scheduled by University Registrar

Course Withdrawal Period: March 11 - April 5

NOTE: for additional important dates such as holidays, refer to the "Important Dates" section of the Registrar's Website at <http://www.yorku.ca/yorkweb/cs.htm>

**Resources****Lecture Materials**

- The lecture notes will be based on the text book by Robert W. Bauman (5<sup>th</sup> Edition) Microbiology with Diseases by Taxonomy.
- Earlier Editions of this text book are acceptable.
- There may be copies of the text on reserve (2 h) in the Steacie Library
- Any Lecture material that is not in the text book will be posted on Moodle.

**Course Website**

- Any course material other than the text book will be posted on Moodle, including lecture slides, exam results, and supplementary information.
- Announcements related to the course will be posted on Moodle.
- Any discussion related to the course material should be made on Moodle (<http://moodle.yorku.ca>)

**Learning Outcomes****Lecture Learning Outcomes:**

- Explain major concepts, methodologies and issues in microbiology, demonstrating detailed knowledge in certain topics (i.e. planned course topics).
- Gather, review, evaluate and interpret microbiology information (in reviews, primary sources and mass media articles).
- Apply learning from other areas (e.g. biochemistry, genetics) to microbiological problems/situations.
- Solve basic microbiological problems.
- Identify problems and suggest possible solutions in terms of microbiology and public health.
- Communicate (orally and in writing) microbiological concepts clearly to peers and a scientific audience.
- Discuss and debate current issues relating to microbiology.
- Effectively and collegially work with others in class setting.

**Course Content**

## LECTURE TOPICS

Lecture topics correspond to chapters in the text book by Robert W. Bauman Microbiology with Diseases by Taxonomy. Coverage of Chapters will not necessarily be complete and follow their order in which they appear in the text book. Students are advised to attend all lectures and study those sections of the text relevant to the lecture topics. Tests and exam questions will relate primarily to the topics covered during lecture but some self-study will also be required.

COURSE TOPICS: The following topics will be covered during the Fall Semester.

- History of microbiology
- Cell structure/ function of microorganisms
- Metabolism of bacteria
- Microbial Growth
- Molecular Genetics
- Controlling microbial growth
- Characterization and classifying of microorganisms
- Infection diseases and their transmission
- Pathogenic microbes

Please see Moodle for more detailed lecture schedule.

## Experiential Education and E-Learning

E-learning:

- Moodle website
- Supplemental videos and presentations

## Course Policies

### MISSED MIDTERMS:

- If a midterm is missed with a valid excuse and documentation (e.g. illness with a doctor's note), the weight will be distributed between the remaining tests and the final exam. If more than one test is missed, the second missed test has to be rescheduled within one week. Otherwise, 0 will be earned for the second missed test (or the third missed test).
- **You must contact the course director within two days (48 hours) of the missed test and present valid documentation within one week of the exam to qualify for exemption.**
- **IMPORTANT: If you miss because of illness, you MUST see a Physician within 24 hours of the missed test – normally on the same day - so that the Physician can confirm you are too ill to attend the test based on medical examination. Valid documentation for medical situations** consists of an "Attending Physician's Statement" from the petitions package [http://www.registrar.yorku.ca/pdf/attend\\_physician\\_statement.pdf](http://www.registrar.yorku.ca/pdf/attend_physician_statement.pdf) or letter/document of similar detail. **A note that simply says you were seen in the clinic will not be accepted.** Any documentation should cover the date of the missed test.
- Death of an immediate family member: death certificate or letter from the funeral director
- Contact your instructor to determine the appropriate documentation required for other circumstances.
- If appropriate documentation is NOT provided within ONE week, a zero will be earned on the missed midterm.
- NOT all situations will be accommodated, meaning that a zero will be earned on the missed test or exam.
- Circumstances not accommodated include, but are not limited to, schedule confusion, sleeping in, missing the bus, personal endeavors (including a job), and busy lives.

### MISSED FINAL EXAM:

- If you miss the final exam for a valid reason (e.g. medical emergency, death of an immediate family member) you must request deferred standing and notify the course director within 48 hours of missing the exam.

• **All students** who miss the final examination must petition if they are seeking deferred standing. No student will be granted deferred standing by the instructor via a Deferred Standing Agreement Form (DSA). Students will have to seek deferred standing by submitting a petition to their home faculty. It will be the Petition Committee's decision whether deferred standing is granted and, if deferred standing is granted, this committee will also set the deadline for writing the deferred examination.

#### **TEST AND EXAM REAPPRAISALS:**

• For written answers on tests and the final exam: if you believe that a written answer on a test was marked incorrectly, you must submit a written rationale that is based on academic grounds\* with your test to the Biology Office (FS 108) within ONE week of the test being made available to you. **Only those answers written in ink will be eligible for regrading.**

*Note: Regrading can result in the grade being raised, confirmed or lowered.*

*\*Academic grounds means you make an academic argument for why your answer is correct – statements such as “this grade does not reflect my knowledge” or “I really studied hard and I deserve a better grade” are not academic grounds.*

In order to be fair and consistent with regards to the entire class, individual grades are not negotiable.

**We cannot provide “extra credit” assignments. Marks for assignments and tests will not be “rounded” or “bell-curved”. Contact the Course Director about marks ONLY if there is a clear error in your grade (calculation, clerical, etc.) within ONE week of the test score being made available to you.**

#### **RECORDING LECTURES:**

Photographs or video recordings of any portion of the lectures (including slides) are PROHIBITED.

Images and material presented are subject to Canadian copyright law.

Audio recordings are permitted provided they are used ONLY as a personal study aid, and are NOT sold, passed on to others or posted online. Remember the lectures are the intellectual property of the professor and cannot be distributed without permission. Lectures can ONLY be recorded from your seat. No recording devices are permitted at the front of the room, including front table(s), the lectern and computer area.

#### **E-MAIL POLICIES AND ETIQUETTE:**

Before you send an e-mail with an inquiry regarding the course or course material, please check this Course Outline document and other documentation posted on Moodle for answer. I will not respond to inquiries, for which the response is already provided here or on Moodle.

I will try to respond to email within two working days, but this is not always possible. I may also answer your question in the next class meeting if appropriate. Questions and answers that I deem of interest to the entire class will be posted on the appropriate discussion board or sent via course announcements if urgent.

Emails that do not meet the requirements below may not be answered:

- Use your @yorku.ca email address when emailing instructors and others within the university. Email from other sources may be filtered out and not reach the intended recipient.
- SUBJECT LINE - Include the course code, course section and brief indication of topic. For example: BIOL2905 – Question Regarding Gram Staining
- **Include your NAME and STUDENT NUMBER at the end of each email.** This is the only way I can access your course information is via your student number.
- Remember, you are in a professional environment and thus all your written correspondence, including emails, should be professional. This means full sentences, proper grammar, NO text message lingo.

**MOODLE DISCUSSION BOARDS:** Students are encouraged to participate in the online Moodle forums to discuss course concepts, organize study groups, and ask questions relating to Biology. The discussion on the forums has typically been polite and respectful, and we hope this will continue.

Students are expected to follow the code of conduct when using the Moodle forums:

- Be sure to read the other threads before you post a question to see if your question has already been answered. If your question hasn't already been asked, please post in the most appropriate area. (e.g., if your question is about a lab submission, your post should be in the “Laboratory” forum.)
- When posting, use a clear, informative subject line and be clear specific and professional.
- Post comments appropriate to the particular discussion. Off-topic posts may be moved or deleted.
- Post only material relevant to BIOL 3150. Other posts will be deleted.
- While it is appropriate to engage in debate/ discourse on biological topics, such discussions should be respectful and evidence-based. Evidence should be from trusted sources – consult with the library if you

are not sure! (See: <http://www.yorku.ca/webclass/module4a.html>)

- Discussions are monitored. Messages containing personal attacks, inappropriate language, or other disrespectful contents will be removed. Irrelevant material will also be removed. Follow the York University Student Code of Conduct <http://www.yorku.ca/oscr/codeofrr.html>
- If you notice any inappropriate threads please contact the Course Director.
- Any posts which appear to violate our code of conduct may be edited, moved or deleted at the discretion of instructors/moderators. If posts give indications of violations of academic honesty or the York University student code of conduct, further action will be taken.

*Disclaimer: While Moodle moderators / instructors will attempt to remove (or edit) objectionable/inappropriate material as quickly as possible, it is not always possible to review every post. All posts made on the forums express the views and opinions of the author and not the moderators / instructors (except for posts by these people) and they cannot be held liable.*

#### **ACCOMMODATION STATEMENT:**

Students who feel that there are extenuating circumstances that may interfere with their ability to successfully complete the course requirements are encouraged to discuss the matter with the Course Instructor as soon as possible (*i.e. the 1<sup>st</sup> week of term*). Students with physical, learning or psychiatric disabilities who require reasonable accommodations in teaching style or evaluation methods are encouraged to consult with the Office for Persons with Disabilities (OPD) and ensure that requests for appropriate accommodations are arranged with the course instructor (in the 1<sup>st</sup> week of term). Please note: "Senate policy states that students are expected to monitor their progress in courses, taking into account their personal and academic circumstances, and to make the necessary adjustments to their workload to meet the requirements and deadlines." (From Senate Policy of Students' Responsibilities in the Petition/Appeal Processes: <http://www.yorku.ca/univsec/senate/committees/sac/sturesp.htm>)

- Please submit CDS Accommodation letters to the Instructor (me) or Undergraduate Office (108FS) by January 15<sup>th</sup>, 2016. Please email [nivillac@yorku.ca](mailto:nivillac@yorku.ca) and [microlab@yorku.ca](mailto:microlab@yorku.ca) to make us aware of submissions.
- Please also inform instructor of any religious observance conflicts occurring at any point during the semester, for which accommodation will be required, by January 15<sup>th</sup>, 2016. Please email these dates to [nivillac@yorku.ca](mailto:nivillac@yorku.ca) and submit supporting documentation to the undergraduate office (108 FS).

## **University Policies**

### **Academic Honesty and Integrity**

York students are required to maintain the highest standards of academic honesty and they are subject to the Senate Policy on Academic Honesty (<http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>). The Policy affirms the responsibility of faculty members to foster acceptable standards of academic conduct and of the student to abide by such standards.

There is also an academic integrity website with comprehensive information about academic honesty and how to find resources at York to help improve students' research and writing skills, and cope with University life. Students are expected to review the materials on the Academic Integrity website at - [http://www.yorku.ca/spark/academic\\_integrity/index.html](http://www.yorku.ca/spark/academic_integrity/index.html)

### **Access/Disability**

York University is committed to principles of respect, inclusion and equality of all persons with disabilities across campus. The University provides services for students with disabilities (including physical, medical, learning and psychiatric disabilities) needing accommodation related to teaching and evaluation methods/materials. These services are made available to students in all Faculties and programs at York University.

Student's in need of these services are asked to register with disability services as early as possible to ensure that appropriate academic accommodation can be provided with advance notice. You are encouraged to schedule a time early in the term to meet with each professor to discuss your accommodation needs. Please note that registering with disabilities services and discussing your needs with your professors is necessary to avoid any impediment to receiving the necessary academic accommodations to meet your needs.

#### **Additional information is available at the following websites:**

Counselling & Disability Services - <http://cds.info.yorku.ca/>

Counselling & Disability Services at Glendon –

<http://www.glendon.yorku.ca/counselling/personal-counselling/what-is-counselling/>

York Accessibility Hub - <http://accessibilityhub.info.yorku.ca/>

**Ethics Review Process**

York students are subject to the York University *Policy for the Ethics Review Process for Research Involving Human Participants*. In particular, students proposing to undertake research involving human participants (e.g., interviewing the director of a company or government agency, having students complete a questionnaire, etc.) are required to submit an *Application for Ethical Approval of Research Involving Human Participants* at least one month before you plan to begin the research. If you are in doubt as to whether this requirement applies to you, contact your Course Director immediately.

**Religious Observance Accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community, and making accommodations for observances of special significance to adherents. Should any of the dates specified in this syllabus for an in-class test or examination pose such a conflict for you, contact the Course Director within the first three weeks of class. Similarly, should an assignment to be completed in a lab, practicum placement, workshop, etc., scheduled later in the term pose such a conflict, contact the Course director immediately. Please note that to arrange an alternative date or time for an examination scheduled in the formal examination periods (December and April/May), students must complete an Examination Accommodation Form, which can be obtained from Student Client Services, Student Services Centre or online at [http://www.registrar.yorku.ca/pdf/exam\\_accommodation.pdf](http://www.registrar.yorku.ca/pdf/exam_accommodation.pdf)

**Student Conduct in Academic Situations**

Students and instructors are expected to maintain a professional relationship characterized by courtesy and mutual respect. Moreover, it is the responsibility of the instructor to maintain an appropriate academic atmosphere in the classroom and other academic settings, and the responsibility of the student to cooperate in that endeavour. Further, the instructor is the best person to decide, in the first instance, whether such an atmosphere is present in the class. The policy and procedures governing disruptive and/or harassing behaviour by students in academic situations is available at - <http://secretariat-policies.info.yorku.ca/policies/disruptive-and-or-harassing-behaviour-in-academic-situations-senate-policy/>