

**Southwest WI Technical College**

**10-513-186 Food Science Microbiology**

**Syllabus**

**Course Information**

|  |  |  |
| --- | --- | --- |
|  | **Description** | The learner will apply microbiological testing techniques used in the dairy food manufacturing industry to ensure product quality and safety.  This course will review detection, analysis, and control of bacteria with emphasis on technique and interpretation of microbial testing. |
|  | **Total Credits** | 3.00 |

### Grading Information

All Lab Science Courses, regardless of instructor, will utilize the following grading scale.  To be successful in this course, students must obtain at least 70% of the total points.

90 to 100% A

80 to 89% B

70 to 79% C

69% or less Failing or F

Core ability points will be awarded based on attendance. The percent attendance will be applied to the total core ability points at the end of the semester and these will be included in the final grade.

**Grading Breakdown**

| **Item/ Category** | **% of Total Points** |
| --- | --- |
| Exams | 50% |
| Projects | 5% |
| Lab Practical | 30% |
| Homework and Lab Assignments | 10% |
| Core Ability/Attendance | 5% |

|  |  |
| --- | --- |
| Classroom behavior | |
| Both instructors and students have a right to an educational environment that is conducive to meaningful learning. It is the responsibility of instructors to create and maintain this environment in their respective classes, which may be in classrooms, labs, shops, clinical sites, field trips, contests, or other related places. If a student(s) engages in behavior that is not respectful of this educational environment, it may be necessary for a student(s) to be removed from the class, temporarily or permanently. Such student(s) have a right to due process that ensures fair treatment. Behaviors that are not respectful of the educational environment include harassment, crude or rude behavior, and other distracting actions that prevent or impede a student(s) or instructor(s) from participating. | |
| Method of Instruction | |
| Will include the following statement:  Lecture with student participation in discussion and learning activities. The laboratory sessions include hands-on skill practice for the reinforcement of theory coupled with internet activities or other independent learning opportunities | |
| Laboratory Participation | |
| Students must take an active role in the laboratory sessions in order to develop those basic laboratory skills which are essential to successful completion of the entire program. Many skills demonstrated will only be developed with hands on practice by the student while in the student laboratory. | |
| Due Dates | |
| Assignments are due at the start of class on the day due. Late assignments will not be accepted. If you are going to be absent on the day that an assignment is due, you need to turn in the assignment prior to the absence or submit the assignment electronically to the instructor prior to the start of class. | |
| Examinations | |
| If a student misses an examination regardless of reason, they must contact the instructor and make arrangements for a makeup exam. The arrangements to take the exam must be made with the instructor PRIOR to the next time the class meets. It will be up to the instructor to determine where the exam will be given. The student may be required to take the exam in the Pearson Testing Center or in the lecture hall if a convenient time for the instructor and the student can be arranged. If the student misses a second exam, their grade will be reduced by 25%, a third missed exam their grade will be reduced by 50%.    Students who fail to make arrangements prior to the next class meeting will lose 5% of their points. | |
| Attendance | |
| Attendance is a requirement for success in the program and most students find that attendance in lectures is necessary for success. Although some courses may be blackboard enhanced, the class is not intended for an on-line format. Students are required to attend and participate in laboratory activities in order to gain the hands on experience they need to perform effectively in the laboratory environment.  Many of the laboratory activities cannot be repeated due to time restrictions and the availability of specimens. For this reason, students are allowed two (2) unexcused absences from those 1 or 2 credit core courses, which have associated laboratory sessions. Three (3) unexcused absences are allowed for each 3 or 4 credit core course. After two or three unexcused absences, the instructor may recommend the student withdraw from the course.  Continuation in the course maybe allowed under a formal student contract. Excused absences include: an illness which is documented by a physician’s excuse, a death in the student’s immediate family, accidents or court required appearances. Students may be excused for active guard duty if an official schedule is made available prior to the dates of commitment. The student must submit the appropriate documentation to their instructor for filing in the student’s file located in the Lab Science Program Department.  All other absences will be considered unexcused including illness not requiring a physician's care, caring for sick children, work schedules, or travel requirements, are all unexcused. In the event of an absence, please notify the instructor by email or telephone in advance. It is the student’s responsibility to obtain any lecture materials or laboratory assignments (if applicable) that were missed.  Weather related absences will be handled on a case by case basis. | |
| ADA Statement Short Version | |
| Students with disabilities, who need accommodations, should contact the office of the Support Services Specialist, Building 100, Room 108, (608) 822-2631, 800-362-3322, ext. 2631, TTY/TDD (608) 822-2072, or e-mail Lori Garvey at: [lgarvey@swtc.edu](mailto:lgarvey@swtc.edu) | |
| Course Withdrawal | |
| If you are unable to complete this course, it is your responsibility to officially withdrawal from this course. Contact the Registrar's Office if you are not able to complete this course before 20% of the course remains. | |
| Academic Integrity | |
| Academic integrity is vital to the development of genuine learning in the individual. Students are responsible for citing sources used to develop papers, and should be completing and submitting their work. If academic misconduct is exhibited, the student will receive a 0 score for their submitted work, a letter of the incidence will be placed in their student file, and if a serious infraction has occurred the student may be dismissed from the program. The student is encouraged to review the SWTC Student Handbook Section on Student Misconduct for additional information.    Examples of misconduct include, but are not limited to:  ***Cheating***, this may include: copying reports, homework or other assigned projects from either current or former MLT students. Copying from another student’s exam or quiz.    ***Fabrication and Falsification***, which may include: false citations of material used, submitting false excuses or documentation for absences. Changing answers on corrected homework, and then submitting for unearned credit.    ***Plagiarism*** occurs when a student knowingly presents the work of another as their own.  This includes failing to cite references correctly or at all. Using data, charts or information without giving credit to the real author(s).  Facilitating academic misconduct may occur if a student provides test or quiz questions to other students prior to the examination. Using and sharing materials and or homework completed by other students. Submitting papers obtained by other students. | |
| Mutual Respect | |
| |  | | --- | | The Lab Science Program is designed for collaboration rather than competition. That means that each member of the class supports the others in their efforts to succeed. Be sure to come to each class prepared to:  1. Listen with respect. 2. Speak with respect. 3. Contribute actively to the work of your team. 4. Leave all electronic devices and cell phones out of the laboratory sessions. Shut cell phones off during lecture sessions. 5. Have available and utilize your PPE in the laboratory sessions. Any student who fails to utilize the appropriate PPE for lab sessions will be asked to leave and will be marked absent for that session. 6. Only black ink and black marker are the acceptable writing tools for the laboratory sessions. 7. Please do not use short hand or symbols or text jargon in any written communication, including answering homework or lab assignment questions.  8. Learn the acceptable terminology and abbreviations used in the laboratory field, this is a vital part to your success as a Laboratory Technician. | | |
| Instructor Responsibilities |
| All instructors will make every attempt to prepare and present material which is appropriate to the learning experience. Instructors will try to answer any and all questions, and provide additional handouts to clarify points students indicate are difficult. In no way does the lecture eliminate the need to read and comprehend the assigned textbook. It is the goal of SWTC to provide you with the education and hands on training, which is outlined by the state curriculum in order to provide an effective workforce for the future needs of our clinical affiliates.  Questions and concerns can be sent to course instructor of the program director via email. Instructors will try to respond usually within 24 hours to any questions or concerns. Likewise, students are expected to come to class prepared and complete reading assignments as assigned. Lectures will highlight the major educational points, and are reinforced by hands on testing in the laboratory. Laboratory safety is the number one priority when working in the student laboratory, and unsafe practices will not be tolerated. |
| Laboratory Safety |
| Students must utilize all appropriate safety measure while working in the student laboratory. Knee length lab coats and safety glasses must be worn while collecting or working with patient specimens.  Long hair must be tied back, and only closed toe shoes are acceptable for laboratory sessions. Gloves will be provided and should be utilized during specimen collection, processing and testing.    Due to the potential for biological contamination, all cell phones or other electronic devices are not allowed in the student laboratory.  Students must notify the instructor in the event they have a biological spill or exposure. |
| Core Abilities |
| Core abilities points will be awarded at the end of the course and are based on not only attendance but the student's ability to work safely in the laboratory environment during each laboratory session and in the classroom. Other consideration in awarding core ability points is the ability of the student to work in a professional manner, utilize resources efficiently and take responsibility for restocking supplies and cleaning up their assigned work area.  Core abilities established by SWTC include the following affective objectives:  **Act Professionally**. Individuals who act professionally recognize an obligation to conform to the technical and ethical standards of the laboratory field.  **Communicate Clearly**. Individuals who communicate clearly can apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.  **Work Cooperatively**. Individuals, who work cooperatively can work with others to complete tasks, solve problems, resolve conflicts, provide information, and offer support.  **Solve Problems**. Individuals who solve problems can use all elements of problem solving strategies to generate realistic, practical and workable solutions. |