



School of Molecular & Cellular Biology

MCB 151, Spring 2024

Molecular & Cellular Laboratory, 1 Credit Hour

Instructor/Instructional Team

MCB Instructional Program Office
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Class Meeting Schedule *(all times are recorded in CST)*

Lab for 2 hours and 50 minutes based on individual class schedule.
Labs begin the week of January 22, 2024.

Student Learning Outcomes

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

- skillfully use basic laboratory equipment and execute the techniques used in a molecular biology laboratory.
- demonstrate safety precautions in the lab environment.
- demonstrate comprehensive understanding of secondary source material as it relates to the concepts of the course.
- apply mathematical concepts to biological processes.
- expertly use the scientific process.
- describe the expression of genetic information and manipulate it for scientific study.

Course Calendar

Week	Date	Topic	Activities/Assignments
0	Week of January 15	No labs due to the MLK Jr. Holiday on Monday, January 15	
1	Week of January 22	Lab 1: Introduction to MCB 151, Laboratory Safety, and Techniques	
2	Week of January 29	Lab 2: Basic Skills & Microscopy	Skill Assessment: Microscopes

3	Week of February 5	Lab 3: Eukaryotic Cell	Eukaryotic Lab Report
4	Week of February 12	Lab 4: Cell Cytoskeletal Structure	Cell Cytoskeletal Lab Report
Quiz 1 February 16 <i>9 AM - 9 PM CST in Canvas</i>			
5	Week of February 19	Lab 5: Bacteria	Bacteria Lab Report Skill Assessment: Streak Plating
6	Week of February 26	Lab 6: pGLO Transformation	pGLO Transformation Lab Report
7	Week of March 4	Lab 7: UV Mutagenesis & Repair	UV Mutagenesis & Repair Lab Report
Quiz 2 March 8 <i>9 AM - 9 PM CST in Canvas</i>			
8	Week of March 11	No labs due to Spring Break March 9-17	
9	Week of March 18	Lab 8: Enzymes	Enzyme Lab Report
10	Week of March 25	Lab 9: DNA	DNA/Electrophoresis combined Lab Report Skill Assessment: Pipetting/Gel Loading
11	Week of April 1	Lab 10: Gel Electrophoresis	
12	Week of April 8	Lab 11: HIV ELISA	HIV ELISA Lab Report
Quiz 3 April 12 <i>9 AM - 9 PM CST in Canvas</i>			
13	Week of April 15	Flex Week - to be used if event (weather, reagent delays, etc.) cancels lab earlier in the semester	
14	Week of April 22	Flex Week - to be used if event (weather, reagent delays, etc.) cancels lab earlier in the semester	
15	Week of April 29	Flex Week - to be used if event (weather, reagent delays, etc.) cancels lab earlier in the semester	
	Thursday, May 2	Reading Day: No Classes	
	Friday, May 3	Final Exam 9:00 AM - 9:00 PM in Canvas	

Section Change, Add, and Drop Information

Students may use the UI-Integrate Self-Service System to add or change MCB 151 lab sections before 5:00 PM, Monday, January 29, 2024.

Students must always attend the lab 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 151 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 151 proficiency exam will be given on Thursday, January 25, 2024, from 7-10 PM. Students wishing to take the exam must fill out the [online request form \(https://go.illinois.edu/MCB_ProficiencyRequestForm_SP24\)](https://go.illinois.edu/MCB_ProficiencyRequestForm_SP24) 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.

Course Overview and Description

MCB 151 is an introductory laboratory course focusing on basic techniques in molecular and cellular biology.

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

MCB 151: Molecular and Cellular Laboratory

Credit: 1 hour

Prerequisite: Previous or concurrent enrollment in MCB 150

Credit for this course is not given for students majoring in MCB or IB, nor can credit be earned for both MCB 151 and MCB 251.

Text/Materials Information

The following is a specific list of items required or recommended for MCB 151. 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

You are required to have one resource in this course, the lab manual. This can be purchased through the Illini Union Bookstore. The manual, titled MCB 151 Laboratory Exercises (ISBN 978-1-64617-495-9) is ~\$40.00.

Grading Information and Breakdown

The MCB 151 Web Gradebook can be accessed directly at the following URL:

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

Scores on quizzes and assignments will be available for student review on the MCB 151 Web Gradebook. All students are responsible for checking their scores on the Web Gradebook after each Quiz and assignment is returned to them. Each student is responsible for reporting possible discrepancies to the TA and if immediate action is not taken, the student is responsible for bringing this to the attention of MCB 151 Course Staff within one week of receiving their graded lab report, skills assessment, or quiz score. Students are encouraged to keep all graded items 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.

Assignments

Information on assignments, exams, and other evaluation tools/score types is summarized in the following pages and will be more specifically addressed the first week of class. There will be a total of 1000 possible points earned in the course. Grades will be assigned according to the Standard Grade Scale, provided in this document.

Attendance

Each week in lab, your attendance is recorded. It is your responsibility to “sign in” on your TAs attendance in Canvas within the first 5 minutes of class. Students who are late to class or who do not stay in the lab for the entire lab period will not be eligible to complete the Lab Notebook Assignment (LNA) for that week.

Laboratory Notebook Assignment (LNA)

Each laboratory exercises will require a laboratory report submission. These reports are designed as an opportunity for you to practice writing in a scientific style. Specific requirements regarding the laboratory reports are provided at the end of each lab. Each laboratory report will be worth 75 points, for a total of 525 points (drop 75 points).

Notebook Assignments accompany the following laboratory exercises:

Lab 3	Eukaryotic Cell
Lab 4	Cell Cytoskeletal Structure
Lab 5	Bacteria
Lab 6	pGLO Transformation
Lab 7	UV Mutagenesis
Lab 8	Enzymes
Lab 9/10	DNA/DNA Electrophoresis
Lab 11	HIV ELISA

The following guidelines are designed to ensure an accurate and detailed record of your laboratory experience. Your TA will provide you with specific details about exactly what is expected in your section.

1. All laboratory notebook assignments typed and submitted for grading in Canvas.
2. Type your name, section letter, TA's name, week number and date on the top of every page (as a header).
3. Guidelines for what each assignment requires are found at the end of each exercise.

Grading Rubric for Laboratory Notebook Assignment:

TAs will *only* accept electronic submission of your work in Canvas. No email submissions will be accepted.

Grades will be assigned to lab notebook assignments based on the following criteria:

Proper Format - 3 points

- 3 pts. - All sections are included and properly labeled. Headings for each section stand out. Overall appearance is nice and neat.
- 2 pts. - One or two sections are not clearly labeled. Overall appearance is nice and neat.
- 1 pt. - Three or more sections are not included and/or labeled. Overall appearance is somewhat disheveled.
- 0 pts. - None of the sections are labeled. Overall appearance is poor.

Purpose - 4 points

- 4 pts. - The purpose is stated in the students' own words, and it is obvious that the concepts from the exercise are understood.

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- 3 pts. - The purpose is stated in the students' own words, but it is unclear if the student understands the concepts from the exercise.
 - 2 pts. - The purpose is stated in the students' own words, but it is lacking conceptual background indicating that the student does not clearly understand the purpose of the exercise.
 - 1 pt. - The purpose is copied from the manual.
 - 0 pts. - The purpose is missing.

Relevance - 10 points (when applicable: Exercises 4, 5, 6, 7, 8, and 11)

- 10-8 pts. - A relevant article in popular literature is cited, a working link is provided, and the article is summarized. The summary provided is written in the student's own words and they understand the article well. **Articles must be dated within the last 5 years** and should not include reviews of current research.
- 7-5 pts. - A relevant article in popular literature is cited, a working link is provided, and the article is summarized. The summary provided is written in the student's own words, but there are some (1-2) issues with the student's understanding of the article.
- 4-2 pts. - An article in popular literature is cited, a working link is provided, but the summary does not demonstrate understanding of the article and/or it is unclear why this article was chosen as relevant to lab exercise.
- 1 pt. - An article is cited, a working link is provided, but student did not summarize.
- 0 pts. - The relevance section is missing.

Skills - 10 points (when applicable: Exercises 2, 5 and 10)

- In Exercise 2, you will be tested on your ability to make one of the slides for the exercise and demonstrate your proficiency with a microscope.
- In Exercise 5 you will be tested on your aseptic technique and results of your streak plate.
- In Exercise 10 you will be asked to demonstrate your ability to load and run a gel properly.

Procedure - 5 points

- 5 pts. - The procedure is well summarized and appears to be well understood; clear notation is made of all modifications if necessary.
- 4 pts. - The procedure is summarized, but parts of it are not understood; clear notation is made of any modifications if necessary.
- 3 pts. - The procedure is copied directly from the manual; modifications are noted.
- 2 pts. - The procedure is copied directly from the manual; modifications are carelessly noted.
- 1 pt. - The procedure is copied from the manual incompletely; notation about modifications is missing.
- 0 pts. - The procedure is missing.

Data Presentation/Results - points value varies based on report.

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- 15-13 pts. - All results are presented, clearly labeled, and separated into sub-area with a high-quality appearance. It may include charts, graphs and/or drawings.
 - 12-10 pts. - All results are presented, clearly labeled, and separated with good quality appearance. It may include charts, graphs and/or drawings.
 - 9-7 pts. - All results are presented, moderately labeled with a fair quality appearance.
 - 6-4 pts. - Most results are presented, haphazardly labeled with a fair quality appearance.
 - 3-1 pts. - Some results are presented, unlabeled with a poor-quality appearance.
 - 0 pts. - The results are missing.

Conclusions - point value varies based on report.

- Each conclusion section has questions that need to be answered with the point value for each shown. Points are awarded based on the correct and complete answer being given.

Late Laboratory Reports

Lab reports will be accepted up to 24 hours late with a 50% penalty applied. Students will be graded based on the above criteria and then a deduction of 50% will be assessed on all late reports. 24 hours late is defined as 24 hours from the time your individual report was due (i.e., if you have lab on Mondays at 11 AM you have until Tuesday at 11 AM to submit your report late, work later than 24 hours will not be graded). 50% deduction is calculated based on the score you earned on your lab report. For example, if your report was graded as 58/75 points, the 50% penalty you earn for the late submission is 29/75.

Laboratory Skills

The skills that we find important to successfully complete MCB 151 are assessed throughout the semester at each unit of the course. You will be assessed by your TA during these weeks. Each skill will have a rubric to which you are graded by and be worth 10 points. There will be skills assessments for microscope use (Lab 2), streak plating (Lab 5), and pipetting/loading a gel (Lab 10).

Laboratory Quizzes/Final Exam

There are three quizzes throughout the semester covering each of the main topics of the course. Each quiz will be available on the date specified for 12 hours. Students are allowed to take these quizzes at their convenience within that 12-hour window. Once the assessment has been started, students will receive 30 minutes to complete it.

Students will be given a 24-hour grace period to complete any regular quiz they fail to take the day it is assigned. After that, they must accept the zero for the quiz they miss unless they have an excused absence with documentation (i.e., illness, emergency).

Each lab assessment will test concepts as well as require you to interpret lab data, lab equipment, and other lab components. Each quiz will be worth 50 points.

The cumulative final exam will be administered during a specified time during finals week. There is no grace period for forgetting to take the final exam. This exam will be administered using the Canvas system.

The Final Exam will cover *all* exercises throughout the semester and be administered during finals week (see syllabus for specific date/time). The final exam is worth 100 points.

Course Grading

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 151 will be based on total of 805 points. Categories listed below are approximate but should closely resemble the final distribution.

Quizzes (3 @ 50 points each)	150
Final Exam	100
Laboratory Skills (3 @ 10 points each)	30
<u>Lab Reports (8 @ 75 points each, drop 75 points)</u>	<u>525</u>
Total	805 points

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 805 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 151 Standard Grade Scale

Letter Grade/Percent	Percentage	Grade Point Value
A+ (92%)	805 - 740	4.000
A (88%)	739 - 708	4.000
A- (84%)	707 - 676	3.667
B+ (81%)	675 - 652	3.333
B (78%)	651 - 627	3.000
B- (74%)	626 - 595	2.667
C+ (71%)	594 - 571	2.333
C (68%)	570 - 547	2.000
C- (64%)	546 - 515	1.667
D+ (61%)	514 - 491	1.333
D (58%)	490 - 466	1.000
D- (54%)	465 - 434	0.667
F	433 - 0	0.000

Course Policies

Regardless of whether a student has read the Course Policies for MCB 151, a student is charged with knowledge of them. Ignorance is not a defense. 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 the 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 previously 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 accommodation, 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 accommodation, 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 accommodation, they should contact DRES at disability@illinois.edu.

Expectations for Working in Small Collaborative Groups

In MCB 151, all activities will be conducted in small groups. There are several reasons for working in groups:

- You can benefit and learn much from your classmates and listening to their ideas.
- You can help others benefit and learn by providing your insight into problems.
- Overall, your group should be able to produce more substantial and comprehensive work than if you were responsible for the work by yourself.

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- It is extremely important to learn how to interact with others to achieve a common goal - you will use this skill throughout your lifetime!
 - Success in group work can be yours if you follow a few simple guidelines. Failure to follow these guidelines may jeopardize your success in this course.
1. **Be an active participant.** Participate in group discussions. Don't ask your group partners to take on work, that is your responsibility. Do not sit back and let everyone else at your lab bench do all the work.
 2. **Be on time.** We all lead very busy lives, and it is extremely rude and irresponsible when you do not show up on time to the lab or a predetermined meeting. Do not waste each other's time!
 3. **Be honest.** If you did not participate fully in a group activity, do not expect to receive credit for that activity. All students are expected to communicate with their instructor when a group member is not living up to expectations.
 4. **Be organized.** Come prepared, be ready to take on a specific job, and stay on task. If you do not come to the lab with a good understanding of the activity for that day you will let your entire group down because time will be wasted trying to catch you up. Don't be the reason your group stays late after lab to finish up!
 5. **Be courteous.** You are expected to treat every person in the lab with respect. Disrespect of others will not be tolerated. When working on an assignment remember to criticize ideas, not people. Give each other opportunities to add to the success of the group - great leaders don't always take the lead but instead encourage leadership from everyone.

Expect only the best from each other. Make sure you establish high standards for yourself and be sure to live up to the standards of your group members as well.

Laboratory Policies

1. Neither food nor drink is allowed in the laboratory.
2. Shoes must be worn to lab; no open toe sandals are allowed.
3. Students must bring their University of Illinois i-card to lab each week to check out laboratory materials.
4. Coats (or extra apparel), backpacks, and bags must be stored away from the student lab benches. These items should be hung on the coat rack in the room.
5. The floor area must be completely clear at all times.
6. Students must clean the labs after each exercise. This includes the lab tables, the sink, and (if necessary) the floor.
7. Students may not make changes to the computer settings, folders, or programs. Students may not load software to course computers. **Students may not use lab computers for any purpose other than that specifically directed by the laboratory TA.**
8. Any student who does not adhere to the lab policies may be ejected from the lab, may be prohibited from participating in labs in this course, and may not receive a grade for work in those labs.
9. The course faculty and the TAs oversee the orderly conduct of labs and discussions and may exclude a student who does not comply with a reasonable request in this regard.
10. All students are assumed to have read and understood the *Code of Policies and Regulations Applying to All Students*, and will be expected to act accordingly.
11. Concerns over teaching, grading, and/or absences should be addressed to the MCB 151 Course Coordinator.

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12. The deadline for grade corrections on all items is **one week** after corrected items are returned or grades are received.
 13. The faculty and staff of MCB 151 are not responsible for any student's personal belongings during examinations or class periods.
 14. Laptops and cell phones are not allowed in the lab unless otherwise specified by the MCB staff or TAs

Quiz Conflicts

1. Work schedules should be adjusted, if possible, to eliminate a conflict with scheduled Quiz. 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 course website. This request must be made by 5:00 pm not less than 3 business days prior to the Quest. Requests made after 5:00 pm and less than 3 business days prior to the Quest will not be granted.
2. 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 Quiz. Requests made after 5:00 pm and less than 3 business days prior to the Quiz will not be granted.
3. Students taking the conflict Quiz will be allowed to take their Quiz at a different time to accommodate their request. This conflict date/time could be before or after the regularly scheduled Quiz.
4. Conflict requests do not carry over from one quiz to the next. Even if you have a reoccurring conflict, you must submit the request for each quiz.

Quiz Absences

1. If you must miss a quiz due to unforeseen circumstances, you are required to contact the 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 on your course website. Course personnel will evaluate documentation and decide whether there will be an option to compensate for the missed quiz through either a make-up quiz or proration. Failure to follow this procedure will result in a zero for the quiz.
2. If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. Confirmation cannot be provided by a relative, even if the relative is a practitioner.
3. If you must miss a quiz for a conference, job, graduate or professional school interviews, the quiz **may** be prorated. A best effort should be made to schedule these events around quizzes. You will need to be mindful that only one quiz may be prorated in a semester for all absences. A conflict request must be submitted prior to this kind of absence.

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4. 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 Student Assistance Center. The request may be made once the student returns to class but not more than 10 business days after the last date of absence.

Final Exam Instructions

1. The Final Exam will be administered TBD from 9:00 AM - 9:00 PM.
2. The exam will take place in Canvas.
3. 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 with three final exams scheduled within a 24-hour period as defined in Part 2: 3-201). Final Examinations of the *Code of Policies and Regulations Applying to All Students*
- 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.

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- 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 labs 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 assessment grading, lab teaching, lab report grading, or discussion absences should be taken up with the MCB 151 Instructor, 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 cosigned 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.

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- 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. Attendance will be recorded at the beginning of every lab session.
(<https://studentcode.illinois.edu/article1/part5/1-501/>)
2. Students must attend their scheduled lab section. TAs cannot reschedule students to other lab sections, including their own.
3. If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. Confirmation cannot be provided by a relative, even if the relative is a practitioner.
4. 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.
5. 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.
6. 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.

7. 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).
8. 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.
9. Absences will be handled according to individual course policy.
 - a. If a makeup lab can be assigned, a student will be required to attend.
 - b. If there is no possibility for a makeup, the student will be required to use the drops associated with the course for that lab period or receive a zero if no dropped scores are part of the course grading structure.
 - c. 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 151, 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.
 - d. 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/151/course/forms.html>).

Academic Integrity:

The Student Code will be applied in all instances of academic misconduct committed by students. This applies to all Quizzes/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.

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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 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 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 people 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, 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 the majority 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://oior.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

Student Services and Advocacy

Office of the Dean of Students 300 Student Services Bldg., 610 E. John St., 217-333-0050

Classroom Support, Teaching Skills, and Instructional Strategies

Center for Innovation in Teaching & Learning 249 Armory Building, 217-333-1462

Counseling Services

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

Disability Services

Disability Resources and Educational Services (DRES)	1207 S. Oak St., 217-333-1970
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Lesbian, Gay, Bisexual, Transgender Resource Center

LGBT Resource Center	323 Illini Union, 1401 W. Green St., 217-244-8863
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Veterans Services

Veteran Student Support Services	Office of the Dean of Students, 610 E. John St., 217-333-0050
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Center for Wounded Veterans in Higher Education	908 W. Nevada St., 217-300-3515
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General Study Skills Assistance

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

Health Resources

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
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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)

The OMSA offers free tutoring and academic services. Matched tutoring, online self-paced workshops and academic skills consultations 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 achieve in college. The level of rigor at the University of Illinois is different than in high school or community college. No matter how you performed before attending Illinois, there is always room to hone your study skills.

- To learn more about their [tutoring services and to sign up for a tutor.](#)
- To learn more about the [academic skills consultations and self-paced 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.
- 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. They 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.