



Course Rubric, Term

# SYLLABUS

MCB 251 SP25-Molecular Genetics, 2.0 credit hours semester

## Instructor/Instructional Team

Name: Nicholas Kirchner (Life Science Teaching Specialist)

Office Location: 217a Burrill Hall

Contact Information: [kirchner@illinois.edu](mailto:kirchner@illinois.edu), 217-244-4906

## Class Meeting Schedule

- Lab will meet in person once a week (M-F) exact time is to be selected by the student. Lab sections last 3 hours and 50 minutes and are led by a Graduate Teaching Assistant.
- Office hours will be held in the MCB Learning Center, 2 hours a week (M-F) by graduate teaching assistants.

## Course Overview and Description

MCB 251 is a laboratory course that compliments MCB 250 and emphasizes a range of experimental approaches to questions most often investigated using experimental techniques. Each section meets weekly in the laboratory for 4 hours.

Students attend one lab section each week delivered by graduate teaching assistants from the Department of Microbiology and Cell and Developmental Biology.

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

Prerequisite: Concurrent or prior enrollment in MCB 250, or consent of instructor. Credit: 2 hours.

## Student Learning Outcomes (a list of at least 3)

**Content:** Overall course objectives:

1. Characterize your plasmid.
2. Quantify your plasmid's concentration; devise a restriction map for your plasmid, identify unique primer sequences that can be used to confirm the identity of plasmid using PCR.
3. Conduct scientific inquiry.
4. Demonstrate proficiency in experimental design.
5. Analyze and interpret data sets.
6. Draw conclusions from overall data compilation.

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Course Techniques:

- Plasmid purification
- Plasmid sample quantification using gel electrophoresis
- Gel electrophoresis
- Primer Design
- PCR analysis

Course Modules:

1. Plasmid purification
2. Gel electrophoresis/ Plasmid Quantification/Plasmid Mapping
3. Primer Design/PCR/Cloning/Gel electrophoresis

**MCB 251 Spring 2025**

Laboratory Syllabus

| Dates                            | Laboratory Topic   |
|----------------------------------|--|
| Jan. 27-31<br>(Week 1)           | Introduction to Techniques in Molecular Biology/Experimental Design  |
| Feb. 3-7<br>(Week 2)             | Loading Agarose Gels and Implement Experiment designed during week 1.  |
| Feb. 10-14<br>(Week 3)           | Purification of pBR322/Reading a Plasmid Map   |
| Feb. 17-21<br>(Week 4)           | Agarose Gel Electrophoresis of digested pBR322/Implement Experimental Design to Identify an Unknown Plasmid            |
| Feb. 24-28<br>(Week 5)           | Determine Identification of Unknown Plasmid via Electrophoresis. Heat-Shock Transformation.                            |
| March 3-7<br>(Week 6)            | <b>Midterm Exam: Wednesday March 5th from 7- 9 PM; Rooms TBA</b><br><b>Regular lab sections do not meet this week.</b> |
| March 10-14<br>(Week 7)          | Implement Experimental Design to Determine Unknown Insert.   |
| March 17-21                      | <b>No Labs-Spring Break</b>  |
| March 24-28<br>(Week 8)          | Introduction to PCR/Continue execution of experimental design of unknown insert DNA.                                   |
| March 31-<br>April 4<br>(Week 9) | Finish PCR/Repeat any experiments from weeks 7/8 experiments as necessary/begin analysis of cloned plasmid/insert      |

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|                             |   |
|-----------------------------|---|
| April 7-11<br>(Week 10)     | Continue experiments to analyze cloned insert/carry out chosen mode of insert analysis  |
| April 14-18<br>(Week 11)    | Continue unknown insert analysis/confirm identity of insert.  |
| April 21-25<br>(Week 12)    | Re-run experiments as necessary/finish collecting data for unknown experiment and utilize TAs expertise in evaluating assessing and writing up final lab report |
| April 28-May 2<br>(Week 13) | PowerPoint presentation summarizing experiments performed during weeks 7-12 and discussion of results/data.   |
| May 5-7                     | <b>No Labs</b>  |
| May 9-15                    | <b>Final Exam. Time and Location TBA</b>  |

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

Prerequisites: Concurrent or prior enrollment in MCB 250. Credit: 2 hours.

### Section Change, Add, and Drop Information

Students may use the UI-Integrate Self-Service System to add MCB 251 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 251 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.

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### Text/Materials Information

"MCB 251 Laboratory Protocols for Experimental Techniques in Molecular Biology, Spring 2025"  
N. Kirchner, editor  
Stipes Publishing

### Course Gradebook and Canvas

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

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

### Grading Information and Breakdown

**The MCB 251 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 251 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 251 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!

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## Canvas Post-lab assignments

There will be 12 Canvas post-lab assignments to be completed online. Each assignment is worth 20 points for a total of 200 points. The two lowest post-lab scores are dropped at the end of the semester.

| <u>Assignment</u> | <u>Assigned Week of:</u>                                | <u>Due Week of:</u>                         |
|-------------------|---|---|
| Post Lab #1       | 1/27  | 2/3   |
| Post Lab #2       | 2/3   | 2/10  |
| Post Lab #3       | 2/10  | 2/17  |
| Post Lab #4       | 2/17  | 2/24  |
| Post Lab #5       | 2/24  | 3/3   |
| Post Lab #6       | 3/10  | 3/24  |
| Post Lab #7       | 3/24  | 3/31  |
| Post Lab #8       | 3/31  | 4/7   |
| Post Lab #9       | 4/7   | 4/14  |
| Post Lab #10      | 4/14  | 4/21  |
| Post Lab #11      | 4/21  | 4/28  |
| Post Lab #12      | <b>4/28 (will open on Monday 5 pm for all sections)</b> | <b>Due 5/7 at 11:59 pm for all sections</b> |

Each post-lab assignment will contain material covered from the lab sessions. Canvas post-lab assignments will be worth 20 points each. Post-lab assignments will open at the end of each respective lab session and be due at the start of the lab the following week. Please refer to the schedule below for more information. 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 deadline!

## Canvas unknown assignments.

There will be 2 assignments administered in Canvas that comprehensively cover several weeks of lab experiments. These assignments will contain content and should help prepare you for exam questions. Canvas unknown assignments will be worth 45 points each. See the schedule below for more information.

| <u>Assignment</u>                   | <u>Assigned the week of:</u> | <u>Due Week of:</u> |
|-------------------------------------|------------------------------|---------------------|
| Constructing a Plasmid Map (45 pts) | 2/24                         | 3/10                |
| Cloning into a Vector (45 pts)      | 4/7                          | 4/21                |

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## Activity Sheets/Lab Reports

Throughout the semester there will be a total of 5 activity sheets assigned worth 30 points each. At the end of the semester, the lowest score from this category will be dropped. You can earn a total of 120 points from Activity Sheets.

Throughout the semester there will be a total of 6 lab reports assigned. You can earn a total of 240 points for lab reports. See the below schedule for more details on the lab reports. section meets for the weeks listed below:

### Activity Sheets

| <u>Assignment</u>            | <u>Assigned the week of:</u> | <u>Due Week of:</u>                    |
|------------------------------|------------------------------|--|
| Designing a Basic Experiment | 1/27                         | 1/27 (24 hours after lab section ends) |
| Gel Electrophoresis Activity | 2/10                         | 2/17                                   |
| Pseudoscience Activity       | 3/10                         | 3/24                                   |
| PCR Cycle Sketch             | 3/24                         | 3/31                                   |
| PCR Primer Design            | 3/31                         | 4/7                                    |

### Lab Reports

| <u>Report</u>  | <u>Assigned the week of:</u> | <u>Due Week of:</u> |
|--|------------------------------|---------------------|
| Performing a Basic Experiment (30 pts)                               | 2/10                         | 2/24                |
| Experimental Design: Identifying an Unknown Plasmid (30 pts)         | 2/10                         | 2/17                |
| Plasmid Mapping pBR322 (30 pts)                                      | 2/17                         | 2/24                |
| Analysis of an Unknown Plasmid Report (40 pts)                       | 2/24                         | 3/10                |
| Experimental Design: Identifying an Unknown Insert (40 pts)          | 2/24                         | 3/10                |
| Unknown Insert Report (implement Design and obtain results) (70 pts) | 4/7                          | 4/28                |
| PowerPoint Presentation of insert report results (50 pts)            | 4/14                         | 4/28                |

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## Group Presentation

At the end of the semester, each lab group will give a presentation on experiments performed throughout the semester. This presentation will be worth 50 points and delivered during the last week of the lab as indicated on the course syllabus.

## Midterm and Final Exam

The midterm and the final exam will be in the multiple-choice, true/false, and matching format. Material for the exams will be drawn from the lab lectures, lab materials, lab protocols, and Canvas assignments. The instructor 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 midterm exam has been administered, it becomes 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 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 issue 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.

| <b>Schedule of Exams</b> |                          |              |
|--------------------------|--------------------------|--------------|
| Midterm Exam             | Wednesday, March 5, 2025 | 7:00-9:00 PM |
| Final Exam               | May 9-15, 2025 (TBA)     | TBA          |

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## Grading Information and Breakdown

|   |     |
|---|-----|
| 1 Laboratory Midterm Exam   | 150 |
| Final Exam  | 150 |
| Lab Activity Sheets (5 @ 30 points each, lowest dropped)              | 120 |
| Lab Reports   | 240 |
| LON-CAPA Post Lab Assignments (12 @ 20 points each, lowest 2 dropped) | 200 |
| LON-CAPA Unknown Identification Assignments                           | 90  |
| End of Semester Presentation  | 50  |

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             |



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## 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 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.

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- 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 students 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](http://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](mailto: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](mailto: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](mailto: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:** If you miss class and regardless of whether you think it is excusable or not, you should still email Nick Kirchner [kirchner@illinois.edu](mailto:kirchner@illinois.edu) as soon as possible before or after the absence.

1. **Regular class attendance is expected of all students at the University.** ([http://odos.illinois.edu/studentAssistance/absence/revise\\_code.asp](http://odos.illinois.edu/studentAssistance/absence/revise_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.

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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 may 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

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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:

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

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.

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- 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/](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.

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- 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/](http://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

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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

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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 on 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.



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- 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.

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## **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

### **Lesbian, Gay, Bisexual, Transgender Resource Center**

LGBTB 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

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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

***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