

Microbiology for Health Professions - DPPP 376

University of New England

Biddeford, ME

Revised May 2011

Course description: This is a one-semester, 4 credit Microbiology course with a virtual laboratory. It is designed for individuals with a baccalaureate degree who need an undergraduate Microbiology course as a prerequisite for admission to health profession or other post-graduate programs. Most students taking this course will have an undergraduate degree and will be in the process of a career change. It will emphasize the concepts that are a necessary groundwork for courses the student will take in his/her professional studies.

Topics covered in this course include microbial morphology and physiology, bacterial metabolism, genetics, and ecology, and the classification microorganisms. The course will emphasize medically important Eubacteria and some eukaryotic organisms of medical importance.

The virtual laboratory provides a review of procedures used to isolate and identify microorganisms, including biochemical tests, molecular biology, as well as serological techniques and epidemiology. VirtualUnknown Microbiology can be previewed at <http://www.intuitiveinc.com/>

Course Objectives: Microbiology for Health Professions will lay the groundwork for future professional studies. Students completing this course will understand:

1. basic microbial morphology and physiology;
2. bacterial metabolism and genetics;
3. how humans interact with microbes, both in beneficial and parasitic relationships;
4. how to identify and classify microorganisms, using both classic biochemical techniques and biotechnology.

Prerequisite: College level introductory biology, Anatomy and Physiology, Biochemistry or similar course work is highly recommended. Students without this background may need to review some basic concepts in basic chemistry, cell biology, and genetics for parts of this course.

Instructor: Deborah S. DuDevoir, Ph.D.

Email: Please use the course Blackboard email system.

Phone: (207) 602-2325

If you have questions regarding the content of this course, please send me a note using the Blackboard email system. If you need to speak with me, please call during my posted office hours, or we can set up a phone appointment.

Please note that I do not check emails or phone messages on the weekends, or on state, federal, or UNE holidays.

Technical Advisors: If you have any problems with Blackboard or your software, go first to the Technology Assistance folder on the home page of the course. If you still need help, contact our technical advisors through the course email system, or at:

COMdistancetechhelp@une.edu

Required Text and Virtual Lab:

The cost of the textbook and Virtual Lab software is included in the course fees. The textbook and software will be mailed to you after your registration is complete.

Textbook: Microbiology: A Human Perspective
by Eugene W. Nester, *et.al.*
McGraw-Hill, Publisher
6th edition/ 2009

Virtual Lab software: VirtualUnknown™ Microbiology (VUMicro™), Version 3.11, 2006
produced by Intuitive Systems, Inc.
<http://www.intuitiveinc.com/>

VUMicro™ is supported on the Microsoft® Operating Systems, including the following versions:

Windows 98
Windows ME
Windows 2000
Windows XP

Minimum requirements are:

64MB RAM
50MB hard disk space
800x600 resolution monitor (SVGA)
at least a 2MB video graphics card (65K color depth palette).
an internet connection only to register the software

The VUMicro™ software does not work with MAC operating systems. For more information about system requirements, please contact Intuitive Systems at support@intuitiveinc.com or go to <http://www.intuitiveinc.com/>

Course Organization:

Before beginning the course, you should read the Getting Started document sent with the course materials, and in the "Course Information" folder on the course home page. It contains detailed information about navigating the Blackboard course site, VUMicro™ lab and lab assignments, quizzes and exams.

Microbiology for Health Professions is divided into five units as follows: Life and Death of Microorganisms, Microbial Genetics and Diversity, Microorganisms and Humans, Infectious Diseases, and Applied Microbiology. When you enter the course Blackboard site at click on either "Course Content" or "Enter the Course", you will see learning modules, one for each chapter covered. The chapter learning modules include PowerPoint lecture presentations with audio, a chapter quiz (graded), animations, web links, lab assignments, and other materials. You must complete all the learning modules in the unit before taking the unit exam, and the unit exam must be taken before you can continue to the next unit.

Grading: The final course grade will be determined as follows.

Chapter quizzes -	10% of the final grade
Laboratory assessments -	25% "
5 Unit exams -	40% "
Final exam -	25%

The chapter quizzes, exams, and most lab assignments are graded automatically, although some questions will be graded manually. You will receive a letter grade for this course according to the scheme below. The final course grade will not be posted until all the assignments, quizzes, and exams are completed.

Final grade scheme:

A	94 - 100	B+	88 - 90	C+	78 - 80	D	65 - 70
A-	91 - 93	B	85 - 87	C	75 - 77	F	<65
		B-	81 - 84	C-	71 - 74		

Chapter Quizzes:

The chapter quizzes are multiple choice and taken online through the Blackboard site. These are open book and are intended to help you review for the unit exams. The quizzes are timed and you have two attempts at each quiz. The average of the two attempt grades will be recorded in the grade book. If you take the quiz only once, that grade will be recorded in the grade book. To prepare for the chapter quizzes, complete the readings, view the lecture material, and complete the lab assignment(s) in the module. Review the end-of-chapter review questions and other study aides in your textbook and in the learning module. When you are ready, take the quiz. If you wish, you can review the material and take the quiz a second time.

Laboratory assignments:

Most of the lab assignments emphasize material covered in the lectures, although some are not directly related to the lecture material. The lab exercises and more information are found in the Lab Exercises folder on the Course Content page.

Unit exams:

The four unit exams are timed exams (1 hour), multiple choice and/or matching questions, and taken online through the course Blackboard site. The exams will include topics covered in the textbook, lectures, and labs for each unit, and may include questions from previous units. These exam are open notes and

open book; however, you should review the material as though you will not have the notes or book available. There will not be time during the exam to look up every answer.

Final exam:

The final exam is a proctored, three-hour exam. It will be a combination of multiple choice, matching, and short answer questions based on the entire course (lectures, textbook readings, lab exercises).

There are 3 methods to choose from for taking the final exam (below). The final exam cannot be taken until all the other exams and assessments are completed. Regardless of which method you choose, please allow at least one week from the date your exam is received by me until your final grade is posted. You may need to allow for more time during state, federal, or UNE holidays.

Taking the Final Exam: Here are the options for taking the final exam for Microbiology for Health Professions

Exam Procedures

Students can either take their final proctored exam online using Proctor U or at the campus of the University of New England.

Online Exams

For further instructions on taking online exams visit, [Online Learning's Proctor U](#) site.

The University of New England has contracted with [ProctorU.com](#) to provide students in DPPP376 the most convenient, at home, on line exam proctoring system. This system provides a simple, no cost to the student, secure, on line proctor for all of your exams. This system allows the student to take all of the exams at home and on their own schedule. Please see system requirements to ensure you have the necessary computer setup to use ProctorU. Upon enrollment into DPPP376, students will register with ProctorU and establish a login name and password. This will give you access to all of ProctorU's services. When ready, students will schedule their exams with ProctorU **one week** prior to taking that exam. Upon the exam day and hour, students will log in to proctor U and click on "exams". Following the procedures outlined at ProctorU's web site, the student will log in to Blackboard, open the appropriate exam and the proctor will then allow student access to that exam.

Tech Requirements:

- PC: Windows XP, Windows Vista or Windows 7 with 256 MB of RAM or higher
- Mac: Mac OS10 or higher
- A web cam with 640x480 video pixel resolution
- Headphones or working speakers connected to the computer
- A microphone connected to the computer (we recommend having a web cam that has a built in microphone)
- A high speed internet connection (minimum 768 Kbps/128 Kbps)
- A web browser with Adobe Flash Player installed. (Google Chrome recommended for ProctorU website)
- Authority to allow remote access to your computer and screen by one of our proctors

You will need to register with Proctor U to take the exam at least 1 week prior to when you would like to schedule the exam.

Written Proctored Exam

Students may take the exam at the University of New England College of Osteopathic Medicine's Campus. The exam is offered the first Saturday of every month. If the first Saturday of the month is a holiday, the exam will take place on the second Saturday of the month.

Students wishing to take a paper version of the exam close to home with an approved proctor can do so with the permission of the instructor. Please contact us for information at comdistance@une.edu or (207) 602-2494.

FERPA and Course transcripts

Due to the Family Educational Rights and Privacy Act (FERPA), official transcripts may only be requested by the student. For more information and forms, go to the University of New England Registrar's website at <http://www.une.edu/registrar/transcript.asp>. The transcript request form can also be downloaded from the course Blackboard site.

Also, due to FERPA regulations, no grades may be transmitted electronically (email, FAX, telephone, or any other electronic device). Please allow time at the end of the course to request and receive an official transcript with your final grade.

Course Length and Extensions

1. Courses in the CDE program are equivalent to one semester courses designed to be completed in 16 weeks
2. Many students are nontraditional students who have elected on on-line course for its flexibility. Therefore students may complete the course in less than 16 weeks or they may take as long as 8 months.
3. Enrollment in the course will begin on the day that the payment is processed
4. Students for whom a grade has not been posted for course by 32 weeks (8 months) will be flagged by the administrative staff. An e-mail will be sent to the instructor asking him/her to contact the student and determine what the best option is for the student based upon the student's needs.

Withdrawal from the course and refunds

Enrollment in the course begins the day the payment is processed. Students may withdraw from the course during the first 28 days after date of enrollment. In this case a "Withdraw (W)" will be entered on the official transcript. The withdrawal date will be the date that written notice of the withdrawal such as email, fax or letter is received by the University of New England; *verbal notification is not sufficient*. During this 28 day withdraw period, a percentage of the student's tuition, but *not* the registration or laboratory fees, will be refunded according to the following schedule: 100% of tuition refunded for withdrawal within 14 calendar days; 66% of tuition refunded for withdrawal from 15 to 21 calendar days; 33% of tuition refunded for withdrawal from 22 to 28 calendar days. No refund will be made after 29 calendar days.

After the 28-day withdrawal period, students may still withdraw from the course at any time they wish before taking the final exam. In this instance, either a "Withdraw Pass (WP)" or a "Withdraw Fail (WF)" will be entered on the student's transcript depending on the student's academic standing, based on the quiz grades taken up to the time the student withdraws. Again, the University of New England must be notified in writing of the withdrawal.

Notification that the course materials have been received, and all requests for withdrawal, should be directed to:

All requests for withdrawals should be directed to:

Ms. Angela Morse
Biomedical Sciences Department
COM Distance Education
University of New England
11 Hills Beach Road
Biddeford ME 04005
Phone: (207)-602-2494
Fax: (207)-602-5931
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