



School of Molecular & Cellular Biology

MCB 150, Spring 2024

Molecular & Cellular Basis of Life, 4 Credit Hours

Instructor/Instructional Team

MCB Instructional Program Office
127 Burrill Hall
phone/voicemail: 244-6239

Melissa Reedy, Coordinator for Instruction, MCB 150/151/354
415 Burrill Hall
email: murray@illinois.edu
office/voicemail: 217-265-6379

Brad Mehtens, Instructor, MCB 150
email: mehrtens@illinois.edu
office/voicemail: 217-244-6753

Class Meeting Schedule *(all times are recorded in CST)*

Lecture MWF from 2-2:50 PM (Foellinger Auditorium)

Discussion for 50 minutes based on individual class schedule

Professor Mehtens' Office Hours: Wednesdays 4-5:30 PM (124 Burrill Hall); Fridays 9:30-11:30 AM (via Zoom)

TA Help Sessions are Held in the MCB Learning Center: Mondays 4-5 PM, Wednesdays 9-10 AM, Thursdays 11 AM -12 PM

Course Overview and Description

MCB 150 is an introductory course focusing on molecular and cellular biology. The course focuses on the basic structure, metabolic, and molecular processes common to all species. In addition, the course emphasizes unique aspects that differentiate broad sub-groups of organisms and discusses how cells are integrated into tissues and organs in multicellular organisms. This course is half of the two-semester sequence in Biological Sciences for majors and non-majors.

Course Prerequisites, Requirements met (general education, major, minor)

MCB 150: Molecular and Cellular Basis of Life

Credit: 4 hours

Students should be enrolled in the lecture (AL1) and a discussion section.

This course satisfies the General Education Criteria in SP24

Student Learning Outcomes

At the end of the course, through assignments, discussions, activities and assessments, students will be able to:

- Differentiate the basic structure and replication of eukaryotes, bacteria, archaea, and viruses.
- Analyze how living organisms obtain energy and use that energy to sustain cellular metabolism.
- Evaluate how genetic information is expressed and copied.
- Analyze the need for, and various mechanisms of, genetic and epigenetic regulation.
- Develop self-motivation to be engaged and well prepared for the course each day.
- Critically analyze and evaluate relevant scientific data to draw conclusions and identify validity.
- Engage in productive conversation with peers about science, applying the scientific method while appreciating the diversity of possibilities and approaches.

Course Calendar

Day	Date	Lecture Topic	Reading Assignment	Discussion Topic
W	17 January	Course Introduction		Letter Writing
F	19 January	Technology Practice and Domains of Life	Chapters 1 & 2 (semester-long background information) Chapter 4, Sections 4.2-4.3	
M	22 January	Intro to Macromolecules; Carbohydrates I	Chapter 3, Sections 3.1-3.4	Macromolecule Presentations
W	24 January	Carbohydrates II	Continue with Chapter 3, Section 3.4	
F	26 January	Lipids	Chapter 3, Section 3.5; Chapter 5, Sections 5.1-5.4	
M	29 January	Nucleic Acids	Chapter 3, Section 3.5; Chapter 5, Sections 5.1-5.4; Chapter 3, Section 3.7	Macromolecule Presentations
W	31 January	Proteins I	Chapter 3, Section 3.6	

F	2 February	Proteins II	Continue with Chapter 3, Section 3.6	
M	5 February	Enzymes	Chapter 6, Sections 6.1-6.2	Problem Solving for Exam 1
W	7 February	Exam 1 Review		
R	8 February	Exam 1		
F	9 February	Metabolism I	Chapter 6, Section 6.3; Chapter 7, Sections 7.1-7.2	
M	12 February	Metabolism II	Chapter 7, Sections 7.3-7.6	Cellular Respiration
W	14 February	Metabolism III	Chapter 7, Sections 7.7-7.8	
F	16 February	DNA Structure and Replication I	Chapter 11, Sections 11.1-11.3	
M	19 February	DNA Structure and Replication II	Chapter 11, Sections 11.4-11.6	DNA Organization and Replication
W	21 February	DNA Structure and Replication III	Continue with Chapter 11, Sections 11.4-11.6	
F	23 February	Transcription I	Chapter 12, Sections 12.1-12.2	
M	26 February	Transcription II	Chapter 12, Section 12.3	
W	28 February	Protein Synthesis I	Chapter 12, Sections 12.4-12.5	Gene Expression
F	1 March	Protein Synthesis II	Chapter 12, Section 12.6	
M	4 March	Protein Synthesis III	Continue with Chapter 12, Section 12.6	Problem Solving for Exam 2

W	6 March	Mutations I	Chapter 15	
R	7 March	Exam 2		
F	8 March	No Class		
M-F	11-15 March	Spring Break		
M	18 March	Mutations II	Chapter 15	Mitosis
W	20 March	Cytoskeleton & Cell Cycle I	Chapter 4; 4.1, Chapter 16; 16.1 & 16.2	&
F	22 March	Cytoskeleton & Cell Cycle II		Podcast Group/Topic Formed
M	25 March	Cytoskeleton & Cell Cycle III		Podcast Work Week
W	27 March	Cytoskeleton & Cell Cycle IV		
F	29 March	Protein Sorting and Cell-Cell Communication I	Chapter 4; 4.7, Chapter 9	Podcast Commentary
M	1 April	Protein Sorting and Cell-Cell Communication II		&
W	3 April	Protein Sorting and Cell-Cell Communication III		Cell Communication
F	5 April	Non-coding RNA I	Chapter 13	Problem Solving 3
M	8 April	Non-coding RNA II		
W	10 April	Genetic Regulation I	Chapter 14	
R	11 April	Exam 3		

F	12 April	No Class	Chapter 14	Genetic Regulation
M	15 April	Genetic Regulation II		
W	17 April	Genetic Regulation III		
F	19 April	Mobile Genetic Elements I	Chapter 19	Trivia & Letters Revisited from Discussion 1
M	22 April	Mobile Genetic Elements II		
W	24 April	Mobile Genetic Elements III		
F	26 April	Genetic Engineering and Biotechnology I	Chapter 21	No Discussions this week!
M	29 April	Genetic Engineering and Biotechnology II		
W	1 May	Genetic Engineering and Biotechnology III		
R	2 May	Reading Day		
M	6 May	Final Exam 7-10 PM		

Section Change, Add, and Drop Information

Students may use the UI-Integrate Self-Service System to add or change MCB 150 discussion sections before 5:00 PM, Monday, January 29, 2024.

Students must always attend the discussion section in which they are currently enrolled. Students will not be allowed to sit in other sections at other times for any reason without permission from the course staff.

Friday, March 8, 2024, is the last day to drop the course or to elect the Credit/No Credit option. Students may use the UI-Integrate Self-Service System to drop MCB 150 until this deadline.

To drop the course after the drop deadline, students must petition a dean in their college office. These petitions should be sent to the Course Coordinator for completion of attendance and grade information.

To elect the Credit/No Credit option, students must apply in their College Office.

Proficiency Exam Information

The MCB 150 proficiency exam will be given on Tuesday, January 23 from 7-10 PM. Students wishing to take the exam fill out the [online request form](#) by noon (12:00 PM) the day of the exam.

You may not take a proficiency exam if any of the following apply:

- A. You have taken the proficiency exam for the given course previously.
- B. You have already completed the course.
- C. You were enrolled in the course and dropped after the campus drop deadline (eighth week of the semester) or withdrew from the course.
- D. You have completed more than one course in advance of the course in which the proficiency exam is requested. (This is stated in the Student Code 3-203, (4) as "An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester of work in the subject in advance of the course in which the examination is requested.")

Additional information regarding proficiency exams appears in [Article 3, Part 2, 3-203, Proficiency Examinations](#), in the Code of Policies and Regulations Applying to All Students.

Request forms will be reviewed by the MCB Core Curriculum Office, and students will receive a response via email.

Text/Materials Information

The following is a specific list of items required or recommended for MCB 150. These items should be available and should be listed correctly at the Illini Union Bookstore (IUB). They may not be available, and it is not guaranteed they will be listed correctly at any other bookstore. Please pay careful attention to dates and editions when purchasing these items. Any items (other than those specifically named below) listed by bookstores as optional or recommended have not been previously approved by the course faculty.

Required Texts

Biology, 6th edition by Brooker, Widmaier, Graham, and Stiling

You are required to have two resources in this course: textbook and Connect access. Your textbook can be digital in the form of an etext with this purchase (ISBN 9781266481390) for \$170.70 or add loose-leaf with this purchase (ISBN 9781265354756) for \$192. Both options also included the Connect access.

These resources can also be purchased directly through the publishing company, McGraw-Hill. Instructions for purchasing directly are available in the Welcome to MCB 150 SP24 posted in Canvas under announcements.

Course Gradebook, and Canvas

Official Course Gradebook: <https://apps.atlas.illinois.edu/Gradebook>

Canvas: <https://canvas.illinois.edu/>

Grading Information and Breakdown

The MCB 150 Web Gradebook can be accessed directly at the following URL:
<https://apps.atlas.illinois.edu/Gradebook>

Scores on quests and assignments will be available for student review on the MCB 150 Web Gradebook. All students are responsible for checking their scores on the Web Gradebook after each assessment and assignment is returned to them. Each student is responsible for reporting possible discrepancies to his/her TA and if immediate action is not taken, the student is responsible for bringing this to the attention of MCB 150 Course Staff within one week of receiving their graded score. Students are encouraged to keep all graded papers returned to them until after final grades are issued.

**The final deadline for Web Gradebook corrections is
5:00 PM, Wednesday, May 1, 2024.**

No Web Gradebook scores will be altered after this deadline.
Please be certain to check all scores before this time.

Course Grading

Exams

Evening exams and the final exam may be in multiple choice, true-false, short answer, essay, and/or problem-solving format. Material for exams and quizzes will be drawn from the lectures, lecture materials, assignments, associated text readings, and reserved reading, if any.

All grades are entered into the online gradebook. Once the exams have been administered, they become the property of the students. Within one week of each exam, answers are posted. It is the student's responsibility to make certain that the grade on the online gradebook is correct. If a student believes that an error has been made, it should be brought to the TA's attention immediately. If an explanation cannot be found, the student should contact Melissa Reedy via email.

The final exam is the property of the course and is not returned to students, nor are answers posted or made available in any way. Should a student feel that an error has been made in the grading of the final exam, that student should contact Melissa Reedy.

Schedule of Exams		
Exam 1	Thursday, February 8, 2024	7:00-9:00 PM
Exam 2	Thursday, March 7, 2024	7:00-9:00 PM
Exam 3	Thursday, April 11, 2024	7:00-9:00 PM
Final Exam	Monday, May 6, 2024	7:00-10:00 PM

McGraw-Hill Connect Assignments and Learning Catalytics Assignments

McGraw-Hill Connect will be used to administer homework in the form of Pre/Post Lecture Questions. Connect is integrated into our course management system, Canvas. You should *always* access assignments by first logging in to the Canvas course.

- **Pre Lecture Assignments** will be due at **1:00 PM** each day of class (every Monday, Wednesday, Friday with the exception of in-class review sessions).
- **Post Lecture Assignments** will be due at **1:00 PM** each business day following a lecture period (every Tuesday, Thursday, Monday with the exception of spring break and in class review sessions).

Please access the assignments in your Canvas course to note open/close dates/times. Please be sure to finish your assignments early, to avoid missing these deadlines! Due to the nature of these questions being asked and the answer key released in real-time the possibility for extensions or makeup work on these assignments is not possible, but the scale below allows you to miss up to 20% without penalty to the overall point total possible in this grade category.

Learning Catalytics Assignments will offer opportunities in class or occasionally after class where you will be asked to answer a question or set of questions based on the material that is/was covered that day. These questions will be delivered at different times throughout each lecture period. Due to the nature of these questions being asked/answered in real-time the possibility for extensions or makeup work on these assignments is not possible, but the scale below allows you to miss up to 20% without penalty to the overall point total possible in this grade category.

Students can earn a maximum of 250 points for these assignment types (Connect; Pre/Post Lecture and Learning Catalytics). These 250 points will be determined based on your percentage of successful work throughout the semester. For example, if 400 “units” worth of questions are asked, you must have 80% accuracy combined in these two question types (Connect + Learning Catalytics), or 320/400, in order to earn the full 250 points in this grade category.

% Correct	Points student earns
80%	250
75%	237
70%	225
65%	212
60%	200
55%	187
50%	175
45%	162
40%	150
35%	137
30%	125
25%	112
20%	100
15%	87

Discussion Assignments

Each discussion period is differing amounts of points, depending on the assignments/coursework. Attendance and participation are factored into these totals. A student can earn 0 - maximum possible points per discussion. Specific details for each discussion can be found on our Canvas course site. Discussion points that can be earned for the semester and factored into your final point total will not exceed 150 points.

Course Grading Totals and Scale

Our course has a standard grade scale. The grade you earn in the course will be based on the points that you earn. Effort is reflected in points earned. We will adhere to the grade scale when assigning grades to avoid capriciousness and to adhere to fairness and equity for all students.

Student grades in MCB 150 will be based on total of 1000 points. Categories listed below are approximate but should closely resemble the final distribution.

Exams (1, 2, 3)	450
Final Exam	150
McGraw-Hill Connect & Learning Catalytics Assignments	250
Discussion	150
Total	1000 points

A more specific point breakdown for MCB 150 follows:

450 points	Exams (3 Exams @ 150 points each)
250 points	McGraw-Hill Connect & Learning Catalytics Assignments (see scale above)
150 points	Discussion (drop 40 points)
<u>150 points</u>	<u>Final Exam</u>
1000 points	Total

All point totals are estimates and may be altered slightly throughout the course of the semester.

The point totals contained in the following table represent the use of the plus/minus grading system coupled with a 4.0 grade point system. The grade point values shown for each letter grade have been assigned by the University. Students who earn the points shown below (out of 1000 possible points) will be guaranteed the indicated letter grade. At semester's end, after the final exam, the faculty will analyze the course grade distribution, and may decrease (to accommodate poor class performance on an assessment) but will not increase the points needed for each grade.

MCB 150 Standard Grade Scale

Letter Grade	Point Ranges	Grade Point Value
A+	1000-920	4.000
A	919-880	4.000
A-	879-840	3.667
B+	839-800	3.333

B	799-760	3.000
B-	759-720	2.667
C+	719-680	2.333
C	679-640	2.000
C-	639-600	1.667
D+	599-560	1.333
D	559-520	1.000
D-	519-480	0.667
F	479-0	0.000

Course Policies

Regardless of whether a student has read the Course Policies for MCB 150, a student is charged with knowledge of them. These policies were developed in agreement with the Student Code.

Adding the Course after the Semester Start:

We understand that the University has an add deadline 10 days into the semester, but the University lets individual courses and/or programs determine their policies for late adds. We feel that students who choose to add a course late do so at their own discretion with knowledge that there may be points lost in the process.

Inclusivity Statement

The effectiveness of this course is dependent upon the creation of an encouraging and safe classroom environment. Exclusionary, offensive, or harmful speech (such as racism, sexism, homophobia, transphobia, etc.) will not be tolerated and in some cases subject to university harassment procedures. We are all responsible for creating a positive and safe environment that allows all students equal respect and comfort. I expect each of you to help establish and maintain an environment where you and your peers can contribute without fear of ridicule or intolerant or offensive language.

Netiquette

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. The following are tips for interacting online via e-mail or discussion board messages, adapted from guidelines originally compiled by Chuq Von Rospach and Gene Spafford (1995):

- Remember that the person receiving your message is someone like you, deserving and appreciating courtesy and respect.
- Avoid typing whole sentences or phrases in Caps Lock.
- Be brief; succinct, thoughtful messages have the greatest effect.
- Your messages reflect on you personally; take time to make sure that you are proud of their form and content.
- Use descriptive subject headings in your e-mails.
- Think about your audience and the relevance of your messages.
- Be careful when you use humor and sarcasm; absent the voice inflections and body language that aid face-to-face communication, Internet messages are easy to misinterpret.

-
- When making follow-up comments, summarize the parts of the message to which you are responding.
 - Avoid repeating what has already been said; needless repetition is ineffective communication.
 - Cite appropriate references whenever using someone else's ideas, thoughts, or words

Contacting MCB Course Personnel

1. MCB course personnel are more than happy to assist students.
2. Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. As a student, please remember that when you email a staff member, it is important to include all pertinent information so that we can assist you in the most efficient and effective manner possible. This information includes:
 - The course rubric in the subject line
 - Your full first and last name
 - Your NetID (the first part of your illinois.edu email account)
 - Your UIN (9-digit number that you use to register for classes)
 - The course that you are concerned about (the course personnel often work with multiple courses)
 - Your section letter/number
 - The previous email "thread" or previous communicated information pertinent to the situation
3. Your cooperation will help us respond much more quickly to your concerns

Religious Observances and Practices

1. Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at: <https://odos.illinois.edu/community-of-care/resources/students/religious-observances/> to their instructors and the Office of the Dean of Students requesting accommodation by the end of the second week of the course. Requests that are not submitted within this time frame may not be granted.

Disability Resources and Educational Services (DRES) Accommodations

1. We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the DRES as soon as possible. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 217-333-4603, or email disability@illinois.edu. We will try to meet all accommodations once the process has started. Please note that accommodations are not retroactive to the beginning of the semester, but begin the day you contact your professor, instructor, or coordinator with a current letter of accommodation from DRES.
2. If a student has DRES accommodations, documentation must be submitted to course personnel by the end of the second week of class.

-
3. If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

Exam Information

1. Exams 1, 2, and 3 will be given on Thursday evenings as noted in the syllabus. Arrive early; the exams will begin at 7:00 PM sharp. Any student arriving after the first person leaves any exam room will not be allowed to take the exam. The exams will cover material from lecture, reading assignments, and discussion. Please see Canvas for any further details concerning each exam.
2. The exams will be administered in various lecture halls and classrooms on campus and the section location assignments will be posted on Canvas one week prior to the exam date. You must take the exam with your assigned section.
3. Bring your University photo ID, several sharp #2 pencils, and an eraser. You will not need a calculator to complete these exams. No calculators will be allowed in the exam room.
4. Please do not bring to the exam any backpacks, purses, hats, bags, books, notes, papers, clipboards, musical instruments, or *anything* other than the items listed in number 3 above. You will be allowed to enter the exam room with these items, but they will be placed away from student seating during the exam. No one will monitor who deposits and collects these personal effects, and thefts and mistaken identification of belongings may occur. We urge you not to bring valuables to the exam room. You will be asked to either sit upon or place all jackets/coats completely under the chair in which you are seated or in the front/back of the exam room. *Cell phones, audio equipment, and any other electronic devices must be turned off and placed away from student seating during the exams.*
5. The MCB 150 faculty/staff are not responsible for any of your personal belongings. We strongly suggest you do not bring them to the exam site.
6. Texting, or the use of a cell phone or any other electronic device for any purpose during an exam, is prohibited. Doing so may earn you a zero on the exam, or a more extreme penalty at the discretion of the instructor.

Exam Conflicts

1. If you have a regularly scheduled University course that conflicts with an exam, you should complete the online Conflict Request Form on the Canvas site. This request must be made by 5:00 pm not less than 3 business days prior to the Exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted. See course policies for a specific deadline for your course.
2. Work schedules should be adjusted, if possible, to eliminate a conflict with scheduled Exams. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online Conflict Request Form on the Canvas site. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the Exam will not be granted.

-
3. Students with DRES accommodations should also submit the online Conflict Request Form by 5:00 pm no later than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.
 4. Students that are formally participating in officially recognized groups, such as athletic teams and performance groups, with a conflict should request a conflict exam by 5:00 PM not less than 3 days prior to the exam via the Conflict Request Form on the Canvas site. Formal participation does not include general meetings of RSOs or any other recognized groups. Documentation of the event will be required prior to scheduling the conflict exam. Requests made after 5:00 PM and less than 3 business days prior to the exam will not be granted.
 5. Students taking the conflict exam will be allowed to take their exam at a different time to accommodate their request. This conflict date/time will be before the regularly scheduled exam.

Exam Absences

1. If you must miss an exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You will then have 48 hours from the absence in which to submit documentation to your course coordinator. You must also submit an online [Absence Form](#). Course personnel will evaluate documentation and decide whether there will be an option to compensate for the missed exam through either a make-up exam or proration. Failure to follow this procedure will result in a zero for the exam.
2. If you must miss an exam for job, graduate or professional school interviews, the exam may be prorated. A best effort should be made to schedule these events around exams. You will need to be mindful that only one exam may be prorated in a semester for all absences.
3. There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept all consequences for that choice.
4. If the absence is a result of a protracted illness of 3 days or more, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student returns to class but not more than 10 business days after the last date of absence.
5. If you miss an exam, the possibility exists to have one exam prorated with proper documentation. You must contact the course coordinator via email within 48 hours of the absence. If you do not provide documentation in a timely manner and upon receipt, there may be a negative impact on your ability to receive a prorated score. The final exam cannot be prorated. Your prorated score will be calculated based on the following formula:

$$\frac{\{\text{Exam A}\} + \{\text{Exam B}\} + \{\text{Exam C}\}}{(150 + 150 + 150)} = (\% \text{tile}) = \text{ ____ } \text{ points for Exam ____}$$

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online gradebook, due to the accounting for missing

scores. You must complete at least two exams and the final in this course in order to earn a letter grade in the course. If you are unable to do so, the instructor will recommend that you drop or withdraw from the course.

Prior to the last day of class, you will be given a preliminary proration of your missing score. This proration is only to give you an idea of what your missing score *would be* based on the other scores that we have for you at that time. Your actual proration will be done with the final exam grade included. Please understand that this preliminary proration score may increase OR decrease depending on your performance on the last exam. The actual proration score will be the score used to determine your final grade.

Final Exam Instructions

1. The Final Exam will be administered Monday, May 6, 2024, from 7:00-10:00 PM.
2. The exam will take place in person and is a scantron exam. Room assignment(s) TBD.
3. The final exam will be cumulative (including all content from the semester).
4. All students are required to take the final exam.
5. The answers that you turn in for grading must be your own, formulated during the exam from your own understanding of the material. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. We cannot always monitor you as you complete your work; thus, we must rely upon the appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it is not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, to ensure that it will be seen as your own.

All exam material is considered confidential until all students have completed the exam. The sharing of any confidential information, either in person, via text or use of a cell phone, electronically or via social media, prior to the completion of the exam by all students is considered a violation of the academic integrity standards set forth by the University. Failure to maintain this confidentiality may result in a grade of zero for the entire exam for all persons involved, or a more extreme penalty at the discretion of the instructor.

Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam for all persons involved, or a more extreme penalty at the discretion of the instructor.

Final Exam Conflict

1. Conflict final exams may only be granted for any one of the following situations:

Students with three final exams scheduled within a 24-hour period as defined in Section 82.A.4. Final Examinations of the Code of Policies and Regulations Applying to All Students which can be found at:

-
- Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with lower enrollment. Course personnel can assist with information to determine which course this would be.
 - Students who have a verified personal problem, and who have received written permission to take a conflict final exam from a dean in their college.
 - Students who have DRES academic accommodations.
2. Students that find themselves in any of the above situations should complete the online Conflict Final Exam Request Form which can be found on the course website. This request must be made by 5:00 pm on the last day of class for the request to be granted. Any requests made after this time may not be granted. If a conflict final exam is granted, it may be scheduled at any time during the final examination period and is at the discretion of the instructor or course coordinator.

Final Exam Absence

1. If you must miss a final exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. Absence from a final examination for any other cause is reported as a final grade of “absent” (ABS) in the course and counts as a failure.
(<https://studentcode.illinois.edu/article3/part2/3-201/>)
2. There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept all consequences for that choice.

General Information

1. The course faculty and the TAs oversee the orderly conduct of students in discussions and may exclude a student who does not comply with a reasonable request in this regard.
2. All students are assumed to have read and understood the *Code of Policies and Regulations Applying to All Students, University of Illinois*, and will be expected to act accordingly.

The *Code* is available online at: <http://studentcode.illinois.edu/>

3. Concerns over exam grading, discussion teaching or grading, and exam or discussion absences should be taken up with the MCB 150 Course Coordinator, Melissa Reedy.
4. The deadline for grade corrections on all items is one week after corrected items are returned or grades are received.
5. Reference letters and recommendation forms are to be submitted to the student’s TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.

Electronic Media/Device Use:

- Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero or a more extreme penalty at the discretion of the instructor on an assignment or assessment.
- Any violation of the social media policy on your account may result in a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- Any social media sites created in relation to MCB courses must grant access to course personnel upon request. Failure to provide access will result in a failing grade in the course for the group/site's administrator(s).
- No electronic devices, including smart watches, are allowed at exams.

Course Material:

- The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees and may be made for personal use only.
- Video recordings of any kind are strictly forbidden.
- Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.
- Recording material from this course (including lectures, discussions, or other activities) is forbidden.
- Any violation of these policies will be forwarded to the Office of Student Conflict Resolution for disciplinary action.

Attendance Policies

1. Regular class attendance is expected of all students at the University. (<https://studentcode.illinois.edu/article1/part5/1-501/>)
2. If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
3. The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider regarding excusing the absence and permitting make-up work. Students must request absence letters from the Office of the Dean of Students after the student has returned to class but not more than 10 business days after the last date of absence.
4. Absences that may be excused without a letter include circumstances beyond the student's control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.
5. Absences that may also be excused without a letter from the Dean of Students Office include a conference or job, graduate or professional school interviews, though a best

effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.

6. Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
7. Absences, when they occur after the first day of classes but prior to enrollment in the course, will require the use of dropped assignments if applicable.
8. Absences will be handled according to individual course policy.
 - a. Attendance will be recorded at every discussion session. Students are required to be present within the first five minutes of class, remain present for the entire class period, and be an active participant to receive credit. Students who are more than five minutes late may forfeit a portion of the points for that discussion period at the TAs discretion, but they may stay for the class period. Students who are present but are not engaged also may forfeit their points for the day at the discretion of the TA.
 - b. Each discussion period is differing amounts of points, depending on the assignments/coursework. Attendance and participation are factored into these totals. A student can earn 0 - maximum possible points per discussion.
 - c. Students must attend their scheduled discussion section.
 - d. We know that students become ill and other reasons beyond a student's control arise. To accommodate absences due to minor illness or emergency, we allow that a specified number of assignments may be missed without penalty. These missed assignments can be dropped according to the criteria set forth in the Course Policies for this course. Specifically, for MCB 150, a student that misses class/assignments due to minor illness (less than 3 days), chooses not to attend class or complete an assignment, and/or forgets to attend class or complete an assignment will use these specified drops. There is no distinction made between illness and missing class/assignments.
 - e. If you experience an illness (chronic, recurring or lasting three days or more) or other circumstance that causes an extended absence from class (lasting three days or more), please contact the Student Assistance Center in the Office of the Dean of Students during business hours (8:30 AM - 5:00 PM). This office is located on the 3rd floor of the Turner Student Services Building, 610 E. John Street, Champaign, 217-333-0050. A representative of that office will provide us with the necessary information to address your circumstance. Please fill out an online absence form for your course which can be found on the course website (<http://www.life.illinois.edu/mcb/150/course/forms.html>).

Academic Integrity:

The Student Code will be applied in all instances of academic misconduct committed by students. This applies to all exams, presentations, assignments, and materials distributed or used in this course. You can review these policies in the Student Code, specifically (<https://studentcode.illinois.edu/article1/part4/1-401/>)

-
1. Science cannot exist without honesty. The faculty and staff in MCB require students, as scientists-in-the-making, to hold the highest standards of scientific and academic conduct. Any form of cheating on any graded work in courses is unacceptable, and will be dealt with as outlined below, and in accordance with the University-wide standards in the Code of Policies and Regulations Applying to All Students.
 2. We require that all graded work be entirely your own, and that anything you write using the words of other writers be correctly attributed. Some specific points follow.
 3. On assessments, the answers that your turn in for grading must be your own, formulated during the assessment from your own understanding of the material and without any supporting information, be it written, verbal or electronic. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. Since we cannot always monitor you as you complete your work, we must rely upon appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, to ensure that it will be seen as your own. Failure to adhere to these standards for any portion of an assessment may result in a grade of zero for the entire exam or quiz for all persons involved.
 4. Texting, or the use of a cell phone for any purpose, during a quiz or exam is prohibited. Doing so may earn you a zero or a more extreme penalty on the quiz or exam at the discretion of the instructor.
 5. Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero on the assessment or a more extreme penalty at the discretion of the instructor.
 6. On written or electronic assignments, the answers that you turn in for grading must be written in your own words, formulated from your own understanding of the material. While you may be working with other students in the course, you must formulate and submit your own answers. Copying or paraphrasing the work of another student, or allowing another to copy or paraphrase your work, is unacceptable. Since we cannot monitor you as you complete your work, we have only the appearance of your work from which to judge. If the work you submit resembles that of another student too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. You must also make a conscious effort to protect your passwords and accounts. Failure to adhere to these standards may result in a grade of zero for the entire assignment for all persons involved.
 7. On written or electronic assignments, if you use a statement taken directly from any book or other publication, including the course textbook, you must provide a citation. That is, you must put the text in quotes and put the author of the publication in parentheses after the quotation. Failure to do so will result in zero credit for that answer. Further, using only the words of another author as your entire answer or as the majority of your answer to any question is never sufficient to earn credit. If most of your work has been taken directly from a publication, you are likely to receive no credit for the work, since you would not be demonstrating knowledge beyond the ability to copy. Even if you quote another, your answer must be substantially your own words, drawn from your own understanding of the material.
 8. If a student is found guilty of an academic integrity violation as defined by the Student Code (Article 1, Part 4), he/she will forfeit all points in that grading category for the semester or may fail the course at the discretion of the instructor. While an infraction's

proceedings are pending, the student code prohibits a student from changing his/her enrollment status in the course. All infractions are kept in the student's department and college files according to the University's record retention policy.

For non-academic campus assistance and support:

- See Office of Diversity, Equity and Access (ODEA) information at the end of this document.

Student Advocacy Resources:

- For student-centered advocacy programs and services visit: mcb.illinois.edu/undergrad/advising/resources.

University Information of Student Safety - Active Threats:

- **General Emergency Response Recommendations** ([Emergency Response Guide](#)):
- Security Threat. The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: [RUN > HIDE > FIGHT](#)
- **Only follow these actions if safe to do so.** When in doubt, follow your instincts - you are your best advocate!
- **RUN** – Action taken to leave an area for personal safety.
 - Take the time to learn the different ways to leave your building **before** there is an emergency.
 - Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
 - Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
 - Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
 - Assist those who need help, but carefully consider whether you may put yourself at risk.
 - Look for **Exit** signs indicating potential egress/escape routes.
 - If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
 - Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
 - Remain at Evacuation Assembly Area until additional instructions are given.
 - Alert authorities to those who may need assistance.
 - Do not re-enter building until informed by emergency response personnel that it is safe to return.
 - Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.
- **HIDE** – Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.
 - Severe Weather:
 - If you are outside, proceed to the nearest protective building.

- If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
- Active Threat:
 - Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on silent.
 - Do not make any noise.
 - Do not come out until you receive an Illini-Alert advising you it is safe.
- **FIGHT** – Action taken as a last resort to increase your odds of survival.
 - Active Threat: If you cannot run away safely or hide, be prepared to fight with anything available to increase your odds for survival.

Student Resources/Where to go for Help:

We Care at Illinois: For sexual misconduct support, response, and prevention (www.wecare.illinois.edu)

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://oiir.illinois.edu/sites/prod/files/SexualMisconduct_ResourceGuide.pdf

Safety and Emergency:

University Police Department	Emergency, 9-911 Non-emergency, 217-333-8911
University Fire Department	Emergency 9-911
Crisis Line	217-359-4141
Emergency Dean	300 Turner Student Services Bldg., 610 E. John St., 217-333-0050
Counseling Center	110 Student Services Bldg., 610 E. John St., 217-333-3704
McKinley Health Center	217-333-2701
McKinley Mental Health Center	1109 S. Lincoln, 217-333-2705
Local Sexual Assault Center, RACES	217-384-4444
Women's Resources Center	703 South Wright Street, 2nd Floor, 217-333-3137
Rape Crisis 24-hour Hotline	217-384-4444
Suicide & Psychological Emergency, Suicide Prevention Team	217-333-3704
SafeRides (free nighttime campus ride program)	217-265-RIDE (265-7433)
SafeWalks (free walking escort service by Student Patrol)	217-333-1216

<i>Student Services and Advocacy</i> Office of the Dean of Students	300 Student Services Bldg., 610 E. John St., 217-333-0050
<i>Classroom Support, Teaching Skills, and Instructional Strategies</i> Center for Innovation in Teaching & Learning	249 Armory Building, 217-333-1462
<i>Counseling Services</i> Counseling Center	110 Student Services Bldg., 610 E. John St., 217-333-3704
McKinley Mental Health Center	1109 S. Lincoln Ave., 217-333-2701
Psychological Services Center	3 rd Floor, 505 E. Green St., 217-333-0041
<i>Disability Services</i> Disability Resources and Educational Services (DRES)	1207 S. Oak St., 217-333-1970
<i>Lesbian, Gay, Bisexual, Transgender Resource Center</i> LGBT Resource Center	323 Illini Union, 1401 W. Green St., 217-244-8863
<i>Veterans Services</i> Veteran Student Support Services	Office of the Dean of Students, 610 E. John St., 217-333-0050
Center for Wounded Veterans in Higher Education	908 W. Nevada St., 217-300-3515
<i>General Study Skills Assistance</i> Office of Minority Student Affairs	130 Student Services Bldg., 610 E. John St., 217-333-0054
Office of Minority Student Affairs	701 S. Gregory Dr., Suite 1, 217-333-7547
Tutoring Services	
Writer's Workshop	251 Undergraduate Library, 1402 W. Gregory Dr., 217-333-8796
**Additional academic assistance may be available through individual departments	
<i>Health Resources</i> Health Education, McKinley Health Center	1109 S. Lincoln Ave., 217-333-2701
Alcohol & Other Drug Office	2 nd Floor Counseling Center, 610 E. John St., 217-333-7557
Sexual Health Educator	McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2714
Dial-A-Nurse, McKinley Health Center (24-hour)	1109 S. Lincoln Ave., 217-333-2700
Health Resource Center, McKinley Health Center	1109 S. Lincoln Ave., 217-333-6000
Health Resource Center	Room 40 Illini Union, 1401 W. Green St., 217-244-5994
McKinley Health Center, General Information	1109 S. Lincoln Ave., 217-333-2701

Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes

Office of the Dean of Students

300 Students Services Bldg., 610 E. John
St., 217-333-0050

The Office of Diversity, Equity and Access (ODEA): www.diversity.illinois.edu

- Discrimination & Harassment Prevention
- Title IX
- Accessibility & Accommodations
- Inclusive Illinois

The Office of Minority Student Affairs' (OMSA) Academic Services Center (ASC)

For Spring 2024, the Office of Minority Student Affairs' (OMSA) Tutoring and Academic Services will continue delivering services in person with some limited online availability. The OMSA offers free tutoring and academic services. Matched tutoring, online self-paced workshops and academic skills coaching are among the services featured in the OMSA's Academic Services Center (ASC) located at 1103 W. Oregon, Suite E, Urbana, IL. OMSA's services are designed to help students excel in college. As you have probably already noticed, college-level learning is different from what it was in high school. No matter how well you performed before attending Illinois, there is always room to hone your study skills.

- To learn more about OMSA's tutoring services and to sign up for a tutor, visit <https://omsatutoring.illinois.traccloud.com/> .
- To learn more about their one-on-one academic skills coaching sessions and to request a session, visit <https://omsatutoring.illinois.traccloud.com/> .
- To learn more about the self-paced workshops and to take advantage of this opportunity, visit <https://www.omsa.illinois.edu/programs/tutoring/workshops/> .

You are encouraged to make the most of your tutoring and workshop session(s) by:

- Requesting a tutor at the beginning of the term before tutors' work schedules are booked up.
- Come to each of your tutoring or workshop sessions prepared. Preparation includes having your textbooks, notes, and specific questions concerning the material. The more you prepare, the more you will get out of the session.
- Tutors do not serve as a substitute for our instructional faculty. Tutors will not "lecture" or "re-teach." They will provide strategies to help you improve your approach to mastering your course content. Tutoring is not a substitute for missed classes. If you miss class, make sure you get notes from a classmate and meet with your professor during office hours.