**WELCOME TO MICROBIOLOGY 322**

**INSTRUCTORS**

<table>
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<td>Dr. J. Nomellini</td>
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**TEACHING ASSISTANTS**

Emily Li  
Christina Wiesmann  
Shannon Coleman

**TEXTBOOK/POWERPOINT LECTURE MATERIAL**

There is no commercial textbook required for MICB 322. MICB 322 uses a custom course notes package (laboratory manual). The laboratory manual will be sold by MISA in Wesbrook room 133 from 1–3 pm daily during the first 2 weeks of September. The cost is $20. Please bring the correct change ($50 and $100 bills will not be accepted).

Powerpoint files (pdf versions) presented in class will be posted on CONNECT.

**CONNECT SITE**

This is an important resource for sharing information and communicating about the course and its content. While announcements will be made in class, or via e-mail if there are critical and time-sensitive issues, you are also expected to check CONNECT regularly. A plea of ignorance about an important course announcement posted on CONNECT will not be considered.

**MARK DISTRIBUTION**

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<td>Performance (practical exams)</td>
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There will be two midterm examinations and a University scheduled final examination. Each midterm exam will be approximately 30–45 minutes in duration, and the final exam will be scheduled for 2.5 hours. Exams will test material that has been covered in both the laboratory exercises and the lecture sessions. The midterms will be held October 5th and November 9th, during our regular lecture time.

Examinations will ask for some recall of simple knowledge, but mainly will test your comprehension of the material, your ability to apply and analyze what you have learned, and to synthesize and critique the material.

You will be asked to produce your laboratory notebook at different times throughout the semester for marking. For details on lab notebook organization, assignments and the formal paper see the details posted on CONNECT.

You may expect the occasional surprise quiz during the lectures. These quizzes are intended to ensure that you are prepared for both the lecture and laboratory and that you understand the principles underlying the laboratory exercises and the analysis required.

Your **lab citizenship grade** will be evaluated using the following criteria:

- Preparation for each lab.
- Time management.
- Ability to work both independently and co-operatively.
- Ability to work efficiently without sacrificing accuracy and safety for speed.
- Ability to follow directions.
- **Ability to clean up after oneself!**

*Leave the lab cleaner than you found it! Be sure to return all equipment and materials to their proper places when you are finished. Discard materials in their designated places. Wipe down the lab bench before you leave the laboratory. Failure to clean up will result in marks being deducted from your lab performance grade.*

Your **lab notebook grade** will be evaluated several times throughout the term. Only the lab notebook that was purchased with your lab manual may be used (no other substitutions accepted). Your lab notebook must be the one you record data in during the course (*i.e.*, do not bring in a spare book then copy things to your lab notebook). Use only pen in the book and do not use white-out liquid or tape for corrections. Removing pages from the book will result in a penalty of 1% per page removed. A portion of your lab notebook grade is determined by your ability to maintain complete and well-organized data.

**ATTENDING AND PREPARING FOR THE LECTURES**

Please bring the following items to every lecture session:

- Your Laboratory manual
- Your Laboratory notebook
- A calculator

The Monday lectures will deal with the background theory required for that week’s laboratory exercise. Alterations in protocol as well as helpful hints about procedures will be discussed. These lectures will provide an opportunity for you to ask questions you may have about the upcoming laboratory exercises.
ATTENDING AND PREPARING FOR THE LECTURES (continued)

You should be prepared to resolve any ambiguities or misunderstandings at this time. Thus, you will be expected to have read and understood the laboratory protocols, and know which reagents and supplies are required prior to that Monday’s lecture session.

You will be expected to have read the relevant pages of the lab manual, answered questions and done any pre-lab preparation before the Monday lecture…. **even if your lab section does not meet until Thursday!**

You will be expected to understand the role of the reagents and significant media constituents you will use in each laboratory exercise. Not only does this provide important insight into the design of experiments, it is also critical in order to minimize errors and the consequent waste of your time and of lab reagents.

Always come prepared; **surprise quizzes** can be a regular occurrence during the lecture period.

ATTENDING AND PREPARING FOR THE LABORATORY SESSIONS

Please bring the following items to **every** laboratory session:

- Your Laboratory manual and notebook
- Safety glasses
- Lab coat with your name printed on the breast pocket.
- A waterproof color marker (but **NOT** black)
- A regular pen
- A calculator

While working in the laboratory, you must wear closed toe/closed heel shoes and full-length pants. You will not be permitted to work in the lab if you are wearing shorts or a skirt or sandals. Long hair should be tied back.

Only bring the above listed items into the laboratory. Backpacks, jackets, food etc. are not permitted in the laboratory. **Lockers** are available for students to store any items not permitted in the laboratory. **Please see Craig Kornak in Wesbrook room 124.**

Laboratory sessions are held in Wesbrook 109 and 111. Attendance in your scheduled laboratory session is mandatory. All laboratory sessions are full. You must therefore attend the lab session in which you are registered.

USING THE LAB OUTSIDE OF SCHEDULED TIMES

While scientific protocols are not designed with University timetables in mind, we have modified the protocols used in this course to fit our time constraints and have tested them in class: they can all be completed within the assigned 4 hours as long as you come **WELL PREPARED.**

Even so, there will be several occasions on which you will have to come in outside of your scheduled laboratory period (**e.g.** to inoculate cultures or make 24 hr observations). These are unavoidable; the time required for these procedures is minimal and will very likely be compensated for by those occasions in which you will finish a scheduled laboratory exercise early.

Most of the experiments that you perform in MICB 322 are time sensitive so each week you will be given a time frame in which to complete your lab work. Every effort will be made to provide you with a broad time frame however sometimes we cannot accommodate everyone. It is therefore very important for you to get to know your fellow students and work together in order to complete tasks in the given time frame.
IMPORTANT COURSE DATES

- Tuesday Sept. 8th, 2015 – First day of term, classes cancelled so student can attend Imagine and the Microbiology and Immunology Department’s Orientation Meeting.
- Wednesday Sept. 9th, 2015 – First day of classes. Tuition payments due.
- Monday Sept. 14th, 2015 – First meeting of MICB 322. Labs begin this week.
- Tuesday Sept. 22nd, 2015 – Last day for change in registration and for withdrawal from most Term 1 courses without withdrawal standing of "W" recorded on a student's academic record. Last day for change between credit and audit for Term 1 courses.
- Monday Oct. 5th, 2015 – Midterm #1, in class.
- Monday Oct. 12th, 2015 – Thanksgiving Day holiday – no classes at UBC.
- Tuesday Oct. 13th – Thursday Oct. 15th, Lab practical exams this week.
- Friday Oct. 16th, 2015 – Last day for withdrawal from most Winter Session Term 1 courses with withdrawal standing of "W" recorded on a student's academic record. Course cannot be dropped after this date on the SSC.
- Monday Nov. 9th, 2015 – Midterm #2, in class.
- Tuesday Nov. 10th – Thursday Nov. 12th, no labs this week.
- Wednesday Nov. 11th, 2015 – Remembrance Day holiday – no classes at UBC.
- Monday Nov. 30th, 2015 – Last MICB 322 lecture.
- Tuesday Dec. 1st – Thursday Dec. 3rd, Lab practical exams this week.
- Friday Dec. 4th, 2015 – Last day of classes for term 1.
- Tuesday Dec. 8th – Tuesday Dec. 22nd, 2015 (inclusive) – Winter exam session. The final is scheduled by Enrolment Services. Check SSC in mid-October for the preliminary exam schedule. See the following section.
- Monday Jan. 4th, 2016 – Term 2 courses begin

EXPECTATIONS FROM STUDENTS

1. **BE PREPARED** for every lab and lecture.

2. Each week, prepare an experimental schedule to guide you. Do not forget to schedule return trips to follow up on experiments or to set up for the following week’s experiments. In most of these instances, you will observe samples, plates or cultures; inoculate fresh media; incubate or refrigerate samples. We do not have the space and resources to allow you to redo parts of experiments because you forgot to come in outside your scheduled lab time.

*Failure to complete pre-lab or post-lab work will result in marks being deducted from your lab performance grade. This will also leave you with incomplete data, which will make completing your assignments more difficult.*

3. CONNECT will be an important means of communication. Check the MICB 322 CONNECT site for announcements, clarifications, resources, and instructions, and participate in discussions.

4. Look up reference materials to help you understand the experiments and the interpretation of your results.

5. Hand in your work on time.

6. Keep safety in mind at all times in the lab.
EXPECTATIONS FROM STUDENTS (continued)

It’s worth repeating: “Be prepared for every lecture” means you have read the lab manual and completed any pre-lab questions or calculations before you come to class. Do not leave them to the lab time; working on these will set you back and you may not be able to complete your lab in the assigned 4 hours. This preparation is critical to your understanding of the material and avoidance of errors in the lab.

MISSED, LATE OR INCOMPLETE WORK

Deadlines are a way of life in all lines of work. Anything (assignments, papers, notebooks) that is not handed in by the given deadline will be given a grade of zero. For each hour (including weekends and holidays) of delay you will be penalized at a rate of 1% (to a maximum of 10% per day).

Should the midterm exam be missed because of illness, students must inform the instructor within 24 hours of the missed exam to be eligible for a make-up exam. Make-up midterms will only be granted if a student provides hard-copy documentation of an illness or another extraordinary circumstance. Simply registering an absence will not suffice. Missed final exams are handled by Enrollment Services.

Missed quizzes cannot be made up. If you miss a quiz for a justifiable legitimate reason (as decided by your instructor), your overall quiz grade will be calculated by averaging only the quizzes you wrote.

A&D ACCOMMODATIONS

Any student registered with the A&D must provide a hard-copy of the statement letter provided by A&D within the first two weeks of term. Exam forms must be presented two weeks before the exam.

REACH OUT FOR SUCCESS

University students often encounter setbacks from time to time that can impact academic performance. Discuss your situation with your instructor or an academic advisor. Learn about how you can plan for success at: www.students.ubc.ca.

For help addressing mental or physical health concerns, including seeing a UBC counselor or doctor, visit: www.students.ubc.ca/livewelllearnwell.

CLASSROOM CIVILITY

To create and preserve a classroom atmosphere that optimizes teaching and learning, all participants share a responsibility in creating a civil and non-disruptive forum. Students are expected to conduct themselves at all times in this classroom in a manner that does not disrupt teaching or learning.

• You are expected to be on time. The lecture class starts promptly at 1 pm. You should be in your seat and ready to begin class at this time. Class ends at 2:50 minutes pm. Packing up your things early is disruptive to others around you and to myself.

The lab sessions start at 1 pm. You should be in the lab, wearing your lab coat and ready to start work. Please do not help yourself to the supplies (unless instructed to do so) until the “lab-chat” has been completed by the instructor and/or teaching assistants.
CLASSROOM CIVILITY (continued)

• Classroom discussion should be civilized and respectful to everyone and relevant to the topic we are discussing. Any discussion from class that continues on Connect should adhere to these same rules and expectations.

• Electronic devices such as computers, cell phones and pagers must be turned off during class, unless you have informed the instructor ahead of time that you are expecting an emergency message.

ACADEMIC MISCONDUCT

From the UBC Academic Calendar: Academic honesty is essential to the continued functioning of the University of British Columbia as an institution of higher learning and research. All UBC students are expected to behave as honest and responsible members of an academic community. Breach of those expectations or failure to follow the appropriate policies, principles, rules, and guidelines of the University with respect to academic honesty may result in disciplinary action.
http://www.students.ubc.ca/calendar/index.cfm?tree=3,54,0,0

What is academic misconduct? Academic misconduct is behaviour that erodes the basis of mutual trust on which scholarly exchanges commonly rest, undermines the University's exercise of its responsibility to evaluate students' academic achievements, or restricts the University's ability to accomplish its learning objectives. See the following URL below for specific examples of academic misconduct.
http://www.students.ubc.ca/calendar/index.cfm?tree=3,54,111,959

What happens if a student commits academic misconduct? Academic misconduct often results in a one-year suspension from the University and a notation of academic discipline on the student’s record. Other disciplinary measures include a letter of reprimand, a grade of zero for the assignment and/or for the course, suspension from the University, and expulsion from the University.
http://www.students.ubc.ca/calendar/index.cfm?tree=3,54,111,960

Examples of academic misconduct that would apply to MICB 322 (this list is not comprehensive):

• Writing an exam for another student, or hiring someone to write your exam.
• Copying answers from another student during an examination.
• Bringing materials such as review sheets into the exam.
• Showing your answers to another student during an examination.
• Copying a current or former MICB 322 lab reports or assignments.
• Having someone answer iClicker questions with your iClicker when you are absent, or answering another student’s iClicker questions when they are absent.

LAPTOPS IN CLASS

Over the past few years we have monitored students in MICB 322 (and in other classes) as part of studies to develop more effective methods for teaching. There is no doubt that having your laptop on will decrease your attention in class. In some cases, your laptop will be a detriment to people sitting near you. There will be no cases where you need to access your laptop during MICB 322 classes (but you will need it outside of class!). We strongly urge you to leave it off. You will need to “take notes” for the class primarily to record topics that were emphasized and to record questions you have.

If you intend to use a laptop, you will be asked to sit at the back of the room so that the screen of your laptop does not distract your neighbours.