



**BIOL 2320 Pathology/Microbiology for Funeral Sciences ONLINE**  
**Course Syllabus: Spring 2024**

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*“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”*

**Instructor: Shannon Cox-Kelley**

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
						By Appt.

***This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.***

*Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.*

**Course Description:** 3 Credit Hours. Basic principles of pathophysiology and microbiology for funeral science. The course focuses on inflammatory disorders, degenerative disorders and trauma to the body. Additionally, disease-causing microorganisms, their classification, anatomy, requirements for growth, methods of control, and human diseases caused by significant microorganisms are covered.

**Prerequisite(s):** None.

**Student Learning Outcomes:**

- Define pathology and disease and identify causative agents of disease.
- Provide examples of cellular reaction to injury and the causes of inflammation.
- Describe conditions associated with disturbances in circulation and diseases of the blood and circulatory system.
- Identify characteristics of disorders of the digestive, respiratory and urinary systems and any post-mortem conditions associated with these.
- Identify characteristics of the skeletal, endocrine, integumentary and lymphatic systems and any post-mortem conditions associated with these.
- Identify characteristics of neoplasms and cysts, disorders of the nervous systems and any post mortem conditions associated with these.
- Identify characteristics of disorders of the skeletal, endocrine, integumentary and lymphatic systems and any post-mortem conditions associated with these.
- Identify characteristics of disorders of the female and male reproductive systems, structural abnormalities and birth defects and any post-mortem conditions associated with these.
- Understand characteristics of acellular infectious agents (viruses and prions) and cellular infectious agents (prokaryotes and eukaryotes).
- Distinguish between mechanisms of physical and chemical agents to control microbial populations.

## Evaluation/Grading Policy:

The final grade will be determined as follows:

### For your final grade:

**Exams: FOUR (4) exams** will be worth **50%** of the total grade. The first three exams will be worth **10%** each and the final exam is a comprehensive exam which will be worth **20%**. **Exam questions will be multiple choice and short answer and will be limited to material covered in textbook & online exercises; including quizzes and case studies.** (The majority of questions will be taken from course exercises.)

**Course Exercises:** All course exercises done in your BLACKBOARD will be graded. Course exercises must be originals and cannot be copies, per copyright laws. Each course exercise completed in BLACKBOARD will be **30%** of your course grade. These include quizzes, labeling, video exercises, and case studies.

**Course Discussions:** Weekly discussions as specified on blackboard are required, and will be worth **20%** of the total course grade. **Final discussion responses will only be accepted the day that they are due.**

**Letter grades** will be assigned according to the following scale:

A = 90-100	C = 70-79
B = 80-89	D = 60-69
	F = below 60

**Please be aware that NO EXTRA CREDIT WILL BE GIVEN at the end of the semester. The average shown in Bb will determine the final course grade, and no additional work is possible.**

**Required Instructional Materials: Pathology and Microbiology for Mortuary Science, 2<sup>nd</sup> Edition  
By David Mullins and Bob Brennan**

**Publisher: Funeral Service Education Resource Center  
ISBN Number: 978-0-9979261-7-0**

**Optional Instructional Materials:** None.

**Minimum Technology Requirements:** Respondus Web Monitor (\$10.00). You will register for Respondus Monitor in the "Start Here" folder in blackboard. Please follow instructions in blackboard.

A complete overview of the technical requirements and software for this course can be found in the start here folder in blackboard. Keep in mind that in order for Blackboard to function properly, **you must set your pop-up blocker to allow content from this site** (ntcc.edu) and have Java properly installed on your computer. Mozilla Firefox or Google Chrome are recommended for your browser. For more information on these and other technical requirements, see the information in the start here folder mentioned above.

### **Required Computer Literacy Skills:**

To be successful in this course, students are expected to be able to:

- Search the World Wide Web and efficiently use a web browser such as Firefox
- Have a basic understanding of their computer operating system
- Use Adobe Reader to view and download PDF documents

- Attach files to email
- Play audio/video files
- Use a word processor such as Microsoft Word to create documents
- Save a Word document (,.docx) as a PDF
- Download ZOOM

### Course Structure and Overview:

Students should log onto **Blackboard (Bb)** ASAP and **carefully read all announcements**. **Bb** and **student email** should be checked **DAILY** for **new announcements or messages**.

Questions are welcomed during office hours (or by appointment), or if more convenient, they can be directed to me either by phone or e-mail. **Please do not hesitate to ask questions! There is no such thing as a stupid question. It is only stupid NOT to ASK them. It is VERY difficult to improve your course average after you fail the first exam, so PLEASE contact the instructor for help or studying tips EARLY in the semester, before it is too late to make a difference.**

**Exam/Quiz Make-Up Policy:** If a student is unable to take an exam/quiz as scheduled, a make-up will be arranged **ONLY** if the reason is legitimate, and the instructor is notified **IN ADVANCE** of the time **the exam/quiz is scheduled** (or becomes unavailable), either through the telephone or e-mail. **Students who fail to make appropriate arrangements will receive a grade of “0” for the exam missed.** There will be no exceptions.

**Communications:** campus email is the preferred method of communication. Emails will be responded to within 24 hours, including on weekends. Should there be deviations from this, the instructor will send an announcement out on blackboard of delayed response times. Grading will occur within 24 hours of the posted due date.

### Institutional/Course Policy: **Student Responsibilities/Expectations:**

- Northeast Texas Community College is a “community of scholars.” Please remember that you and all of the students in this class are pursuing very important goals in your lives. As scholars, I expect every student to be courteous to other students and the instructor in all online experiences.
- All colleges and universities must remain diligent in their pursuit of assuring the academic integrity of their courses to maintain their accreditation status with Southern Association of Colleges and Schools and the Texas Higher Education Coordinating Board. The academic integrity of NTCC’s online courses is maintained with the documented use of respondus for all exams and quizzes.
- Schedule and plan to complete all assignments and submit them when they are due. Be sure to print off the calendar to help you keep up with assignment due dates.
- Be sure to do all of your own work. Collusion and plagiarism are acts of academic dishonesty. Work that is copied and pasted directly from any website is not acceptable in any form on any assignment. See the Student Handbook, p. 90 for definitions of collusion, plagiarism, and cheating. Infractions can result in severe grading penalties or failure.
- The last day to drop the course with a grade of W is **Thursday, April 18, 2024**. If circumstances require you to withdraw from this course, you must do so by that date. It is the student’s responsibility to initiate the withdrawal with the registrar’s office. Failure to officially withdraw will result in your receiving a grade of F.

### **Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements**

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

### **Statement Regarding the Use of Artificial Intelligence (AI) Technology:**

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation).

Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification.

**(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

### **NTCC Academic Honesty/Ethics Statement:**

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

### **Family Educational Rights and Privacy Act (FERPA):**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence,

a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

**Tentative Course Timeline (\*note\* instructor reserves the right to make adjustments to this timeline at any point in the term):**

<b>COURSE SCHEDULE</b>		
<b>DATE</b>	<b>CONTENT</b>	<b>CHAPTERS</b>
<b>WEEK 1</b>	Class Orientation - Syllabus, Blackboard and Textbook Introduction to Microbiology	CH 20
<b>WEEK 2</b>	Nature of Disease	CH 2
<b>WEEK 3</b>	Anatomy of Bacteria Diseases Caused by Bacteria Physiology of Bacteria	CH 21 CH 25 CH 22
<b>WEEK 4</b>	Diseases Caused by Mycoplasmas, Rickettsias, or Chlamydias Diseases of Fungi and Protozoa	CH 26 CH 28
<b>WEEK 5</b>	Diseases Caused by Prions and Viruses	CH 27
<b>Material</b>		<b>End Exam</b>
	<b>EXAM 1</b>	<b>CH 2, 20-22, 25-28</b>
<b>WEEK 6</b>	Control of Microorganisms	CH 23
<b>WEEK 7</b>	Control of Microorganisms	CH 23
<b>Material</b>		<b>End Exam</b>
	<b>EXAM 2</b>	<b>CH 23</b>
<b>WEEK 8</b>	Introduction to Pathology Microbe Virulence and Human Resistance	CH 1 CH 24
<b>WEEK 9</b>	Cellular Reaction to Injury Inflammation Diseases of the Integumentary System	CH 3 CH 5 CH 18
<b>WEEK 10</b>	Diseases of the Respiratory System Diseases of the Lymphatic System	CH 11 CH 19
<b>WEEK 11</b>	Diseases of the Blood Diseases of the Heart and Vessels	CH 8 CH 9
<b>WEEK 12</b>	Diseases of the Nervous System	CH 13
<b>Material</b>		<b>End Exam</b>
	<b>EXAM 3</b>	<b>CH 1-3, 5, 8, 9, 11, 19, 24</b>
<b>WEEK 13</b>	Diseases of the Bones and Joints Diseases of the Endocrine System	CH 16 CH 17
<b>WEEK 14</b>	Diseases of the Digestive System Diseases of the Urinary System	CH 10 CH 12

<b>WEEK 15</b>	Diseases of the Female Reproductive System Diseases of the Male Reproductive System Structural Abnormalities and Birth Defects	CH 14 CH 15 CH 4
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**Material**

**End Exam**

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<b>WEEK 16</b>	<b>FINAL EXAM</b>	<b>4, 10, 12, 14-17</b>
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