

MBIO 3032 Bacteriology Laboratory
Fall 2014 TR 9:00A – 11:50A, N331

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Office hours	MW 10:00A - 11:30A or by appointment
E-mail	mthao@csustan.edu <ul style="list-style-type: none">• best method of contacting instructor• please include your name and the course number in the subject line
Webpage	moodle.csustan.edu

Course description: An introduction to the principles and basic laboratory methods employed in working with bacteria.

Course objectives:

- 1) Gain hands on experience with basic methods of culturing, identifying, and handling of bacteria (aseptic techniques, streak plating, staining methods, microscopy, etc.)
- 2) Apply laboratory skills acquired to isolate, culture and identify an unknown mixture of bacteria.
- 3) Gain skills in working with others as a team

Course Requirement

Prerequisite: MBIO 3010, or concurrent enrollment.

Required Text: Laboratory Experiments in Microbiology, by Johnson and Case, CSU Stanislaus edition. You **must** purchase the lab manual and always bring it to lab. No photocopies will be accepted. Any student who does not have the lab manual at the beginning of the second lab period will be dropped from the course.

*Do NOT use any lab notebook that has already been written in! Doing so constitutes cheating and you will be dismissed from the class with an F.

ADD/DROP Policy: August 27th is the last day to add and September 18th is the last day to drop the course. The add/drop policy for this course is the same as the university add/drop policies.

Grading policies:

1. **Academic Dishonesty and Misconduct:** Exams, quizzes and reports are indicators of individual performance. Discussion of lab results with lab partners is encouraged but lab reports must be in your own words. Copying off of another student's exam, quiz or lab report (even if you are members of the same lab group), using a notebook that is written in or handing in lab reports for lab exercises you missed all constitute cheating. There is zero tolerance for cheating. Cheating in any capacity in this class will result in penalties ranging from a minimum of a zero on the assignment or exam, or an F in the course to a maximum of expulsion from California State University, Stanislaus as indicated by the official University Policy regarding dishonesty and misconduct. Taking out a cell phone during a quiz/exam is considered cheating, your quiz/exam will be confiscated, and you will receive a grade of F.
2. **Lab attendance is mandatory.** Please read all lab exercises before lab time and arrive on time for all labs. Role will be taken during each lab period. If you missed a lab, you are still responsible for the information, but you may not submit a lab report for that lab experiment (handing in a lab report for exercises you missed constitutes cheating because you copied the information from someone else's report). By enrolling in this class, you are committing to being in class during the hours when it is in session so do not make appointments during class time. There are no make-up labs! Excessive

tardiness or leaving early will be marked as absences. Missing more than 2 lab periods will result in an F for the course.

NOTE: If you are immunocompromised for any reason or are pregnant, you need to check with your physician before continuing in the class. If either of these cases applies to you, you need to provide a note from your doctor stating that it is ok for you to participate/be in a microbiology lab. I will be glad to provide a list of organisms and reagents used if you would like one.

3. **There will be no make-up exams.** Failure to appear at exam time will result in zero points for that exam.

4. **Total possible points for course = 400.**

a. Two Exams (each worth 100 pts) = 200 points total

b. Five quizzes (50 pts)

- Given throughout the semester (dates may change from schedule below as necessary)
- No make up for quizzes you missed during your absence/tardiness

c. Lab book (50 pts) - Grading Deductions:

- i. Incomplete, i.e. does not include all materials (data, calculations, observations, etc.).
- ii. Excessive incorrect/incomplete answers indicating lack of thought and effort.
- iii. Lack of detail in drawings.
- iv. Failure to follow guidelines and instructions
- v. Sloppy.

d. Unknowns project report (100 pts).

***Absolutely no late assignments will be accepted.**

5. **Grading** will be based on a percent scale:

93-100 = A, 90-92 = A-, 87-89 = B+, 83-86 = B, 80-82 = B-, 77-79 = C+, 73-76 = C, 70-72 = C-, 67-69 = D+, 60-66 = D, < 60 = F

Note: The instructor reserves the right to reduce your grade due to excessive absences and/or tardiness.

6. **Course Page**

Information for the course (**learning** objectives, exam scores, syllabus, related materials, etc.) can be found on the course's Moodle page (moodle.csustan.edu). Materials **are copyrighted** and are only for the personal use of students enrolled in the course. **Do not** give your username/password to anyone else. If you do so **no more** material will be provided.

How to enroll in Moodle:

1. Go to the Moodle site - moodle.csustan.edu.
2. Under Course Categories, locate and click on the course you need to enroll in - Microbiology, then MBIO 3032-001: Bacteriology Lab
3. Create a Moodle account (this will be different than your CSU Stan login account). . Please remember your login and password. After your account is created and confirmed you will be able to view your Moodle course site
4. Enter the enrollment key (i.e., password) for the course. The enrollment key is: mbio3032001fa14.
5. Once enrolled, go to your 'Profile Settings > Edit Profile'. Make sure that the information there is accurate (e.g., your full name has been entered, your email address is correct). At the bottom of the page enter your student identification number.

Tentative schedule (The dates below reflect the day you begin an experiment)

Date		Subject	Lab exercise(s)
Aug	21	Introduction, Supply drawer check in General Lab rules and instructions Microscope assignment and review (Neil)	
	26	Microscope practice Wet mount, Brownian vs. Motility	1, 2
	28	Microbes in the environment Transfer of bacteria	3, 4
Sept	2	Microbes in the environment (Cont'd) Transfer of bacteria (Cont'd)	
	4	Staining Methods: simple and negative	5, 6
	9	Quiz #1 (intro-ex. 4); Staining Methods: Gram stain and acid-fast	7, 8
	11	Staining Methods: Special stains	9
	16	Isolation of Bacteria Special Media for Isolation	10,11
	18	Quiz #2 (ex. 5-9) Isolation of Bacteria (Cont'd) Special Media for Isolation (Cont'd)	
	23	Microbial Metabolism	12, 13, 14, 15, 16
	25	Microbial metabolism (cont'd)	
	30	Microbial Growth	17, 18 with changes
Oct	2	Quiz #3 (ex. 10-16) Microbial Growth (cont'd), review for exam	
	7	<i>Lab Exam (100 points) – up through microbial growth</i>	
	9	Control of Microbial Growth	19, 20
	14	Control of Microbial Growth	21, 22, 23
	16	Control of Microbial Growth (cont'd)	
	21	Quiz #4 (ex. 19-23) Microbiology of Water	24, 25
	23	Medical Microbiology Demonstration	
	28	Quiz #5 (ex. 24-25, medical demo) Lab book due (50 points), Begin Unknowns	
	30	Unknowns	
Nov	4	Unknowns	
	6	Unknowns	
	11	No class (Veteran's Day)	
	13	Unknowns	
	18	Unknowns	
	20	Unknowns	
	25	Unknowns	
	27	Thanksgiving Holiday	
Dec	2	Unknowns	
	4	Unknowns	
	9	<i>Unknowns project report due (100 points)</i> <i>Final Lab Exam (100 points)</i>	

Note: The schedule and procedures in this course are tentative and subject to change in the event of extenuating circumstances.

Expectations of students for MBIO 3032 Bacteriology Laboratory:

1. **Come to lab prepared:** We do a lot of different stuff in these labs and sometimes you will have many experiments going on at the same time but the lab experiments can be finished in the allotted time if you read the laboratory exercises and have a reasonably good idea of the game plan for a particular lab before coming to class.
2. **You are responsible for all lab reports for the experiments unless otherwise notified.** On the occasion that the entire experiment is not performed, or changes have been made in the technique or organisms used from those listed in your lab manual, you are responsible for the part that is performed and noting the changes in your lab manual.
3. **Take notes during introduction by instructor.** This is a synopsis of what's going on in lab including changes that were made to lab protocols. The lab exercises may seem self-explanatory while you're in lab but when you're at home trying to work on your lab notebook you may find it useful to have all the material in your lab book. Also some experiments may take several days to complete, so you need to keep organized, accurate notes of what you have done.
4. **Stay on top of completing you lab notebooks.** If you wait too long you may forget what you did or what the results were.
5. **Work with and communicate with me** – do not hesitate to ask any question. If you are unsure about something, ask before you do.
6. **Work with and communicate with your lab partner** – when working as a group, it's easy to fall into the “I thought you were doing that” syndrome, so be clear about who is doing what. Furthermore, even when you are working with others on an experiment you must also be familiar with all parts of the exercises.
7. **Arrive on time** – You may miss quizzes and/or important instructions for the lab exercises, and it is also disruptive to the class. Partners will arrive together and leave together, especially important for the exercises for which you will be working in groups.
8. **No use of cell phones, Ipods, MP3 players or other electronic gadgets during lab** – All should be put away in backpack; turn all cell phones and pagers off before coming to lab. If you have an emergency situation and are waiting for a call, please let me know at the beginning of lab. If you need a calculator, bring one. You are not allowed to use your phone as a calculator, for taking photos or any other reason at any time. If cell phones taken out, they will be confiscated and /or you will be asked to leave lab.
9. **Obey all laboratory safety rules!**
 - a. **No food or drink in lab.** Water bottles are to be inside of backpacks only.
 - b. **Closed toed shoes** must be worn in the lab, students without closed toe shoes will be asked to leave and this will constitute an absence.
10. **Have fun, have a good attitude and put in your best effort!**