Biology 3340L  Microbiology Laboratory  Fall 2006

Instructor:  Dr. Jerald D. Hendrix  
Science 332 or Science 372  
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Voice mail and email messages are generally answered within two business days

Office Hours:  
Monday & Wednesday  11:00 am – 12:00 pm  
Tuesday & Thursday  10:00 – 11:00 am  
Other times are available by appointment.

Prerequisite:  
BIOL 2107 and BIOL 2108  
Students are required to have completed the prerequisite courses with a grade of “C” or better before taking Biology 3340.

Corequisite:  BIOL 3340

Lab Manual:  
Hendrix, J. D.  
Basic Concepts of the Microbiology Laboratory, 2nd ed. Revised printing

Laboratory:  
Section 1: Tuesday  2:00 pm – 4:45 pm  
Section 2: Thursday  2:00 pm – 4:45 pm  
SC 370

Catalog Description

BIOL 3340L. Microbiology Laboratory. 0-3-1.  
Prerequisite: BIOL 2107, 2108. Corequisite: BIOL 3340.  
This course emphasizes basic microbiology methods, focusing on the culturing and identification of bacteria and other organisms. The role of microbes in the environment and in medicine is also investigated.

Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student code of Conduct, as published in the Undergraduate and Graduate catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic malicious/intentional misuses of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an “Informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement.
Laboratory Policies

1. Laboratory attendance is required. Unexcused absence from more than one laboratory period will result in a final grade of “F” for the course, regardless of other work. The instructor must give approval of absence prior to the lab time. There is no make up for missed lab work. Lab reports will not be accepted for lab exercises not completed.

2. You must attend the laboratory section in which you are registered.

3. You must plan to attend laboratory for the full period each week. Students who arrive in lab late or leave lab before being dismissed may not receive credit for the lab.

4. You must prepare for laboratory each week by reading the scheduled exercises in the laboratory manual. On days when new exercises begin, the laboratory period will begin with a pre-lab quiz based on the laboratory manual. Please see the schedule below for the dates of lab exercises. Lab quizzes are worth 20 points each.

5. You will receive a grade for the completion of the laboratory report sheets found in your laboratory manual. The laboratory report sheets are worth 20 points each.

6. All laboratory work must be completed before the last 10 minutes of the laboratory period. Before leaving the laboratory, each student must have the instructor or laboratory assistant to inspect the condition of his or her work area, microscope, and other equipment. Failure to clean the work area and equipment or to return equipment to its proper place will result in a 1 point reduction in the lab report grade per offense.

7. Students are required to obey all safety regulations during laboratory, as published in the laboratory manual. In particular:
   - Food and beverages are not permitted in the laboratory. This includes unopened food packages and beverage containers.
   - Students are required to wear safety glasses. Students should purchase their own safety glasses.
   - Shorts and short skirts are prohibited.
   - Open-toed shoes, open-heeled shoes, sandals, and bare feet are prohibited. Open shoes and sandals are prohibited even when worn with socks.
   - Students must come to lab on time with safety glasses and proper clothing.
   - All waste must be disposed in properly labeled containers as directed by the instructor or lab assistant.
   - Failure to obey safety regulations will result in a 1% deduction (4.1 pt) from the final class average per offense.
Laboratory Grade Determination

7 lab quizzes @ 20 pt  
7 lab worksheets @ 20 pt  
2 lab exams @ 100 pt  
Total

140 pt  
140 pt  
200 pt  
480 pt

A = 90 – 100 % of total points;  B = 80 – 89 % of total points;  
C = 70 – 79 % of total points;  D = 60 – 69 % of total points;  
F = Below 60 % of total points

The deadline for withdrawal without academic penalty is Oct 13, 2006. Please consult the university catalog for more information regarding academic withdrawal.

Biology 3340L Laboratory Schedule for Fall 2006

<table>
<thead>
<tr>
<th>Date</th>
<th>Exercise</th>
<th>Pre-lab Quiz</th>
<th>Report Sheet</th>
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</thead>
<tbody>
<tr>
<td>Aug 22 &amp; 24</td>
<td>No laboratory</td>
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<tr>
<td>Aug 29 &amp; 31</td>
<td>Begin Unit I. Aseptic Technique</td>
<td>Unit I</td>
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<tr>
<td>Sept 5 &amp; 7</td>
<td>Finish Unit I.</td>
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<td>Unit I</td>
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<tr>
<td>Sept 12 &amp; 14</td>
<td>Begin Unit II. Microscopic Technique</td>
<td>Unit II</td>
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<tr>
<td>Sept 19 &amp; 21</td>
<td>Finish Unit II.</td>
<td>Unit II</td>
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<tr>
<td>Sept 26 &amp; 28</td>
<td>Begin Unit III. Differential Staining</td>
<td>Unit III</td>
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<td>Oct 3 &amp; 5</td>
<td>Finish Unit III.</td>
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<td>Unit III</td>
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<tr>
<td>Oct 10 &amp; 12</td>
<td>Begin Unit IV. Biochemical Characterization</td>
<td>Unit IV</td>
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<tr>
<td>Oct 17 &amp; 19</td>
<td>Finish Unit IV.</td>
<td>Unit IV</td>
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<tr>
<td>Oct 24 &amp; 26</td>
<td>Lab Exam 1</td>
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<tr>
<td>Oct 31 &amp; Nov 2</td>
<td>Unit VI. Selected Bacterial Groups, parts A &amp; B</td>
<td>Unit VI. Parts A &amp; B</td>
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<tr>
<td>Nov 7 &amp; 9</td>
<td>Unit VI. Selected Bacterial Groups, parts C &amp; D</td>
<td>Unit VI. Parts C &amp; D</td>
<td>Unit VI</td>
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<tr>
<td>Nov 14 &amp; 16</td>
<td>Finish Unit VIII. Quantitative Microbiology</td>
<td>Unit VIII</td>
<td>Unit VIII</td>
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<td>Nov 21 &amp; 23</td>
<td>No laboratory</td>
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<td>Nov 28 &amp; 30</td>
<td>Lab Exam 2</td>
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ACADEMIC WITHDRAWAL POLICY
FALL SEMESTER 2006

Students may withdraw from one or more courses anytime before the last three weeks of the semester. **However, as of Fall 2004, students will be allowed a maximum of eight total withdrawals if they enter KSU as a freshman. Transfer students will be allowed one withdrawal per fifteen credit hours attempted, for a maximum of eight.** Students who choose to pursue a second degree at KSU will be allowed two additional withdrawals. Students who entered KSU before the Fall of 2004 will be allowed one withdrawal per fifteen credit hours attempted for a maximum of eight. To withdraw, the student should complete an official withdrawal form in the Office of the Registrar. Students who officially withdraw from courses on or before the last day to withdraw without academic penalty will receive a “W”. Students who officially withdraw after the last day to withdraw without academic penalty (and before the last three weeks of the semester) will receive a “WF”, which will be counted as an “F” in calculation of their grade point average. The only exceptions to these withdrawal regulations will be for instances involving unusual circumstances, which are fully documented. *Students may appeal to the academic standing committee for consideration of unusual circumstances.*

**Last Date to Withdraw Without Academic Penalty, Summer 2005:**
Oct 13, 2006