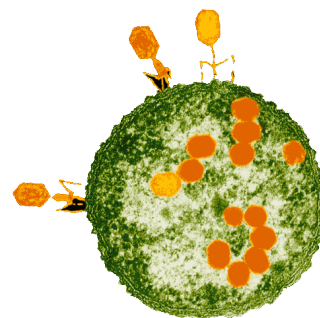


BIOL 286: General Microbiology

Course Syllabus, Spring 2014



In order to optimize student learning, the standards and requirements set forth in this syllabus may be modified during the semester. Notice of any such changes will be announced in class and posted on our FerrisConnect course homepage.

Class location and meeting time

Lectures will be held on Mondays and Wednesdays from **4:00 to 4:50 pm** in **IRC-120**. The laboratory sessions will meet on Tuesdays and Thursdays at either 9:30 to 10:45 am, 1:30 to 2:45 pm, 3:00 to 4:15 pm, or 4:30 to 5:45 pm in **SCI-215**. You are responsible for all announcements, assignments, handouts, etc., even if you are late or absent (see the attendance policy for more details).

Contact information

Instructor name: Dr. Clifton Franklund
Office: ASC 2011
Telephone: (231) 591-2552
Email: franklc@ferris.edu
Twitter: [@Dr_Franklund](https://twitter.com/Dr_Franklund)
Web site: <http://myhomepage.ferris.edu/~franklc>



Office hours

Posted hours: [M | W | F] from 1:00 to 3:00 pm

I maintain official office hours as indicated above. These are first come, first served – you are encouraged to make appointments but walk-ins are welcome and will be accommodated whenever possible. You can sign up times online at <http://cliftonfranklund.youcanbook.me>. In addition, I have posted my schedule outside of my office door. All of my free time is available to you as office hours. Simply find the day that works for you and sign up for a meeting (in 15-minute increments).

If you score below 60% on any lecture exam, I **require** you to schedule attend at least one office hours session to go over your results. You will need to bring your copy of the exam, your lecture notes, and the feedback that you receive from me by email to this session. I would like to help you do well in this course. That may involve trying some new learning strategies.

Prerequisites

CHEM 122: General Chemistry 2 or consent of the instructor

Course description

Introduction to the microbial world including microbial structure, function, metabolism, classification, genetics, control of microbial growth and immunity. The laboratory provides practical experience with fundamental concepts, techniques and instrumentation. This course is designed for students in the clinical laboratory science program and is open to other students by permission of the professor.

Required texts and materials

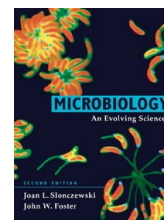
Textbook: *Microbiology: An Evolving Science 2nd edition* by Slonczewski and Foster. 2011 (ISBN 0-393-93447-0)

Lab notebook: We will be using the hardcover *Student Laboratory Notebook* published by the American Society for Microbiology Press, 2005. (ISBN 1-55581-358-5)

Required materials: We will be using Turning Technologies ResponseCard NXT clickers in class this semester. These will be required for in-class review questions, bonus quizzes and for taking lecture and lab exams.

A cloth lab coat, a Sharpie™, and colored pencils (pink, red, green, blue, yellow, brown, and black are needed) will be required for lab.

Optional materials: You should seriously consider getting a 3-inch D-ring binder for your class notes. Other optional materials include a scientific calculator, a USB flash drive, and a wax pencil for the laboratory.



Learning outcomes

I have several specific learning objectives for you in this course and they are listed below. Some of these will be covered in lab, others in lecture, and many in both. By the conclusion of this course, you should be able to:

A. Microbial Diversity - Give examples of and compare and contrast different types of microbial cells (including viruses, bacteria, fungi, and protozoa). Identify cell structures and define their functions.

Assessed via laboratory and online quizzes or reports, questions from lecture exams 1, 2 and 3, the laboratory practical, and the comprehensive final exam.

B. *Microbial Metabolism* - Explain the various metabolic strategies employed by microbes. Provide specific examples of how metabolism is linked to environmental cycling of elements and pathogenesis.

Assessed via laboratory and online quizzes or reports, questions from lecture exams 2, and 3, the laboratory practical, and the comprehensive final exam.

C. *Microbial Genetics* - Describe basic concepts involving how genetic information flows in microbial cells. Detail the importance of mutation, recombination, and lateral genetic exchange in virulence.

Assessed laboratory and online quizzes or reports, questions from lecture exam 3, the laboratory practical, and the comprehensive final exam.

D. *Host-Microbe Interactions* - Differentiate between the innate, humoral, and cellular defenses and identify points of interaction. Explain how inappropriate immune responses can result in host damage. Compare the different interactions possible between host and microbial cells. Describe several different molecular strategies employed by microbial pathogens and give several specific examples of each.

Assessed via laboratory and online quizzes or reports, the laboratory practical, and the comprehensive final exam.

E. *Laboratory Techniques* - Correctly perform proper laboratory skills and display a habit of good laboratory practices that extend to your everyday life. Perform simple and differential stains on isolates and properly use compound light microscopes to visualize and describe microbial cell morphologies.

Assessed via laboratory quizzes and notebook entries, and the laboratory practical.

F. *Critical Thinking* - Accurately follow instructions and collect data based upon observations from laboratory exercises or clinical case studies. Plot data when appropriate and interpret any trends. Make inferences and predictions based upon the interpretations.

Assessed via laboratory and online quizzes, laboratory notebook entries, and the laboratory practical.

G. *Communication* - Demonstrate an ability to work in group settings and exchange ideas concerning course-related topics. Read, write, and speak about Microbiology with classmates and members of the community.

Assessed via laboratory notebook entries.

H. *Metacognition* - Articulate preferences and dislikes (strengths and weaknesses) for learning new and complex information. Adopt new learning strategies to improve retention of information and comprehension of the course materials.

Assessed via post-exam bonus assignments and occasional class surveys.

Modified Bloom's taxonomy

Each of the graded course activities will correspond to one or more of our six course outcomes. In addition, these activities can be involved different levels of cognitive skill or ability. One way to classify these levels is the modified Bloom's taxonomy of Anderson and Krathwohl.

Anderson, L W, & Krathwohl D R (eds.) (2001). *A Taxonomy for Learning, Teaching, and Assessing: A Revision of Bloom's Taxonomy of Educational Objectives*. New York: Longman

Our class assignments will require you to use each of their six cognitive levels. Each requires more complex and abstract thought than those preceding it. The basic aspects of these levels (and the relative importance of each) are described below. Examples of questions pertaining each level will be provided to you throughout the semester.

- 1) Identify and correctly use appropriate microbiological terms and concepts.

This constitutes "**Remembering**" – the lowest level of the modified Blooms' cognitive outcomes. This objective will be assessed using online homework assignments, lecture exams, laboratory quizzes, the laboratory practical exam, and the comprehensive final exam. You should expect about 20% of all course points to correspond to this outcome.

- 2) Classify or provide examples of microbiological concepts and be able to make simple conclusions based upon those principles.

This constitutes "**Understanding**" – also a low-level of the modified Blooms' cognitive outcomes. This objective will be assessed using online homework assignments, lecture exams, laboratory quizzes, the laboratory practical exam, and the comprehensive final exam. You should expect about 35% of all course points to correspond to this outcome.

- 3) Carry out correct calculations of microbiology problems and apply appropriate formulae to novel problems.

This constitutes "**Applying**" – a mid-level of the modified Blooms' cognitive outcomes. This objective will be assessed using online homework assignments, lecture exams, laboratory quizzes, the laboratory practical exam, and the comprehensive final exam. You should expect about 15% of all course points to correspond to this outcome.

- 4) Organize available data, find and select relevant facts and interpret them to address specific microbiological problems or cases.

This constitutes "**Analyzing**" – a high-level of the modified Blooms' cognitive outcomes. This objective will be assessed using online homework assignments, lecture exams, laboratory quizzes, the unknown project, the laboratory practical exam, and the comprehensive final exam. You should expect about 15% of all course points to correspond to this outcome.

- 5) *Judge* the validity of scientific statements or potential courses of action and detect errors or inconsistencies in such statements.

This constitutes "**Evaluating**" – also a high-level of the modified Blooms' cognitive outcomes. This objective will be assessed using online homework assignments, lecture

exams, laboratory quizzes, the unknown project, the laboratory practical exam, and the comprehensive final exam. You should expect about 10% of all course points to correspond to this outcome.

6) Construct tables or figures to illustrate data or concepts and compose reports regarding abstract concepts.

This constitutes “**Creating**” – the highest level of the modified Blooms’ cognitive outcomes. This objective will be assessed using the unknown project lab quizzes, and the learning journal. You should expect about 5% of all course points to correspond to this outcome.

Instructional methods

BIOL 286: General Microbiology will be taught as a blended delivery class. The primary form of instruction for this course will be most likely be lecture. The material covered in lecture will be amplified and applied in a variety of required laboratory exercises. In addition, a number of important and required materials will be presented online via our FerrisConnect site. A complete online laboratory manual will be assembled during this semester. Your input will be important in its development. A small amount of out-of-class work will be required for this class. You will be expected to bring your clicker to every class session and participate in group discussions (both in class and online). We will regularly use the clickers to gather feedback, take concept check quizzes, and work collaboratively on case studies or problems. Your clicker responses may be included as part of your course score in the form of occasional bonus points.

Grading policies

I use an objective point-based system to grade all assigned work. The nature and relative point values of all assignments are explained in the following section. I have designed this course to be worth a total of **1,200 points**. Mid-term grades will be posted by **March 10, 2014** so that you may assess your class standing. Final grades for the course will be assigned based upon your total earned score as indicated in this table. ***These breakpoints are not negotiable.*** The bonus points should give you more than adequate buffer against any poor assignment performances.

Point Range	Grade	Percent
1,116 to 1,200 points	A	93-100%
1,080 to 1,115 points	A-	90-92.9%
1,044 to 1,079 points	B+	87-89.9%
996 to 1,043 points	B	83-86.9%
960 to 995 points	B-	80-82.9%
924 to 959 points	C+	77-79.9%
876 to 923 points	C	73-76.9%
840 to 875 points	C-	70-72.9%
804 to 839 points	D+	67-69.9%
756 to 803 points	D	63-66.9%
720 to 755 points	D-	60-62.9%
0 to 719 points	F	0-59.9%

Graded assignments

Lecture exams – There will be three 150-point comprehensive lecture exams (see the lecture schedule for dates). They will consist of multiple choice (four options) questions. The exam items will assess your comprehension of course materials at several different cognitive levels. They may be based upon diagrams, problems, data sets, or material drawn from the textbook or assigned readings.

- *450 points (37.5% of your final grade)*

Laboratory quizzes – There will also be twelve 10-point laboratory quizzes (see the lab syllabus for dates). These will cover the prior lab's material as well as the assigned readings for the current lab period. Questions may include matching, multiple-choice, and problem solving.

- *120 points (10.0% of your final grade)*

Laboratory notebook – You will be required to record your observations from laboratory exercises and analyze these data in a bound lab notebook. These notebooks will be collected two times during the semester. A 30-point analytic rubric will be used to score your entries.

- *60 points (5.0% of your final grade)*

Online Quizzes – A series of online quizzes will be made available on FerrisConnect. There will be one 5-point quiz for each lecture in the course. You may take these as often as you wish – your highest score will count toward your final course grade.

- *120 points (10.0% of your final grade)*

SCORM Lab Modules – A series of online modules will be used as our laboratory guidebook this semester. Each of these modules has questions and/or activities associated with them. You will be expected to review these before attending lab. You may review these materials and complete the activities as often as you would like. Your most recent attempt score will count toward your final grade in the course.

- *150 points (12.5% of your final grade)*

Laboratory Practical – At the end of the semester, there will be one 150-point laboratory practical. This will consist of twenty-five timed stations covering the materials seen and worked with over the course of the semester. Each station will have three multiple-choice questions. The penultimate lab session will be devoted to reviewing the materials for this exam.

- *150 points 12.5% of your final grade)*

Final Exam – There will be a comprehensive lecture exam. Its content will be evenly divided between the material on in our four lecture modules. Like the lecture exams, it will consist of multiple-choice (four options) questions.

- *150 points (12.5% of your final grade)*

Bonus – At various points during the semester, bonus assignments may be given. The nature of the assignments, their due dates, and point values will be announced during the semester.

- *Up to a maximum of 60 points possible (up to an extra 5% added to your base score)*

Due dates for graded work

Your grade will be based upon many different assignments this semester. The following is a chronological compilation of the due dates (last acceptable date) for each assessment.

Assignment	Due Date	Points	Percent
Lab quiz 1	1/21/14	10	0.83%
Lab quiz 2	1/28/14	10	0.83%
Lab quiz 3	2/4/14	10	0.83%
Exam 1	2/10/14	150	12.5%
Lab quiz 4	2/11/14	10	0.83%
Lab quiz 5	2/18/14	10	0.83%
Lab quiz 6	2/25/14	10	0.83%
Lab quiz 7	3/4/14	10	0.83%
Exam 2	3/5/14	150	12.5%
Notebook 1	3/6/14	30	2.5%
Lab quiz 8	3/25/14	10	0.83%
Lab quiz 9	4/1/14	10	0.83%
Exam 3	4/7/14	150	12.5%
Lab quiz 10	4/8/14	10	0.83%
Lab quiz 11	4/15/14	10	0.83%
Lab quiz 12	4/22/14	10	0.83%
Notebook 2	4/24/14	30	2.5%
Laboratory SCORM	4/30/14	150	12.5%
Laboratory practical	5/1/14	150	12.5%
Online quizzes	5/4/14	120	10.0%
Final exam	5/5/14	150	12.5%
Total		1,200	100.0%

Class attendance, late assignments, and make-up policies

You are expected to attend class regularly. I have noted a direct correlation in my prior classes between student attendance and class performance. However, it is ultimately up to you to show up for class. You will be responsible for all reading, discussions, and lecture materials. The lab is an essential component of this course. **Therefore, anyone with more than two (2) unexcused absences from lab will receive an 'F' for the course.**

All graded materials must be completed on time. Make up exams will be provided only in the case of an excused absence. You must contact me within one week of the missed exam and

provide written evidence to explain your absence. If you know in advance that you will be absent for an exam, please contact me immediately. I will attempt to arrange to accommodate you (within reason) with no penalty. You may always turn in assignments before their due dates. If you miss a lab, you may attend a different section in order to participate in graded work.

The following are instances of excused absences:

1. Hospitalization, with documentation from your physician
2. Severe illness, with documentation from your physician
3. Jury duty, with a copy of your court summons
4. Bereavement, with a letter from a family member
5. Ferris-sponsored sporting event, with a letter from your coach

The following are NOT instances of excused absences:

1. Oversleeping – get a better alarm clock
2. Work – You agreed to the class schedule when you signed up for the course
3. Appointments – see number two
4. Traveling – see number two
5. Other classes conflict – see number two
6. Jail or prison time – you have bigger problems than a missed deadline
7. Illness without documentation – you must have a physician's note
8. Forgot deadlines – they are your responsibility
9. Bad weather – if Ferris is open, our classes will meet as scheduled
10. Confusion – ask questions earlier rather than later!
11. Computer problems – there are over 100 computers available in the library alone

FerrisConnect

This semester, we will be extensively using Blackboard Learn 9.1 (branded FerrisConnect at FSU). This site will contain a variety of materials to supplement, but not replace, class attendance and reading. I am always interested in comments, corrections, or suggestions with regard to the electronically delivered course content! This semester, the site will contain the following:

1. A PDF copy of this syllabus.
2. Links to many different resources to help you to succeed in this class.
3. All course announcements pertaining to this class.
4. A calendar of all course assignments and deadlines.
5. Online communication tools for you to contact me or your classmates.
6. On-line access to your course grades.

7. Ancillary lecture materials including: 1) assigned readings with links to the e-textbook, 2) PDF copies of the lecture slides for your note-taking convenience, 3) a link to a Tegrity recording of the lecture (if Tegrity actually works that day), 4) a PDF “Microcast” of any worksheets covered in lecture using my Livescribe pen, 5) the daily clicker questions re-posted as an online quiz (for practice and review only), and 6) links to additional information on the internet offered by our textbook publisher (for review only).
8. Online quizzes and bonus materials – these **do count** toward your final grade in the course.
9. A completely online laboratory manual. This will consist of about 30 modules – one for each laboratory activity this semester. The **will also count** toward your final grade in the course.
10. Additional information about me, my background, and my interests.

I hope that you find this material to be helpful in preparing for exams and pursuing your interests. Please feel free to offer constructive criticism.

Registering your Turning Technologies clicker

To complete this process, you will need the following: a Turning Technologies clicker (NXT) and a computer with Internet access.

1. Turn on your computer.
2. Connect to the Internet using your favorite browser.
3. Go to the MyFSU website and log in. (<http://myfsu.ferris.edu/>)
4. Click on “FerrisConnect” icon at the top of the screen.
5. Click on the “Courses” icon at the top of the page.
6. Select “BIOL286: General Microbiology, Fall 2013” from the list of online courses.
7. Click on “Start Here (please) in the left navigation menu
8. Click on the link called “Register Clicker”
9. Enter your clicker’s serial number.

If you are experiencing difficulty registering your clicker, please come to my office hours.

Statement of disability services at FSU

Ferris State University is committed to following the requirements of the Americans with Disabilities Act Amendments Act and Section 504 of the Rehabilitation Act. If you are a student with a disability or think you may have a disability, contact the Disabilities Services office at 231.591.3057 (voice), or email <mailto:ecds@ferris.edu> to discuss your request further. More information can be found on the web at <http://www.ferris.edu/htmls/colleges/university/disability/>.

Any student registered with Disabilities Services should contact the instructor as soon as possible for assistance with classroom accommodations.

Academic misconduct policies at FSU

The university may discipline a student for academic misconduct, which is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following:

Cheating - A student may not use unauthorized assistance, materials, information, or study aids in any academic exercise, nor should a student give assistance, materials, information, or study aids to another student in any academic exercise.

Fabrication - A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations of the sources of information.

Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct. A student is responsible for taking reasonable precautions to ensure his or her work is not accessed by or transferred to another individual wherein it may then be used to commit an act of academic misconduct.

Interference - A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

Plagiarism - A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge indebtedness whenever he or she quotes or paraphrases another person's words, either oral or written and whenever he or she borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

Violation of Course Rules - A student must not violate course rules as contained in a course syllabus which are rationally related to the content of the course or to the enhancement of the learning process in the course.

Violation of Professional Standards and Ethics - A student must not violate the professional standards or ethical code related to one's intended profession as defined by the academic program or department.

Communication courtesy policy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and other online communication. If I deem any of them to be inappropriate or offensive, I will first contact the persons involved. For chronic problems, I will

forward the messages to the chair of the department and appropriate action will be taken, not excluding expulsion from the course. The same rules apply online as they do in person. Be respectful of other students. Foul or inappropriate discourse will not be tolerated. Please take a moment and read the following link concerning proper "netiquette".

<http://www.albion.com/netiquette/>

Preparing for this course

This course will cover a diverse range of topics and will require you to possess some fundamental skills and knowledge. These will include a basic background in biology, chemistry, and math. In addition, you will need to have a working understanding of the metric system, common laboratory practices, and good study skills. Because of these demands, many students claim that this is a challenging class. I want you to succeed this semester! Take a little time right now to find out if your background in these fundamental topics is sufficient. Simply go to this site: http://www.mhhe.com/micro_prep/ and complete the online quizzes there. This site will help you to identify any weaknesses early on and will also give you some study suggestions as you begin the class. In addition, go to our Bonus Work folder and complete the pre-course test. I want to see what your preexisting knowledge of microbiology is like. Thanks.

Lecture Schedule

	Date	Topic	Chapters	Pages
	M Jan 13	Course introduction and orientation		see syllabus
Microbial Diversity	W Jan 15	Scope and History of Microbiology	1	2-38
	M Jan 20	Martin Luther King Holiday - No classes!		
	W Jan 22	Observing Microbes	2	39-72
	M Jan 27	Microbial Cells	3	73-114
	W Jan 29	Prokaryotic Diversity	18,19	675-754
	M Feb 03	Eukaryotic Diversity	20	755-792
	W Feb 05	Virus Structure and Function	6	181-217
	M Feb 10	LECTURE EXAM ONE		
Microbial Metabolism	W Feb 12	Bacterial Growth	4	115-148
	M Feb 17	Environmental Influences on Growth	5	149-180
	W Feb 19	Catabolism	13	458-504
	M Feb 24	Respiration, Lithotrophy, and Photolysis	14	505-546
	W Feb 26	Food and Industrial Microbiology	16	583-619
	M Mar 03	Microbial Ecology	21,22	793-859
	W Mar 05	LECTURE EXAM TWO		16% OLD MATERIAL
M Mar 10	Spring Break - No classes!			
W Mar 12	Spring Break - No classes!			
Microbial Genetics	M Mar 17	Microbial Genomes	7	218-256
	W Mar 19	Gene Expression	8	257-302
	M Mar 24	Molecular Regulation 1	10	341-384
	W Mar 26	Molecular Regulation 2	10	341-384
	M Mar 31	Gene Transfer and Mutagenesis	9	301-340
	W Apr 02	Viruses and the Mobilome	11	385-426
	M Apr 07	LECTURE EXAM THREE		32% OLD MATERIAL
Host-Microbe	W Apr 09	Chemotherapy	27	1029-1062
	M Apr 14	Innate Immune Defenses	23	860-894
	W Apr 16	Adaptive Immune Defenses	24	895-936
	M Apr 21	Hypersensitivities and Vaccines	24	893-934
	W Apr 23	Microbial Pathogenesis	25	937-978
	M Apr 28	Microbial Diseases	26	979-1028
	W Apr 30	Course Wrap-Up and Review		<i>This is also snow day insurance</i>
	M May 05	COMPREHENSIVE FINAL EXAM		4:00 to 5:40 pm

Laboratory Schedule

Date	Graded Work	Topic
T Jan 14		(1) Laboratory safety
R Jan 16		(2) Microscopy
T Jan 21	Quiz 1	(3) Cell morphology & (4) Aseptic technique <continuing>
R Jan 23		(5) Gram stain & Complete aseptic technique
T Jan 28	Quiz 2	(6) Capsule stain & (7) Endospore stain
R Jan 30		(8) Acid-fast stain & (9) Bacterial motility
T Feb 04	Quiz 3	(10) Protozoa & (11) Fungal slide culture <continuing>
R Feb 06		(12) Viable bacteria counts <continuing>
T Feb 11	Quiz 4	(13) Bacteriophage & Complete viable bacteria counts & Fungal slide culture
R Feb 13		(14) Bacterial growth curve & Complete bacteriophage
T Feb 18	Quiz 5	(15) Environmental conditions <continuing> & (16) Anaerobes <continuing>
R Feb 20		(17) Antimicrobial compounds <continuing> & Complete anaerobes
T Feb 25	Quiz 6	Complete antimicrobial compounds & Environmental conditions
R Feb 27		(18) Thermal death curves <continuing>
T Mar 04	Quiz 7	(19) Ultraviolet light & Complete thermal death curves
R Mar 06	Notebook 1 (1-18)	(20) Biochemical characterization demos & Complete ultraviolet light
T Mar 11		Spring Recess - No Class!
R Mar 13		Spring Recess - No Class!
T Mar 18		(21) Transformation <continuing> & (22) Hfr conjugation <continuing>
R Mar 20		(23) Lactose regulation <continuing> & Complete Hfr conjugation & Continue transformation <continuing>
T Mar 25	Quiz 8	Complete lactose regulation & Transformation
R Mar 27		(24) Symbioses <continuing> & (25) Bacterial unknown streaking <continuing>
T Apr 01	Quiz 9	(26) Exoenzymes <continuing> & Complete symbioses & Bacterial unknown staining <continuing>
R Apr 03		Complete exoenzymes & Bacterial unknown characterization <continuing>
T Apr 08	Quiz 10	Complete bacterial unknown identification
R Apr 10		(27) Wastewater treatment plant tour < -- field trip -- >
T Apr 15	Quiz 11	(28) Water quality testing <continuing>
R Apr 17		Mid-Semester Recess - No Class!
T Apr 22	Quiz 12	(29) Lysozyme <continuing> & Complete water quality testing
R Apr 24	Notebook 2 (19-30)	(30) White blood cells & Complete lysozyme
T Apr 29		Laboratory practical review session
R May 01		LABORATORY PRACTICAL EXAM

SYLLABUS ATTACHMENT
FERRIS STATE UNIVERSITY – COLLEGE OF ARTS AND SCIENCES
Spring 2014

ARE YOU CONSIDERING ADDING A MINOR OR MAJOR TO YOUR CURRENT PROGRAM?

Use **My Degree** to see what classes may already apply.

For more information, stop by the Arts and Sciences Dean's Office!

IMPORTANT DATES		
Late registration	Thurs – Fri	Jan 9 – 10
First day of classes	Monday	Jan 13
Last day for Drop/Add	Thursday	Jan 16
Martin Luther King Day (no classes)	Monday	Jan 20
Mid-term grades due	Monday	Mar 10
Spring recess (no classes)	Sat, Mar 8 – Sun, Mar 16	Mar 8 – Mar 16
Last day for "W" grades (full semester)	Friday	Mar 28
Mid-term recess (no classes)	Thurs - Sun	April 17 - 20
Last day of classes	Friday	May 2
Examination Week	Mon – Fri	May 5 – May 9
Commencement	Friday, Saturday	May 9, 10
Final grades due by 1:00 pm	Monday	May 12

DEPARTMENT OFFICES

Biology	ASC 2004	591-2550
Humanities	JOH 119	591-3675
Lang/Lit	ASC 3080	591-3988
Mathematics	ASC 2021	591-2565
Physical Sciences	ASC 3021	591-2580
Social Sciences	ASC 2108	591-2735
Dean's Office	ASC 3052	591-3660

Sessions	Dates	Last Day to Withdraw
Full Session	Jan 13 – May 2	Mar 28
Session A	Jan 13 – Mar 4	Feb 13
Session B	Mar 5 – May 2	Apr 11
Session D	Jan 13 – Feb 14	Feb 3
Session E	Feb 17 – Mar 27	Mar 7
Session F	Mar 28 – May 2	Apr 21

WHAT YOU NEED TO KNOW

E-MAIL

All registered FSU students have a Ferris Gmail account. This is the only e-mail to which all official University information about registration, financial aid, student activities, and class cancellations will be sent. Please check your account at least once a week. E-mail is our primary communication resource for students.

CLASS ATTENDANCE IS IMPORTANT!

Attendance usually has a high correlation with how well you do in a course. Many instructors have mandatory attendance policies by which your grade will be affected by absences. Some instructors also have policies about class tardiness to encourage students to be present for the full class period. Check your course syllabus or talk to your instructor about his/her policies.

HOW TO CONTACT A FACULTY MEMBER OR ADVISOR

If you have questions or need help, talk to your instructor. Faculty office locations, phone numbers, and office hours may be obtained from the class syllabus or department office, through the College of Arts and Sciences web page at <http://www.ferris.edu/htmls/colleges/artsands/>, or through the Directories & Maps link on the FSU home page.

DROPPING CLASSES OR WITHDRAWING

Dropping and adding only occurs during the first four days of the term. You can adjust your schedule **online during the first four days** or in person at the Timme Center (from 8-5 except for the last day when it is 12-5). *If you add a class you must pay for your additional charges by the fourth day or your schedule will be dropped.*

If you need to withdraw from a class after the official drop/add period, you must do so **OFFICIALLY**, through your dean's office, in order to avoid receiving an "F" grade in the course. **You may not withdraw online after the first four days of the term.** You will receive a "W" for the course. *You will not receive a refund.* If you need to totally withdraw from the University, you must do so **officially** at Admissions and Records in CSS 101. The last day to withdraw or drop a class may be different for different classes. **CHECK THE SESSIONS DATES SECTION ABOVE OR THE REGISTRATION AND ACADEMIC GUIDE FOR THE WITHDRAWAL DEADLINES FOR THE SEMESTER.** In cases of extenuating circumstances (e.g., a serious illness requiring you to withdraw from school), contact Birkam Health Center at 591-2614.

INCOMPLETES

The "I" is only considered for extenuating circumstances that have led to a student missing a portion of the course. The intent and appropriate use of the "I" grade is NOT to avoid student probation, dismissal, or unacceptable grades, nor should it be considered as an extended alternative to withdraw from a class (W). Extenuating circumstances are generally defined as those situations over which a student has little or no control—e.g., illness, birth, jury duty, death of a parent, serious injury. Instructors may require suitable documentation.

Students must have completed at least 75% of the coursework at passing levels before an "I" will be considered, and they may be required to sign an agreement regarding course completion. An "I" grade automatically changes to an "F" after one semester (not counting summer) unless the faculty member files another grade or extends the incomplete.

GRADUATION

Students should apply for graduation the semester prior to their last semester of completion. For associate in arts or associate in science degrees, contact the Dean's Office for an audit and clearance. For bachelor degrees, contact your program coordinator for the audit and clearance. All graduates must also apply online through MyFSU (Academics and Services tab, Student Records channel, Apply to Graduate link). The online application will also reserve your seat for a commencement ceremony if you choose to participate, so be aware of those deadlines.

INCLEMENT WEATHER CONDITIONS

Only during the most severe weather conditions – which could potentially endanger the safety of students or staff – will the Big Rapids campus consider cancelling classes. The decision to cancel classes due to weather conditions at the Big Rapids site will be made as early as possible. In the event it is necessary to cancel classes, periodic announcements will be made on area radio and television stations. It is the student's responsibility to listen for these announcements. A student may also call the Ferris Information Line at 231-591-5602 to obtain information or check the Ferris website.

ACADEMIC MISCONDUCT

Academic misconduct refers to dishonesty or misrepresentation with respect to assignments, tests, quizzes, written work, oral presentations, class projects, internship experience, or computer usage; violation of computer licenses, programs, or data bases; or unauthorized acquisition or distribution of tests or other academic material belonging to someone else. It includes such behaviors as cheating, copying materials from the internet without documentation, presenting another person's ideas or work as your own, taking someone else's exam for them, violating computer software licenses or program/data ownership, etc. It is the expectation of the College of Arts and Sciences that all work you turn in is your own and is original for the course in which it is being submitted. If you are uncertain about whether a particular behavior might represent academic misconduct, be sure to ask your professor for clarification.

Penalties for academic misconduct can include **FAILURE** of the assignment or the course, and/or disciplinary action up to and including probation or dismissal from the University.

DISRUPTIVE BEHAVIOR

The College of Arts and Sciences strives to maintain a positive learning environment and educational opportunity for all students. Consequently, patterns of behaviors which obstruct or disrupt the teaching/learning environment will be addressed. The instructor is in charge of his or her course (e.g., assignments, due dates, attendance policy) and classroom (e.g., behaviors allowed, tardiness). Harassment, in any form, will not be tolerated.

Penalties for disruptive behavior can include involuntary withdrawal from the course and/or disciplinary action up to and including probation or dismissal from the University. The full Disruptive Behavior Policy is available on the College of Arts and Sciences website at <http://www.ferris.edu/htmls/colleges/artsands/student-resources/disruptive-behavior.htm>

WHERE TO GO FOR HELP

The following services are available to any Ferris student, free of charge. They are designed to help you succeed in your courses, in your career planning, and in meeting the challenges of university life. Don't hesitate to explore and use these services at Ferris

ACADEMIC ADVISING

All students have an assigned advisor and should confer with that advisor regularly. Students who have declared a major should see an advisor in that major. To find out who your advisor is, login to MyFSU and click on the Academics and Services tab, then Registration Status/Advisor Information link.

ACADEMIC SUPPORT CENTER.....ASC 1017 – 591-3543

THE WRITING CENTER.....ASC 1017 – 591-2534

The Academic Support Center, Tutoring Services, and Writing Center join together to offer FSU students an array of academic support services. Tutors are available to answer questions for many courses. The Writing Center helps writers individually and in workshops with skills and assignments. There is also study skills assistance to help with note-taking, test-taking, memory and reading strategies, and time management.

DISABILITIES SERVICES.....STR 313 591-3057

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. Students requiring a classroom accommodation due to a physical, learning, mental or emotional disability should contact the Disabilities Services Office.

SCHOLAR PROGRAM.....ASC 1021 591-5976

SCHOLAR is an academic support program that aids in the student's successful progression by offering a Peer Mentor Program, a Student Retention Program, and an Academic Student Advisory Committee.

PERSONAL COUNSELING, SEXUAL ASSAULT, SUBSTANCE ABUSE BIRKAM HEALTH CENTER 2nd Floor - 591-5968

Personal counseling is available confidentially and free of charge. Counselors are available to assist with personal and stress-related problems, family and relationship issues, substance abuse, sexual assault, depression, or other similar problems. Call or stop by to obtain an appointment. **If you or a friend is in immediate crisis, call 911.**

EDUCATIONAL & CAREER COUNSELING.....STR 313 591-3057

Students wanting to examine their choice of major or career choice, learning styles or strategies can make one-on-one appointments with licensed counselors.

SAFETY

Please observe the posted shelter and evacuation routes in the hallway nearest your classroom.

OTHER RESOURCES

BIRKAM HEALTH CENTER.....1st Floor 231-591-2614

The Birkam Health Center provides fee-for-service medical care including evaluation and treatment for illness and injury anytime during the year. Patients are seen on a walk-in and by appointment basis.

FLITE LIBRARY.....231-591-2669

Regular hours for FLITE:

Monday – Thursday 7:30 am – Midnight

Friday 7:30 am – 6:00 pm

Saturday NOON – 5:00 pm

Sunday 1:00 pm – Midnight

Extended Studies Court will begin late night hours January 20, 2014

*Sunday-Thursday/MIDNIGHT to 7:30 a.m.

*Friday/6 p.m. to MIDNIGHT *Saturday/5 p.m. to MIDNIGHT

FSU BOOKSTORE.....14265 NORTHLAND DR. 231 - 591-2607

Regular hours for Bookstore (*subject to change*):

Monday – Thursday 9:00 am – 6:00 pm

Friday 9:00 am – 5:00 pm

Saturday NOON – 4:00 pm

Sunday CLOSED

New location is at the Save-A-Lot Shopping Center Plaza.

HELPFUL NUMBERS

Admissions	2100	Inst. Testing	3628
Business Office	2125	Public Safety	5000
Financial Aid	2110	Records	2792
Housing	3745	TAC	4822

When calling from off campus, extensions can be called by using the prefix 231-591-_____.