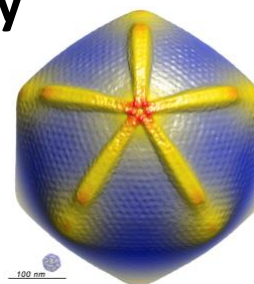


# BIOL 386: Microbiology and Immunology

## Course Syllabus, Spring 2018

*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 Blackboard course welcome page.*



### Class location and meeting time

Lectures will be held on Mondays and Wednesdays from **4:00 to 5:50 pm** in **SCI-137**. The laboratory sessions will meet on Tuesdays and Thursdays at from **4:00 to 5:15 pm** in **SCI-211**. 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

<b>Instructor name:</b>	Dr. Clifton Franklund	Ms. Kim Andrus
<b>Office:</b>	ASC 2011	ASC 2005
<b>Telephone:</b>	(231) 591-2552	(231) 591-3678
<b>Email:</b>	<a href="mailto:franklc@ferris.edu">franklc@ferris.edu</a>	<a href="mailto:KimberlyAndrus@ferris.edu">KimberlyAndrus@ferris.edu</a>
<b>Twitter:</b>	<a href="https://twitter.com/Dr_Franklund">@Dr_Franklund</a>	
<b>Web site:</b>	<a href="http://franklund-micro.com">http://franklund-micro.com</a>	

### Contacting Dr. Franklund

**Office hours:** [ M | T | W | R | F ] from 10:00 to 11:00 am

I will 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).

**Email:** You can expect me to reply to your email questions within 24 hours during the work week and within 48 hours on weekends and holidays.

**I offer bonus points for office hours** following each exam to briefly to discuss your recent performance. Bring your completed feedback email report, your exam, and your notes. We will work together to try to find strategies to improve your performance over time.

### Prerequisites

**BIOL 322** with a grade of C- or better and **CHEM 321** or **CHEM 214** with a grade of C- or better.

### Course description

Fundamentals of the microbial world with emphasis on the medical aspects of microbiology, molecular basis of pathogenicity, chemotherapy, and the role of humoral and cellular immune responses in host protection and hypersensitivity. The laboratory provides practical experiences with fundamental concepts, techniques and instrumentation. Designed for students in science baccalaureate degree programs. A prior course in biochemistry is also required.

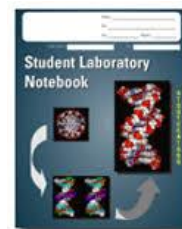
### Required texts and materials

#### Optional Textbooks:

**Brock: *Biology of Microorganisms***, Madigan and Martinko. Pearson Prentice Hall  
***Mechanisms of Microbial Disease***, Schaechter, *et.al*, Lippincott Williams Wilkins  
***Kuby Immunology***, Kindt, Goldsby and Osborne, W.H. Freeman and Co.

**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)

**Other materials:** We will be using an online clicker system in class this semester (Socrative). You can use any internet capable device to interface. Free apps are available for iOS, Google, and Android. A cloth lab coat, a Sharpie™ and access to a digital camera (e.g. iPhone, android phone will be required for lab. 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 exam 1, the laboratory practical, and the comprehensive final exam.*

**B. Immunity** - 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.

*laboratory and online quizzes or reports, questions from lecture exam 2, the laboratory practical, and the comprehensive final exam.*

**C. Pathogenesis** – Compare and contrast virulence strategies employed by different microbes that cause human diseases. Identify and characterize important microbial pathogens of humans and the diseases that they cause. Evaluate possible measures to treat or prevent infections by various microbial pathogens.

*laboratory and online quizzes or reports, questions from the laboratory practical, and the comprehensive final exam.*

**D. 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.*

**E. 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.*

**F. 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 short microbiology papers.*

**G. 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, feedback during office hours, and occasional class surveys.*

## A taxonomy of Microbiology skills

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. These skills and their relative contribution to course assignments are described below.

### Content Knowledge

**IDENTIFYING** – You will be expected to remember and correctly use appropriate scientific terms and concepts. This skill is assessed by measuring the ability to recall information in the same context in which it was presented during instruction. Approximately 15% of the course points will correspond to this skill.

**CATEGORIZING** – You will be expected to classify or provide examples of specific scientific concepts or constructs. This skill is assessed by measuring the ability to conceptually organize information in contexts different from those presented during instruction. Approximately 30% of the course points will correspond to this skill.

### Critical Thinking

**CALCULATING** – You will be expected to correctly solve a variety of problems using mathematical reasoning. This skill is assessed by measuring the ability to select and apply appropriate formulae to solve novel problems. Approximately 10% of the course points will correspond to this skill.

**INTERPRETING** – You will be expected to analyze data provided in tables, images, or case studies to answer specific questions. This skill is assessed by measuring the ability to identify relevant facts and interpret them to address specific scientific problems or case studies. Approximately 15% of the course points will correspond to this skill.

**PREDICTING** – You will be expected to make sound inferences based upon their understanding of the interactions that make up a natural system. This skill is assessed by measuring the ability to make reasonable forecasts of the behavior of a specified system following a specified perturbation. Approximately 10% of the course points will correspond to this skill.

**JUDGING** – You will be expected to evaluate the validity of scientific statements or potential courses of action. This skill is assessed by measuring the ability to detect errors or inconsistencies in such statements. Approximately 5% of the course points will correspond to this skill.

### Lab Skills

**PERFORMING** – You will be expected to use the scientific method to safely and correctly execute scientific exercises in the laboratory or field. This skill is assessed by measuring the ability to execute the exercises, record and interpret the observations, and report the results in an appropriate manner. Approximately 15% of the course points will correspond to this skill.

### Instructional methods

BIOL 386: 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 Blackboard site. A complete online laboratory manual will be available during the semester. A moderate 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 **1,000 points**. Mid-term grades will be posted by **March 2, 2018** so that you may assess your class standing. Final grades for the course will be assigned based upon your total earned score as indicated

***Breakpoints are not negotiable.***

The bonus points should give you more than adequate buffer against any poor assignment performances.

Point Range	Grade	Percent
930 to 1,000 points	A	93-100%
900 to 929 points	A-	90-92.9%
870 to 899 points	B+	87-89.9%
830 to 869 points	B	83-86.9%
800 to 829 points	B-	80-82.9%
770 to 799 points	C+	77-79.9%
730 to 769 points	C	73-76.9%
700 to 729 points	C-	70-72.9%
670 to 699 points	D+	67-69.9%
630 to 669 points	D	63-66.9%
600 to 629 points	D-	60-62.9%
0 to 599 points	F	0-59.9%

### Graded assignments

**Lecture exams** – There will be two 200-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.

- 400 points (40.0% of your final grade)

**Laboratory quizzes** – There will also be eleven 10-point laboratory quizzes (see the lab syllabus for dates). The lowest score will be dropped. 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.

- 100 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. Your notebook entries will be periodically evaluated using a set of simple scoring rules. Your notebook scores will be entered into the Blackboard grade book several during the semester. Keep up-to-date in your notebooks to ensure that you score all of these points!

- 150 points (15.0% 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 (15.0% of your final grade)

**Final Exam** – There will be a comprehensive lecture exam. Its content drawn from material on in our three lecture modules (approximately half new material and half review questions). Like the lecture exams, it will consist of multiple-choice (four options) questions.

- 200 points (20.0% 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.

- approximately 50 points (up to an extra 5% added back onto your final grade)

### 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 assignment. These due dates can also be found in our Blackboard course calendar online.

Assignment	Due Date	Points	Percent	Cumulative
Lab quiz 1	01/16/18	10	1.00%	1.00%
Notebook 1 [1,2]	01/18/18	10	1.00%	2.00%
Lab quiz 2	01/23/18	10	1.00%	3.00%
Notebook 2 [3,4,5]	01/25/18	15	1.50%	4.50%
Lab quiz 3	01/30/18	10	1.00%	5.50%
Notebook 3 [6,7,8,9]	02/01/18	20	2.00%	7.50%
Lab quiz 4	02/06/18	10	1.00%	8.50%
Notebook 4 [10,11,12]	02/08/18	15	1.50%	10.00%

Exam 1	02/12/18	200	20.00%	30.00%
Lab quiz 5	02/13/18	10	1.00%	31.00%
Notebook 5 [13,14]	02/15/18	10	1.00%	32.00%
Lab quiz 6	02/20/18	10	1.00%	33.00%
Notebook 6 [15,16,17]	02/22/18	15	1.50%	34.50%
Lab quiz 7	02/27/18	10	1.00%	35.50%
Notebook 7 [18,19]	03/15/18	10	1.00%	36.50%
Lab quiz 8	03/20/18	10	1.00%	37.50%
Exam 2	03/21/18	200	20.00%	57.50%
Notebook 8 [20,21,22]	03/22/18	15	1.50%	59.00%
Lab quiz 9	03/27/18	10	1.00%	60.00%
Lab quiz 10	04/03/18	10	1.00%	61.00%
Notebook 9 [23,24]	04/05/18	10	1.00%	62.00%
Lab quiz 11	04/11/18	10*	1.00%*	62.00%*
Notebook 10 [25,26,27,28,29,30]	04/20/18	30	3.00%	65.00%
Laboratory practical	04/27/18	150	15.00%	80.00%
Final exam	04/30/18	200	20.00%	100.00%
<b>Total</b>		<b>1,000</b>	<b>100.00%</b>	<b>100.00%</b>

\* The lowest lab quiz score will be dropped for the semester.

### 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

### **Blackboard**

This semester, we will be extensively using Blackboard Learn in our course. Our 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) PDF copies of the lecture slides for your note-taking convenience, 2) a link to a Tegrity recording of the lecture (if Tegrity actually works that day), and 3) links to additional information on the internet (for review only).
8. Online practice quizzes
9. Bonus materials – these **do count** toward your final grade in the course.
10. A completely online laboratory manual. This will consist of about 30 modules – one for each laboratory activity this semester.
11. Additional information about me, my background, and my interests.



### 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.

<b>Communication courtesy policy</b>
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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 the four hallmarks of "FerrisConnetiquette". <http://www.ferris.edu/HTMLS/administration/academicaffairs/online/FerrisConnetiquette.pdf>

## Lecture Schedule

	Date		Topic	Chapters	Textbook
Microbial Diversity	M	Jan 08	Orientation, History of Microbiology	1	Brock
	W	Jan 10	Microscopy, Cell Structure	2	Brock
	<b>M</b>	<b>Jan 15</b>	<b><i>Martin Luther King Holiday - No classes!</i></b>		
	W	Jan 17	Prokaryotes	13,14,15	Brock
	M	Jan 22	Prokaryotes	13,14,15	Brock
	W	Jan 24	Eukaryotes	17	Brock
	M	Jan 29	Acellular Microbes	8,9	Brock
	W	Jan 31	Microbial Growth, Controlling Growth	5	Brock
	M	Feb 05	Microbial Metabolism	3,7	Brock
	W	Feb 07	Microbial Genetics	4,6,10	Brock
	<b>M</b>	<b>Feb 12</b>	<b>LECTURE EXAM 1</b>		
Immunity	W	Feb 14	Antimicrobials, Drug Resistance	27	Brock
	M	Feb 19	Immune Cells and Organs	2	Kuby
	W	Feb 21	Innate Immunity, Complement	5,6	Kuby
	M	Feb 26	Phagocytosis, Inflammation	2,15	Kuby
	W	Feb 28	Humoral Immunity	10,12	Kuby
	<b>M</b>	<b>Mar 05</b>	<b><i>Spring Break - No classes!</i></b>		
	<b>W</b>	<b>Mar 07</b>	<b><i>Spring Break - No classes!</i></b>		
	M	Mar 12	Cellular Immunity	9,11	Kuby
	W	Mar 14	Autoimmunity	16,18	Kuby
	M	Mar 19	Vaccination, Transplantation	14,16	Kuby
	<b>W</b>	<b>Mar 21</b>	<b>LECTURE EXAM 2</b>	<b>25% PRIOR MATERIAL</b>	
Pathogenesis	M	Mar 26	Normal Microbiota, Epidemiology	2,59	Schaechter
	W	Mar 28	Disease Mechanisms	8	Schaechter
	M	Apr 02	Skin Infections	64	Schaechter
	W	Apr 04	Respiratory Infections	62	Schaechter
	M	Apr 09	Gastrointestinal Infections	60	Schaechter
	W	Apr 11	Urogenital Infections	69	Schaechter
	M	Apr 16	Circulatory and Lymphatic Infections	66,70	Schaechter
	W	Apr 18	Zoonotic Infections	73	Schaechter
	M	Apr 23	Nosocomial Infections	75	Schaechter
	W	Apr 25	Emerging Infections	57,70	Schaechter
	<b>M</b>	<b>Apr 30</b>	<b>COMPREHENSIVE FINAL EXAM</b>	<b>50% PRIOR MATERIAL</b>	

## Laboratory Schedule

Date	Graded Work	Topic
T Jan 09		(1) Laboratory safety
R Jan 11		(2) Microscopy
T Jan 16	<b>Quiz 1</b>	(3) Cell morphology & (4) Aseptic technique <continuing>
R Jan 18	<b>Notebook 1</b>	(5) Gram stain & Complete aseptic technique
T Jan 23	<b>Quiz 2</b>	(6) Capsule stain & (7) Endospore stain
R Jan 25	<b>Notebook 2</b>	(8) Acid-fast stain & (9) Bacterial motility
T Jan 30	<b>Quiz 3</b>	(10) Protozoa & (11) Fungal slide culture <continuing>
R Feb 01	<b>Notebook 3</b>	(12) Viable bacteria counts <continuing>
T Feb 06	<b>Quiz 4</b>	(13) Bacteriophage & Complete viable bacteria counts & Fungal slide culture
R Feb 08	<b>Notebook 4</b>	(14) Bacterial growth curve & Complete bacteriophage
T Feb 13	<b>Quiz 5</b>	(15) Environmental conditions <continuing> & (16) Anaerobes <continuing>
R Feb 15	<b>Notebook 5</b>	(17) Antimicrobial compounds <continuing> & Complete anaerobes
T Feb 20	<b>Quiz 6</b>	Complete antimicrobial compounds & Environmental conditions
R Feb 22	<b>Notebook 6</b>	(18) Thermal death curves <continuing>
T Feb 27	<b>Quiz 7</b>	(19) Ultraviolet light & Complete thermal death curves
R Mar 01		Complete ultraviolet light
<b>T Mar 06</b>		<b>Spring Recess - No Class!</b>
<b>R Mar 08</b>		<b>Spring Recess - No Class!</b>
T Mar 13		(20) Water quality testing <continuing> & (21) Transformation <continuing>
R Mar 15	<b>Notebook 7</b>	(22) Lactose regulation <continuing> & Continue transformation & Complete water quality testing
T Mar 20	<b>Quiz 8</b>	(23) Enterobacteriaceae & Complete transformation
R Mar 22	<b>Notebook 8</b>	(24) Gram positive cocci & (25) Bacterial unknown streaking <continuing>
T Mar 27	<b>Quiz 9</b>	(26) Symbioses <continuing> & Bacterial unknown staining <continuing>
<b>R Mar 29</b>		<b>Mid-Semester Recess - No Class!</b>
T Apr 03		(27) Exoenzymes <continuing> & Complete symbioses & Bacterial unknown <continuing>
R Apr 05	<b>Notebook 9</b>	Complete exoenzymes & Bacterial unknown characterization <continuing>
T Apr 10	<b>Quiz 10</b>	(28) Immunology: Agglutination, SRID, Ouchterlony <continuing>
R Apr 12		Complete Immunology & Bacterial unknown identification <continuing>
T Apr 17	<b>Quiz 11</b>	(29) Lysozyme <continuing> & Complete bacterial unknowns
R Apr 19	<b>Notebook 10</b>	(30) White blood cells & Complete lysozyme
T Apr 24		Laboratory practical review session
<b>R Apr 26</b>		<b>LABORATORY PRACTICAL EXAM</b>

# SYLLABUS ATTACHMENT

## FERRIS STATE UNIVERSITY – COLLEGE OF ARTS AND SCIENCES

### Spring 2018

**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 for Spring 2018		
Late registration	Thursday-Friday	January 4, 5
First day of classes	Monday	January 8
Drop/Add (closes at 5:00 PM Thursday)	Monday-Thursday	January 8-11
Martin Luther King Day (no classes)	Monday	January 15
Last Day for Online Grad Application	Friday	February 23
Mid-term grades due	Monday	March 5
Spring recess begins (no classes)	Saturday	March 3
Spring recess ends (classes resume)	Monday	March 12
Last day for "W" grades (full semester)	Thursday	March 22
Mid-semester recess begins (no classes)	Thursday	March 29
Mid-semester recess ends (classes resume)	Monday	April 2
Last day of classes	Friday	April 27
Examination week begins	Monday	April 30
Examination week ends	Friday	May 4
Commencement	Friday, Saturday	May 4, 5
Final grades due by 1:00 p.m.	Monday	May 7

PARTIAL SEMESTER CLASSES - SPRING				
Schedule Type	Begin Date	Last Day to Drop	Last Day to "W"	End Date
1:	Mon., Jan. 8	Thurs., Jan. 11	Thurs., Mar. 22	Fri., Apr. 27
A:	Mon., Jan. 8	Thurs., Jan. 11	Thurs., Feb. 8	Tues., Feb. 27
B:	Wed., Feb. 28	Mon., Mar. 12	Tues., Apr. 10	Fri., Apr. 27
D:	Mon., Jan. 8	Thurs., Jan. 11	Mon., Jan. 29	Fri., Feb. 9
E:	Mon., Feb. 12	Tues., Feb. 13	Fri., Mar. 2	Thurs., Mar. 22
F:	Fri., Mar. 23	Mon., Mar. 26	Mon., Apr. 16	Fri., Apr. 27

DEPARTMENT OFFICES		
Biology	ASC 2004	231-591-2550
Humanities	JOH 119	231-591-3675
Engl, Lit & World Lang	ASC 3080	231-591-3988
Mathematics	ASC 2021	231-591-2565
Physical Sciences	ASC 3021	231-591-2580
Social/Behavioral Sciences	ASC 2108	231-591-2735
Social Work	ASC 2108	231-591-2737
Dean's Office	ASC 3052	231-591-3660

## WHAT YOU NEED TO KNOW

### EMAIL

All registered FSU students have a Ferris Gmail account. This is the only email 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. Email 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/arts-sciences/index.htm> 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 8:00 am-5:00 pm except for the last day when it is 12:00 pm-5:00 pm). *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 vary for different classes. **CHECK THE SESSIONS DATES 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 the Birkam Health Center at 231-591-2614.

### GRADE APPEAL POLICY

If an error is made in the grade that is assigned for a course, then a formal Grade Appeal may occur. The policy that describes the process can be found at [http://www.ferris.edu/HTMLS/administration/academicaffairs/Forms\\_Policies/Documents/Policy\\_Letters/AA-Grade-Change-Appeal.pdf](http://www.ferris.edu/HTMLS/administration/academicaffairs/Forms_Policies/Documents/Policy_Letters/AA-Grade-Change-Appeal.pdf)

### 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

**ONLINE APPLICATION DEADLINE** for participation in Spring Commencement Ceremony: **February 23, 2018**. Students should apply for their degree the semester prior to the degree completion term. To obtain a degree audit for either associate in arts degree, contact Dr. Roxanne Cullen ([roxannecullen@ferris.edu](mailto:roxannecullen@ferris.edu)) or Dave Schrock ([daveschrock@ferris.edu](mailto:daveschrock@ferris.edu)), or associate in science degree, contact Jenice Winowiecki ([JeniceWinowiecki@ferris.edu](mailto:JeniceWinowiecki@ferris.edu)) or Kim Ducat ([kimberlyducat@ferris.edu](mailto:kimberlyducat@ferris.edu)). For a degree audit and clearance for bachelor degrees, contact your program coordinator. Online graduation application is REQUIRED and deadlines will be ENFORCED per the Provost's Office and Records Office. Apply for your degree by logging into your MyFSU, (click on Student tab, My Records link, Degree Progress and Graduation, Apply to Graduate link). For more information, contact the Dean's Office.

## 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 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 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/arts-sciences/academic-resources/CAS-Disruptive-Behavior-Policy-Final.pdf> For additional policies and helpful information, check out the College of Arts & Sciences Student Resources page at <http://www.ferris.edu/arts-sciences/academic-resources/academic-policies-and-procedures.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 State University.

## 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, (click on the Student tab, My Registration, Advisor Information, Select Term, Submit).

## ACADEMIC SUPPORT CENTER ASC 1017 | 231-591-3543

### THE WRITING CENTER ASC 1017 | 231-591-2534

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 | 231-591-3057

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 | 231-591-5976

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 2<sup>nd</sup> Floor | 231-591-5968

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 | 231-591-3057

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 1<sup>st</sup> 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** Please refer to the FLITE website for current FLITE Library hours. <http://www.ferris.edu/library/homepage.htm>:

## FSU BOOKSTORE/UNIVERSITY CENTER 231-591-2607

Please refer to the FSU Bookstore website for the on-campus hours and textbook information: <http://ferris.bncollege.com/>

## 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-\_\_\_\_\_.