I. INSTRUCTOR:

____________________________
Office: _________________
Phone: (408) 924-______ (Office)
(408) 924-4900 (Dept Office)
Email: _______________@_______._____
Office hours: ________________

By appointment

II. COURSE DESCRIPTION
The fundamental principles of laboratory microbiology will be presented. The emphasis of the course will be on practical aspects of studying microorganisms. Enrollment in Microbiology 101 lecture is required. Biology 1, 2 and 3 (with a C or better), Biology 6, and Chemistry 8 or 112A are prerequisites for the course. Proof of completion of Biology 1, 2, 3 and 6, and Chemistry 8 or 112A with a ‘C’ grade or better will be required during the first week of your laboratory section.

III. REFERENCES
Microbiology 101: Laboratory Manual
Grilione, Rech and Boothby
San Jose State University 2005
Lab notebook
(pages numbered, lined/graph)

IV. EXAMINATIONS AND GRADES
Laboratory Grade: Laboratory instructors will determine the letter grade for the laboratory portion of the course. Each instructor will explain their grading criteria during the first meeting of each laboratory section.

There will be 3 examinations for the laboratory portion of the course. All examinations will be comprehensive although topics under current discussion will be emphasized. The material covered on laboratory examinations may be from lecture, from the required texts, from laboratory exercises/discussions, and from any outside reading.
All examinations will be retained by the instructor, but will be available for review
during office hours or by appointment. All materials will be discarded 30 days after the
end of the semester. No late examinations will be accepted without advance consent of
the instructor. Makeup examinations for those obtaining advanced consent may be oral
or written at the discretion of the laboratory instructor. Scores from each examination
will be weighted in computing the laboratory grade.

Laboratory Notebook: Documentation of laboratory activities will be required in the
form of a laboratory notebook. Laboratory notebooks are to be kept current at all times.
They may be submitted to the laboratory instructor for evaluation at any time.
Notebooks may be taken home in preparation for laboratory examinations.

Laboratory Performance Evaluation: Laboratory performance will be subjectively
evaluated by the laboratory instructor. Performance evaluation may include currency of
laboratory notebook, skills development, adherence to laboratory safety, participation
in lab activities and discussions, scheduled or unscheduled quizzes, etc.

Evaluation Scores: Any quiz, notebook, examination or other material
may be submitted for regrading, if incorrectly scored at the request of the
student within 1 week of their return for review. No changes in test
scores will be made after that time.

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<th>EVALUATION</th>
<th>WEIGHT</th>
<th>DATE</th>
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<tbody>
<tr>
<td>Notebook I</td>
<td>5%</td>
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<td>Lab Exam I</td>
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<td>W/Th (March 2/3)</td>
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<td>Lab Exam II</td>
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<tr>
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<tr>
<td>Lab Performance</td>
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V. LAB FEE

A lab fee is charged for this class at the time of registration.