School of Molecular & Cellular Biology

MCB 245, Fall 2022

Human Anatomy & Physiology Lab I, 2 credit hours

Instructor/Instructional Team
Jennifer Joesting
217B Burrill Hall
407 S. Goodwin Ave.
Urbana, IL 61801
217-265-0650
jjjohnso@illinois.edu

- For course administrative questions please email: mcb245help@life.illinois.edu

Class Meeting Schedule
You will meet in Burrill Hall second floor in your assigned classroom, during your registered section time two days a week for two-hour lab periods each time. Students must attend the laboratory section in which they are currently enrolled and will not be allowed to sit in other sections. Extenuating circumstances will need to be approved by Jennifer Joesting.

Office Hours: TA’s will announce office hours on the first day of class. These times will be posted on Moodle.

- Labs begin the week of August 22, 2022 and the last day of lab is December 6, 2022.
- Sept. 2, 2022 is the deadline for adding or changing sections.
- October 14, 2022 is the last day to drop the course using student self-service or elect credit/no credit option.
- Final exams will be held December 9-16, specific date and time TBD.
- Deadline for any web gradebook corrections is December 9, 2022.

Course Overview and Description
All lab sessions for Fall 2022 will meet two times a week. Asynchronous pre-recorded lecture material is available for students on Moodle, and TA’s will review and discuss this material with you during lab sessions. This is the first lab course which, along with MCB 244, are the first half of the two-semester sequence covering the study of human anatomy and physiology. Over the course of the semester, the curriculum will include examination of prosected cadavers, other human tissues and models, as well as virtual anatomical tutorials and physiology labs designed to give students appreciation and conceptual skills necessary for the physiological processes discussed in MCB 244. Learning objectives for the course are aligned with the Human Anatomy and Physiology Society national standards.

Course Prerequisites, Requirements met
Credit or concurrent enrollment in CHEM 101 and 102 or consent of instructor.
MCB 244 should be taken concurrently with this course or completed prior to enrollment in MCB 245.
Student Learning Outcomes
At the end of the course, through assignments, discussions, activities, and assessments, students will be able to:

• Develop a vocabulary of appropriate terminology to effectively communicate information related to anatomy and physiology.
• Topics covered will include: Latin & Directional Terms, Microscopy, Histology, Osteology, Axial Skeleton, Appendicular Skeleton, Muscle Anatomy, Neuroanatomy, Sensory Systems.
• Recognize the anatomical structures and explain the physiological functions of body systems.
• Recognize and explain the principle of homeostasis and the use of feedback loops to control physiological systems in the human body.
• Apply anatomical knowledge to predict physiological consequences and use knowledge of function to predict the features of anatomical structures.
• Recognize and explain the interrelationships within and between anatomical and physiological systems of the human body.
• Synthesize ideas to make a connection between knowledge of anatomy and physiology and real-world situations, including healthy lifestyle decisions and homeostatic imbalances.
• Demonstrate laboratory procedures used to examine anatomical structures and evaluate physiological functions of each organ system.
• Interpret graphs of anatomical and physiological data.

Course Text/Materials Information
Can be purchased at local campus bookstores: https://bookstore.illinois.edu/

1) Textbook: Anatomy & Physiology: An Integrative Approach, 4th edition by McKinley, O’Loughlin & Bidle with access to McGraw Hill’s Connect platform (online resource); can also be purchased from connect website: https://connect.mheducation.com/
2) Lab manual: Lab Manual for MCB 245 Human Anatomy & Physiology Lab I - Fall 2022 edition

Course Website, Course Tools
• Moodle will be our home base for communication. Here you will find: Important announcements, teaching assistant contact information and office hour, weekly tasks, syllabus, links, powerpoints, videos, study guides, and other helpful course materials. Please log in frequently and stay as up to date as possible.
• Moodle is accessed here: https://learn.illinois.edu/my/
• General information course site is here: https://www.life.illinois.edu/mcb/245/
• Course gradebook is here: https://apps.atlas.illinois.edu/Gradebook/
• Course CONNECT site: https://connect.mheducation.com/class/mcb245-fa2022

Grading Information and Breakdown
• Laboratory Practicals (100pts each):
  o 4 practical examinations will be administered and proctored by your TA during lab time. Lab Practicals questions are based on learning objectives listed for each unit covered. This will include identification of structures as well as functions of key structures and important physiology concepts. Your TA will go
over the results with you during the following class period and your scores will be recorded in the ATLAS gradebook.

- Format of practicals: There will be 25 stations set up within the lab. Students will get approximately 1 min. 30 sec. at each station. Each station will be worth 4 points total and there will be a mixture of fill-in, multiple choice, and T/F questions.

- CONNECT Postlabs Practical Review Quizzes (25pts each):
  - There will be 4 practical review quiz assignments for the entire semester. Questions will be based on the both the anatomy and physiology subject material discussed and assigned during these respective lab times. You will have two attempts to take these quizzes before the due date. The BEST score of the two will be transferred to ATLAS gradebook.

- CONNECT Prelabs (15pts each):
  - You will need to complete prelabs each week before lab. These are meant to introduce students to content covered in labs. These will be either CONNECT laboratory simulations, or APR (Anatomy and Physiology Revealed) tutorials/identifications with quiz at the end. All prelabs will allow for unlimited attempts before the due date. Only the BEST recorded grade out of all attempts will be transferred to gradebook. At the end of the semester, your lowest prelab score will be dropped. (We will only count the top 15 scores in your total grade.)

- Attendance/Participation/Lab Completion (5pts per day):
  - Attendance and participation in your assigned lab section is mandatory. Points will be deducted for missed attendance or lack of participation and will be assessed through class discussions, group participation, and review lab completion. To earn all points, the TA will check lab manuals for completion before leaving lab. If an excused absence is warranted, please e-mail your TA. You are allowed two excused absences (view student code regarding reasons for excused absences) before points are deducted each day missed.

- Group Muscle Project Presentation (25pts):
  - Each lab group will create a presentation or demonstration during the muscle unit which will be presented during lab.

- Final Exam (150pts):
  - The final exam will be a multiple-choice, 75 question, proctored comprehensive exam which will be given online during the scheduled final exam times as determined by the campus. Further details regarding this exam will be provided at a later date. This is a closed, summative exam and will not be available for student review after completion.

There will be no available extensions for CONNECT assignments, and missed, unexcused labs will not be able to be made up. Points recorded for each score type will be available for student review on Web Gradebook, which will be updated with exam scores and online prelab/quiz scores after each practical. To check your scores, sign into https://apps.atlas.illinois.edu/Gradebook/. All students are responsible for checking their scores on the Web Gradebook after each practical. Each student is responsible for reporting possible discrepancies to their TA and if immediate action is not taken, the student is responsible for bringing this to the attention of Jennifer Joesting (jjjohnso@illinois.edu) within one week of receiving their exam score or uploaded homework scores. Students are encouraged to keep all submission records of online assignments until after final grades are issued.
**All point totals are estimates and may be altered slightly throughout the course of the semester.**

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Points Available</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laboratory Practicals (100pts each x 4)</td>
<td>400</td>
<td></td>
</tr>
<tr>
<td>CONNECT Postlabs Practical Review Quizzes (25pts each x 4)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>CONNECT Prelabs (15pts each x 15)</td>
<td>225</td>
<td></td>
</tr>
<tr>
<td>Muscle Memory Presentations</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Final Exam (cumulative, multi-choice)</td>
<td>150</td>
<td></td>
</tr>
<tr>
<td>Attendance/Participation/Lab Completion (5pts x 20days)</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>1000</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Percentage Breakdown**

| Percentage | Exams: 55% | Online Quizzes and Homework: 35% | Lab completion/Participation: 10% |

**MCB 245 Standard Grade Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Ranges</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>950-1000</td>
<td>4.000</td>
</tr>
<tr>
<td>A</td>
<td>930-949</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>900-929</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>870-899</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>830-869</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>800-829</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>770-799</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>730-769</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>700-729</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>670-699</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>630-669</td>
<td>1.000</td>
</tr>
<tr>
<td>D-</td>
<td>600-629</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>0-599</td>
<td>0.000</td>
</tr>
</tbody>
</table>

*Practicals and Final Exam will not be curved.*

**On practicals, points will be deducted for incorrect spelling (1 point per question).**

***There will be no “bumping up” of grades once final letter grades have been determined (i.e., 1 point shy of an A- will always earn you a B+). At the end of the semester, if the course grade average is less than 80%, there may be a standard grade scale shift that would be applied to every student.*
## Course Calendar with Daily Schedule of Topics, Readings and Assignment Due Dates

<table>
<thead>
<tr>
<th>START</th>
<th>Week</th>
<th>Lab Day 1 (Mon/Tues)</th>
<th>Lab Day 2 (Wed/Thurs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/22</td>
<td>1</td>
<td><strong>In Lab:</strong> Syllabus/Course Policies&lt;br&gt;Intro. to Anatomy Labs w/ Cadaver Exposure&lt;br&gt;Connect Registration/Intro to APR (Anatomy &amp; Physiology Revealed)&lt;br&gt;Latin &amp; Directional Terms</td>
<td><strong>In Lab:</strong> Microscope Lab&lt;br&gt;<strong>DUE Wednesday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> Connect Microscopy-Operation of a Brightfield Microscope</td>
</tr>
<tr>
<td>08/29</td>
<td>2</td>
<td><strong>In Lab:</strong> Histology Labs-Epithelial Tissue&lt;br&gt;<strong>DUE Monday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> Connect Microscopy-Epithelial Tissue Histology&lt;br&gt;o <strong>Prelab:</strong> APR: Orient/Histo/Osmosis&amp;Diffusion</td>
<td><strong>In Lab:</strong> Histology Labs-Connective Tissue&lt;br&gt;<strong>DUE Wednesday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> Connect Microscopy-Connective Tissue Histology</td>
</tr>
<tr>
<td>09/05</td>
<td>3</td>
<td>9/5 Labor Day&lt;br&gt;All-campus holiday</td>
<td><strong>In Lab:</strong> Diffusion and Osmosis Lab&lt;br&gt;History Review&lt;br&gt;<strong>DUE Wednesday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> Connect Diffusion-Diffusion Across a Selectively Permeable Membrane</td>
</tr>
<tr>
<td>09/12</td>
<td>4</td>
<td><strong>In Lab:</strong> Practical 1 Review: Latin &amp; Directional Terms, Microscopy, Histology (epithelial and connective tissue), Diffusion &amp; Osmosis&lt;br&gt;<strong>DUE Monday morning:</strong>&lt;br&gt;o <strong>Connect Postlab Practical 1 Review Quiz</strong></td>
<td><strong>Practical 1:</strong> Latin &amp; Directional Terms, Microscopy, Histology, Diffusion &amp; Osmosis</td>
</tr>
<tr>
<td>09/19</td>
<td>5</td>
<td><strong>In Lab:</strong> Practical 1 Overview&lt;br&gt;Osteology Lab&lt;br&gt;Bone histology, Shapes and Generic markings</td>
<td><strong>In Lab:</strong> Osteology Lab&lt;br&gt;Axial Skeleton: Cranial Bones &amp; Associated Markings&lt;br&gt;<strong>DUE Wednesday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> APR-Axial Skeleton</td>
</tr>
<tr>
<td>09/26</td>
<td>6</td>
<td><strong>In Lab:</strong> Osteology Lab&lt;br&gt;Axial Skeleton: Facial Bones &amp; Associated Markings</td>
<td><strong>In Lab:</strong> Osteology Lab&lt;br&gt;Axial Skeleton: Vertebral Column &amp; Thoracic Cage</td>
</tr>
<tr>
<td>10/03</td>
<td>7</td>
<td><strong>In Lab:</strong> Osteology Lab&lt;br&gt;Appendicular Skeleton: Pectoral Girdle &amp; Upper Limbs&lt;br&gt;<strong>DUE Monday morning:</strong>&lt;br&gt;o <strong>Prelab:</strong> APR-Appendicular Skeleton</td>
<td><strong>In Lab:</strong> Osteology Lab&lt;br&gt;Appendicular Skeleton: Pelvic Girdle, Lower Limbs, &amp; Joints</td>
</tr>
<tr>
<td>10/10</td>
<td>8</td>
<td><strong>In Lab:</strong> Practical 2 Review: Osteology Labs&lt;br&gt;<strong>DUE Monday morning:</strong>&lt;br&gt;o <strong>Connect Postlab Practical 2 Review Quiz</strong></td>
<td><strong>Practical 2:</strong> Osteology Anatomy Labs: Histology, Shapes &amp; Generic Markings, Axial &amp; Appendicular Skeleton, Joints</td>
</tr>
<tr>
<td>START</td>
<td>Week</td>
<td>Lab Day 1 (Mon/Tues)</td>
<td>Lab Day 2 (Wed/Thurs)</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10/17</td>
<td>9</td>
<td><strong>In Lab: Practical 2 Overview</strong> Muscle Function Labs: Grip Strength EMG Lab Human Muscle Stimulation Lab</td>
<td><strong>In Lab: Muscle Anatomy Lab</strong> Muscle Histology Head &amp; Neck Muscles</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DUE Monday morning:</strong>  o Prelab: Connect Electromyography-Time to Fatigue  o Prelab: Connect Skeletal Muscle-Electrical Stimulation</td>
<td><strong>DUE Wednesday morning:</strong>  o Prelab: Connect Skeletal Muscle-Concept Overview Physiology Interactive</td>
</tr>
<tr>
<td>10/24</td>
<td>10</td>
<td><strong>In Lab: Muscle Anatomy Lab</strong> Muscles of the Thorax, Abdomen, Back, &amp; Arms</td>
<td><strong>In Lab: Muscle Anatomy Lab</strong> Muscles of the Pelvic Girdle &amp; Legs</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DUE Monday morning:</strong>  o Prelab: APR-Muscle Anatomy</td>
<td></td>
</tr>
<tr>
<td>10/31</td>
<td>11</td>
<td><strong>In Lab: Muscle Memory Presentations</strong></td>
<td><strong>In Lab: Practical 3 Review: Muscles</strong></td>
</tr>
<tr>
<td>11/07</td>
<td>12</td>
<td><strong>Election Day: No Classes Mon./Tues.</strong>  <em>see available open office hours posted on Moodle</em></td>
<td><strong>Practical 3: Muscles</strong></td>
</tr>
<tr>
<td>11/14</td>
<td>13</td>
<td><strong>In Lab: Practical 3 Overview</strong> Neuroanatomy Lab Neurohistology, Brain, Subcortical Structures, Cranial Nerves, &amp; Spinal Cord</td>
<td><strong>In Lab: Neuroanatomy Lab</strong> CNS Review &amp; Peripheral Nerves</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DUE Wednesday morning:</strong>  o Prelab: APR-Neuroanatomy</td>
<td><strong>DUE Wednesday morning:</strong>  o Prelab: APR-Neuroanatomy</td>
</tr>
<tr>
<td>11/21</td>
<td>14</td>
<td>Nov. 20-28 FALL BREAK</td>
<td></td>
</tr>
<tr>
<td>11/28</td>
<td>15</td>
<td><strong>In Lab: Sensory Systems Anatomy</strong> Human Sensory Functions Lab</td>
<td><strong>In Lab: Practical 4 Review: Neuroanatomy, Sensory Systems</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>DUE Monday morning:</strong>  o Prelab: APR-Sensory Systems  o Prelab: Connect Neuro Sensory Lab Part 1  o Prelab: Connect Neuro Sensory Lab Part 2  o Prelab: Connect Neuro Sensory Lab Part 3  o Prelab: Connect Neuro Sensory Lab Part 4</td>
<td><strong>DUE Wednesday morning:</strong>  o Connect Postlab Practical 4 Review Quiz</td>
</tr>
<tr>
<td>12/05</td>
<td>16</td>
<td><strong>Practical 4: Neuroanatomy, Sensory Systems</strong> Last Day of Labs: Tues, Dec. 6th</td>
<td>Wednesday Office Hours to pick up Practical 4 exams  Optional Final Exam Review Quiz Online</td>
</tr>
</tbody>
</table>

**Finals week 12/9–12/16, Final Time TBD**
Course 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.

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 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:
  o The course rubric in the subject line
  o Your full first and last name
  o Your NetID (the first part of your illinois.edu email account)
  o Your UIN (9 digit number that can be found on your ICard)
  o The course that you are concerned about (the course personnel often work with multiple courses)
  o Your section letter/number
  o The previous email “thread” or previous communicated information pertinent to the situation
- Your cooperation will help us respond much more quickly to your concerns.

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 www.odos.illinois.edu/.../Religious_Observance_Accommodation_Request_Form.docx) 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/.
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. 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.

Class Absences:
- Regular class attendance is expected of all students at the University. (http://odos.illinois.edu/studentAssistance/absence/revised_code.asp)
- 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.
- 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.
- 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/.

**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/
  - 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, who students 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 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 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 you 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 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.
• No phones or personal laptops/tablets are allowed out during scheduled lab times. Computers may be used in labs during office hours, but must be kept 15 feet away from cadavers or human tissue models at all times.

Course Material:
• Any 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.
    o Take the time to learn the different ways to leave your building before there is an emergency.
    o Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
    o Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
    o Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
    o Assist those who need help, but carefully consider whether you may put yourself at risk.
    o Look for Exit signs indicating potential egress/escape routes.
    o If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
    o Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
    o Remain at Evacuation Assembly Area until additional instructions are given.
    o Alert authorities to those who may need assistance.
    o Do not re-enter building until informed by emergency response personnel that it is safe to return.
      o 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

*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
- Student Assistance Request Form, [https://www.life.illinois.edu/mcb/245/course/forms.html](https://www.life.illinois.edu/mcb/245/course/forms.html)

**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, 3rd Floor, 505 E. Green St., 217-333-0041

**Disability Services**
Disability Resources and Educational Services (DRES), 1207 S. Oak St., 217-333-1970

**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, 2nd Floor Counseling Center, 610 E. John St., 217-333-7557
Sexual Health Educator, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2714
Dial-A-Nurse, McKinley Health Center (24-hour), 1109 S. Lincoln Ave., 217-333-2700
Health Resource Center, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-6000
Health Resource Center, Room 40 Illini Union, 1401 W. Green St., 217-244-5994
McKinley Health Center, General Information, 1109 S. Lincoln Ave., 217-333-2701

**Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes**
Office of the Dean of Students, 300 Students Services Bldg., 610 E. John St., 217-333-0050

**The Office of Diversity, Equity and Access (ODEA):**
- For non-academic support visit: diversity.illinois.edu
  - Discrimination & Harassment Prevention
  - Title IX
  - Accessibility & Accommodations
  - Inclusive Illinois