

Online Microbiology Lab Syllabus

Course Title and Number: Microbiology Laboratory (BIO 2921), 1 credit

Instructor's name: Patty Tolley

Email address: pttuminello@hindsgcc.edu

Canvas Inbox: You can send me a message via the Canvas Inbox. This is the best way to get in touch with me as Canvas will send me a text message alerting me that I have message from a student. Canvas identifies the student by name and the course she/he is taking.

I typically respond to Canvas messages and emails within 24 hours.

Virtual Office Hours: Just as you are taking this course 100% online, I teach it 100% online. My virtual office hours are Sunday's 9 AM to 10 AM and by appointment. My cell phone number is: 601-218-3201. If you contact me via my phone (text or call), you will need to identify who you are and what class you are taking. I work full-time and will only return a phone call when I get home in the evening if you leave a voice message. I will not respond to message if I do not know who is contacting me and what class you are taking. Please no phone calls after 8 PM!

You will need to purchase an eScience Kit for this lab. The cost is in addition to your registration fees.

The current lab code is kit6034. Access instructions from the company are:

Kit Ordering Instructions:

1. Visit www.esciencelabs.com/user/register and create an account
2. Click on the "Have a Code" button to enter the unique kit code provided by your instructor or bookstore. Please note that "Kit" should proceed the code (example Kit1234).
3. Add to cart and follow the checkout process

Once the kits are shipped, students will receive tracking information directly from UPS.

Please always direct students to e-mail us at info@esciencelabs.com or call 888-ESL-KITS with any questions related to lab kit ordering or contents.

If you are using Financial Aid to purchase the kit, you will need to contact the Hinds Bookstore to process the order.

Instructional techniques used for this course will include:

Web-based Lectures

Online discussions

Interactive websites

Ungraded surveys

Lab Questions

Methods of Evaluation:

1. Lab Quizzes
2. Discussion of Lab Results
3. Lab Tests

Attendance – Yes, attendance is still important even though this is an online course:

1. Submission of the Lab Quiz will count as your class attendance.
2. You must log in once a week to Canvas, but it is recommended that you check on the status of your course more often than once a week.
3. A student may be administratively withdrawn from a class after the failure to submit three weekly attendance (i.e, lab quizzes) assignments.

Discussions -- You must post to each Discussion and then post a comment or response to at least 2 other posts to receive full-credit. You can earn up to 3 points each Discussion Topic (1 point for your posting and 1 point for each of the 2 replies).

Evaluation/Grading Scale:

Interim and final grades will be based on the following - I have listed the general due date for each item:

20% Lab Discussion Topics - Due on Friday's

20% Lab Quizzes - Due on Thursday's

60% Lab Tests - Due on Friday's

90 - 100: A; 80 - 90: B; 70 - 79: C; 60 - 69: D; 59 and Below: F

Testing: There will be at least six (6) tests this semester. You are expected to complete the assignments and tests by yourself; however, you may use your books and notes except for the Proctored Test (see information below). I will use the best (highest) five (5) lab test grades for your final average. There will be four (4) online tests and two (2) proctored tests. **If you do not take a test, you will receive 0 (zero) for that test. The "drop rule" is already set-up in Canvas. The system does not include a grade for a test until it is taken (i.e., there has to be a number in the column). Keep this in mind when you are reviewing your grades. Canvas "drops" the lowest grade through the semester.**

Proctored Testing Information: All proctored exams must be taken at an approved proctoring site. To test at a location other than a Mississippi community college, please contact Distance Learning at 601.857.3834 for information regarding outside proctors. It is the student's responsibility to set up the appointment with the center and complete this requirement.

Hinds Proctor Registration: You will sign up for your Proctored Tests by going to the **SmarterProctoring** link in Canvas.

Canvas and My.Hinds: I will be posting class materials as well as announcements on Canvas. Since this is an online class, you must be able to access your Canvas account for this class. For assistance with Canvas, **contact Instructional Technology at 601.857.3257**. Your midterm and final grades will be posted on My.Hinds.

Attendance and Withdrawal: Follow the policies as stated in the current *Student Handbook*. Notice that it is a Hinds policy that a final grade of F may be given to any student missing more than 20% of the class meetings. No absence will be considered excused in respect to the attendance portion of a student's grade. Each student must sign in on the appropriate form at the beginning of each session to be considered present.

Policy on Cheating and Plagiarism: See current *Student Handbook*

Hinds CC ADA Statement: Hinds Community College, in accordance with the American Disabilities Act and Section 504 of the Rehabilitation Act of 1973, shall provide reasonable accommodations for students with documented disabilities. A student who needs academic adjustment must self-identify himself or herself by registering early in

the semester with the Office of Disability Services on his or her campus by providing current documentation of the disability. Students previously registered with disability services must update their files each semester for any accommodation requests. All documentation and discussion will remain confidential.

Hinds CC Disability Support Services Statement:

Hinds Community College provides reasonable and appropriate accommodations for students with disabilities. Disability Services staff members verify eligibility for accommodations and work with eligible students who have self-identified and provided current documentation. Students with disabilities should schedule an appointment with the designated Disability Services staff member on their respective campuses to establish a plan for reasonable, appropriate classroom accommodations. Raymond Campus: 601.857.3646; Jackson Campus – NAHC: 601.376.4803; Utica Campus: 601.885.7043; Jackson Campus – ATC: 601.376.4803; Rankin Campus: 601.936.5544; Vicksburg-Warren Campus: 601.629.6807

Hinds CC Notice of Non-discrimination Statement:

In compliance with the following: Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, Hinds Community College offers equal education and employment opportunities and does not discriminate on the basis of race, color, national origin, religion, sex, age, disability or veteran status in its educational programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Dr. Debra Mays-Jackson, Vice President for Administrative Services
34175 Hwy. 18, Utica, MS 39175
601.885.7002

Dr. Tyrone Jackson, Associate Vice President for Student Services &
Title IX Coordinator
Box 1100 Raymond Campus (Denton Hall 221), Raymond, MS 39154
TitleIX@hindsc.edu