Jacksonville College
Course Syllabus

Course Information

BIOL 2420: Microbiology
All documents, quizzes and tests are on Moodle only
All tests require the use of a webcam and the Lockdown browser

YOUR GRADES ARE VIEWABLE ON MOODLE SO YOU CAN KEEP UP WITH WHAT YOUR GRADE IS. IF YOU ARE UNSURE OF HOW TO SEE YOUR GRADES, SEND ME AN E-MAIL.

Instructor Contact Information

Instructor name: Mrs. Tina Lane
Emergency Contact phone number: cell (979) 224-1009
Primary Contact - Email: tlane@jacksonville-college.edu
Online Office Hours: Monday – Thursday, 7:00 – 9:00 pm

Course Pre-requisites, Co-requisites, and/or Other Restrictions

Students are expected to have basic biology and chemistry knowledge as well as meet all basic reading and math levels. As this is a 4 credit hour course, students must take the lab section with the lecture section.

Course Description

Microbiology is an upper level biology course designed for students planning on entering the sciences or medical fields. It encompasses the structure, classification, behavior and virulent nature of microorganisms.

Student Learning Objectives/Outcomes

During this course, the student is expected to gain skills and competencies in the course subject matter, in reading, in writing, in speaking, in critical thinking and in computer use skills.

It is my goal that at the completion of study of course subject matter, every student will:

1. be able to describe the complexity of microbial life and the biochemical processes necessary for life to sustain.
2. be able to understand the synergistic nature of these biochemical processes
3. be able to describe how a group of independent, single cell microbes are capable of communication and working together towards the common benefit of the entire group
4. be able to describe how microbes are able to react to, as well as alter, their environment to encourage growth
5. design and perform experiments to examine how environmental factors affect microbial growth
6. be able to describe the complex relationships between microbes and humans

By performing the previously stated activities, every student should be capable of applying understanding of microbial characteristics to medical, science, and other related fields.

Course Philosophy

The instructor will make specific efforts toward integration of Christian faith within the teaching/learning process by demonstrating the complexity of microbial life and the elegance that strongly displays the works of the creator, God the Father, rather than subject to simple randomness.

Absences

Absences from class will be recorded in Empower daily. Online participation in Moodle counts as attendance in the online classroom.

Turning in Assignments

All assignments should be turned in by the due date to receive credit for the assignment. Late assignments are not accepted.

Participation

Students should participate in all assignments in order to be successful in the course.

Responding to Student Messages

All student inquiries will be responded to within 24 hours, with the exception of weekends and holidays.

Course Time Zone

All submission deadlines for this course are scheduled in Central Standard Time (CST). If you are located in another time zone, you need to ensure you are paying attention to assignment and test deadlines since they will close on a schedule in CST. If you miss completing a test or submitting an assignment due to changes in time zone, the instructor is not required to reopen the assignment.

Course Requirements

Jacksonville College Bookstore no longer provides textbooks for purchase. Students are responsible for acquiring the necessary resources for this course.

1. Microbiology with Diseases by Taxonomy, by R. Bauman, 3rd edition. ISBN# 9780321640437.
2. Microbiology Laboratory Manual, by T. Lane, 1st edition (ISBN 1: 978-0-9984923-0-8) E-book available at the following website for purchase: **http://tinalaneclasses.com/microlabmanual.html** OR a printed copy of the laboratory manual is available at the Print Barn, 598 S. Jackson St., Jacksonville, TX across from the car wash on 69.
3. Reliable Computer
4. Adobe Reader (free download online)
5. High speed internet (wireless and satellite internet may or may not be adequate)
6. Webcam
7. Printer

8. Camscanner application or other scanner software to create PDFs from images scanned
9. Apple computers will need the ability to play windows movie files (wmv files) (free converter software downloads available online)

Online Student Support Services

Support services and resources are available to all online students and may help you succeed in this course. Find out what services are available and how to access them by visiting our Online Student Support Services page.

Library Use and Library Course on Moodle

The instructor will assign several activities that require students to use the Jacksonville College Library. Those activities may include reading assignments, watching a video clip, checking reference material or using the internet for research.

The Norman Library provides many online resources to students. To access these resources, or to request assistance with using these resources, you may visit the Library course on Moodle. Just sign into Moodle and then in the navigation block on the left side of the page click the current term and then the link to the Library course.

Grading Policy

4 Tests (averaged)	50%
Quizzes & Homework	20%
Laboratory Assignments	10%
Disease Report & Presentation	10%
Group Unknown Project	10%

In accordance with the Jacksonville College student handbook, letter grades are as follows:

Letter Grade	Numerical Range
A	90%-100%
B	80%-89.9%
C	70%-79.9%
D	60%-69.9%
F	<60%

Technical Support

If you experience any technical problems with your Jagmail, MOODLE account, or technology you may send an email to:

help@jacksonville-college.edu

If you experience any technical problems with the LockDown browser, submit a trouble ticket to the following website:

http://support.respondus.com/support/index.php?/Default/Tickets/Submit/RenderForm/2

504 Accommodations Statement

Jacksonville College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, pertaining to the provision of reasonable accommodations for students with a disability. In accordance with Section 504 and ADA guidelines, Jacksonville College strives to provide reasonable accommodations to students who request and require them. The Federal regulations implementing Section 504 and the ADA establish that reasonable and appropriate academic accommodations must be provided to students with disabilities to allow equal access to educational opportunities. While providing accommodations, however, institutions of higher education are not required to lower academic standards or compromise the integrity of the school, department, or program. The Office of Disability Services recommends accommodations for students with disabilities in compliance with these Federal and State mandates. If you believe that you have a disability requiring accommodations, please contact the Office of Disability Services. (counselor.504@jacksonville-college.edu; 903 586 2518 ext. 7103.)

SCHEDULED ASSIGNMENTS:

All Assignments will be completed on Moodle. If you have any problems or questions, feel free to email me anytime.

Forums: A news forum is used for Mrs. Lane to communicate information with the entire class. Also, a student interactive forum is available where students can communicate with each other to setup study groups or study times and to setup group contacts for the Group Unknown Project.

Videos: There will be weekly videos to watch in order to complete this course. Many of the videos are Windows Media files and individuals with Apple Computers will need to download a converter software to play wmv files. Throughout the course there will be quizzes or assignments over the videos. If a video quiz or assignment is listed for an activity that week and you do not complete the assignment, you will receive a zero.

Power Points: Power Point slides are available for viewing over each chapter and will help you to answer the chapter questions.

Quizzes: The questions for each chapter quiz are the same questions you will answer on each chapter study guide. Print and complete the Chapter Study Guides and Chapter Terms using your textbook in order to study for the weekly quizzes. You are able to use your Chapter study guides and Chapter Terms to take the quizzes. Quizzes may be taken as many as three times and the highest grade will be your score. Make sure you check your results of your quizzes for the correct answers to study for the tests. All quizzes for each test must be completed by the day of the test. For example: Chapters 1 – 5 quizzes and all work for the first test must be completed before midnight the day of Test #1. Anything incomplete by this deadline will be given a zero!

Tests: Study the study guides and Chapter Terms for each test in order to prepare. The test will be 100 multiple choice questions that come directly from the study guide questions and Chapter Terms. You will be given an hour to complete each test online. **You are not allowed to use the Chapter Study Guides, Chapter Terms, Textbook or any other resource while taking your test.** Since the test is a timed test, you will need to know the information ahead of time in order to complete the test in the time allowed. There will be no time extensions on tests. The more you study the Study Guides and Terms, the better prepared you will be for the test and the higher grade you will make!

LockDown Browser: Each Test will be taken using the LockDown Browser and **you must have a webcam**. You must install the LockDown Browser using the LockDown Browser icon on your desktop and login to the LockDown Browser using the same username and password that is used for Moodle. Once logged into the LockDown Browser, select the correct course and the test in order to begin.

Group Unknown Project:

Lab groups have been assigned for the Online Microbiology class for the Group Unknown Project. A group unknown forum is available for students within the group to communicate with one another. Throughout the entire semester, individuals will complete experiments online in order to identify an unknown bacterium. Each instructional lab video on Moodle will teach you the laboratory procedure and how to perform the techniques to identify the unknown bacteria. Therefore, each student must watch every lab video in order to understand and complete the Group Unknown Project. Each group will view the collection of a sample of bacteria from an identified location found posted in the 'Group Forum for Unknown Project.' Pictures of each lab experiment will be provided to the lab group for use in identifying the Unknown Bacteria. The lab group will design a dichotomous key in order to lay out a step-by-step testing process to determine the identity of the unknown bacteria. The group will have to work together in whatever online methods are possible in order to design the experimental plan using resources online or from the Microbiology section of the library. By the end of the semester, the lab group should have solid evidence as to the identity of the unknown bacteria. The lab group will write up the Unknown laboratory experiment and include pictures of each experimental result in the report in order to provide evidence of the results in the Results section. If pictures are not included in the lab write up points will be deducted. The final group unknown lab write up will be uploaded to the appropriately named assignment on Moodle. Make sure each person's name in your lab group is at the top of the report. See the following Emergency Alert Notice to learn more about the Group Unknown Project, what format is required for the Group Unknown Lab Write-up and what information is expected in the report. Make sure to read the Grading Rubric for the Group Unknown project to identify what you will be graded on found in the Grading Rubrics folder at the beginning of Moodle.

EMERGENCY ALERT NOTICE!

The Health Department is working hand in hand with Jacksonville College to identify and eradicate a pathogenic bacterium that has spread throughout the campus and is causing serious health issues. The Microbiology class has been asked to assist in the identification of this pathogenic bacterium in order to treat students that have been affected with the appropriate antibiotics. By completing the Unknown Bacteria Project, you will progress through the steps of identifying this bacterium. (This is a scenario for the Microbiology class and is not a real-life situation.)

Make sure to read the helpful information in your laboratory manual for resources and useful tools on the Unknown project.

WHO: Jacksonville College Microbiology Students

WHAT: Identify Unknown Pathogenic Bacteria

WHERE: Jacksonville College Campus

WHEN: Unknown Bacteria Report must be submitted on Moodle

HOW: Follow the instructions below in order to proceed with your identification process

INSTRUCTIONS:

Your group will work together in order to identify the unknown pathogenic bacteria. Selective and Differential Media Test results will be supplied to you in the 'Group Forum for Unknown Project Forum' and through analysis of these results you will be able to identify the unknown bacteria. You may use any online or book resources available to you in order to identify this bacterium. Over the past several weeks, you have been reading laboratory protocols and watching videos demonstrating how to perform the experiments and the expected results. You will use all of the information you have learned to this point in order to identify the unknown bacteria. Some of the Selective or Differential Media results will help you get closer to identifying the unknown bacteria, while other results are not pertinent to your experimentation process. You will need to identify which results are useful in order to proceed to a conclusion. Once you have finished your identification process, you will work together in your group to write the Unknown Bacteria Report in order to submit your findings to the Health Department and Jacksonville College. Your paper will be uploaded on Moodle for the Group Unknown Project. See the Unknown Bacteria Grading Rubric below for information on how you will be graded for this assignment. You will use the Scientific Research Paper Method of reporting your results and the instructions for this report are provided below.

Scientific Research Papers:

There are four parts to a scientific research paper:

1. Objective
2. Procedures
3. Results
4. Conclusions

Each of these four parts must be included in your paper for full credit. This report format is used for every journal or scientific paper. Examples can be found online.

Objective: The objective for this paper is clear because you are trying to identify an unknown bacterium.

Procedures: In this section, you must provide the protocol/procedures for every experiment in detail in your report used throughout the research process. The protocols have been provided for you. If there is a Selective or Differential Media used for the experiment that I did not provide the protocol for you, then you must provide the protocol from an online resource on how the experiment was performed. You may reference any protocol I provide you in the course by stating 'See Protocol for Gram Staining Bacteria' etc.

Results: This section is listing and describing all results from your experiments. **You must insert the pictures of each experimental result and describe what you see**. If pictures are not included, points will be deducted. Describe what you see on each agar plate, the colony shape/size/color information, etc.

Conclusion: In the Conclusion section you will expound upon the results you have in your results section in paragraph form as well as what they mean. You need to walk the reader of your paper through how you came to the conclusion of what the unknown bacteria identity is. Also, you need to report all of the possible signs and symptoms of a student infected with the unknown bacteria. How will it affect the students of Jacksonville College? How will the students be treated if they get this infection? How can we prevent the spread of this infection? You need to provide a plan of action to eradicate the bacteria from the campus.

Microbiology Unknown Bacteria Grading Rubric

Guidelines for Submission: The Unknown Bacteria paper should be submitted with double spacing, 12-point Times New Roman font, one-inch margins, and MLA formatted citations.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Objective	Meets "Proficient" criteria and provides a detailed and comprehensive explanation of the objective of this experiment.	Explains the basics of the objective.	Explanation of the objective, but is missing key components	Does not explain the objective.	5
Procedures	Meets "Proficient" criteria and includes detailed procedures for each experiment used to determine unknown bacteria.	Explains procedures for each experiment used to determine unknown bacteria.	Explanation of procedures for each experiment are lacking or information is missing.	Does not give procedures of experiments.	20
Results	Meets "Proficient" criteria and gives detailed description of each experimental result including pictures of each experiment.	Describes each experimental result and includes pictures of each experiment.	Does not provide a description of each experimental result and pictures are missing.	Does not include experimental results or description of results and pictures are missing.	25
Conclusion	Meets "Proficient" criteria and provides detailed information on how unknown bacteria was determined. Signs and symptoms of infection, treatment, prevention and how to eradicate and prevent future infections.	Describes how unknown bacteria was determined. Signs and symptoms of infection, treatment, prevention and how to eradicate and prevent future infections.	Identifies unknown bacteria without detail or adequate explanation. Signs and symptoms of infection, treatment, prevention and how to eradicate and prevent future infections is lacking or missing.	Does not identify unknown bacteria. Requested information is not present.	25
Dichotomous Key	Meets "Proficient" criteria and provides detailed and thorough dichotomous key of unknown bacteria.	Dichotomous key supplies supporting detail about identification of unknown bacteria.	Dichotomous key is missing information.	Dichotomous key is absent.	10
Group Participation	Meets "Proficient" criteria and positively contributes in unknown project through group interaction and group forum discussion.	Contributes in unknown project through group interaction and group forum discussion.	Contributes some to unknown project but assistance or tone needs improvement.	Does not participate in group unknown project.	15
				Earned Total	**100%**

Microbiology Disease Research Project

Assignment: Investigate a microorganism pathogenic to humans.

Requirements: You will submit a written research paper of the selected microorganism as well as a recorded presentation posted to an online class forum. The research paper will be approximately 1000-1500 words and will cover topics pertinent to the microbe INCLUDING ALL OF THE FOLLOWING, but not limited to:

- Microbe description (Gram +/-, Components, Shape, Unique Surface characteristics)
- Disease mechanisms (Entry site, Attack point)
- Body Reaction (Symptoms, Signs, Immune response)
- Medical responses (Drugs & how they work, treatments)
- Other Unique Microbe Characteristics

Microorganisms will be given on a first come-first serve basis. Select your disease topic by posting under the topic you would like to pursue in the discussion board. If there is one that is a particular interest to you, please sign up for it as soon as possible, because duplicates will not be allowed.

Disease Paper:

You must use at least 4 references in your paper. Your Microbiology textbook is an acceptable reference. These must include at least one journal paper and one medical textbook. The journal paper and medical textbook may be found in the library or online. Wikipedia is not an acceptable reference. Websites from medical institutions or educational institutions are acceptable. If you are unsure of whether a website is a valid reference, email me the web address in order to get approval to use it. The library personnel will be glad to assist you in finding valid references. You will also include a "References" section that lists your references using MLA style. Points will be deducted if you do not have a list of reference in the reference section at the end of your paper. Points will be deducted if proper citations are not used to site your references used throughout your paper. MLA format examples are found on the next page. If you have problems with proper citations or references, the librarians are able to help you or you may get help from the Learning Center at the library. **YOU MAY NOT DIRECTLY QUOTE ANY SOURCE. ALL SENTENCES MUST BE REWORDED USING YOUR OWN WORDS. YOU WILL BE COUNTED OFF FOR ANY DIRECTLY QUOTED PHRASES.**

Disease Presentation:

Prepare a 7-10 minutes PowerPoint presentation summarizing your paper which you must present and video record in order to present it to your instructor. NO INTERNET VIDEOS ARE ALLOWED IN YOUR POWERPOINT PRESENTATION. POINTS WILL BE DEDUCTED IF AN INTERNET VIDEO IS PRESENT. If your presentation is shorter than 7 minutes or longer than 10 minutes, points will be deducted from your grade.

You will submit the Disease Paper and Disease Video Presentation by uploading them to the appropriately named Moodle assignment. After this deadline, points will be deducted because your assignment is late.

Video presentations should be recorded and uploaded to the Moodle Video assignment. Remember you will be graded for your presentation style and the overall view of your presentation. This means the video will need to look professional and the presenter should be dressed professionally. Inappropriate or distracting mannerisms will result in point deductions for the presentation portion of the grade. For example: the presenter should never be sitting during a presentation; this would result in points deducted.

In order to create your Disease Video Presentation, you may choose from several different media creation options. A Webcam may be used to video the presentation. YouTube's Webcam feature may be used. A camcorder can be used also. Be creative. The purpose is for me to see you give your presentation without my being present. Keep in mind this is a substitute for you standing in front of the class and you need to present in a professional manner.

The report will be 70% of the Disease Report & Presentation grade and the video presentation and PowerPoint slides will be 30% of the Disease Report & Presentation grade. The grading rubric is found in the Rubrics section of the course. A copy of the rubric is below.

Microbiology Disease Project Guidelines and Rubric

Overview

One major project for this course is the analysis of infectious disease processes. Your analysis will focus on either one viral disease or bacterial disease. The selected virus or bacterium will require your research.

The project is divided into 3 parts: a Disease paper, a PowerPoint presentation and a Video presentation.

In this assignment, you will demonstrate your mastery of the following course outcomes:

- Examine pathogenesis and prevention of bacterial or viral infection in humans
- Evaluate preventive and protective measures, such as the aseptic technique, to reduce incidence of infection
- Analyze the basic principles of antibiotic/antiviral/antizoonotic therapy in clinical practice
- Describe common pathogenic microorganisms causing states of disease
- Examine the foundations of immune therapy in prevention of virulent disease

Prompt

You will choose either one viral or one bacterial disease causing pathogen from the list of options found in the Disease Topic Selection Forum located in Week One of your course. Submit an analysis of the pathology and management of the disease, as well as the pharmacological impact of the diseases and possible prevention plans.

Specifically, the following **critical elements** must be addressed:

I. Disease Pathology
   a. Explain the basics of the chosen organism, including **structure, virulence, and toxicities**.
   b. Explain how the disease **interferes with normal pathophysiology**.
   c. Describe which **populations** (race and socioeconomic class) are most at risk for developing the disease.
   d. Describe the **significance of the disease on the community**.

II. Disease Management
   a. Describe at least two **current treatment trends** commonly used in the management of the disease.
   b. Analyze the **effectiveness of both treatments based on EBP (evidence-based practice)**.

III. Pharmacological Impact - Describe one **treatment plan** for the disease that includes a pharmacological intervention.

IV. Prevention Plan - Describe steps to be undertaken for **prevention** of infection.

Disease Paper and Presentation Rubric

Guidelines for Submission: The analysis for the disease should be 1000-1500 words in length (not including cover page and resources) with double spacing, 12-point Times New Roman font, one-inch margins, and MLA formatted citations.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Disease Pathology: The Basics	Meets "Proficient" criteria and provides a detailed and comprehensive explanation of the structure, virulence, and toxicities of the chosen organism	Explains the basics of the chosen organism, including structure, virulence, and toxicities	Explanation of the basics of the chosen organism, but is missing key components	Does not explain the basics of the chosen organism	8
Disease Pathology: Interference with Normal Pathophysiology	Meets "Proficient" criteria and substantiates explanation with specific examples of how the disease interferes with normal pathophysiology	Explains how the disease interferes with normal pathophysiology	Explanation of how the disease interferes with normal pathophysiology is not substantiated	Does not explain how the disease interferes with normal pathophysiology	8
Disease Pathology: Populations	Meets "Proficient" criteria and supports description with evidence from scholarly research	Describes which populations (race and socioeconomic class) are most at risk for developing the disease	Identifies which populations are most at risk for developing the disease, but does not provide a description	Does not identify which populations are most at risk for developing the disease	8
Disease Pathology: Community Significance	Meets "Proficient" criteria and gives specific, real-world examples of the significance of the disease on the community	Describes the significance of the disease on the community	Description of the significance of the disease on the community is lacking in detail	Does not describe the significance of the disease on the community	6
Disease Management: Treatment Trends	Meets "Proficient" criteria and provides detailed information about treatment trends, using current research	Describes at least two current treatment trends commonly used in the management of the disease	Identifies two current treatment trends commonly used in the management of the disease, but does not describe the treatments	Does not identify two current treatment trends commonly used in the management of the disease	8
Disease Management: Treatment Effectiveness	Meets "Proficient" criteria and supports analysis using evidence from current scholarly research	Analyzes the effectiveness of treatment trends based on EBP	Analysis of the effectiveness of treatment trends based on EBP is insufficient	Analysis of the effectiveness of treatment trends based on EBP is not evident	8
Pharmacological Impact: Treatment Plan	Meets "Proficient" criteria and substantiates choices for the treatment plan, using evidence from scholarly research	Describes a treatment plan for the disease that includes a pharmacological intervention	Description of a treatment plan for the disease does not consider the most appropriate interventions available for treatment	Does not provide a treatment plan for the disease	6

Prevention Plan: Steps	Meets “Proficient” criteria and substantiates steps for prevention using evidence from scholarly research	Describes steps to be undertaken for prevention of infection	Lists steps to be undertaken for prevention of infection, but does not provide a description of the steps	Does not provide steps to be undertaken for prevention of infection	8
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	10
Video Presentation	Submits video embedded in Moodle. Presentation of disease topic is professionally made to an audience with a PowerPoint presentation. Video length is 7-10 minutes in length.	Video submitted to Moodle is proficient, but not exemplary. Requested information is missing or length of presentation is inadequate.	Video submitted to Moodle, but is missing important information, audience is missing, or length of presentation is not adequate.	Video presentation not submitted.	30
Earned Total					**100%**

Microbiology Research Paper Citation Guidelines

You must provide a list of sources at the end of the paper using MLA style.

Books

[Author. Title. Place of publication: Publisher, Date. Print.]

Kumar, Vinay, Abdul Abbas and Nelson Fausto. Robbins and Cotran Pathologic Basis of Disease. St. Louis:

Elsevier Saunders, 2005. Print.

Journal article

[Author. "Title" Journal name Volume. Edition (Year): Pages. Print.

Jacobs, Michael, Caryn E. Good, Bernard Beall, Saralee Bajaksouzian, Anne R. Windau, and Cynthia G. Whitney. "Changes in Serotypes and Antimicrobial Susceptibility of invasive *Streptococcus pneumonia* Strains in Cleveland: a Quarter Century of Experience" Journal of Clinical Microbiology, 46.3 (2008): 982-990. Print.

Internet (put whatever you can find)

Author. Title. Website. Date created. Web. Date found. <url>

Key Facts about influenza (Flu) & Flu Vaccine. Centers for Disease Control. September 15, 2010. Web.

March 30, 2011. <http://www.cdc.gov/flu/keyfacts.htm>

In the paper, you must site where your information comes from. Be sure to state when you change sources and what page # (book or journal) or paragraph # (internet) it is from. This will be done at the end of the sentence using MLA style as well.

Books

Ex: (Kumar 323)

Journal article

Ex: (Jacobs 983)

Internet

Ex: (CDC par. 4)

Jacksonville College Honor Code

Each person of the Jacksonville College community is expected to uphold the Honor Code. The purpose of the Honor Code is to establish and preserve an environment of honor and integrity in the academic community. A deep faith in God is the foundation of Jacksonville College and should influence the personal and scholarly conduct of every student. Therefore, ". . . whatever you do, do it heartily, as to the Lord and not to men" Colossians 3:23 (NKJV).

A violation of the Honor Code consists of but is not limited to the following defined actions:

DEFINITIONS:

A. Lying: making a false statement made with the deliberate intent to deceive. Lying includes but is not limited to the following:

1. Misrepresenting yourself by having another individual substitute for you in the taking of a quiz or test.

2. Falsifying college documents including alteration or forgery. (Disciplinary consequences for this violation are determined by the College administration.)

3. Providing false information during the course of an investigation of an alleged violation of the JC Honor Code or the Student Code of Conduct.

B. Stealing: taking the property of another, including College property, without permission or right.

C. Cheating: dishonest behavior including, but not limited to, the following acts:

1. Plagiarism: the act of taking or closely imitating another individual's thoughts or words and using them as your own, whether by paraphrase or direct quotation, without giving credit through proper documentation; the submission of an assignment written by another student, commercial organization, or anyone other than the student.

2. Unauthorized Assistance or Collaboration: students working together on any tests, quizzes, assignments, or exams without the instructor's permission.

3. Use of Unauthorized Materials: using textbooks, cell phones, laptops, calculators, or other electronic devices for tests, quizzes, or assignments without instructor's permission.

4. Unauthorized Dual Submission of Previous Academic Work: using any work from a previous course or another course for an assignment unless a student has received prior permission from an instructor.

5. Other Academic Misconduct: including, but not limited to, stealing quizzes or exams, altering academic records including grades, sabotaging the work of another student, or unauthorized use of another student's electronic devices; intentionally reporting a false violation of academic integrity or offering a bribe to any College member in exchange for special consideration or favors.

DISCIPLINARY CONSEQUENCES OF ACADEMIC VIOLATIONS:

A. First Offense: The student will be given a zero or "F" on the test, exam, course paper, or class assignment.

B. Second Offense (whether in same class or another class): The student will receive an "F" in the course in which the second offense occurred.

C. Third Offense (whether in same class or another class): The student is subject to being withdrawn from the College by the Academic Dean.

REPORTING ACADEMIC VIOLATIONS:

A. The instructor and student will sign the Academic Violation Report Form. The instructor will send copies of the Report Form to the Academic Dean and the Dean of Students.

B. The Dean of Students may talk with the student regarding the academic violation. (See the Student Handbook.)

C. The instructor will keep the Academic Violation Report Form and a copy of the work in question as long as the student attends Jacksonville College.

D. For a second offense, the Academic Dean will notify the student regarding an "F" in the course in which the second and subsequent violation occurred.

E. For a third offense, the Academic Dean will notify the student of their due process in the withdrawal procedures from the College.

APPEALS: The student may refer to the "Student Grievance Procedure" section in the Course Catalog.

JACKSONVILLE COLLEGE HONOR CODE STUDENT PLEDGE:

As a student of Jacksonville College, I agree to abide by the Honor Code. I will neither lie, steal, cheat, nor tolerate this behavior in others. I will not plagiarize, use unauthorized materials, or give or receive unauthorized help on assignments, papers, or exams whether online or in the classroom. The work that I submit will be my work only and not the work of others. I pledge to report any suspected dishonesty or violation of the Honor Code to the instructor or the Dean of Students.

(Updated 05.2015)