

**Biol 4388 Microbiology Instructional Techniques Course Syllabus**  
**Biol (4179-4379) – 008: Direct Study**  
**Biol (4189-4289) – 008: Research Hours**

**SPRING 2013**

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|-----------------------------|--------------------------------------|----------------------|--|
| <b>Instructor:</b>          | Dr. Michelle L. Badon                | <b>Office:</b>       | LS 344   |
| <b>Office Hours:</b>        | M & W 10:00 a.m. – 11:30 a.m.        | <b>Office Phone:</b> | 817.272.1511                                     |
| <b>Mailbox:</b>             | Box 19498                            | <b>E-mail:</b>       | <a href="mailto:badon@uta.edu">badon@uta.edu</a> |
| <b>Instructor Web Site:</b> | www.uta.edu/biology/badon/index.html |                      |  |
| <b>Class Location:</b>      | Life Science Building 340            | <b>Day and Time:</b> | Monday – Friday                                  |

**Text:** **There is no textbook required for this course. The instructors will provide the following handouts:**

**Lab Handouts:** Making Media: The 4388 Manual  
Lab Safety Sheet  
Undergraduate Teaching Assistant Evaluation Form

**Prerequisites:** Student must have a 3.00 or better, or permission of supervising instructor. Must have taken and received a "B" or better in General or Nursing Microbiology class. Student can not be concurrently enrolled in Biol 3444 and Biol 4388, Biol 4179, Biol 4279, Biol 4379, Biol 4189, Biol 4289, or Biol 4389.

**Student Learning Outcomes:**

Student learning outcomes are to offer an introduction and basic knowledge of the general microbiology laboratory with emphasis being placed on the understanding of how and why the microbiology laboratory functions with respect to aseptic techniques, microbiological media, and the 5 I's of microbiology. The student will also learn how to assist in teaching the microbiology lab.

**Course Description:** **Biol 4388; 4179- 4379; or 4189-4289** is a course designed to introduce students to instructional techniques in microbiology including the basic skills necessary to making media and preparing and prepping the general microbiology labs. The student will have the opportunity to learn the opposite side of microbiology, from beginning to end.

**Student's Responsibility:** **Teaching, prepping and preparing for microbiology is what 4388 is about.** You can expect your responsibilities to include approximately 8 hours of on hands in the laboratory work each week. **Three hours** in your assigned lab where you are assisting the GTA in teaching the lab; **Four hours** per week in the lab prepping and preparing the media and lab; **One hour** per week at the regularly scheduled lab meeting. Attendance is required – your grade can and will be dropped if you miss the meetings.

**(4179 – 4379) or (4189 – 4289)** is prepping and preparing media for microbiology labs describes your job. You will be prepping the lab only. You can expect your responsibilities to include on hands in the laboratory. You can expect your responsibilities to include approximately 2 – 6 hours of on hands in the laboratory work each week, accordingly to which course you are registered in. You are required to attend the **One hour** regularly scheduled lab meeting each week. **Attendance is required – your grade can and will be dropped if you missed the meetings.**

## **Your responsibility falls into three (3) basic categories:**

### **1. Being prepared and present for labs.**

Preparing to be in class begins with attending the weekly lab meeting where each week's lab is covered **one week in advance. Read the assigned lab before each meeting.**

Be present at your assigned lab, arriving 20 minutes early to set-up and to assist the GTA. In lab, assist GTA as needed. After the GTA has completed his/her presentation, assist micro students. To do this effectively you must UNDERSTAND the LAB. If you have any questions, ask the GTA assigned to your lab.

You are also responsible for basic lab safety for yourself and the students. Remember, as you work with the students, to make certain you are using good aseptic technique and good lab safety.

**\*\*Only for the 4388\*\***

### **2. Preparing Media and supplies for each week's lab.**

Part of teaching anything is preparing for the class. In microbiology this includes making media and preparing supplies for each lab. Each week an updated schedule of assigned duties will be posted in the micro prep room. It is your responsibility to check the schedule each week for your assignment. If you have any difficulties for questions contact Kalan Tam or Dr. Badon.

### **3. Clean-up.**

Clean up in the micro lab is basic to lab safety. Undergraduate TA responsibilities include keeping the main student laboratory and the prep room clean. At the end of each lab, the laboratory is to be cleaned-up before you leave. At the end of the each prep session, the prep room is to be cleaned up and supplies put back in their proper place before you leave.

## **Grading Policy:**

You will be graded on the two or three items outlined above, according to which class you are enrolled in and as critiqued on the attached "Undergraduate Teaching Assistant Evaluation", and your attendance. **Attendance at weekly lab meetings, your weekly assigned lab teaching, and your attendance at your weekly prep times. Your grade can and will be lowered if you have more than two unexcused absences.** Please note whether or not an absence will be excused is at the **discretion of the instructor.**

## **Attendance Policy:**

Attendance is a MUST! **Attendance at weekly lab meetings, your weekly assigned lab teaching, and your attendance at your weekly prep times.**

## **Important University Policies:**

### **Americans with Disabilities Act:**

The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

### **Academic Integrity:**

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

At UT Arlington, academic dishonesty is completely unacceptable and will not be tolerated in any form, including (but not limited to) "cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." Per UT System *Regents' Rule* 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University.

### **Student Support Services:**

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may contact the Maverick Resource Hotline by calling 817-272-6107, sending a message to [resources@uta.edu](mailto:resources@uta.edu), or visiting [www.uta.edu/resources](http://www.uta.edu/resources).

### **Lab Safety Training:**

**Students registered for this course must complete all required lab safety training prior to entering the lab and undertaking any activities.** Once completed, Lab Safety Training is valid for the remainder of the same academic year (i.e., through the following August) and must be completed anew in subsequent years. There are no exceptions to this University policy. Failure to complete the required training will preclude participation in any lab activities, including those for which a grade is assigned.

### **Student Feedback Survey:**

At the end of each term, students enrolled in classes categorized as lecture, seminar, or laboratory shall be directed to complete a Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

### **Final Review Week:**

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During

this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Drop for Non-payment of Tuition:**

Payment must be received by the term due date of August 20, 2012 or your registration will be cancelled. If your registration is cancelled for non-payment, you may reregister for classes but only if seats are available.

**Drop Policy:**

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session, this date is October 31, 2012. Students are allowed to drop until 5 p.m. CST on this date. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://web.uta.edu/ses/fao>).

**Bomb Threats:**

If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

**Incomplete Grade:**

"A grade of I (incomplete) may be assigned for a course if, in the opinion of the instructor, there are extenuating documentable circumstances which prevent the student from completing the required work within the semester of enrollment for the course. The incomplete must be removed by the end of the final examination period of the following semester, excluding the summer session, for the student to receive credit for the course. If the incomplete is not removed during the allotted time period, it will revert automatically to an F."

**After Hours Safety Escort:**

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

**MavMail Electronic Communication:**

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Course Schedule.**

*"As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. —Michelle L. Badon."*

## **Mandatory Online Safety Training:**

1. Go to <http://www.uta.edu/training>.
2. Log on using your network log-on ID and password (what you use to access email). If you do not know your NetID or need to reset your password, visit <https://webapps.uta.edu/oit/selfservice/>.
3. The available courses for completion will be listed under "Training I'm Enrolled In". Complete the course entitled 'Student Lab Safety Training – General.' \*\*\*NOTE: If you completed Wet, Dry or Biology Lab Safety Training course last semester for another class, that training is still applicable until the end of this academic year. Please follow instructions in #4 to print the certification page for your TA.
4. Go to 'Training I've Completed' and print the displayed page for your TA. Verify that it shows clearly your name, and that 'General, Wet, Dry or Biology' training is completed/passed and the date when the training was completed. If you have just completed the training but it is not updated on the 'Training I've Completed' page, please log out of the system and log back in. If the training still does not show up on this page, call the Helpline at 817-272-5100.
5. If you were enrolled in a course with a lab last semester and did not complete the training or if you do not see training for this academic year listed, email [compliance@uta.edu](mailto:compliance@uta.edu) providing your name, a contact phone number, NetID and course (e.g. BIOL 1441-005) and request the appropriate training for your course.
6. Students who have not completed the training by census date may be dropped from the lab (and consequently the lecture).
7. Lab Safety Training is required to be completed once every academic year. Training completed in the Fall semester is valid for the Fall, Spring and Summer sessions. It is your responsibility to print your training certification page and turn it in each semester to your TA for each course with a lab you are enrolled in.

For training specific questions, contact the Environmental Health and Safety office at 817-272-2185.

For technical assistance with the training, please contact the Office of Institutional Compliance at 817-272-5100 or email [compliance@uta.edu](mailto:compliance@uta.edu)