



School of Molecular & Cellular Biology

MCB 252, Spring 2025

Cells, Tissues, and Development, 3 Credit Hours

Instructor/Instructional Team

Dr. Prasanth Kannanganattu

C426 CLSL

Office Hours: Tuesday 9-10am, on Zoom (link on Canvas)

Email: kumarp@illinois.edu

Dr. David Rivier

C420 CLSL

Office Hours: Wednesday 2-2:50pm, in 109 Burrill Hall

Email: rivier@illinois.edu

Emma Smith, Course Coordinator, MCB 252/253

Instructional Specialist

175A Burrill Hall

Office hours: By appointment

Email: emma14@illinois.edu

Class Meeting Schedule

- Lecture: MWF, 1-1:50PM, 2079 Natural History Building (NHB)
- Discussion section once a week for 50 minutes with a Graduate Teaching Assistant in 107 Burrill Hall

Course Overview and Description

Functional organization and physiology of cells and tissues, including cellular signaling, cellular interactions, and developmental processes.

Course Prerequisites, Requirements met

- Prior enrollment in MCB 250 or consent of instructor.
- MCB 252 is a required course for the MCB Major and the MCB Minor.

Student Learning Outcomes

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

- Understand current Cell Biology terms and concepts.
- Process information from current research topics presented in lecture.
- Analyze and interpret data sets.
- Draw conclusions from overall data compilation.

Text/Materials Information (required)

"Molecular Cell Biology," 9th edition, 2021

by Lodish, *et.al.*

W. H. Freeman Publishers

Course Website, Course Tools

CANVAS

Login: NetID

Password: Active Directory Password

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

Login: NetID

Password: Active Directory Password

MCB 252 FA24 Tentative Course Calendar

Day	Date	Lecture Topic	Lecturer	Discussion
W	22 Jan	Course Introduction and bio-membrane	Prasanth	
F	24 Jan	Physiology of Bio-membranes and signal transduction	Prasanth	
M	27 Jan	Signaling pathways that control gene expression: Ras Pathway, Part 1	Prasanth	<i>Discussion: Introduction and Policies</i>
W	29 Jan	Signaling pathways that control gene expression: Ras Pathway, Part 2	Prasanth	
F	31 Jan	Signal-transduction and G-protein-coupled receptors	Prasanth	
M	3 Feb	Signal reception and integration: Ubiquitin and proteasome-mediated protein degradation, Part 1	Prasanth	<i>Discussion Week 1</i>
W	5 Feb	Signal reception and integration: Ubiquitin and proteasome-mediated protein degradation, Part 2	Prasanth	
F	7 Feb	Nuclear periphery/Regulation of Nucleo-cytoplasmic transport Part 1	Prasanth	
M	10 Feb	Regulation of Nucleo-cytoplasmic transport, part 2	Prasanth	<i>Discussion Week 2</i>
W	12 Feb	Transcription- DNA Control Regions and Proteins, Part 1	Prasanth	
F	14 Feb	Transcription- DNA Control Regions and Protein, Part 2	Prasanth	
M	17 Feb	No Lecture-Optional Question/Answer Session	Prasanth	<i>Discussion Week 3</i>
Tu	18 Feb	MCB 252 Exam 1 (7-9 PM)	-	
W	19 Feb	Nuclear and Chromatin Structure: Nuclear lamina	Prasanth	
F	21 Feb	Histone Code, Chromatin and Transcription, Part 1	Prasanth	
M	24 Feb	Histone Code, Chromatin and Transcription, Part 2	Prasanth	<i>Discussion Week 4</i>
W	26 Feb	Epigenetic mode of gene regulation 1	Prasanth	
F	28 Feb	Epigenetic mode of gene regulation 2	Prasanth	
M	3 Mar	Regulation of mRNA Processing: pre-mRNA Splicing, Polyadenylation	Prasanth	<i>Discussion Week 5</i>
W	5 Mar	Regulation of mRNA Processing: splicing regulation, mRNP export and surveillance	Prasanth	
F	7 Mar	Regulation of mRNA Processing: mRNA Turnover	Prasanth	
M	10 Mar	No Lecture-Optional Question/Answer Session	Prasanth	<i>Discussion Week 6</i>
Tu	11 Mar	MCB 252 Exam 2 (7-9 PM)	-	
W	12 Mar	Introduction to Part 2	Rivier	
F	14 Mar	Introduction to Part 2	Rivier	
15-23 Mar		Spring Break - No Class!		
M	24 Mar	Techniques and Technology	Rivier	<i>Discussion Week 7</i>
W	26 Mar	Properties and Dynamics of Actin	Rivier	

F	28 Mar	Role of Actin in Cell Movement	Rivier	
M	31 Mar	Regulation of Actin Assembly	Rivier	<i>Discussion Week 8</i>
W	2 Apr	Stable Actin Structures	Rivier	
F	4 Apr	Muscle Cells and Myosin Motors	Rivier	
M	7 Apr	Muscle Cells and Myosin Motors	Rivier	<i>Discussion Week 9</i>
W	9 Apr	Intermediate Filaments	Rivier	
F	11 Apr	Microtubules	Rivier	
M	14 Apr	No Lecture-Optional Question/Answer Session	Rivier	<i>Discussion Week 10</i>
Tu	15 Apr	MCB 252 Exam 3 (7-9 PM)	-	
W	16 Apr	Microtubule Organizing Centers	Rivier	
F	18 Apr	Microtubule Motors	Rivier	
M	21 Apr	Integrating Cells into Tissues- Cell Adhesion, Part 1	Rivier	<i>Discussion Week 11</i>
W	23 Apr	Integrating Cells into Tissues- Cell Adhesion, Part 2	Rivier	
F	25 Apr	Cell Junctions	Rivier	
M	28 Apr	Cell Cycle- Embryonic Cycle and Biochemistry	Rivier	<i>Discussion Week 12</i>
W	30 Apr	Cell Cycle- Genetic Analysis of the Yeast Cell Cycle	Rivier	
F	2 May	Cell Cycle- Genetic Analysis of the Yeast Cell Cycle	Rivier	
M	5 May	Cell Cycle Regulation and Cancer	Rivier	<i>Discussion Week 13</i>
W	7 May	Cell Cycle Regulation and Cancer	Rivier	
Date/Time TBD		Final Exam		

EXAM DATES

Exam	Time	Day	Date
Exam 1	7-9PM	Tuesday	18 Feb 2025
Exam 2	7-9PM	Tuesday	11 Mar 2025
Exam 3	7-9PM	Tuesday	15 Apr 2025
Final Exam	8-11AM	Tuesday	13 May 2025

MCB 252 Reading List: Dr. Prasanth

Topic	Molecular Cell Biology (Lodish, 9 th ed.)
LN1-2: Bio membranes & signal transduction	Chapter 2, section 2.2, pages 51-54 Chapter 10, sections 10.1-10.2 pages 442-465 Chapter 15 Introduction & section 15.1, pp 661-670
LN3: Signal transduction; Cell surface receptors: enzyme-coupled receptors (RAS/MAPK signaling pathway)	Chapter 16 Introductory section, pp 705-709 Chapter 16, sections 16.1 and 16.2, pp 709-724
LN4: GPCR, NK-kB, Ubiquitin	Sections 15.3 & 15.4, pages 676-692; “Second Messengers” pages 667-668 Section 16.6 sub title: “ Degradation of and inhibitor... factor”, pages 747-750 Section 3.4 pp 104-115
LN5: Regulation of Nucleo-Cytoplasmic Transport-1	Section 13.6, pages 614-620
LN6: Nucleo-Cytoplasmic transport, part 2	Text book figure 9.29 and the accompanying text pages 415-416
LN7: Transcription: DNA Control Regions and Proteins	Sections 8.1, 8.2, and 8.3 Also the section labeled “The Mediator Complex and transcription condensates...” pages 359-365
LN8: Nuclear and Chromatin Structure	Lamins and Progeria: Section titled “Lamins Line the Inner...” and section titled “Lamins are reversibly...” pp.841-843; Chromatin and Histone Code Section 7.4 pp. 300-312
LN9: Histone Code, Chromatin, and Transcription	Page 304-308 Section 8.4 pp 354-365.
LN10: Epigenetics	Section titled “X-chromosome Inactivation” pages 308-309; Section titled “Formation of Heterochromatin” pages 354-355; Section 8.6; Epigenetic regulation of transcription. pages 372-379
LN11: mRNA Processing and Export	Sections 9.0, 9.1, 9.2 and 9.3; Section 9.4 pages 425-427.
LN12: Mechanisms regulating mRNA turnover, localization, and translation	Section 9.4 pages 417-419; Section 9.4 titled “Cytoplasmic Polyadenylation” pages 422-423; Section 9.4 pages 424-430.

MCB 252 Reading List: Dr. Rivier

Topic	Molecular Cell Biology (Lodish, 9 th ed.)
Topic 1 Introduction to 2nd half of MCB 252 and Molecular Evolution	p. 15 section entitled “The Cytoskeleton has Many Important Functions” pp. 21-22 section entitled “All Eukaryotic Cells Utilize a Similar Cycle to Regulate Their Division”, Introduction to Chapter 22: pp. 975-977 Fig 22-12 and Fig 22-18
Topic 2 Techniques and Technology	Liquid Chromatography pp. 119-121 Electron microscopy, Chapter section 4.3 X-ray Crystallography Microscopy pp. 129-131 and Cryoelectron pp. 169-170 Antibodies pp. 95-97, section labeled “SpecificBinding...” and pp. 144-6 section labeled “Hybridomas produce...” Microscopy section 4.2, Transfection, Transformation and Protein Tagging pp. 148-155
Topic 3 Properties and Dynamics of Actin	17.0-17.2, pp. 752-763
Topic 4 Role of Actin in Cell Movement	pp766-768 section labeled “Intracellular Movements Can Be Powered byActin Polymerization” and figure 17-19
Topic 5 Regulation of Actin Assembly	Chapter sections 17.2-17.3, 17.7
Topic 6 Stable Actin Structures	Chapter sections 17.4
Topic 7 Muscle Cells and Myosin Motors	Chapter sections 17.5-17.6
Topic 8 Intermediate Filaments	Section 18.7 pp. 837-845
Topic 9 Microtubules	Chapter sections 18.0-18.3
Topic 10 Microtubule Organizing Centers	Chapter sections 18.5 and the part of section of 18.6 entitled “Centrosomes duplicate early in the cell cycle in preparation for mitosis” pp. 825-6
Topic 11 MT Motors	Chapter section 18.4
Topic 12 Microtubules in Mitosis	Chapter section 18.6
Topics 13 and 14: Integrating Cells into Tissues, parts 1 and 2	Chapter sections 20.0 - 20.2
Topic 15 Cell Junctions	Chapter sections 20.0 - 20.2 and p 169 Section labeled “Immunoelectron microscopy...” and figure 4-33
Topic 16 Cell Cycle- Embryonic Cycle and Biochemistry	Chapter sections 19.0-19.2
Topic 17 Cell Cycle- Genetic Analysis of the Yeast Cell Cycle	Chapter sections 19.2
Topic 18 Cycle Regulation, Checkpoints and Cancer	Chapter sections 19.3, 19.4 and -19.7 Note: this final set of readings may be modified based on time remaining at the end of the semester

Grading Information and Breakdown

Student grades in MCB 252 will be based on total of 1000 points. Categories listed below are approximate but should closely resemble the final distribution.

Point Distribution	
3 Exams (@175 points each)	525
Final Exam (non-cumulative)	175
Assignments	300 Discussion Assignments- 60pts (13 x 6pts, drop 3, max. 60 points towards final grade) Lecture Questions- 240pts (38 x 8pts, max. 240 pts toward final grade)
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 252 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 as a whole), but will not increase, the points needed 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

Assignments (300 points total)

Point breakdown for assignments:

Lecture Questions 240 points (38 lectures x 8 points each, earn a maximum of 240 points toward final grade)

Discussion Problem Sets 60 points (13 discussion problem sets worth 6 points each, drop lowest three scores, earn a maximum of 60 points toward final grade)

- The discussion problem sets will open in CANVAS at 5pm on Friday and be completed during the discussion sections on the following Monday/Tuesday. Discussion problem sets are due in CANVAS at 5PM on Tuesdays.
- You may drop three discussion problem set scores according to the discussion attendance policies stated above.
- Lecture Question assignments are administered in CANVAS.
- Lecture Questions are due at 1:00PM before each lecture (Mon., Wed., Fri.).

Examinations (700 points total)

There will be three exams and a final exam worth 175 points each.

Exams 1, 2, and 3 will be administered on Tuesday evenings from 7-9PM. Evening exams and the final exam will be in the multiple choice and/or true-false format. Material for evening lecture exams and the final will be drawn from the lecture materials, associated text readings, and reserved reading, if any.

All exam grades are entered into the Web Gradebook electronically. Once the exams have been administered, they become property of the students (except for the final exam which is secure- see below). Within one week of each exam, answers are posted and grades are posted in the Web Gradebook. 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 Emma Smith in writing via email.

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 Emma Smith via email.

Course Policies

MCB Curriculum Policies

All students enrolled in an MCB course are assumed to have read and understood the MCB Curriculum Policies (listed below) and will be expected to act accordingly.

Section Change, Add/Drop Information

Students may use UI Enterprise to add or drop MCB 252, or to change MCB 252 discussion sections before 5:00 PM, Monday, January 27, 2025.

Monday, February 3, 2025, at 5:00 PM is the deadline for adding the course and for changing sections in MCB 252.

Students must at all times attend the discussion sections in which they are currently enrolled.

Friday, March 14, 2025, is the last day to drop the course or to elect the Credit/No Credit option.

To elect the Credit/No Credit option, students must apply in their College Office.

To drop the course after the drop deadline, students must petition a dean in their college office and email petitions to Emma Smith for completion of attendance and grade information.

When MCB 252 Classes Begin

MCB 252 lecture will begin on Wednesday, January 22, 2025, at 1:00 PM, in 2079 Natural History Building (NHB).

MCB 252 discussion sections will begin on Monday, January 30, 2025, at 9:00AM, in 107 Burrill Hall. To access 107 Burrill Hall, you must enter through the MCB Learning Center, 101 Burrill Hall, and take the stairwell next to the elevator down one flight.

Contacting MCB Course Personnel

MCB course personnel are more than happy to assist students.

Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. We will only use this account in order to protect your educational information and profile. As a student, please remember that when you email a staff member, it is important to include all pertinent information so that we can assist you in the most efficient and effective manner possible. This information includes:

1. The course number in the subject line
2. Your full first and last name
3. Your NetID (the first part of your illinois.edu email account)
4. Your UIN (9 digit number that can be found on your iCard)
5. Your section letter/number, if relevant
6. The previous email "thread" or previous communicated information pertinent to the situation

Your cooperation will help us respond much more quickly to your concerns. If we receive an email without some of this information, it's likely we will just respond and ask you to send this information anyway.

Exam and Conflict Exam Information

- Exams 1, 2, and 3 will be given from 7-9PM on Tuesday evenings (see *Course Policies: Examinations* for exam dates). Arrive early; the exams will begin at 7:00 PM sharp. The exams will cover material from lecture and discussion. Please see the MCB 252 Web site for any further details concerning each exam.
- The exams information will be posted on the MCB 252 Web site several days prior to each exam.
- Please have your University photo ID ready.
- **Cell phones, electronic devices, notes, books, and calculators are prohibited while taking an exam in MCB 252.**
- If you have a University course that conflicts with the exam, use the MCB 252 Conflict Exam Request Form on the MCB 252 Web site to make these arrangements before 5:00 PM the Thursday prior to the exam. See the *Conflict Exam Instructions* page for further details.
- If you experience an illness or emergency that causes you to miss an exam, you should refer the MCB Curriculum Policies listed below. If you miss an exam, the possibility exists to have one exam prorated with proper documentation. You must contact the course coordinator via email within 48 hours of the absence. If you do not provide documentation in a timely manner and upon receipt, there may be a negative impact on your ability to receive a prorated score. The

final exam cannot be prorated. Your prorated score will be calculated based on the following formula:

$$\frac{\overbrace{\text{percentile} \times 175}^{\text{Exam A}} + \overbrace{\text{percentile} \times 175}^{\text{Exam B}} + \overbrace{\text{percentile} \times 175}^{\text{Exam C}}}{(175+175+175)} = \text{percentile} \times 175 = \text{prorated exam score}$$

- 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.
- Texting, or the use of a cell phone or any other electronic device for any purpose during an exam, is prohibited. Doing so may earn you a zero on the exam, or a more extreme penalty at the discretion of the instructor.

Conflict Exam Instructions

- Conflict exams are given on the regular exam day. You must make arrangements to take a conflict exam by 5:00 PM on the Thursday prior to the exam day. Use the MCB 252 Conflict Exam Request Form on this Web site to make these arrangements. You must make these arrangements for *each* exam for which you require a conflict—your request for a conflict exam will not be carried to subsequent exams.
- **Please upload documentation supporting your claim of conflict and a copy of your Illinois Week-at-a-Glance course schedule to the conflict exam request form. If you have a question about whether your conflict will qualify, please email Emma Smith before the Thursday prior to the exam at 5pm.**
- Conflicts will be offered on the same day as the regular exam. If you have a conflict with the regular exam time and the conflict exam times, contact Emma Smith by 5:00 PM on the Thursday prior to the exam day. An alternate conflict exam time will be arranged.

Final Exam and Conflict Final Exam Information

- The Final Exam time for MCB 252 is Tuesday, 13 May, from 8-11AM.
- Final Exam information will be posted on the course CANVAS page at least one week prior to the final exam date.
- Please have your University photo ID ready.
- Cell phones, electronic devices, notes, books, and calculators are prohibited while taking a final exam in MCB 252.

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- If you should experience an illness or emergency that prevents you from taking your final exam at the appointed time, you should refer to the MCB Curriculum Policies listed below.
 - A conflict final exam will be given only for students who have met the requirements stated on the *Conflict Final Exam Instructions* page. Complete and submit a Conflict Final Request Form on the MCB 252 Web site before 5:00 PM on Wednesday, May 7, 2025, to arrange a conflict final exam.

Conflict Final Exam Instructions

- A Conflict Final Exam will only be given to individuals who find themselves in one of the following situations:
 - Students with three final exams scheduled within a 24-hour period.
 - Students who have another final exam scheduled at the same time as the MCB 252 Final Exam.
 - Students who have a verified personal problem and who have received written permission to take the MCB 252 conflict final exam from a dean in their college.
 - Students who have DRES academic accommodations.
 - Please refer to the Final Examinations Code of Policies and Regulations Applying to All Students:
<https://studentcode.illinois.edu/article3/part2/3-201/>
- Any student with one or more of the above situations who would like to take a conflict final must submit an MCB 252 Conflict Final Exam Request Form on the MCB 252 Web site before 5:00 PM Wednesday, May 7, 2027.
- All student requests will be reviewed, and students will be contacted as soon as possible via e-mail regarding the status of their request. Following the review of all requests, a conflict exam time and location will be determined, and qualified students will be informed of their eligibility before noon on Thursday, May 8, 2025.

General Information and Policies of MCB 252

- Zoom etiquette is expected of all students. Please turn your webcam on and mute your microphone while the course faculty or TAs are talking.
- The course faculty and the TAs oversee the orderly conduct of lectures, discussions, and office hours and may exclude a student who does not comply with a reasonable request in this regard.
- 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: <https://studentcode.illinois.edu>

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- Concerns over exam grading, discussion teaching or grading, and exam or discussion absences should be addressed to Emma Smith.
 - The deadline for grade corrections on all items is **one week** after corrected items are returned or grades are received.
 - Excused class time compensating for evening exams is provided by cancellation of lectures/optional review sessions for Exams 1, 2, and 3.
 - Reference letters and recommendation forms are to be submitted to the student's discussion TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.
 - If you experience any technical difficulties throughout the semester, please email Emma Smith as soon as possible to inform her of your situation.
 - Audio recordings are permitted—even encouraged—during lectures, but due to copyright and intellectual property issues involving publishing companies and the University of Illinois Board of Trustees, video recordings of any kind are strictly prohibited. If any audio recording, transcription, screen capture, or related distribution of any MCB 252 course material is done via social or electronic media, MCB 252 personnel must be granted access to the group/site upon request. Failure to provide access will result in a failing grade in the course for the group/site's administrator(s).
 - If you choose to attend an exam while suffering from illness or family/personal emergency, and you choose to complete the exam, that exam determines your score.

Attendance Policies

- Discussion sections will meet in 107 Burrill Hall every week. Each week of discussion will have a problem set assigned. The problem sets will open in CANVAS at 5pm on Friday and be completed during the discussion sections on the following Monday/Tuesday. Students must submit their answers in CANVAS by 5pm on Tuesdays.
- Attendance will be recorded at every discussion session. Each student must sign the attendance sheet, be present for the entire discussion period, and participate in the class discussion in order to receive 6 points for the discussion section. Students arriving more than 5 minutes late to the discussion classroom will be ineligible to earn 6 points for that day's class session.
- There are 13 discussion problem sets (each worth 6 points) for a total of 60 points. You may drop three discussion problem set scores. If you are absent from discussion, you must use your drop. If you are absent from more than three discussion sections (regardless of the reason for the absence), then your score for the additional missed discussions will be recorded as zero points. You may earn a maximum of 60 points towards your final grade with discussion problem sets.

Students have the ability to earn either 0 or 6 points for discussion.
6 points will be awarded to students who:

- arrive on time and sign the attendance sheet
- actively participated with his/her group members
- complete all of the discussion problem set in CANVAS before the deadline

0 points will be awarded to students who:

- are not present for discussion
 - did not complete all of the discussion problem set questions in CANVAS before the deadline
 - leave the discussion early
 - are absent for more than the three allowed drops
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- Students must attend their scheduled discussion section unless they are assigned to a make-up discussion by Emma Smith.
 - TAs cannot reschedule students to other discussion sections, including their own.
 - Students attending a make-up discussion session must complete all course work assigned during the make-up discussion in order to earn a score for that day.
 - Students must submit requests for accommodations for religious observances directly to Emma Smith. The request should be submitted in advance of the conflict to allow for enough time both for consideration of the request and facilitation of alternative arrangements, as necessary. If students need assistance in formulating the request, the Office of the Dean of Students offers an optional resource that should prove helpful. For more information and/or guidance, please contact the Office of the Dean of Students.
 - Any student requiring special accommodations for disabilities (physical, learning or otherwise) should request provisions for such as soon as possible from Emma Smith.
 - Students with conflicts with evening exams in MCB 252 must submit a [conflict exam request form](#) on the MCB 252 Web site by 5:00 PM on the Thursday immediately prior to the exam so that a conflict exam can be arranged. Written evidence of the conflict must be provided (see *Examinations* section).
 - Absences, when they occur after the first day of classes but prior to enrollment in the course, will require the use of dropped assignments if applicable.
 - Class absences before and after vacations (e.g. Fall Break, Spring Break) are not excusable.

What To Do If You Must Be Absent

We know that students become ill and that family emergencies arise. In order to accommodate absences due to illness or emergency, we allow that a specified number of assignments may be missed without penalty. These missed assignments can be dropped according to the criteria set forth in the Course Grading for this course. Refer to the MCB Curriculum Policies listed below for further information about what to do if you must be absent from class or an exam.

MCB 252 Web Gradebook

The MCB 252 Web Gradebook can be accessed directly at:

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

Scores on exams and assignments will be available for student review on the MCB 252 Web Gradebook. To check your scores, sign into the MCB 252 Web Site and click on the Gradebook link and follow the instructions presented there. All students are responsible for checking their scores on the Web Gradebook after each exam and assignment 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 Emma Smith within one week of receiving their graded paper or exam score. 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 5:00PM, Wednesday, May 7, 2025.

No Web Gradebook scores will be altered after this deadline, so please be certain to check all your scores before this time.

MCB Curriculum Policies

For non-academic campus assistance and support:

- See Office of Diversity, Equity and Access (ODEA) information at the end of this document.

Student Advocacy Resources:

- For student-centered advocacy programs and services visit: mcb.illinois.edu/undergrad/advising/resources.

Contacting MCB Course Personnel:

- MCB course personnel are more than happy to assist students.
- Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. We will only use this account in order to protect your educational information and profile. As a student, please remember that when you email a staff member, it is important to include all pertinent information so that we can assist you in the most efficient and effective manner possible. This information includes:
 - The course rubric in the subject line
 - Your full first and last name
 - Your NetID (the first part of your illinois.edu email account)
 - Your UIN (9 digit number that can be found on your ICard)
 - The course that you are concerned about (the course personnel often work with multiple courses)
 - Your section letter/number
 - The previous email "thread" or previous communicated information pertinent to the situation
- Your cooperation will help us respond much more quickly to your concerns.

Policies:

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

Adding the Course after the Semester Starts:

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

Religious Observances and Practices:

- It is the policy of the University of Illinois Urbana-Champaign to reasonably accommodate its students' religious beliefs, observances, and practices that conflict with a student's class attendance or participation in a scheduled examination or work requirement, consistent with state and federal law.
- Students must request a reasonable accommodation for their religious belief, observance, and practice **in advance of the conflict** to allow time for both consideration of the request and alternate procedures to be prepared. Not requesting an accommodation reasonably in advance of the conflict may result in a delay or denial of the accommodation.
- A reasonable accommodation for a religious belief, observance, and practice is defined as a change that allows the student to participate in their religious belief, observance, and practice and which does not fundamentally alter the educational requirement or place an undue hardship on an instructor, department, or office.
- Students must direct a request for a reasonable accommodation for a religious belief, observance, and practice to the instructor(s) of the affected course(s), who shall review the request and determine whether a reasonable accommodation can be made. **This form serves as a resource to assist students as they are making such**

requests to their instructors. PLEASE NOTE: This form asks you to clarify whether you are requesting an absence or an accommodation other than absence.

- **Once submitted, students will receive a copy of this request form. Students must then forward the form to each instructor in order to request the accommodations.** Request to Instructor Religious Accommodation form: https://cm.maxient.com/reportingform.php?UnivofIllinois&layout_id=42

DRES Accommodations:

- We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 217.333.4603, or email disability@illinois.edu. We will try to meet all accommodations once the process has started. Please note that accommodations are not retroactive to the beginning of the semester, but begin the day you contact your professor, instructor or coordinator with a current letter of accommodation from DRES.
- If you already have a DRES letter that you intend to use for this class, please email your DRES letter to Emma Smith (emma14@illinois.edu)
- If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

Class Absences:

- Regular class attendance is expected of all students at the University.
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider with regard to excusing the absence and permitting make-up work. Students must request absence letters from the Office of the Dean of Students after the student has returned to class but not more than 10 business days after the last date of absence.
- Absences that may be excused without a letter include circumstances beyond the student's control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.
- Absences that may also be excused without a letter include a conference or job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.
- Absences planned for the items listed in previous bullet point must be communicated to your instructor or course coordinator at least two weeks in advance of the absence.

Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.

- Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
- Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
- Absences will be handled according to individual course policy.

Exam Absences:

- If you must miss an exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You will then have 48 hours from the absence in which to submit documentation to your instructor or course coordinator. You must also submit an online Absence Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not there will be an option to compensate for the missed exam with an exam proration. Failure to follow this procedure will result in a zero for the exam.
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- If you must miss an exam for a conference or job, graduate or professional school interviews, the exam may be prorated. A best effort should be made to schedule these events around exams. You will need to be mindful that only one exam may be prorated in a semester for any and all absences. All will require documentation.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness of 3 days or more, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student returns to class but not more than 10 business days after the last date of absence.

Exam Conflicts:

- If you have a regularly scheduled University course that conflicts with the exam, you should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted. See course policies for a specific deadline for your course.
- Work schedules should be adjusted, if at all possible, in order to eliminate a conflict with scheduled exams. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not

less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.

- Students that are formally participating in officially recognized groups, such as athletic teams and performing groups, with a conflict should request a conflict exam by 5:00 pm not less than 3 days prior to the exam via the online Conflict Request Form. Formal participation does not include general meetings of RSOs or any other recognized groups. Documentation of the event will be required prior to scheduling the conflict exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.
- Students with DRES accommodations should also submit the online Conflict Request Form by 5:00 pm no later than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.

Final Exam Absence:

- If you must miss a final exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You must also contact the Dean of your college. Finally, you must submit an online Absence Form if one is available on your course website. You will receive an ABS (absent) in the course if you miss the final exam. This ABS will result in an F in the course unless action is taken. The Dean can approve the change of the ABS to an Incomplete, which then allows a limited window of time for you to complete the final exam and earn a grade in the course.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student recovers but not more than 10 business days after the date of absence.
- Information about final exams can be found in the Student Code:
<https://studentcode.illinois.edu/article3/part2/3-201/>

Final Exam Conflict:

- Conflict final exams may only be granted for any one of the following situations:
 - Students with three final exams scheduled within a 24 hour period as defined in Final Examinations of the *Code of Policies and Regulations Applying to All Students* which can be found at:
<https://studentcode.illinois.edu/article3/part2/3-201/>
 - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with larger enrollment. Course personnel can assist with information to determine which course this would be.
 - Students who have a verified personal problem, and who have received written permission to take a conflict final exam from a dean in their college.
 - Students who have DRES academic accommodations.
- Students that find themselves in any of the above situations should complete the online Conflict Final Exam Request Form which can be found on the course website.

This request must be made by 5:00 pm on the last day of class in order for the request to be granted. Any requests made after this time may not be granted. If a conflict final exam is granted, it may be scheduled at any time during the final examination period and is at the discretion of the instructor or course coordinator.

Grades:

- Each course has a grade scale. The grade you earn in the course will be based on the points that you earn. Effort is reflected in points earned. We will adhere to the grade scale when assigning grades in order to avoid capriciousness and to adhere to fairness and equity for all students.

Academic Integrity:

- The Code of Policies and Regulations Applying to All Students will be applied in all instances of academic misconduct committed by students. This applies to all exams, presentations, assignments and materials distributed or used in this course. You can review these policies at the following website:
<http://admin.illinois.edu/policy/code/index.html> and specifically here:
<http://studentcode.illinois.edu/article1/part4/1-401/>
- Science cannot exist without honesty. The faculty and staff in MCB require students, as scientists-in-the-making, to hold the highest standards of scientific and academic conduct. Any form of cheating on any graded work in courses is unacceptable.
- We require that all graded work be entirely your own, and that anything you write using the words of other writers be correctly attributed. Some specific points follow.
- On exams, the answers that your turn in for grading must be your own, formulated during the exam from your own understanding of the material and without any supporting information, be it written, verbal or electronic. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. Since we cannot always monitor you as you complete your work, we must rely upon appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam or quiz for all persons involved.
- Texting, or the use of a cell phone or any other device for any purpose, during a quiz or exam is prohibited. Doing so may earn you a zero or a more extreme penalty on the quiz or exam at the discretion of the instructor.
- Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero on the exam or a more extreme penalty at the discretion of the instructor.
- On written or electronic assignments, the answers that you turn in for grading must be written in your own words, formulated from your own understanding of the material. While you may be working with other students in the course, you must formulate and submit your own answers. Copying or paraphrasing the work of another student, or

allowing another to copy or paraphrase your work, is unacceptable. Since we cannot monitor you as you complete your work, we have only the appearance of your work from which to judge. If the work you submit resembles that of another student too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. You must also make a conscious effort to protect your passwords and accounts. Failure to adhere to these standards may result in a grade of zero for the entire assignment for all persons involved.

- On written or electronic assignments, if you use a statement taken directly from any book or other publication, including the course textbook, you must provide a citation. That is, you must put the text in quotes and put the author of the publication in parentheses after the quotation. Failure to do so will result in zero credit for that answer. Further, using only the words of another author as your entire answer or as the majority of your answer to any question is never sufficient to earn credit. If the majority of your work has been taken directly from a publication, you are likely to receive no credit for the work, since you would not be demonstrating knowledge beyond the ability to copy. Even if you quote another, your answer must be substantially your own words, drawn from your own understanding of the material.

Electronic Media/Device Use:

- Use of any social or electronic media to share course information, request course information or make confidential course information public is prohibited. Any use of this type may earn you a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- Any violation of the social media policy **on your account** may result in a zero on an assignment or exam or a more extreme penalty at the discretion of the instructor.
- Any social media sites created in relation to MCB courses must grant access to course personnel upon request. Failure to provide access will result in a failing grade in the course for the group/site's administrator(s).
- No electronic devices, including smart watches, are allowed at exams.

AI Policy:

- In this class, you will be engaging with readings, analyzing sources, synthesizing information, and sharing your thoughts through writing. AI can help with some scholarly tasks, but not all. The policies below will help you gain key scholarly skills while using AI ethically and thoughtfully. Please keep in mind that this course policy may be different from your other courses. Unauthorized uses of AI in this course will be considered a violation of the code of academic conduct. **If you are unsure if you can use AI for a course-related task, please email your instructor.**

Permitted Uses of AI

As you brainstorm ideas for your assignments, you may use generative AI tools to...

- Transcribe speech to text to create a rough draft

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- Ask you questions about your essay like [this example](#).
 - Suggest possible topics
 - Create an outline for your paper

When summarizing and analyzing materials, you may use generative AI to...

- Extract text from images (i.e. transforming a pdf file into word doc)
- Explain general concepts
- Translate text by another author
- Translate your ideas from another language into English
- Generate code for visualizing data

As you polish your essay, you may use AI tools to...

- Suggest alternate phrasing
- Correct punctuation and grammar
- Create topic sentences for paragraphs
- Transform citations from one style into another
- Suggest titles for your essay

You may use the following tools to perform these tasks.

- [ChatGPT 3.5](#) (free) or 4 (subscription required)
- [Google Bard](#)
- Google Doc's "[Help me write](#)" feature (free with agreement to participate in Labs)
- Google Doc's [Text-to-Speech tool](#)
- [UIUC.chat](#)
- [Microsoft Copilot](#)
- [Grammarly](#)

If you use AI as part of your assignment, you must provide a brief description of how you used AI along with screenshots, links, or a copy of the AI-generated text. The statement must list which tools you used and when you used them. Here's a sample:

- *In this assignment, I used Google Doc's voice typing tool to create a rough draft. I asked ChatGPT 3.5 on January 5, 2025 to ask me questions about my essay until I asked it to stop. This helped me realize that I wanted to write about Mary Shelley's Frankenstein and monstrosity. I used Microsoft CoPilot on January 6, 2025 to format my bibliography in MLA style. I've attached screenshots of my conversations as supplementary files.*

Prohibited Uses of AI

Although generative AI can be a helpful writing tool, it can undermine the ways that you engage with the material in this course. In this class, you may **not** use AI in this course to do the following tasks:

- Summarize a scholarly article

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- Why? GPTs know which words are likely to appear together, but they don't understand the meaning of the words. This means that GPTs can sometimes create summaries that are inaccurate. Summarizing the article in your own words shows that you understand key concepts in this course.
 - Suggest scholarly articles or resources on a specific topic
 - Why? GPTs are pretrained, so they don't always have access to the latest information. Some generative AI tools can search the internet, but they can point you to sources that are inaccurate or incomplete. [The library catalog](#) or [a subject guide](#) is the best place to start your search for reliable information.
 - Analyze a passage of text
 - Why? You can't claim ownership of text generated by AI according to the US Copyright Office. In this course, it's important to develop your own ideas about the material, so claiming AI-generated text as your own is a violation of the code of academic conduct.
 - Translating text by another author
 - Why? Language acquisition can be a core skill to some courses, so using AI to translate text will undermine your ability to write and speak the language.

Course Material:

- Students are welcome and encouraged to make audio recordings of course lectures.
- The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees and may be made for personal use only.
- Video recordings of any kind are strictly prohibited.
- Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.
- Posting or redistributing of course material in any format is strictly prohibited.

University Information of Student Safety - Active Threats:

- University Information of Student Safety - Emergency Response
Recommendations: Emergency response recommendations and campus building floor plans can be found at the following website: <https://police.illinois.edu/em/run-hide-fight/>. I encourage you to review this website within the first 10 days of class.

Student Resources/Where to go for Help:

We Care at Illinois

- For sexual misconduct support, response and prevention visit: wecare.illinois.edu

Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to

offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://oiir.illinois.edu/sites/prod/files/SexualMisconduct_ResourceGuide.pdf

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

LGBT 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