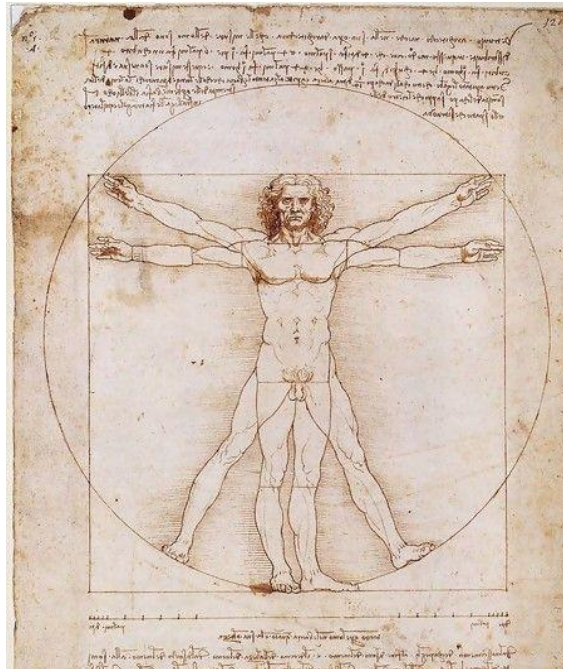




MCB 244, FALL 2022

# SYLLABUS

Human Anatomy & Physiology I,  
3 Course Credit Hours



## Instructional Team



Instructor: Dr. Chester Brown  
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Course Coordinator: Jennifer Joesting  
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Phone: 217-265-0650

For administrative questions please email the instructor and  
course coordinator at [mcb244help@life.illinois.edu](mailto:mcb244help@life.illinois.edu).

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## **Class Meeting Schedule**

Scheduled Class Time: Tuesday and Thursday 2pm – 3:20pm in Foellinger Auditorium  
Office Hours: Wednesday 1pm – 2pm and Thursday 9am – 10am

## **Course Summary and Description**

MCB 244 the first lecture course in a two-semester sequence designed to cover human anatomy and physiology. MCB 244 emphasizes the study of human anatomy and physiology at the histological and organ systems level of the following systems and areas: the integument, skeletal system, skeletal muscle, nervous and sensory systems. Where relevant, discussions of pathological diseases associated with these systems will also be addressed.

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

Credit or concurrent enrollment in CHEM 101, CHEM 102, or equivalent, or consent of instructor. This course meets part of the major requirements for students in Kinesiology and Community Health.

## **Course Learning Outcomes**

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

- Know the basic anatomical structures of the integument, skeletal system, muscular system and nervous system.
- Have an understanding of the integration between how the physical characteristics and properties of a given structure (cell, tissue organ) contribute to and guide its range of physiological functions.
- Have an understanding of how the body's organ systems function through homeostatic regulatory processes and feedback systems.

## **Text/Materials Information (both required and recommended)**

### Required Texts

1. Text Title, Author, Publisher, Edition, Source (online or bookstore)  
Anatomy & Physiology: an integrative approach, 4th edition by McKinley, O'Loughlin & Bidle, McGraw-Hill (E-text)
2. McGraw-Hill's Connect online learning platform.

Both the e-text and Connect can be purchased as a packaged set.

### Recommended Texts:

1. The Anatomy Coloring Book, 3rd edition by Kapit & Elson
2. The Physiology Coloring Book, 2nd edition by Kapit, Macey & Meisami

## **Course Website, Course Tools**

Web Address: Course content is accessed via the Campus Moodle site at <https://learn.illinois.edu>  
Login: University NetID and Active Directory password.

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## Course Calendar with Daily Schedule of Lecture Topics, Readings and Assignment Due Dates

**All Class Lectures will be held in person in Foellinger Auditorium**

Week	Dates	Assigned Reading Chapters/Topics for Class Lectures	Assignments Unless stated differently, assignments are due on their listed date by 11:59 pm Central Time
Week 1	Aug 23	Course Intro/Policies	
	Aug 25	Chapter 1 – Anatomy and Physiology Themes  Chapter 2 - Ions, Solutions and Molecules	
Week 2	Aug 30	Chapter 2 – Ions, Solutions and Molecules con't  Chapter 3 – Energy, Rxns and Cellular Respiration	<ol style="list-style-type: none"> <li>Monday: 8/29 - Muddiest Point &amp; Reading Assignment 1</li> <li>Wednesday 8/10 - Muddiest Point &amp; Reading Assignment 2</li> </ol>
	Sep 1	Chapter 3 – Energy, Rxns and Cellular Respiration con't  Chapter 4 - Cellular Level of Organization	
Week 3	Sep 6	Chapter 5 – Tissue organization	<ol style="list-style-type: none"> <li><b>TUESDAY 9/6</b> - Muddiest Point &amp; Reading Assignment 3 due by <b>NOON</b></li> <li>Tuesday 9/6 - Learnsmart Study Module &amp; Homework 1</li> </ol>
	Sep 8	Chapter 5 – Tissue organization con't  Chapter 6 – Integumentary System	
Week 4	Sep 13	Chapter 6 – Integumentary System	

			<ol style="list-style-type: none"> <li>Monday 9/12 - Muddiest Point &amp; Reading Assignment 4</li> <li>Tuesday 9/13 - Learnsmart Study Module &amp; Homework 2</li> <li>Wednesday 9/14 - Muddiest Point &amp; Reading Assignment 5</li> </ol>
	Sep 15	Chapter 7 – Review; Bone Physiology (Tentative)	
Week 5	Sep 20	<b>Exam Review - in class</b>	<ol style="list-style-type: none"> <li>Tuesday 9/20 - Learnsmart Study Module &amp; Homework 3</li> <li><b>THURSDAY 9/22 - Muddiest Point &amp; Reading Assignment 6 <i>by NOON.</i></b></li> </ol>
	<b>Sep 21</b>	<b>Exam 1 (7:00 – 9:00pm)</b>	
	Sep 22	Chapter 7 – Bone Physiology	
Week 6	Sep 27	Chapter 8 – Anatomy of the Skeletal System	<ol style="list-style-type: none"> <li>Monday 9/26 - Muddiest Point &amp; Reading Assignment 7</li> <li>Wednesday 9/28 - Muddiest Point &amp; Reading Assignment 8</li> </ol>
	Sep 29	Chapter 8 – Anatomy of the Skeletal System	
Week 7	Oct 4	Chapter 8 – Anatomy of the Skeletal System Chapter 12 – Neural Tissue	<ol style="list-style-type: none"> <li>Monday 8/3 - Muddiest Point &amp; Reading Assignment 9</li> <li>Tuesday 8/4 - Learnsmart Study Module &amp; Homework 4</li> <li>Wednesday 8/5 - Muddiest Point &amp; Reading Assignment 10</li> </ol>
	Oct 6	Chapter 12 – Neural Tissue con't	

			<b>4. Friday 10/7 – Pick your Wiki Topic Assignment</b>
Week 8	Oct 11	Chapter 13 – Brain & Cranial Nerves	<ol style="list-style-type: none"> <li>1. Monday 8/10 - Muddiest Point &amp; Reading Assignment 11</li> <li>2. Tuesday 8/11 - Learnsmart Study Module &amp; Homework 5</li> <li>3. Wednesday 8/12 - Muddiest Point &amp; Reading Assignment 12</li> </ol>
	Oct 13	Chapter 13 – Brain & Cranial Nerves	
Week 9	<b>Oct 18</b>	<b>Exam Review – in class</b>	<ol style="list-style-type: none"> <li>1. Tuesday 10/18 – Learnsmart Study Module &amp; Homework 6</li> <li>2. <b>THURSDAY 10/20 - Muddiest Point &amp; Reading Assignment 13 due by NOON</b></li> <li>3. <b>Friday 10/21 – Submit Wiki Roles Assignment</b></li> </ol>
	<b>Oct 19</b>	<b>Exam 2 (7:00 – 9:00pm)</b>	
	Oct 20	Chapter 14 – Spinal Cord Tracts & Peripheral Nerves	
Week 10	Oct 25	Chapter 14 –Spinal Cord: Motor pathways Chapter 11 - Properties and Actions of Muscles; Muscle Nomenclature;	<ol style="list-style-type: none"> <li>1. Monday 10/24 - Muddiest Point &amp; Reading Assignment 14</li> <li>2. Wednesday 10/26 - Muddiest Point &amp; Reading Assignment 15</li> <li>3. <b>Friday 10/28 – Submit Wiki Tentative Sources and Outline</b></li> </ol>
	Oct 27	Chapter 11 – Muscles of Head and Neck	
Week 11	Nov 1	Chapter 11 – Muscles of Muscles of the Upper Limbs	<ol style="list-style-type: none"> <li>1. Monday 10/31 - Muddiest Point &amp; Reading</li> </ol>

	Nov 3	Chapter 11 – Muscles of the Upper con't; Muscles of the Lower Limbs	<p>Assignment 16</p> <ol style="list-style-type: none"> <li>Tuesday 11/1 - Learnsmart Study Module &amp; Homework 7</li> <li>Wednesday 11/2 - Muddiest Point &amp; Reading Assignment 17</li> </ol>
Week 12	Nov 8	<b>No Class – Election Day (All Campus Holiday)</b>	<ol style="list-style-type: none"> <li>Monday 11/7 - Muddiest Point &amp; Reading Assignment 18</li> </ol>
	Nov 10	Chapter 10 – Muscle Cell Physiology; Organization, Function, Regulation & Reflexes	<ol style="list-style-type: none"> <li><b>WEDNESDAY 11/9</b> - Learnsmart Study Module &amp; Homework 8</li> <li>Wednesday 11/8 - Muddiest Point &amp; Reading Assignment 19</li> </ol>
Week 13	<b>Nov 15</b>	<b>Exam Review – in class</b>	<ol style="list-style-type: none"> <li>Tuesday 11/15 - Learnsmart Study Module &amp; Homework 9</li> </ol>
	<b>Nov 16</b>	<b>Exam 3 7:00 – 9:00 (Chpts 14, 10 ,11)</b>	<ol style="list-style-type: none"> <li><b>THURSDAY 11/17</b> - Muddiest Point &amp; Reading Assignment 20</li> </ol>
	Nov 17	Chapter 15 – Autonomic Nervous System	<ol style="list-style-type: none"> <li><b>Friday 11/18 – Wiki First Draft Due</b></li> </ol>
Week 14	<b>Nov 21-25</b>	<b>Thanksgiving Break</b>	<b>No Assignments due</b>
Week 15	Nov 29	Chapter 16: Olfaction and Gustation	<ol style="list-style-type: none"> <li>Monday 11/28 - Muddiest Point &amp; Reading Assignment 21</li> </ol>
	Dec 1	Chapter 16: Audition and Vision	<ol style="list-style-type: none"> <li>Wednesday 11/30 - Muddiest Point &amp; Reading Assignment 22</li> <li>Tuesday 11/29 - Learnsmart Study Module</li> </ol>

			& Homework 10 <b>4. Friday 12/2 – Wiki Final Draft Due</b>
Week 16	Dec 6	Chapter 16: Vision con't; Review	1. Monday 12/5 - Muddiest Point & Reading Assignment 23
	Dec 8	Reading Day	2. Tuesday 12/6 - Learnsmart Study Module & Homework 11 3. <b>Wednesday 12/7 – Wiki Peer Evaluations Due</b>
		<b>Exam 4 (Final Exam)</b> <b>Date: Tuesday 12/13</b> <b>Time: 7 pm – 10pm</b>	

## Grading Information and Breakdown

### Overall Course Grade Breakdown:

Student grades in MCB 244 will be based on total of 1000 points in the following areas:

Muddiest Points & In-class interactive discussions	1 point per Muddiest Point submission; 1 point per in-class participation session; count top 20 submissions; 40 points total
3 Lecture Exams	140 points each; 420 points total
Final Exam	140 points
Pre-lecture chapter homework assignments	5 points per assignment; count highest 20 scores; 100 points total
Weekly Review Module and Review Quiz	11 assignments: 25 points each (10 pts for review completion and 15 points from quiz); count highest 10 scores; 250 points total

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Online Wiki Project	50
Total Points	1000

Course Grade Scale:

<b>Letter Grade</b>	<b>Point Ranges</b>	<b>Grade Point Value</b>
A+	950-1000	4.000
A	930-949	4.000
A-	900-929	3.667
B+	870-899	3.333
B	830-869	3.000
B-	800-829	2.667
C+	770-799	2.333
C	730-769	2.000
C-	700-729	1.667
D+	670-699	1.333
D	630-669	1.000
D-	600-629	0.667
F	<600	0.000

## **Muddiest Points & In-class interactive discussions**

### **Muddiest Points**

Prior to each lecture you will post a short question you may have pertaining to the assigned readings or lecture video content. Dr. Brown will use these 'muddiest points' as a guide to address some of the areas where students may be experiencing difficulty with course content as part of his lectures. A muddiest point submission will be assigned for each class lecture excluding the optional Monday class periods prior to exams which are optional attendance only for those days.

### **In-class interactive discussions**

Throughout the semester during our scheduled class times, Dr. Brown will present students with review/synthesis questions during class to assess student learning on lecture material. In addition, he will also use the class time to address 'muddiest points' online in real-time during class. Participating in the class discussion by answering the polling questions presented during lecture will constitute you a portion of your participation grade in the class.

For the semester students can earn a maximum of up to 40 points total through a combination of both the submission of muddiest points (1 point per muddies point submission) and in-class participation (1 point per lecture class).

## **Pre-lecture Reading Assignments**

In order to help facilitate and guide your studying, the course content is broken up into topics with assigned readings and lecture videos. The assigned readings and lecture videos are



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structured to work together in a complementary format to help you cover the course content. For the assigned class readings, there will be a series of short pre-lecture reading assignments in Connect. These assignment will consist of a series of short questions designed to cover some of the material considered to be foundational and will be expanded upon in lecture. These assignments will open on Friday at 9pm the week before the scheduled lectures and will be due the following Monday and Wednesday evenings at 11:59 pm prior to our Tuesday and Thursday class periods. Each pre-lecture reading assignment will be worth 5 points and at the end of the semester we will take the highest 20 scores which will be used to determine your grade (100 points total).

## **Weekly Online Homework Assignment**

There will be a total of 11 weekly assignments to be completed online in our course site in Connect. Of these 11 assignments, your lowest score will be dropped and only the top 10 scores will be counted towards your grade. Each assignment is worth 25 points for a total of 250 points. These weekly assignments will be administered at the end of each week and due the following Tuesday by 11:59pm. The content will be provided in two parts. Part 1. is a self-study Learnsmart module and Part 2. is a weekly review quiz.

### **Part 1. Self-study via LearnSmart Study Modules**

Note that during each week, there will be one or a series of LearnSmart Study modules as part of that week's self-study/quiz assignment available to complete. These study modules correspond to the lecture content which was just covered that week and are structured to allow you the opportunity to do some additional self-guided studying and review of the material. The study modules are individualized to each student and are intended to provide you with the opportunity to assess your mastery of the content by answering questions. The accuracy of your responses directs how subsequent content is presented and further tested on within the study module until it deems you've demonstrated mastery of the content.

These guided self-study modules will constitute 10 points of the 25 points for each weekly study module-quiz set.

### **Part 2. Weekly review quiz**

The second part of the self-study/quiz set will be a short quiz covering material from that current week's lecture. The weekly quiz component of the self-study/quiz pair will be accessible beginning on Friday at 9pm and due the following Tuesday at 11:59pm. Unlike the pre-lecture reading assignments and the self-study portion of the assignment, the review quiz component is timed. Once you open the review quiz, you will have 2 hours total in which to complete it. The weekly review quiz will constitute 15 points of the 25 points for each weekly study module-quiz set.

Please be advised that difficulty accessing our course site in Connect, inability to find an open computer lab, or other computer issues will not suffice to extend this deadline. Please be sure to finish your assignments early, to avoid missing the Tuesday 11:59 PM deadline. **Please note that you must begin the weekly homework assignment by 10:00 PM on Tuesday at the latest in order to receive the full 2 hours allotted.**

Please be sure to finish your assignments early, to avoid missing these deadlines!

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Once the answers are posted and your assignment is graded, if a student believes that an error has been made, it should be brought to Jennifer's attention by sending an email to [mcb244help@life.illinois.edu](mailto:mcb244help@life.illinois.edu). All regrade submissions must be requested within one week of the release of the assignment's grade.

## Lecture Exams

Exams will be comprised of 75 multiple-choice questions in a variety of formats including: select the best answer, true-false, matching, labeling and identification. Material for lecture exams will be drawn from the lectures, lecture materials, associated text readings, online videos, reserved reading and any additional supplemental materials Dr. Brown specifies. Dr. Brown will provide students with information regarding the content of specific exams.

All exams will be administered in Moodle and will be computer graded. Grades for all exams will be recorded in our course Web Gradebook electronically. Exam scores and answers to exam questions will be available within one week of the exam. It is the student's responsibility to make certain that the grade in the Web Gradebook is correct. **If a student believes that there is an error in their posted score or an error with an exam question(s), it should be brought to the attention of the MCB staff immediately by sending an email to [mcb244help@life.illinois.edu](mailto:mcb244help@life.illinois.edu). All regrade exam requests must be submitted within one week of the release of exam answers.**

**Note: For Fall 2022, all exams will be administered on Wednesday evenings from 7pm – 9pm. Exams will be proctored and given online. See the exam dates below.**

Exam	Time	Day	Date
Exam I	7p – 9pm	Wednesday	9/21
Exam II	7p – 9pm	Wednesday	10/19
Exam III	7p – 9pm	Wednesday	11/16
Final Exam	7p – 10pm	Tuesday	12/13

## Final Exam

At the end of the semester a final examination will be administered during the final examination as determined by the campus final examination guidelines. This final exam will be similar in format to the lecture exams. The final exam is the property of the University and will not be 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 Dr. Brown.

## Online Wiki Project

During the middle third of the semester, you will participate in a group collaborative project where you will construct and develop an online wiki. The overall goal of this project is to facilitate collaborative instruction and learning with an emphasis on how to engage in basic

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scholarly research by reviewing scientific literature on a specific topic and collecting, organizing and presenting the material in a venue which allows others to learn from your findings.

You will work in small-group setting with your peers on a topic related to the physiological systems covered this semester. As part of your overall grade on the wiki project, you will do the following:

- Working in small groups (6-8 students) you will develop a wiki based on a topic you've chosen from the list below
- You will construct your wiki which will be made available to the class for evaluation
- You will evaluate a wiki constructed by your peers

This wiki is worth 50pts in total and will constitute 5% of your overall course grade. More specific details associated with the wiki including the grading rubric, timetable for completion and construction space can be found in Moodle.

The list of topics for the wiki project will be made available when the wiki project opens. Each of the available topics relates to a major physiological system covered in MCB 244 (integument, muscular, skeletal, nervous). Because most of you are planning on pursuing careers in medicine or allied health fields, we've selected topics applicable to practitioners of those vocations. The list of wiki topics by physiological system will be provided later during the semester in Moodle.

## **MCB Curriculum Policies**

### **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](http://mcb.illinois.edu/undergrad/advising/resources).

### **Contacting MCB Course Personnel:**

- MCB course personnel are more than happy to assist students.
- Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. We will only use this account in order to protect your educational information and profile. 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 can be found on your ICard)
  - The course that you are concerned about (the course personnel often work with multiple courses)
  - Your section letter/number

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- The previous email "thread" or previous communicated information pertinent to the situation
  - Your cooperation will help us respond much more quickly to your concerns.

### **Statement on Policies:**

- Unfamiliarity with policies is not a defense for not knowing what they cover.

### **Adding the Course after the Semester Starts:**

- 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.

### **Religious Observances and Practices:**

- Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at <https://www.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. Information about accommodations can be found in the Student Code: <http://studentcode.illinois.edu/>.

### **Disability Resources and Educational Services (DRES) Accommodations:**

- We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the Disability Resources and Educational Services (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](mailto: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.
- If a student believes that they need DRES accommodations, they should contact DRES at [disability@illinois.edu](mailto:disability@illinois.edu).

### **Class Absences:**

- Regular class attendance is expected of all students at the University. (<https://studentcode.illinois.edu/article1/part5/1-501/>)
- 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.

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- 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 with regard to 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.
  - 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.
  - Absences that may also be excused without a letter 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.
  - Absences planned for the items listed in previous bullet point must be communicated to your instructor or course coordinator at least two weeks in advance of the absence. Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.
  - 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).
  - Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
  - Absences will be handled according to individual course policy.

### **Exam Absences:**

- 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 instructor or course coordinator. You must also submit an online Absence Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not 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.
- 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.
- If you must miss an exam for a conference or 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 any and all absences. All will require documentation.
- 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 any and all consequences for that choice.

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- 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.

### **Exam Conflicts:**

- If you have a regularly scheduled University course that conflicts with the exam, you should complete the online Conflict Exam Request Form on the course website. 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.
- Work schedules should be adjusted, if at all possible, in order 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 Exam Request Form on the course website. 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.
- Students that are formally participating in officially recognized groups, such as athletic teams and performing groups, with a conflict should request a conflict exam by 5:00 pm not less than 3 days prior to the exam via the online Conflict Request Form. 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.
- 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.

### **Final Exam Absence:**

- 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. You must also contact the Dean of your college. Finally, you must submit an online Absence Form if one is available on your course website. You will receive an ABS (absent) in the course if you miss the final exam. This ABS will result in an F in the course unless action is taken. The Dean can approve the change of the ABS to an Incomplete, which then allows a limited window of time for you to complete the final exam and earn a grade in the course.
- 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 any and all consequences for that choice.
- If the absence is a result of a protracted illness, 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 recovers but not more than 10 business days after the date of absence.
- Information about final exams can be found in the Student Code: <http://studentcode.illinois.edu/>.

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### Final Exam Conflict:

- 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: [www.illinois.edu/admin/manual/code/](http://www.illinois.edu/admin/manual/code/)
  - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with larger 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.
- 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 in order 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.

### Grades:

- Each course has a 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 in order to avoid capriciousness and to adhere to fairness and equity for all students.

### Academic Integrity:

- The Code of Policies and Regulations Applying to All Students 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 at the following website: <http://admin.illinois.edu/policy/code/index.html> and specifically here: <http://studentcode.illinois.edu/article1/part4/1-401/>
- 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.
- 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.
- On exams, the answers that your turn in for grading must be your own, formulated during the exam 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

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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, in order to ensure that it will be seen as your own. Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam or quiz for all persons involved.

- Texting, or the use of a cell phone or any other device 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.
- 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 exam or a more extreme penalty at the discretion of the instructor.
- 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.
- 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.

### **Electronic Media/Device Use:**

- Use of any social or electronic media to share course information, request course information or make confidential course information public is prohibited. Any use of this type may earn you a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- 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.



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### Recording and Posting Course Material:

- Students are welcome and encouraged to make audio recordings of course lectures.
- 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 prohibited.
- Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.
- Posting or redistributing of course material in any format is strictly prohibited.

### 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 visit: [wecare.illinois.edu](http://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](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, General Information, 217-333-2701

McKinley Mental Health Center, 1109 S. Lincoln, 217-333-2705

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

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<sup>rd</sup> 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**  
LGTB Resource Center, 323 Illini Union, 1401 W. Green St.  
217-244-8863

**Veterans Services**

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

**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 Tutoring Services, 701 S. Gregory Dr., Suite 1, 217-333-7547  
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<sup>nd</sup> 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

**Resources for Food Insecurity**

<https://www.disability.illinois.edu/campus-life/resources-food-insecurity>  
Disability Resources and Educational Services (DRES), 1207 S. Oak St.,  
217-333-1970

**The Office of Diversity, Equity and Access (ODEA):**

- For non-academic support visit: [diversity.illinois.edu](http://diversity.illinois.edu)
  - Discrimination & Harassment Prevention
  - Title IX
  - Accessibility & Accommodations
  - Inclusive Illinois