

Face-to-Face BIOL 4389-110 MICROBIOME ANALYSIS

Fall 2017 rev. 09.04.2017

Texas A&M University - Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Dr. Martinez

Office: WH 405

Phone: 254-501-5843

Email: allysonmartinez@tamuct.edu

Office Hours:

Office hours are by appointment. Please email me or talk to me in class to set-up a time to meet with me.

Mode of instruction and course access:

This course meets face-to-face, with some supplemental readings made available online using the [TAMUCT Blackboard Learn system](https://tamuct.blackboard.com): [https://tamuct.blackboard.com] or in the University Library E-Reserves: [https://tamuct.libguides.com/index]

Student-instructor interaction:

I will be checking and replying to student emails during my normal working hours which are: Monday 7:30am – 4:00pm, Tuesday 9:00am – 5:00pm, Wednesday 7:30am – 3:30 pm, Thursday 8:30am – 4:30pm, and Friday 8:30am – 4:00pm. I am also available by appointment.

UNILERT:

Emergency Warning System for Texas A&M University – Central Texas

UNILERT is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in UNILERT through their myCT email account.

Connect at [Unilert](https://www.tamuct.edu/departments/security/unilert.php) [https://www.tamuct.edu/departments/security/unilert.php] to change where you receive your alerts or to opt out. By staying enrolled in UNILERT, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

Bioinformatic analysis of honeybee microbiome sequencing data to determine if the honeybee honey stomach microbiome is specialized. Prerequisites: Permission of instructor.

Course Objective:

Student Learning Outcomes:

Students will learn:

- a. how to analyze microbiome sequencing data

- b. statistical analysis of microbiome sequencing data

Competency Goals Statements (certification or standards):

Required Reading and Textbook(s):

1. Journal articles as assigned

COURSE REQUIREMENTS

Course Requirements: (include point values for each- not just a percentage)

- Participation in weekly meetings – 100 pts
- Paper and/or presentation – 100 pts
- **TOTAL – 200 pts**

Important Dates:

- **Monday, September 04 – Labor Day – University Closed**
- Monday, August 28 – First day of fall semester
- ***Wednesday, September 13 – Last day to drop with no record***
- **Friday, November 10 – Veterans Day Observed – University Closed**
- ***Friday, November 10 – Last day to drop with a “Q” or withdraw with a “W”***
- **Thursday, November 23 – Friday, November 24 – Thanksgiving – University Closed**
- Friday, December 15 – Last day of class – final paper/presentation due

Grading Criteria Rubric and Conversion

Grading scheme

A 4.00 (180 – 200 points) Achievement that is outstanding relative to the level necessary to meet course requirements.

B 3.00 (160 – 179 points) Achievement that is significantly above the level necessary to meet course requirements.

C 2.00 (140 – 159 points) Achievement that meets the course requirements in every respect.

D 1.00 (120 – 139 points) Achievement that is worthy of credit even though it fails to meet fully course requirements.

F 0.00 (<120 points) Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an “I” (incomplete).

I (Incomplete) The “I” shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an “I” requires a written agreement between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. For graduate and professional students, an “I” is to remain on the transcript until changed by the instructor or department. For all other students,

work to make up an I must be submitted within one year of the last day of final examinations of the term in which the “I” was given; if not submitted by that time, then the “I” will automatically change to an F. *To obtain an incomplete you must have been doing passing work in the course*

Posting of Grades

- *Grades will be posted on the Blackboard Grade book.*
- *In most cases, grades will be posted within 1 week of the assignment due date or exam date.*

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

- Student will meet with instructor weekly to discuss assigned papers and progress of microbiome analysis.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

Include a statement on the technology requirements for the successful completion of the course and when applicable, information on how to access these resources (for example, how to obtain a certain software through University site license).

This course will use the TAMUCT Blackboard Learn learning management system.

Logon to [TAMUCT Blackboard](https://tamuct.blackboard.com) [https://tamuct.blackboard.com] to access the course.

Username: Your MyCT username

(xx123 or everything before the "@" in your MyCT e-mail address)

Initial password: Your MyCT password

Check browser and computer compatibility by using the “Test Your Browser” button, found in the “My Courses” tab on your Blackboard dashboard, once you have logged in.

Technology Support.

For technology issues, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): <http://hdc.tamu.edu>

When calling for support please let your support technician know you are a TAMUCT student.

For issues related to course content and requirements, contact your instructor.

COURSE AND UNIVERSITY PROCEDURES AND POLICIES

Drop Policy.

If you discover that you need to drop this class, you must go to the Registrar’s Office and

complete a [Drop Request Form](#)

[https://tamuct.blackboard.com/bbcswebdav/institution/studentforms/Drop_Request_Form.pdf]

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the University Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Access & Inclusion.

At Texas A&M-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our Access & Inclusion [webpage](#):
<http://www.tamuct.edu/departments/access-inclusion>.

Tutoring.

Tutoring is available to all TAMUCT students, both on-campus and online. On-campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and

Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Kim Wood at k.wood@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables TAMUCT students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. To access Tutor.com, go to the 'My Courses' tab in Blackboard.

University Writing Center.

Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available). Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at TAMUCT are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the TAMUCT main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [homepage](https://tamuct.libguides.com/): <https://tamuct.libguides.com/>