

BIOL 4021: Immunology Laboratory - Undergraduate

General Information

Course Meetings: M (1:00 – 3:50 pm or 4:30 – 7:20) Bolin Hall 223
Instructor: James Masuoka, PhD
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Office Hours: M-F 9:00 am – 10:00 am
(Other times by appointment)

Course Description (from the catalog):

This course introduces microscopy, molecular and serological techniques used in basic and clinical immunology.

Required Materials:

- Laboratory exercises (provided)
- Lab coat (disposable is acceptable)
- Safety glasses (provided)
- Gloves (provided)

Course Objectives:

- Practice general laboratory safety
- Correctly perform experimental calculations and quantitative manipulations used in the clinical and research laboratories
- Demonstrate technical skills with various materials and methods used in clinical and basic research laboratories
- Correctly use and maintain a compound microscope
- Identify cells of the immune system based on microscopic anatomy
- Describe how the experimental techniques arise from an understanding of basic immune system function

Classroom expectations and policies:

- You are expected to be prepared for lab by: 1) reading the text, lab manual and handouts prior to coming to class; 2) having paper and pen at hand
- You are expected to arrive a few minutes early in order to mentally prepare.
- Food and beverages are prohibited in the lab. [See also safety section below]
- Points will be deducted from assignments turned in late.
- Student Conduct: Please refer to the MSU Student Handbook: (<https://mwsu.edu/Assets/documents/student-life/student-handbook-2017-18.pdf>) for university policies related to student responsibilities, rights and activities. For example, see page 28 for valid grounds for an instructor drop (excessive absence, indifferent attitude, disruptive conduct, failure to meet class assignments) and page 65 for definitions of academic dishonesty that may be subject to disciplinary action (cheating, plagiarism, and collusion).

- Students with disabilities: It is the responsibility of the student to first contact Disability Support Services and then the instructor to determine what accommodations might be made for a disability. It will be the responsibility of the student to make arrangements to acquire notes. Any requests for accommodations must be made 2 weeks prior to the first exam.
- **CELL PHONES (and other electronic devices): (READ THIS TWICE, PLEASE)**
NO cell phones are permitted to be out in this class. This class, as well as your other classes, requires your engagement, and cell phones serve to detract from that engagement. Additionally, your phone should be not only put away, but on “silent” (NOTE: vibrate is NOT silent). If your phone is out and/or in sight, you will be asked to put it away.
- The instructor considers this classroom to be a place where you will be treated with respect as a human being - regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Additionally, diversity of thought is appreciated and encouraged, provided you can agree to disagree. Furthermore, guns or other weapons create a coercive environment that is neither safe nor conducive to learning. Therefore weapons of any kind will not be permitted in my classroom. This includes guns, concealed or otherwise, regardless of licensure. Any student bringing a weapon to class or to lab will be immediately dropped from the course. It is the professor's expectation that ALL students consider the classroom a safe environment.
- The instructor reserves the right to amend these rules as needed throughout the term.
- It is NOT possible to make up missed labs.

E-mail Policy:

I will respond to e-mail during regular school hours (8:30 am – 5:00 pm M-F). I will make every effort to respond to e-mail sent during the week within 24 hours. Those sent over the weekend will be attended to on Monday. Always include a subject line in your e-mail messages. It would be particularly helpful to include in the subject line the course number & section (*i.e.* BIOL 4021). Questions regarding simple matters of class schedule or those that can otherwise be answered from information in this syllabus will be given low priority.

Attendance Policy:

Students are expected to attend all meetings of the classes in which they are enrolled. Although in general students are graded on intellectual effort and performance rather than attendance, absences may lower the student's grade where class attendance and class participation are deemed essential by the faculty member. In those classes where attendance is considered as part of the grade, the instructor should so inform students of the specifics in writing at the beginning of the semester in a syllabus or separate attendance policy statement. An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies. [MSU Student Handbook, p. 27]

Absences will be excused for:

- a. **Death of an immediate family member.** An immediate family member is considered to be a grandparent, parent, sibling, spouse, in-law, aunt, uncle, or child.
- b. **Summons to appear in court or jury duty.** A copy of the summons is required.
- c. **Call to military service.** A copy of your orders to report is required.
- d. **University sponsored event.** Members of athletic teams, college bowl participants, etc. will be excused with proper notification.
- e. **Debilitating illness or disability.** Illnesses will be addressed on an individual basis. If a student is affected by an illness that is not debilitating, (*i.e.* flu, virus infection) which may result in the student missing one or more consecutive class sessions, that student will be marked as unexcused for the amount of days missed **unless a doctor's note is provided.**

ROUTINE APPOINTMENTS, medical or otherwise, AND VACATION TRAVEL ARE NOT ACCEPTABLE Reasons for excused absences

It is the responsibility of the student to obtain notes or other information covered in class during an absence.

Three unexcused lab absences will result in failure (receiving 0 points) of the laboratory portion of the course.

Exam Make-Up Policy:

There is only one exam in this course – the practical/written exam at the end of the semester. Because of the nature of the exam – laboratory practical – that requires set up of equipment and assays, a make-up exam cannot be provided except for extraordinary circumstances. Should these circumstances arise, the content and format of the make-up exam will be at the discretion of the instructor.

Grading:

All exams and assignments count toward your final grade in the course and so it is important to do the best that you can on everything you turn in. If you find yourself having difficulties, please come to me for help early in the semester so that you give yourself time to improve.

This course is not graded on a traditional curve, but it is scaled to where the students are/end up. This allows for any adjustments that the instructor deems necessary. The course is worth approximately 350 points. Grade categories and equivalent percentages are as indicated: A (90-100%); B (80-89%); C (70-79%); D (60-69%); F (59% and below). Passing requires 60% of the points (unadjusted) for the course, or 210. Fractional percentages will be rounded at the end of the semester.

Note:

- 1) No regrades will be provided for exams done in pencil.
- 2) Misspelled words (esp. organism names) and incorrect taxonomic nomenclature will result in ¼ point deductions for each instance.

Assessment Summary:

Weekly quizzes/questions (10 of 11):	100 points
Final Exam (written + practical):	100 points
Assignments (4 x 25):	100 points
Participation/lab safety:	70 points
Research Forum:	30 points
Total:	400 points

Quizzes: Quizzes will be given in the first 10 minutes of the laboratory period. If you are late, you will have whatever time remains to complete the quiz. If you are more than 10 minutes late, you will not be able to take the quiz that week. Quizzes will cover the exercises from the previous week and material from the upcoming exercises. Thus, it is important both to understand your previous results and to have read the exercises for the week so that you are prepared.

Lab Practical Exam: There will be one exam given the last week of class. This exam will be a combined format: one-half will be a laboratory practical-type format, emphasizing application and problem-solving. The other half will be a written exam testing concepts, but also involving problem-solving.

There will be 4 **assignments** that will evaluate data presentation, 3 figures and 1 table. Raw data collected from several of the exercises will be converted into tabular or graphical form as would be done in preparation for a manuscript to be submitted for publication.

The **laboratory participation/safety** grade is based on adherence to laboratory safety and attendance policies (see below and in Laboratory Manual). Everyone starts the semester with 50 points. During the first week of lab, students will be given gentle reminders regarding lab safety and attendance as needed. After that, points will be deducted for each violation. The severity of the deduction is at the discretion of the instructor. The exception to this regards appropriate dress. As stated above, students wearing open-toed shoes or short pants/skirts will not be permitted to enter the laboratory.

Each semester, the University sponsors the **Undergraduate Research and Creative Activity Forum**. In this Forum, students present their research findings or creative works. For this assignment, students will **critically evaluate** three (3) poster presentations or three (3) oral presentations (or combination thereof). This will provide experience in both how to present results and how to critically evaluate data present by others in preparation for the Case Study reports at the end of the semester.

Laboratory Practices

Development of professional attributes goes beyond technical competency. It also includes compliance with safety regulations, considerate behavior towards patients, co-workers, supplies & equipment, as well as ethical conduct. In addition, a subjective assessment of preparation, initiative and resourcefulness may be applied. During EACH laboratory period the following behaviors should be observed.

Personal safety:

1. No food or drinks are to be taken into or consumed in the laboratory.
2. Do not apply cosmetics or handle contact lenses in the laboratory.
3. Wash your hands thoroughly with soap and water before leaving the laboratory – even if only for a short time.
4. Open-toed shoes, sandals or similar footwear are not appropriate and should not be worn in the laboratory. Shorts and short skirts are also inappropriate in terms of laboratory safety. These regulations are for your personal safety. Students wearing inappropriate dress will not be permitted to enter the laboratory.
5. Long hair must be tied back as it is not only a potential source of contamination, but also a fire hazard.
6. Wear a lab coat, gloves and protective eyewear when indicated.
7. Identify the location of safety devices in the laboratory.

Laboratory Supplies & Equipment:

1. Use lab supplies efficiently. You are allotted supplies as necessary to perform each lab exercise.
2. You should use glassware, pipets, etc. safely to minimize breakage. Broken glassware should be handled according to safety procedures. The instructor must be notified.
3. Dirty reusable glassware and lab equipment should be washed, rinsed with tap and then DI water and placed in the designated area when the lab exercise is complete.
4. Use lab equipment appropriately and safely. Prior to usage you should familiarize yourself with operation procedures.

Laboratory work area:

1. Keep bench-top work area clean and uncluttered. Maintain lab supplies in neat and orderly arrangement in work area.
2. Backpacks and other materials should not be within the immediate working lab area. These should be placed in a non-working area. Use ONLY pens and pencils provided in the lab. We don't want you to take contamination home with you.
3. Clean bench-top with disinfectant before leaving the lab.
4. While working in the lab and before leaving, place chair under the bench.
5. Minimize clutter of notebooks, papers, etc. around work area.
6. Clean and properly store microscopes at end of session, if used.
7. Dispose of contaminated materials appropriately.

(adapted from D. Berson, Advanced Clinical Microbiology Laboratory, UNLV)

Important Dates (Fall 2021):

Classes begin	August 23
Martin Luther King Jr. Birthday (no classes)	September 6
Last day to drop with a "W"	October 25 (4:00 pm)
Thanksgiving Break (no classes)	November 24-26
Final Exam	November 29
Classes end	December 3

Tentative Laboratory Schedule

Date	Week	Exercise	Topic	Assign	Quiz
8/23	1	None			
8/30	2		Introduction: Safety, requirements, assignments; pre-test; pipetting; dilutions		
9/6	3		No Labs: Labor Day		
9/13	4	1	White Blood Cell Counts: Total & Differential		1
9/20	5	3	Innate: Lysozyme		2
9/27	6	3, 2	Innate: Serum; Dilutions	1	3
10/4	7	7	RIA; Ouchterlony	2	
10/11	8	9	Agglutination: Titer, Typing	A1 Due	5
10/18	9	10	Agglutination: Diagnostic	A2 Due	6
10/25	10	2	Protein Assay (std curve)	3	7
11/1	11	2	Protein Assay (Serum)	A3 Due	8
11/8	12	4-6	SDS-PAGE/Blot	4	9
11/15	13	4-6	Probe Blot		10
11/22	14	8	ELISA: Diagnostic	A4 Due	11
11/29	15		Final Exam (Comprehensive: Written & Practical)		