



Course Rubric, Term

SYLLABUS

MCB 250-Molecular Genetics, 3.0 credit hours Spring 25 semester

Instructor/Instructional Team

Name: Dr. Jim Slauch (Professor of Microbiology)

Office Location: B203 CLSL

Contact Information: slauch@illinois.edu, 217-244-1956

Name: Dr. Anna Sokac (Professor of Cell and Developmental Biology)

Office Location: C622 CLSL

Contact Information: asokac@illinois.edu, 217-244-2786

Class Meeting Schedule

- Lecture 1:00-1:50 pm (M,W,F)
- Discussion will meet once a week M-F the exact and time is to be selected by the student. Discussion sections last 50 minutes and are led by a Graduate Teaching Assistant.
- Office hours will be held for 2 hours a week (M-F) by graduate teaching assistants.
- Professors will hold office hours for 1 hour each week

Course Overview and Description

MCB 250 is a lecture/discussion course that provides detailed coverage of the fundamentals of molecular genetics, including key molecular biology concepts, structure of DNA, RNA and proteins, mechanisms of DNA replication, transcription and translation, gene organization, genetic variation and repair, and regulation of gene expression in Bacteria and Eukarya. Please note the course objectives for a more detailed description of course goals.

There are three lecture reviews each week delivered by faculty members from the Department of Microbiology and Cell and Developmental Biology, and one discussion section each week led by graduate teaching assistants from the School of MCB.

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

Prerequisites: MCB 150 and CHEM 102/104 (or equivalent) or consent of instructor. Credit: 3 hours.

Student Learning Outcomes

Content:

1. Students will gain a fundamental understanding of the structural basis for and the function of DNA, RNA, and proteins and their interactions with each other.
 - Students will be able to explain how ionic, hydrophobic, and hydrogen-bonding interactions affect DNA, RNA, and protein structure and binding interactions.
2. Students will understand the "central dogma" of molecular biology, the synthesis of DNA, RNA, and protein in model bacterial and eukaryotic systems.
 - Students will be able to compare the mechanisms of bacterial and eukaryotic DNA replication, DNA repair, RNA transcription, and protein translation.
 - Students will be able to explain how DNA topology, chromosome structure, and histone modifications affect DNA replication, DNA repair, and RNA transcription.
 - Students will be able to explain how DNA damage, homologous recombination, site-specific recombination, and transposition can lead to genetic diversity.
3. Students will, by specific examples, understand the mechanisms of regulating DNA, RNA, and protein production and function and how these regulatory mechanisms relate to the overall physiology and biology of living organisms.
 - Students will be able to explain how mRNA splicing occurs and how alternative splicing and developmental regulatory patterns can generate protein diversity.
 - Students will be able to explain how gene regulation occurs in bacteria and eukaryotes at the transcriptional and translational level and by small RNAs and modification of proteins.

Skills:

1. Students will understand the conceptual basis for experimental design to study biological systems at the molecular level.
2. Students will gain a working knowledge of how to choose and apply the predominant experimental techniques used to study biological systems at the molecular level and understand limitations of these techniques.
 - Given a particular biological question, students will be able to identify which experimental techniques would be best to use for answering the question.
3. Students will be able to distinguish among different molecular biological techniques that are used to isolate, separate and probe for specific nucleic acids or proteins and their interactions.
4. Students will gain a working knowledge of how to interpret data obtained from experimental techniques used to study biological systems.
5. Students will be able to refine problem-solving skills both independently and as part of a collaborative team.
6. Students will be able to develop oral presentation skills through discussion of papers.

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

Session/Day	Date	Lecturer	Lecture Session	VCasts	Assigned Reading from Cox et al. Molecular Biology 2 nd edition (Chapter) Pages	Assigned reading from Griffiths et al. 12 th edition by Chapter, Session 21-40
1/W	1/22	Slauch	Introduction To MCB 250; The Central Dogma		(2) 46-54	
2/F	1/24	Slauch	Chemical Basis of Molecular Biology	2-5	(3) 68-81, 83-88	
3/M	1/27	Slauch	DNA Structure	6-8	(3) 81-83; (2) 43-49, 57	
4/W	1/29	Slauch	DNA Structure and Analysis	9-10	(6) 173-191, 195-199	
5/F	1/31	Slauch	Methods for Studying DNA	11-12	(7) 212-217	
6/M	2/3	Slauch	Protein Structure	13-14	(4) 93-99, 102-105	
7/W	2/5	Slauch	Protein Structure; Protein Folding	15-16	(4) 105-125	
8/F	2/7	Slauch	Methods for Studying Proteins; Protein Purification	17-18	(4) 100-101; (8) 277-279	
9/M	2/10	Slauch	DNA Supercoiling	19 parts 1 and 2	(9) 304-317	
W	2/12	Slauch	Optional Review Session			
W	2/12	Slauch	Examination I (7:00–9:00 PM) Covers material through session 8			
10/F	2/14	Slauch	Chromosome Structure; DNA Condensation; DNA Replication	20-21	(10) 331-343	
11/M	2/17	Slauch	DNA Replication	22-24	(11) 363-391	
12/W	2/19	Slauch	Replication Initiation and Termination;	25-26	(11) 391-405	

			Telomeres and Telomerase			
13/F	2/21	Slauch	<i>RNA Structure; Transcription in Prokaryotes</i>	27-28	(6) 192-195; (15) 519-527	
14/M	2/24	Slauch	Transcription in Prokaryotes; Processing of rRNA and tRNA	29-30	(15) 527-536; (16) 577-579	
15/W	2/26	Slauch	Transcription in Eukaryotes	31-32	(15) 537-548	
16/F	2/28	Slauch	Transcription in Eukaryotes; mRNA Splicing	33-34	(16) 553-556	
17/M	3/3	Slauch	Translation in Prokaryotes; The Genetic Code	35-37	(18) 617-626, 630-647; (17) 589-600	
18/W	3/5	Slauch	Translation in Eukaryotes	38-40	(18) 626-630	
19/F	3/7	Slauch	Mutation and DNA Repair	41-42	(12) 413-445	
20/M	3/10	Slauch	Homologous Recombination; Nonhomologous End Joining	43-44	(13) 449-467, 475-480	
W	3/12	Slauch	<i>Optional Review Session</i>			Assigned reading from Griffiths et al. 12th edition by Chapter, Session 21-40
W	3/12	Slauch	Examination II (7:00-9:00 PM) Covers materials through lecture 19			
21/F	3/14	Sokac	What is a gene?	21A-D	(2.1-2.2) 25-36	
	3/17-3/21		No Lecture Spring Break			
22/M	3/24	Sokac	Molecular analysis of genes	22A-D	(7.1-7.2) 212-138	10.0-10.3, 14.2
23/W	3/26	Sokac	Molecular analysis of gene expression	23A-C	(7.1-7.3) 212-252	10.0-10.2, 14.2-14.3

24/F	3/28	Sokac	Overview of gene regulation	24A-D	(15.2) 527-536, (19.1-19.2) 667-680, highlight 20-1 694-707	11.0-11.1
25/M	3/31	Sokac	Transcriptional regulation in bacteria, Part I	25A-D	(20.1) 694-702	11.1-11.3
26/W	4/2	Sokac	Transcriptional regulation in bacteria, Part II	26A-D	(15.2) 529-531	11.7
27/F	4/4	Sokac	Propagation of bacteriophage λ , Part I	27A-D	(20.3) 715-723	11.3
28/M	4/7	Sokac	Propagation of bacteriophage λ , Part II	28A-D		
29/W	4/9	Sokac	Activating transcription in eukaryotes	29A-D	(19.1-19.2) 667-680	12.0-12.1
30/F	4/11	Sokac	Chromatin remodeling and DNA methylation	30A-D	(10.3) 343-360, (21.2) 736-737, (21.3) 743-747	12.1-12.4
31/M	4/14	Sokac	Differential gene expression in embryos	31A-D	(19.3) 682-685	
W	4/16	Sokac	Optional Review Session			
W	4/16		Examination III (7:00-9:00 PM) Covers material through session 30			
32/F	4/18	Sokac	Establishing body axes in the <i>Drosophila</i> embryo	32A-D	(22.5) 781-790	13.0-13.4
33/M	4/21	Sokac	Transposable elements; Transgenes, Part I	33A-C	(14.2) 496-507	16.0-16.3,
34/W	4/23	Sokac	Transgenes, Part II Transgenes, Part II	34A-C	highlight 14-1, 487-496	10.4,13.4, figure 14.6

35/F	4/25	Sokac	Gene therapy and genetically modified organisms	35A-B		
36/M	4/28	Sokac	Regulatory RNAs in bacteria	36A-C	(20.1) 704-705, (7.3) 245-248	11.5, 10.4, box 6-1
37/W	4/30	Sokac	RNA interference (RNAi) in eukaryotes	37A-D	(22.4) 774-781	13.5, 16.5, 8.4 (292-295), Figure 14-29,
38/F	5/2	Sokac	Regulation of gene expression by alternative splicing	38A-C	(16.2) 559-573, (22.1) 761-763	13.5
39/M	5/5	Sokac	Gene rearrangements in the vertebrate immune system	39A-D	(14.3) 510-511	
40/W	5/7	Sokac	Evolution of genes and genomes	40A-C		review chapter 13.2
TBA		Sokac	Optional Review Session (TBA)			
	5/9-5/16	Sokac	Final Exam Time and date TBA			

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

Prerequisites: MCB 150 and CHEM 102/104 (or equivalent) or consent of instructor. Credit: 3 hours.

Section Change, Add, and Drop Information

Students may use the UI-Integrate Self-Service System to add MCB 250 before 5 pm on Monday, February 3rd, 2025.

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

Friday, March 14th, 2025, 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 250 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.

Text/Materials Information

MCB 250 is participating in the Day1Access Program to help save you money. All students enrolled in this course will have immediate access to the digital materials during the Illinois' course opt-out period. If you want to purchase the materials in another manner, you may opt-out of the program via Canvas. All students who keep the digital materials (that is, those who do not opt-out) will have the discounted course materials charge billed to their bursar account.

If you choose to opt-out the following items are required:

1. "Custom Achieve Molecular Biology" 2nd Edition (etext custom edition)
by Cox, et al. and Griffiths, et al.
Macmillan, 2022 W.H. Freeman
ISBN-13: 9781319510329

Course Gradebook and Canvas

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

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

Proficiency Exam Information

The proficiency exam for MCB 250 will be given from 7:00-10:00 pm on Tuesday, January 28, 2025. You may sign up for the exam using the following form [[Proficiency request form](#)] by 12:00 pm (noon) on 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 (higher rubric number) 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*, which is available online at <http://admin.illinois.edu/policy/code/>.

Request forms will be reviewed by the MCB Instructional Program Office (127 Burrill Hall), and students will receive a response via email.

Grading Information and Breakdown

The MCB 250 ATLAS Gradebook can be accessed directly at the following URL:

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

Scores on quizzes, exams, and assignments will be available for student review on the MCB 250 ATLAS Gradebook. All students are responsible for checking their scores on the ATLAS Gradebook after each grade type is returned to them. 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 MCB 250 Course Staff within one week of receiving their graded work. Students are encouraged to keep all graded papers returned to them until after final grades are issued.

The final deadline for Web Gradebook corrections is

5:00 PM, Wednesday May 7, 2025

No Web Gradebook scores will be altered after this deadline.

Please be certain to check all scores before this time!

Canvas HWs (unlimited attempts before the due date; the last attempt is what will be graded)

There will be 7 Canvas assignments to be completed online. Each assignment is worth 10 points for a total of 70 points.

Each assignment will cover material covered in the current and previous week of lecture please see the lecture distribution of assignments located under the Assignment section on the course Canvas website. Canvas assignments will be worth 10 points each. They will be assigned Fridays at 2:00 PM and due Mondays at 11:59 pm. Please be advised that difficulty accessing the server, 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 11:59 PM deadline!

<u>Canvas Homework</u>	<u>Sessions Covered</u>	<u>Open Date (2 PM)</u>	<u>Due Date (11:59 pm) PM)</u>
1	1-4	Jan. 31	Feb. 10
2	5-9	Feb. 14	Feb. 24
3	10-14	Feb. 28	March 10
4	14-20	March 7	March 24
5	21-25	March 28	April 7
6	26-30	April 11	April 21
7	31-38	May 2	May 7**

****HW 7 will be due on Wednesday, May 7th at 11:59 pm.**

Canvas Quizzes (one attempt)

There will be 6 timed online quizzes administered in Canvas. Each quiz will cover the lecture material as indicated on the quiz schedule. The quizzes will contain content and questions like what will be seen on the exams. Canvas quizzes will be worth 24 points each. At the end of the semester, the lowest quiz score will be dropped.

Once you begin the quiz you will have 45 minutes to complete the quiz. Please be advised that difficulty accessing the server, inability to find an open computer lab, or other computer issues will not suffice to extend this deadline. Please note the schedule posted below and be sure to finish your quizzes early, to avoid missing the deadline! A total of 120 points may be earned for quizzes (6 quizzes @ 24 points each; drop 1).

As indicated in the schedule below for quizzes 1 and 4 you will have the opportunity to retake the quiz for a higher score if you aren't happy with the score you received on your first attempt. Use this as an opportunity to improve your study skills and for practice on how to attack exam questions. If you choose to retake the quiz your highest score of the 2 attempts will count towards your final point total in the course.

<u>Quiz</u>	<u>Sessions</u>	<u>Open Date (5 PM)</u>	<u>Due Date (11:59 pm)</u>
1	1-5	Jan. 31	Feb. 3
Retake quiz 1		Feb. 4	Feb. 7
2	6-8	Feb. 7	Feb. 10
3	9-19	Feb. 28	March 3
4	21-26	April 4	April 7
Retake quiz 4		April 8	April 11
5	27-30	April 11	April 14
6	31-39	May 2	May 7**

****Quiz #6 will be due on Wednesday, May 7th at 11:59 pm.**

Canvas Lecture Question Sets (one attempt)

There will be 39 lecture question sets administered in Canvas. Each question set will cover material from each respective day's lecture. The question sets are meant to test your understanding of the content presented for each lecture. These will be worth 2 points each. These questions will cover the information from the lecture videos in mediaspace. You should watch the videos before each lecture and before attempting the questions. **Questions for will be due every Monday, Wednesday, and Friday at 12:59 pm.** A total of 70 points may be earned for lecture question sets (39 @ 2 points each, drop 4 lowest). **Please refer to the lecture syllabus to note the M, W, F when these assignments will be due at 12:59 pm.**

Discussion Problem Sets/Clicker Questions

Problem sets will be provided at 14 discussion sections. These problem sets will be downloaded from Canvas. Each problem set will be worth a total of 4 points. Absences (excused or unexcused) are included in these drops. You will be awarded credit for the worksheets using the following criteria:

-2 points for submitting questions in Canvas prior to each discussion. The questions do not have to be correct, as your TA will check to ensure all questions were attempted and award credit for appropriate effort for each submission. **If you don't submit or reasonably attempt all the questions you lose points. You must also put forth reasonable effort to answer the questions. The TA may deduct point at their discretion if the answers too generic.**

-2 points for participation in discussion. You need to be actively engaged with your classmates and the TA to increase your understanding of the material. Failure to be active in your group or if you are working on other materials that aren't related to MCB 250 will cause you to lose up to 2 points.

Discussion Clickers

Each discussion 2 clicker questions will be administered. You can earn up to 6 points for participating and correctly answering clicker questions (2 questions per discussion session). **Note: You must be present to earn these points! Voting remotely will negate the points.**

Clicker Point Breakdown

-3 points for clicker participating in the clicker questions
-3 points for answering the questions correctly. In addition to the participation points you can earn 1.5 additional points per clicker question asked if you choose the correct answer.
A total of 10 points can be earned in each discussion session. 4 points for worksheet/participation and 6 points for clicker questions.

Week	Date	Assignments for Discussion
1 (Sessions 1-5)	Jan. 30-Feb. 4	Worksheet #1 Chemistry Review
2 (Sessions 5-8)	Feb. 6-11 Exam I Feb. 12	Worksheet #2
3 (Sessions 9-11)	Feb. 13-Feb 18	Worksheet #3
4 (Sessions 12-14)	Feb. 20-25	Worksheet #4
5 (Sessions 15-17)	Feb. 27-March 4	Worksheet # 5
6 (Sessions 18-20)	March 6-11 Exam II March 12	Worksheet #6
7 (Sessions 21-22)	March 13-14	Worksheet #7
-	March 17-21	No Discussion Spring Break
7 (Sessions 21-22)	March 24-25	Worksheet #7 (continued)
8 (Sessions 22-24)	March 27-April 1	Worksheet #8
9 (Sessions 25-27)	April 3-8	Worksheet #9
10 (Sessions 28-30)	April 10-15 Exam III April 16	Worksheet #10
11 (Sessions 30-31)	April 17-22	Worksheet #11
12 (Sessions 32-34)	April 24-29	Worksheet #12
13 (Sessions 35-40)	May 1-6	Worksheet #13

Lecture Clickers

Questions will be asked using iClicker during 39 lectures throughout the semester. iClicker questions will begin on Friday, January 24 and questions will be included in each subsequent lecture for the remainder of the semester. You will receive 1 point per lecture for participating and can earn up to 40 total points for the semester.

Exams

Evening exams and the final exam will be in the multiple-choice format. Material for evening lecture exams will be drawn from the lectures, lecture materials, associated text readings, and reserved reading, if any. Lecturers will provide students with information regarding the content of specific exams.

All exams are computer-graded and the grades are entered into the Web Gradebook electronically. Once the exams have been administered, they become property of the students. Within one week of each exam, answers are posted, and errata grade sheets are provided to students. It is the student's responsibility to make certain that the grade on the Web Gradebook is correct. If a student believes that an error has been made, it should be brought to the TA's attention immediately. If an explanation cannot be found, the student and/or the TA should bring the problem to Nick Kirchner. All student scantron sheets are retained for grade confirmation if necessary.

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

Schedule of Exams		
Exam 1	Wednesday, February 12, 2025	7:00-9:00 PM
Exam 2	Wednesday, March 12, 2025	7:00-9:00 PM
Exam 3	Wednesday, April 16, 2025	7:00-9:00 PM
Final Exam	Tuesday May, 13, 2025	8:00-11:00 AM

Grading Information and Breakdown

3 Lecture Exams (3 @ 150 points each)	450
Final Exam	150
CANVAS HW Assignments (7 @ 10 points each)	70
CANVAS Quizzes (6 @ 24 points each; drop lowest)	120
CANVAS Lecture Question Sets (39 @ 2 points each, drop 4 lowest)	70
Discussion Worksheets (13 @ 10 points each, drop 3)	100
Lecture Clicker Questions	40

Total 1000 points

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

This course will use the University-assigned grade point values for each letter grade (see table below). MCB 250 will use the plus/minus system, and students who earn the points shown below (out of 1000 possible points), will be guaranteed the indicated letter grade.

At semester's end, after the final exam, the faculty will analyze the course grade distribution and may decrease (to accommodate poor class performance), but will not increase, the points need for each letter grade.

Letter Grade	Point Ranges	Grade Point Value
A+	1000–920	4.000
A	919–883	4.000
A-	882–850	3.667
B+	849–817	3.333
B	816–783	3.000
B-	782–750	2.667
C+	749–717	2.333
C	716–683	2.000
C-	682–650	1.667
D+	649–617	1.333
D	616–583	1.000
D-	582–550	0.667
F	549–0	0.000

Course 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.

Course Policies

Regardless of whether a student has read the Course Policies for MCB 250, students are charged with knowledge of them. These policies were developed in agreement with the Student Code.

Adding the Course after the Semester Start:

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

Inclusivity Statement

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

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 email 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.

Religious Observations and Practices:

- MCB 250 is happy to help accommodate a student's religious beliefs and observances. Students who may need these accommodations should 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 should be submitted as far in advance as possible to allow for makeup work to be scheduled. If you submit a request form, please email Nick Kirchner (kirchner@illinois.edu) so that he is aware of the submission. Information about accommodations can be found in the Student Code: <http://studentcode.illinois.edu/>.

DRES accommodations:

- MCB 250 strives to accommodate all DRES students' requests quickly and fairly. 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. If you already have a DRES letter for accommodations, please submit that documentation to Nick Kirchner (kirchner@illinois.edu) at that time when accommodations are required. To expedite any accommodations, you are encouraged to submit your letter during the first two weeks of the semester, but this is not required, and accommodations will be applied at any time during the semester once a letter is received.

Attendance Policies:

1. Regular class attendance is expected of all students at the University. (http://odos.illinois.edu/studentAssistance/absence/revised_code.asp)
2. If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
3. The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider 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.

-
4. Absences that may be excused without a letter include circumstances beyond the student's control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature that cause destruction to a primary residence or disrupt air travel. All will require documentation.
 5. 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.
 6. Absences planned for the items listed above must be communicated to your instructor or course coordinator at least two weeks in advance of the absence if possible. 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.
 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 before the enrollment deadline in the course, will require the use of dropped assignments if applicable.
 9. 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.
 10. 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. Your prorated score will be calculated based on the following formula:

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

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online gradebook, due to the accounting for missing scores. You must complete at least two exams and the final in this course in order to earn a letter grade in the course. If you are unable to do so, the instructor will recommend that you drop or withdraw from the course.

- 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.
- 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 Absences:

- 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 Conflicts:

- 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.
 - 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.

General Information:

1. The course faculty and the TAs are in charge of the orderly conduct of students in class 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: www.uiuc.edu/admin_manual/code/

3. Concerns over exam grading and exam absences should be addressed with the course coordinator, Nick Kirchner.
4. The deadline for grade corrections on all items is **one week** after corrected items are returned or grades are received- no exceptions!
5. Excused class time compensating for evening exams is provided by cancellation of lectures/optional in class reviews. On the day of exams, an optional review session will be held during the normal lecture time.
6. Reference letters and recommendation forms are to be submitted to the student's TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.
7. **Social Media 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 exam.
 - 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).

Course Materials:

- 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

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 or a more extreme penalty at the discretion of the instructor on an assignment or exam.
- 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.
- 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 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.
- Any violation of these policies will be forwarded to the Office of Student Conflict Resolution for disciplinary action.

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 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.

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: www.wecare.illinois.edu

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

http://oiir.illinois.edu/sites/prod/files/SexualMisconduct_ResourceGuide.pdf

Safety and Emergency:

University Police Department, Emergency, 9-911; Non-emergency, 217-333-8911

University Fire Department Emergency, 9-911

Crisis Line, 217-359-4141

Emergency Dean, 300 Turner Student Services Bldg., 610 E. John St., 217-333-0050

Counseling Center, 110 Student Services Bldg., 610 E. John St., 217-333-3704

McKinley Health Center, 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, 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