HYBRID COURSE INFORMATION
Fall 2024 Semester

COURSE: BIOL 260 B1	INSTRUCTOR: M. Fonseca
General Microbiology	EMAIL: mfonseca@monroeccc.edu

There are many benefits of **Hybrid** courses at MCCC:

- Less restrictive scheduling
- Convenience
- Intensive self-study
- Course materials are accessible 24 hours a day 7 days a week

Since **Hybrid** courses require work on the computer using Brightspace, as well as classroom work, students should possess the following skills to be successful:

- Highly self-motivated
- Have strong computer skills
- Possess good time management skills
- Know how to study independently
- Possess good communication skills

Hybrid classes at MCCC deliver instruction in a web-based format, along with periodic face-to-face classes or virtual classes as established by the instructor.

When taking a **Hybrid** class students are responsible for:

- A reliable computer with Internet access and Microsoft Word; course specific software will be described below
- Knowing how to email attachments
- Maintaining his or her own computer and Internet connection; technical issues are NOT acceptable excuses for not keeping up with due dates
- General Web Navigation, research and browser maintenance skills

It is essential to log into Brightspace regularly to keep up with communication and assignments.

Brightspace

Hybrid courses use Brightspace course management system as the means of communication between the students and the instructor, along with periodic face-to-face or virtual class meetings as established by the instructor.

It is the student's responsibility to be able to log into Brightspace and maintain his or her computer setup to work properly with Brightspace.

The Brightspace Login can be found on the College's webpage, www.monroeccc.edu.
Brightspace courses are made available to students on the day the course begins. Please see the Start Date below.

MCCC Student Email
All students are required to use their MCCC sponsored student email address. Information on the MCCC student email can be found on the Student Support tab on the Brightspace site.

NEED HELP?

BRIGHTSPACE HELP DESK: 734.384.4328 or elearning@monroeccc.edu

COLLEGE EMAIL: 734-384-4328

WEBPAL: 734-384-4333

COURSE DESCRIPTION	This is an introductory microbiology course designed according to the American Society for Microbiology Curriculum Guidelines for Undergraduate Microbiology. The course specifically teaches core competencies essential to an introductory microbiology course including fundamental skills used in a microbiology laboratory. This course also includes topics that are relevant to allied health majors. The Course Outcome Summary can be found at https://www.monroeccc.edu/course-outcomes.
COURSE BEGINS	Wednesday, August 21, 2024
COURSE ENDS	Monday, December 9, 2024
REGISTRATION PROCESS	Students must register for the course through the College's regular registration process. If you are a first-time Hybrid student at MCCC you must complete an online orientation course (ONL-001). You will be automatically enrolled into the online orientation course, which will provide you with critical information on the technical, study, reading and writing skills necessary to be a successful Hybrid student. This course will be listed in your MyCourses module in Brightspace and there will be 4 modules to complete. Please note that all four modules will NOT be visible when you first login but will become visible once you complete the requirements for each module. Please complete **FL2024-ONL-001-L1 by August 21, 2024**. Failure to complete the online orientation by the above date may result in <u>de-registration from your Hybrid course</u>.
EXAMS OR ASSIGNMENTS	**Unless otherwise stated by the instructor, course exams will be completed on campus on designated Tuesdays from 11:00 AM – 12:20 PM in Room L-110.** See "Scheduled Meetings" below for more details. Additional lecture exam policies and discipline will be provided in the course syllabus and exam instructions. Online course assignments will be completed using Brightspace and the Mastering Microbiology program from Pearson, which is paired with Brightspace for assignment completion. **Some online quizzes/tests or activities may require use of the Respondus LockDown browser and Webcam. Therefore, the computers used to complete these activities need to be equipped with either an internal or external webcam in order to complete them.** See "Other Information" below for more details.
ADDITIONAL INFORMATION: EXAMS OR ASSIGNMENTS	MCCC students completing online quizzes/tests or other assessment activities from home or other remote locations may be required to complete a room scan before the assessment activity. Students seeking an alternative to the pre-assessment room scan should contact MCCC Student Services at 734.384.4255 for more information regarding on-campus assessment options.

SCHEDULED MEETINGS	**The course begins on Wednesday, August 21 via online format using Brightspace. There are mandatory laboratory sessions on campus on <u>Tuesdays</u>.** The first on-campus lab will be Tuesday, August 27 in Room L-110 from 2:00 PM – 4:50 PM. The remainder of the on-campus lab dates will be listed in the course syllabus posted in the Brightspace course. Unless otherwise stated by the instructor, **course exams will be completed on campus** on the following Tuesdays (11:00 AM – 12:20 PM in Room L-110): **September 17, October 8, October 29, November 12, and December 3.** All other course activities will be completed online via Brightspace. Any changes to course schedule will be announced by the instructor as appropriate.
COURSE MATERIALS AND TEXTBOOK INFORMATION	All required textbooks and/or access codes are available for purchase by the student at the MCCC/eCampus Online Bookstore website: https://monroeccc.ecampus.com/. Sign in using your MCCC student email and password. All required course supplies are available for purchase by the student at the Campus Store or on the Campus Store website: https://bookstore.monroeccc.edu/ Textbook information is available for viewing approximately one month prior to the beginning of the semester at https://monroeccc.ecampus.com/. IMPORTANT: Please ensure you are logging in and using the "Shop by Schedule" option to view and purchase only those materials assigned to your specific course(s). Please contact the MCCC Campus Store for additional information, 734.384.4140.
COURSE EXPECTATIONS	In addition to Brightspace, the BIOL 260 course requires the use of the Mastering Microbiology program from Pearson (see Course-Specific Software information below). **A lab coat is required for the laboratory sessions of this course that meet on campus (see Scheduled Meetings section above).** **Research suggests that students should spend approximately 3 hours outside of regular in-class or online instruction, per credit hour, per week (e.g., 3 credit hour course + 9 hours studying per week outside of class time = 12 total hours per week), studying in order to be successful in their college courses.
BRIGHTSPACE SYSTEM REQUIREMENTS	**Browser Requirements:** **Desktop Computers** Brightspace is supported on the following desktop platforms with the **latest browser versions:**

Platform	Apple® Safari®	Google® Chrome™	Microsoft ® Edge	Mozilla® Firefox®
Apple® Mac OS®	Yes	Yes	Yes	Yes
Microsoft® Windows®	No	Yes	Yes	Yes

Tablets and Mobile Devices

Brightspace is supported on the following tablets and mobile devices with the **latest browser versions:**

Platform	Apple® Safari®	Google® Chrome™	Microsoft® Edge	Mozilla® Firefox®
Apple® iOS® for iPhone® and iPad®	Yes	No	No	No
Android™ OS for Android phones and tablets	No	Yes	No	No

For the most current Brightspace operating system and browser requirements, please go to
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm?Highlight=browser
and access the Desktop support section.

Software Requirements

Download/access web-based Microsoft Office applications:
1. Go to www.monroeccc.edu and click CURRENT STUDENTS
2. Next click on EMAIL from the list of links on the left, it will open another window
3. Click EMAIL LOGIN, then log in with your entire MCCC email address (e.g., tperson23456@my.monroeccc.edu) and email password (new student password = first letter of first name (lower case), first letter of last name (lower case), birth year, 7-digit student ID number).
4. Click on the **9-dot square** in the upper left corner next to the word "Outlook", some Office Suite icons appear
5. Click on the **Office 365 with an arrow** link, more Office Suite icons appear
6. Finally, click on the **Install Office link** and follow the instructions *NOTE there are links in the instructions if you have difficulties installing the software. Please use those links to resolve any possible installation issues.*

FYI - You will not be able to download Microsoft Office until the first day of the semester.

	Other System Recommendations • Broadband internet connection • Webcam
COMPUTER REQUIREMENTS	PC or Mac computer systems with Windows 10 (<u>or Mac equivalent OS</u>) is required. **Chromebook Use Limitations:** Chromebooks cannot be used for courses requiring Microsoft Office applications (e.g., CIS 130, CIS 109, etc.). Additionally, Chromebooks do not work when taking quizzes requiring *Respondus Lockdown browser in Brightspace*. **Mac Computer Use Limitations**: The Microsoft Access application does not work on a Mac.
COURSE SPECIFIC SOFTWARE	The Mastering Microbiology (Pearson) program will be accessed by students via links in Brightspace. The Mastering Microbiology program requires the purchase of an access code for registration. **Registration for the Mastering Microbiology program will be completed through Brightspace using the instructions provided by the instructor when the semester begins**. **The registration must be completed through Brightspace and not through the Mastering Microbiology website.**
WHERE DO STUDENTS START	Students will receive an email memo from the instructor with instructions on how to get started in the class a few days before the semester begins.
OTHER INFORMATION	The lab manual for this course will be provided in lab. **Some online quizzes/tests or activities may require use of the Respondus LockDown browser and Webcam. Therefore, the computers used to complete these activities need to be equipped with either an internal or external webcam in order to complete them.** If a student's computer does not have an attached webcam, the student needs to identify an alternate computer to complete the activity or schedule an appointment at the Testing Center at MCCC.
STUDENT LOGIN INFORMATION	To login to **Brightspace, E-mail, or WebPal**, go to www.monroeccc.edu and click on CURRENT STUDENTS on the menu bar, then click on Brightspace, email, or WebPal from the links that appear on the left side of the screen. **Brightspace** - Login to Brightspace using your unique MCCC email address and email password (new student password = first letter of first name (lower case), first letter of last name (lower case), birth year, 7-digit student ID number). **You should be able to access Brightspace 24 hours after registering for a course. Courses are not available in Brightspace until the first day of the semester.** **E-mail** - Your email address is your MyWebPal user name followed by @my.monroeccc.edu (i.e. jsmith12345@my.monroeccc.edu) and email password (new student password = first letter of first name (lower case), first letter of last name (lower case), birth year, 7-digit student ID number). **WebPal -** You need a WebPAL user ID and a password to access WebPAL. Your WebPAL user ID is usually your first initial and last name

(i.e. Mary Smith = msmith). To find your user ID, click on **_"What's My User ID?"_** on the WebPAL home page. Your initial password is your six-digit birthdate (i.e. January 1, 1970 = 010170). After logging on the first time, WebPAL will ask you to change your password. If you are a returning student and can't remember your password, click on **_"What's My Password?"_** on the WebPAL home page, then choose **"Reset my password."** If you have an e-mail address on file, WebPAL will send you a new password.