

BIO-242S-401US
SYLLABUS PART II
EDISON STATE COMMUNITY COLLEGE
BIO 242S MICROBIOLOGY WITH LABORATORY
3 CREDIT HOURS

PROFESSOR INFORMATION

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Education: Master of Science Degree in Biological Sciences (Microbiology and Human Physiology)
/ Wright State University / 2001
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Office Hours: Not required in summer

BLACKBOARD HINTS

Blackboard tends to work better in Google Chrome; use that browser when completing work online rather than another browser such as Microsoft Edge. Your pop-up blocker must be turned off for Blackboard to function properly. For Blackboard help, view Edison's Blackboard Tutorials Support page. Contact IT Support for troubles with the Edison Website, your Edison account, or Blackboard. IT Support is located beside room 302. Their email is support@edisonohio.edu and their phone number is 937-778-7957.

COMMUNICATION AND UPDATES

Classroom attendance is expected and required. Check your Edison email frequently for course communication and updates. Also check Blackboard Announcements for communication and updates. Log in to your online class several times per week to prevent falling behind in the course or missing assignments. Logging in to the course regularly also allows better student and instructor communications. I will respond to emails or other student communications within 24 hours.

LECTURE NOTES

Classroom attendance is expected and required. Notes for lecture will be placed online in Blackboard. Written notes will be in PowerPoint format, Word document format, or PDF format. Audio notes that accompany the written notes will be in mp3 format. Video notes will be in mp4 format. Lecture notes will be found in the "Lecture Notes" folder of Blackboard.

LAB NOTES

Classroom attendance is expected and required. Notes for lab will be placed online in Blackboard. Written notes will be in PowerPoint format, Word document format, or PDF format. Audio notes that accompany the written notes will be in mp3 format. Video notes will be in mp4 format. Lab notes will be found in the "Lab Notes" folder of Blackboard.

STUDY TOPICS FOR LECTURE

The tests will cover my written lecture notes, my audio lectures, and your homework assignments. 70-80% of my test questions come directly from your homework assignments. 20-30% of my test questions come from my written and audio lecture notes. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures.

STUDY TOPICS FOR LAB

The tests will cover my labs, my written lab notes, my audio lab notes, and my video lab notes. Lab tests cover procedures, observations, purposes, applications, theories, results, comprehensions, and interpretations of labs. Study topics for tests are online in Resources of Blackboard.

REQUIRED TEXTBOOKS

- 1) Tortora, G. J., Case, C. L., Weber, D. R., & Funke, B. R. (2023). Microbiology: An introduction (14th ed.). Pearson. Mastering plus etext.
- 2) Norman-McKay, L., Leboffe, M. J., & Pierce, B. E. (2023). Microbiology: Laboratory theory & application (5th ed.). Top Hat. Interactive etext.

REQUIRED

Lab coat OR old, large, button-up shirt to prevent spilling or staining on your clothing. Leave this in your lab drawer during the semester.

SCHEDULE OF ACTIVITIES

The following schedule will be observed as closely as possible; however, the instructor reserves the right to make changes that are deemed necessary to enhance the learning process.

LECTURE TOPICS (TEST 1 MATERIAL)

Topic 1: Scope and Usefulness of Microbiology
Topic 2: Classification of Living Things
Topic 3: Prokaryotic Organisms
Topic 4: Eukaryotic Organisms
Topic 5: Viruses and Viruslike Agents
Topic 6: Historical Roots of Microbiology
Topic 7: Diseases from Chapters 19 and 21-23

REFERENCE CHAPTERS

1, 3
10
11
12
13
1, 20
19, 21-23 (this is a resource but not a lecture, information was covered in earlier lectures)

Unit 1 Homework due before 11:59PM on 7/1/26

Lecture Test 1 expires 11:59PM on 7/2/26

The tests will cover my written lecture notes, my audio lectures, and your homework assignments. 70-80% of my test questions come directly from your homework assignments. 20-30% of my test questions come from my written and audio lecture notes. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures. Each lecture includes small topics from different chapters of your book. I have listed reference chapters for better understanding of material.

LECTURE TOPICS (TEST 2 MATERIAL)

Topic 8: The Prokaryotic Cell
Topic 9: The Eukaryotic Cell
Topic 10: Microbial Metabolism and Growth
Topic 11: Control of Microbial Growth
Topic 12: Infectious Disease and Intoxication
Topic 13: Human Defense Mechanisms
Topic 14: Diseases from Chapters 24-26

REFERENCE CHAPTERS

4
4
5-6
7
14-15
16-17
24-26 (this is a resource but not a lecture, information was covered in earlier lectures)

Unit 2 Homework due before 11:59PM on 7/24/26**Lecture Test 2 expires 11:59PM on 7/25/26**

The tests will cover my written lecture notes, my audio lectures, and your homework assignments. 70-80% of my test questions come directly from your homework assignments. 20-30% of my test questions come from my written and audio lecture notes. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures. Each lecture includes small topics from different chapters of your book. I have listed reference chapters for better understanding of material.

Lecture Test 3 (Comprehensive Final) – expires 11:59PM on 8/1/26

This test will consist of questions from Test 1 and Test 2.

IN-CLASS LAB SCHEDULE

The following schedule will be observed as closely as possible; however, the instructor reserves the right to make changes that are deemed necessary to enhance the learning process.

<u>LAB PERIOD</u>	<u>TOPIC</u>	<u>EXERCISE</u>
6/8	Introduction and Safety	Syllabus and Introduction (Book)
6/10	Brightfield Microscopy	ex 1-1 and 3-16
6/15	Brightfield Microscopy	ex 1-1 and 3-16
6/17	Aseptic Technique Pure Culture Techniques Ubiquity of Bacteria	ex 2-6 ex 2-7 ex 2-9
6/22	Gram Staining	ex 3-18
6/24	Microscope Extra Credit Day	
6/29	Standard Plate Count UV Light	ex 10-72 ex 9-68
7/1	Osmotic Pressure Hand Washing Exercise	ex 8-64 Blackboard and ex 9-65
7/6	Evaluation of Alcohol Antimicrobial Sensitivity Evaluation of Disinfectants	Blackboard ex 9-71 ex 9-70
7/8	ELISA	Blackboard and ex 13-87
7/13	Bacteriological Examination of Water Snyder Test	exs 4-28, 14-100, and 14-101 ex 12-80
7/15	Bacterial Transformation: pGLO System	ex 11-77
7/20	Differential Tests	exs 5-33, 5-34, 5-36, 5-39, 5-42, 5-48, 5-50, and 5-51
7/22	Results Discussion of Multiple Test Systems	exs 7-58 and 7-59

LAB TOPICS (TEST 1 MATERIAL)

Introduction and Safety
Brightfield Microscopy
Aseptic Technique
Pure Culture Techniques
Ubiquity of Bacteria
Growth Patterns
Gram Staining

REFERENCE EXERCISES

Syllabus and Introduction (Book)
ex 1-1 and 3-16
ex 2-6
ex 2-7
ex 2-9
exs 2-10, 2-11, and 2-12
ex 3-18

Lab Test 1 expires 11:59PM on 7/2/26

The tests will cover my labs, my written lab notes, my audio lab notes, and my video lab notes. Lab tests cover procedures, observations, purposes, applications, theories, results, comprehensions, and interpretations of labs. Study topics for tests are online in Resources of Blackboard.

LAB TOPICS (TEST 2 MATERIAL)

Standard Plate Count
UV Light
Osmotic Pressure
Hand Washing Exercise
Evaluation of Alcohol
Antimicrobial Sensitivity
Evaluation of Disinfectants

REFERENCE EXERCISES

ex 10-72
ex 9-68
ex 8-64
Blackboard and ex 9-65
Blackboard
ex 9-71
ex 9-70

Lab Test 2 expires 11:59PM on 7/25/26

The tests will cover my labs, my written lab notes, my audio lab notes, and my video lab notes. Lab tests cover procedures, observations, purposes, applications, theories, results, comprehensions, and interpretations of labs. Study topics for tests are online in Resources of Blackboard.

LAB TOPICS (TEST 3 MATERIAL)

ELISA
Food Microbiology
Bacteriological Examination of Water
Snyder Test
Bacterial Transformation: pGLO System
Differential Tests
Discussion of Multiple Test Systems

REFERENCE EXERCISES

Blackboard and ex 13-87
Blackboard
exs 4-28, 14-100, and 14-101
ex 12-80
ex 11-77
exs 5-33, 5-34, 5-36, 5-39, 5-42, 5-48, 5-50, and 5-51
exs 7-58 and 7-59

Lab Test 3 expires 11:59PM on 8/1/26

The tests will cover my labs, my written lab notes, my audio lab notes, and my video lab notes. Lab tests cover procedures, observations, purposes, applications, theories, results, comprehensions, and interpretations of labs. Study topics for tests are online in Resources of Blackboard.

LECTURE EXAM INFORMATION

There are 3 lecture exams. Exams consist of multiple choice, matching, and true/false type questions. The tests will cover my written lecture notes, my audio lectures, and your homework assignments. 70-80% of my test questions come directly from your homework assignments. 20-30% of my test questions come from my written and audio lecture notes. For optimal test preparation, be sure to complete and study the homework questions and study my written and audio lectures. Each exam is 100-200 questions in length and worth 420 points. Thus, the total score for all exams is 1,260. You must complete each test before the expiration date. **You have ONE attempt on each exam.** The Exams will be located in the “Tests” tab of Blackboard. Each test is timed, and you will have 2.5 hours to complete each exam. You must complete each test before the expiration time. If you log out of Blackboard before finishing an exam, the clock continues to count time against you. On each exam: once you have moved on to the next question, you cannot backtrack to the previous question. On each exam: don't forget to save your work as you go (save each question!). Once you have finished an exam, you will need to save and submit your answers. **All 3 lecture tests must be completed, and they must be completed on time. Make-up exams are not permitted. Exceptions will only be made for documented and proven emergency circumstances.** Make-up exams allow students with emergency circumstances the opportunity to take their test a little later than the scheduled date. Make-up tests may be different versions than the class tests to avoid cheating. Make-up tests may contain essay questions. For any exam in which I allow a make-up test, I will award some extra credit to those students who take their exam on time and on the scheduled date.

LAB EXAM INFORMATION

There are 3 lab exams. Exams consist of multiple choice, matching, and true/false type questions. The tests will cover my labs, my written lab notes, my audio lab notes, and my video lab notes. Lab tests cover procedures, observations, purposes, applications, theories, results, comprehensions, and interpretations of labs. Study topics for tests are online in Resources of Blackboard. Each exam is 50-90 questions in length and worth 230 points. Thus, the total score for all exams is 690. You must complete each test before the expiration date. **You have ONE attempt on each exam.** The Exams will be located in the “Tests” tab of Blackboard. Each test is timed, and you will have 1.5 hours to complete each exam. You must complete each test before the expiration time. If you log out of Blackboard before finishing an exam, the clock continues to count time against you. On each exam: once you have moved on to the next question, you cannot backtrack to the previous question. On each exam: don't forget to save your work as you go (save each question!). Once you have finished an exam, you will need to save and submit your answers. **All 3 lab tests must be completed, and they must be completed on time. Make-up exams are not permitted. Exceptions will only be made for documented and proven emergency circumstances.** Make-up exams allow students with emergency circumstances the opportunity to take their test a little later than the scheduled date. Make-up tests may be different versions than the class tests to avoid cheating. Make-up tests may contain essay questions. For any exam in which I allow a make-up test, I will award some extra credit to those students who take their exam on time and on the scheduled date.

HOMEWORK ASSIGNMENTS

Each homework assignment is worth 70 points. Thus, the total score for both homeworks is 140 points. Each assignment is lengthy and requires a considerable amount of time to complete. Be sure to use your time wisely. Homework should be emailed to me. Both homework assignments must be completed, and they must be completed on time. **No late homework assignments will be accepted. An exception will only be made for documented and proven emergency circumstances.** These assignments are graded more on completeness than on correct answers. However, students should complete and study the assignments to the best of their ability for optimal test preparation.

Unit 1 Homework

- 1) From website <https://mlm.pearson.com/northamerica/masteringmicrobiology/>
 - a. Go to the Student Study Area for your Textbook
 - b. Select Study by Chapter
 - c. Select the appropriate chapter
 - d. Complete the Pre-Test and Practice Quiz for chapters 1, 3, 10, 11, 12, 13, 20, 21, 22, 23.
 - e. Submit homework by email.
- 2) From the Assignments tab in Blackboard
 - a. Complete the “Unit 1 Homework (Part 1)”
 - b. Submit homework by email.

Unit 2 Homework

- 1) From website <https://mlm.pearson.com/northamerica/masteringmicrobiology/>
 - a. Go to the Student Study Area for your Textbook
 - b. Select Study by Chapter
 - c. Select the appropriate chapter
 - d. Complete the Pre-Test and Practice Quiz for chapters 4, 6, 7, 14, 15, 16, 17, 24, 25, 26.
 - e. Submit homework by email.
- 2) From the Assignments tab in Blackboard
 - a. Complete the “Unit 2 Homework (Part 1)”
 - b. Submit homework by email.

SAFE LAB PRACTICE / PARTICIPATION / CLASSROOM MANAGEMENT

Regular attendance and promptness in lab is expected of all students. Please maintain a positive and respectful attitude. Lab exercises are designed to allow students hands-on application of the concepts learned in class. Lab activities are performed and discussed in groups. The lab exercises are prepared before the scheduled lab and are intended for multiple users for a defined period of time. **You will not be allowed to complete missed labs and will earn no points for the missed exercises.** Students are graded on lab participation and attendance. **Repeated errors or errors without good excuse may result in point deductions. Points may be lost for absence, tardiness, leaving class early, lack of participation, distractions, cell phones ringing, or excessive talking.** These infractions may result in loss of up to 10 points per issue. **Points may also be lost for dangerous lab practice, improper lab practice, spills, breakage, damage to equipment, or possession of food or drink in lab.** Any one of these infractions may result in loss of up to 20 points per issue. Students must attend lab to obtain complete information and experience for testing purposes. Students are responsible for staying informed of changes in work assignments or test dates announced during their absence. In order to maximize your learning, please plan to attend and participate in all of your classes. Excessive or repeated disruptions or dangerous lab practice may result in administrative withdrawal. Children or non-registered individuals are not permitted in the lab.

GRADING POLICY

Points toward a final grade can be earned as follows:

ACTIVITY	POINTS
Lecture Exams (3@420 points each)	1260
Lab Exams (3@230 points each)	690
Homework Assignments (2@70 points each)	140

TOTAL POINTS	2090
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FINAL GRADE STANDARDS:

GRADE	PERCENTAGES
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0 – 59%

Grades will be posted on the gradebook of Blackboard. Check your grade frequently and keep track of your scores. I will teach you, tutor you, laugh with you, and joke with you; however, the grade you earn depends solely on your score.

HONORS DESIGNATION OPPORTUNITY

You may seek honors designation in this course. Honors designation requires that you successfully complete a set of Honors activities in addition to your course requirements. Completion of these activities demonstrates that you possess the knowledge, skills, and dispositions that allow you to earn the Honors designation. The Honors designation will require encountering primary sources, producing written scholarship, and some form of self-directed outside activity or combination of activities agreed upon by you and your instructor. You must complete all course requirements with a final grade of A or B and satisfactorily complete the Honors components of the course to earn an Honors designation on your transcript. For any student interested in pursuing this course as an Honors course: go into the Blackboard site for this course, click on Resources, and then read over "The Honors Project" document. **If you are still interested in pursuing this course as an Honors course, send me an email expressing interest in the Honors Opportunity on or before Sunday, 6/14.** Any student that 1) signs up for Honors, 2) completes the Honors Projects, and 3) receives a "B" or better in the course would then receive "Honors" on their transcript. Thank you. There is no penalty for dropping the Honors option.

ACADEMIC DISHONESTY POLICY

It is the policy of Edison State Community College that students respect ethical standards and exhibit academic honesty in carrying out their academic assignments. Ethics is one of the core educational values at Edison State Community College. Ethics is important not only in higher education but throughout one's life, livelihood, and community.

Academic dishonesty will not be tolerated. If a student exhibits dishonesty, we will respond to it with appropriate consequences. The following procedures have been developed for responding to cases of such dishonesty.

For the purpose of this policy, academic dishonesty shall include, but not be limited to, the following:

1. Conduct with respect to and/or during a quiz, examination, or any evaluation or assignment, written or otherwise.
 - a. Possessing, referring to, or employing open textbooks or notes or other devices not authorized by the instructor.
 - b. Looking at another person's work. (Examples include a paper or electronic device.)
 - c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the instructor.
 - d. Obtaining or attempting to obtain or using or attempting to use a copy of

- i. any unauthorized materials intended to be used as, or in the preparation of, a quiz or examination or similar evaluation.
 - e. Taking a quiz or examination or similar evaluation in the place of another person.
 - f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself.
 - g. Violating procedures prescribed to protect the integrity of a quiz, examination, or similar evaluation.
 - h. Changing material on a graded examination and then requesting a re- grading of the examination.
 - i. Submitting an assignment purporting to be the student's original work, which has been wholly or partly created by any other source. (Examples include a person, the internet, and printed material.)
 - j. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Sources include the Internet.
 - k. Knowingly permitting one's work to be submitted by another person as if it were the submitter's original work.
 - l. Violating procedures prescribed to protect the integrity of the assignment.
 - m. Avoiding the timely completion of work by misrepresenting the conditions that cause the student to miss a deadline or an examination.
2. Unauthorized alteration or transmission of any academic information or records.
3. Cooperation with another person in Academic Dishonesty, either directly or as an intermediary agent or broker.

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES POLICY

Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing disabilities@edisonohio.edu or by calling 937.778.7850. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you'll need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

eCampus is Edison State's official bookstore and is located on the Edison State webpage, under "Resources," "Bookstore," or at <https://edisonohio.ecampus.com>. You can also access eCampus from the ESCC home page, under "Campus Services." Through eCampus, you can rent or buy books, access course materials, or purchase ESCC merchandise.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, we have an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at: <https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

MENTAL HEALTH SERVICES

College is stressful! Feeling burned out, anxious, frustrated? When challenges arise that you need help dealing with, it's helpful to have someone to talk to. We have established partnerships with many local mental health providers. If you are struggling and need to speak with someone in person, please reach out to the Edison State Care Team, <https://www.edisonohio.edu/CARE-Team/>. If you are concerned about a student or colleague, please file a CARE Team form <https://www.edisonohio.edu/CARE-Team-Referral-Form/> so that immediate assistance can be given. This link and the CARE Team website can be found under Campus Services on our home page.

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 060 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the Instructor should be the first point of contact

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)

- email to support@edisonohio.edu
- call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the “forgot password” prompts
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college.

All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

ADDITIONAL SUPPORT SERVICES

For additional help, please click the ASSIST tab on Blackboard or the Edison State Student Resources folder within your course.

CLASSROOM MANAGEMENT

Please maintain a positive and respectful attitude with fellow classmates and the instructor. Excessive or continued disorderly conduct with course interactions could result in point deductions. Points will be lost for disruptive behavior (possibly 20 points per infraction). Excessive disruptions or dangerous lab practice may result in administrative withdrawal.

IMPORTANT DATES

Semester Begins Jun 8

Semester Ends Aug 1

Withdraw

Last day to withdraw with a W is Jul 13

Drop/Withdrawal

In order to withdraw from a class, a withdrawal form must be obtained from, completed and submitted to Enrollment Services or the Darke County Campus. Withdrawal may also be completed using myESCC. Withdrawing from all classes cannot be done through myESCC, only through completing the official withdrawal form as outlined above.

Failure to withdraw formally can result in a failing grade for the course or financial obligations if classes are not officially dropped during the refund period. Pertinent withdrawal and refund dates can be located in the College Policies >> Important Dates folder of your Blackboard Course Site.

EDISON ALERT SYSTEM

Students should sign up for the Edison Alert System (RAVE) and also check local TV for closings. Sign up through the Edison IT Help page or at <https://www.getrave.com/login/edisonohio>.

FOR MORE EDISON RESOURCES

Go to www.edisonohio.edu

MICROBIOLOGY LAB – POLICIES AND PROCEDURES

1. **Attendance** - Regular attendance and promptness in lab is expected of all students. Points will be lost for absence, tardiness, leaving class early, or lack of participation. You will not be allowed to complete missed labs and will earn no points for the missed exercises.
2. **Conduct** – Treat the laboratory like any hospital or clinical lab as far as cleanliness, contamination, and safety. All microbes that we are working with are opportunists and can cause infection, especially in high concentrations. Safety is of the utmost importance when working with microbes that have the potential to be pathogenic. Learn aseptic techniques as if they were second nature. Avoid contact with eyes, nose, and mouth during labs. Always wash hands before leaving lab. Points will be lost for dangerous lab practice, improper lab practice, bad behavior, spills, breakage, damage to equipment, possession of food/drink/gum in lab, or failure to wash hands. Non-registered persons and children are not permitted in the lab.
3. **WARNING:** Students who are pregnant, immunocompromised, diabetic, have an ostomy or recent wound, on medication, or have some sort of chronic disease should contact their physician immediately. You and your physician must decide whether completing the class is appropriate at this time.
4. **Lab Tops** – Keep your work area free of clutter. All personal items (coats, extra clothing, purses, extra notebooks, extra books, bags, etc) should be placed along the wall and table beside the coat rack. You only need your lab book, a notebook, and a pen at your station.
5. **Lab Coats** – A lab coat or old, large, button-up shirt to prevent spilling or staining on your clothing is required. Leave this in your lower lab drawer during the semester.
6. **Eye Protection** - Safety glasses, goggles, or prescription eyeglasses for eye protection are required. Clean these daily.
7. **Lab Top Disinfection** – Lab benches are to be disinfected at the end of the lab period. Wet your workstation with disinfectant. Spread the disinfectant evenly over the entire work area, and leave a wet film to air dry.
8. **Procedures** – All procedures will be demonstrated first by the instructor. Do not attempt any procedure until the demonstrations and explanations have been completed. All materials supplied to you by the instructor should be returned in a clean and functional state to the instructor's bench. Students will work in pairs for most experiments.
9. **Student Supplies** – The top two drawers on both sides of the lab station have supplies: slide storage box, bibulous paper, wax pencil, matches, Bunsen burner, lens paper, clothes pin, inoculating needle, inoculating loop, and a box of clean microscope slides. The disinfectant and alcohol are located in the sink at your station.
10. **Storage of Experiments** – Make sure all materials are labeled well. Test tubes should be placed in test tube racks and placed in the incubator. Petri plates should be placed upside down in the appropriate basket and placed in the incubator. Personal slides should be placed in the slide box in your drawer.

11. Test Tubes – Always place tubed materials in test tube racks when transporting tubes in the laboratory and when working with tubes at your station.
12. Microscopes – Microscopes are to be handled with care. Use two hands to carry microscopes and avoid dragging the microscope across the table. Avoid breaking slides during focusing. Replace clean slides (clean using lens paper) after viewing. Turn light down and off, clean lenses with lens paper, wrap up power cord, and replace microscopes to the appropriate area after use.
13. Bunsen Burners – Keep your work area around the burner clear of objects. Do not turn on gas until ready to light the burner. Avoid getting body parts, hair, ties, or long clothing near the burner. Long hair should be tied back. Never leave the burner unattended.
14. Contaminated Materials – Contaminated material in tubes should be discarded in the test tube racks beside the sink. Contaminated Petri plates, pipettes, cotton swabs, and personal microscope slides should be disposed of in biohazard bags.
15. Safety – Notify the instructor immediately in case of injuries, accidents, fire, or culture spills.
 - a. Contaminated skin should be washed with soap and water for a minimum of 3 minutes.
 - b. Contaminated eyes should be washed at the eyewash station for a minimum of 15 minutes.
 - c. Contaminated nasal cavities or mouth should be cleaned or rinsed with a saline solution for a few minutes.
 - d. Contaminated lab tops or floor areas should be covered with paper towels and soaked with disinfectant and allowed to stand for 20 minutes.
 - e. The first aid kit can be used for minor cuts, scrapes, or bruises.
 - f. The safety shower should be used if you or your clothing should catch on fire.
 - g. In case of fire, evacuate the room quickly using one of the two exits available. The instructor is responsible for the attempt at putting out small fires.
 - h. Use cell phones or school phones to dial 911 for serious accidents, injuries, or fires. Pull fire alarms in hall to alert others in the school of fire.
16. Bacteria Utilized in Lab – *Bacillus megaterium*, *Enterobacter aerogenes*, *Escherichia coli*, *Klebsiella pneumonia*, *Micrococcus luteus*, *Proteus mirabilis*, *Proteus vulgaris*, *Pseudomonas aeruginosa*, *Serratia marcescens*, *Staphylococcus epidermidis*, *Staphylococcus simulans*.