



School of Molecular & Cellular Biology

MCB 301, Spring 2023

Experimental Microbiology, 3 Credit Hours

Instructor/Instructional Team

Jack Ikeda/Renee Alt

Contact information found below.

Class Meeting Schedule

Labs meet Mon/Wed or Tu/Thurs depending on your lab section. Lectures are held on Fridays from 1-1:50pm in 2100 Sidney Lu Mech Engr Bldg

Office Hours and contact information

Course Instructor:

Dr. Jack Ikeda

484B Burrill Hall

244-8732

jikeda@illinois.edu

[Zoom link for Friday Lectures](#)

Laboratory Coordinator:

Renee L. Alt

232A Burrill Hall

333-4306 (Office)

rlalt@illinois.edu

Dr. Ikeda

Office Hours: Mondays and Wednesdays

from 1-2pm in 484B Burrill Hall

(or by appointment)

Ms. Alt

Office Hours

Mondays 11:00am to 12:00pm

in 232 Burrill Hall

Ruben Nieves-Sanchez
Prep/Grader
E-mail: rubens2@illinois.edu

Simrandeep Singh
Sections D and E
Email: anubhav9@illinois.edu

Mireille Farjo
Sections B and C
E-mail: mfarjo2@illinois.edu
Office Hours:

Lindsey Grady
Sections A and grader
E-mail: lgrady2@illinois.edu
Office Hours:

Course Overview and Description

Laboratory emphasizing the fundamentals of microbiology. Topics include growth, isolation, and identification of bacteria; antibiotic resistance; ELISA; conjugation and transposon mutagenesis.

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

Students are expected to have taken [MCB 250](#) and [MCB 251](#) or course equivalents prior to enrolling in MCB 301. Students should also have credit or concurrent registration in [MCB 300](#), or consent of instructor.

Student Learning Outcomes

MCB301

Student Learning Outcomes

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

- Define microbiological concepts and terms related to microorganisms.
- Understand and demonstrate skills required in the handling of microorganisms in a lab setting (biosafety, aseptic techniques, plating, staining, microscopy, biochemical testing, enrichments, mutagenesis).
- Apply their knowledge and use critical thinking to develop approaches to isolate, study and identify specific bacterial organisms, and to implement those approaches.
- Search outside literature for information relevant to their lab exercise.
- Examine and interpret specific experimental results to help determine how to best proceed in the lab.
- Record and organize lab procedures and results in a lab notebook.
- Prepare a written lab report that evaluates and integrates all their experimental data into a cohesive description of the lab exercise.
- Communicate and debate microbiological issues in a group setting.

Text/Materials Information (both required and recommended)

Required Materials:

The following is a list of items required for MCB 301. These items should be available at the [Illini Union Bookstore](#) and [T.I.S. College Bookstore](#). Please pay careful attention to dates and editions when purchasing these items. Lab Manuals from past semesters will not contain current information.

"Experimental Microbiology: Laboratory Exercises for MCB 301, **Spring 2023**".
Gail K. Grabner, Jack Ikeda, and Renee L. Alt

Ruler

Non-graphing Scientific Calculator

A ruler and calculator should be brought to every exam.

Course Website, Course Tools (Compass, Moodle, LON-CAPA, Zoom, etc)

<https://www.life.illinois.edu/mcb/301>

Assignments will be completed in LON-CAPA

Lectures and lab discussions will be held in Zoom. Links to each lab discussion and lecture are found in the instructor portion of this document.

Course Grades

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.

Basis for Course Grades:

Plus and minus letter grades will be used for semester grades.

The Grading Scale is as follows:

A+ 970-1000 C+ 770-799

A 930-969 C 730-769

A- 900-929	C- 700-729
B+ 870-899	D+ 670-699
B 830-869	D 630-669
B- 800-829	D- 600-629
	F less than 600

All point totals are estimates and may be altered slightly throughout the course of the semester. The point totals contained in the following table represent the use of the plus/minus grading system coupled with a 4.0 grade point system. The University has assigned the grade point values shown for each letter grade. 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 on an examination), but will not increase the points needed for each grade.

Listed below are the total possible points for your *lecture score*:

A.	Two exams (100 pts each)	200 points possible
B.	Final Exam (100 pts.)	100 points possible
C.	Lecture Participation (10 lectures w/participation, 5 points each, drop 2)	40 points possible
	Total possible lecture points	340

Listed below are the total possible points for your *laboratory score*:

A.	5 Pre-lab assignments(10 pts each, drop 1)	40 points possible
B.	4 Lab notebooks (pts. vary)	200 points possible
C.	One computer-based assignment, Growth Curve	50 points possible
D.	Lab Practical Exam (2 parts)	100 points possible

E. Antibiotic Producing Bacateria Lab	270 points possible
Total possible lab points	660
Total possible course points	1000

Academic Integrity:

- The Code of Policies and Regulations Applying to All Students will be applied in all instances of academic misconduct committed by students.Â This applies to all exams, presentations, assignments and materials distributed or used in this course.Â 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.Â
- 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.

Attendance Policies

[Excused Absences](#) / [Religious Observances](#) / [DRES Accommodations](#)

Lab Absences / Make-up Labs:

1. Regular class attendance is expected of all students at the University.
(http://odos.illinois.edu/studentAssistance/absence/revise_code.asp)

Attendance in lab is mandatory. Students are required to attend two, scheduled laboratory periods each week (1 hour and 50 minutes each). It is important to arrive on time in order to receive all pertinent information. Due to the nature of this course, both your presence and participation are required. Attendance will be recorded at every lab. As a result, you will only be allowed two excused absences for the semester, if warranted. Anything more than this will be considered unexcused, regardless of the reason or documentation. Excused absences will require: 1) contact with the instructor/coordinator within 24 hours of the absence, 2) the completion of the online absence report form, 3) the documentation requested by the instructor/coordinator and 4) an arrangement made for making-up the missed lab period (make-up labs are not guaranteed). Should you find yourself with multiple absences, we will assist you in preparing a petition for a Late Drop should this occur and be necessary after the drop deadline.

Please refer to the course grades link for the way lab absences will be handled

2. Students must attend their scheduled lab section unless they are assigned to a make-up lab. Renee Alt is the only person able to schedule make-up labs.
3. Tardiness will also be recorded at every lab:
 - a.) <5 minutes late - 0% reduction in points for that lab day
 - b.) 5-10 minutes late - 25% reduction in points for that lab day (any assignments due are now considered late)
 - c.) 10-30 minutes late - 50% reduction in points for that lab day
 - d.) More than 30 minutes late - No points will be given for that lab day even if all bench work is completed

NOTE: IF YOU ARE TARDY ON LAB PRACTICAL DAYS YOU FORFEIT ALL POINTS FOR THAT DAY AND WILL NOT BE ALLOWED INTO THE CLASSROOM

4. Students who provide dated documentation of a personal emergency, confining illness, religious conflict or graduate/medical school interview within 48 hours

may be allowed to make up missed lab work for credit. Any absence that does not fall into one of these categories will be evaluated by MCB 301 staff on a case-by-case basis. MCB 301 staff will then determine eligibility for make-labs or excused lab days.

5. Students who have advanced knowledge of events that will conflict with MCB 301 must present acceptable documentation of such events 48 hours prior to their absence. Failure to do so will result in the absence being considered unexcused and result in deduction of points from your lab score (total points deducted dependent upon the day).
6. Report all lab absences to the Laboratory Coordinator, Renee Alt, in person (232A Burrill Hall) or by e-mail (rlalt@illinois.edu) within 48 hours.
7. Documentation for an absence must include relevant names, times, dates and an explanation of the date(s) and reason(s) for absence. NOTE: Absence due to illness will require a note from McKinley Health Center in order to be excused (Dial-a-nurse notes will not be accepted as documentation). Documentation will not be accepted past one week of the absence in question.
8. For each laboratory absence, students must complete the "Absence Report Form" available at the "Forms" link on the course web site. This form will be automatically forwarded to Renee Alt immediately upon completion. Note that this form may be completed online from any computer, in case of confining illness. Students are also required to submit supporting documentation to Renee Alt (232A Burrill Hall) as specified above. Documentation will not be accepted one week past the absence in question. Extended absences (lasting 3 days or more) will require nothing less than a Dean's letter as proper documentation. The office of the Dean of Students is located in the Turner Student Services Building, 610 E. John Street, Champaign, 217-333-0050. You must request that a representative of that office provide Renee Alt with the necessary information to address your circumstance.
9. Renee Alt will schedule all make-up labs. Teaching assistants cannot reschedule students to another lab, including their own. Only students who can provide an

acceptable reason for an absence, with supporting documentation, will be eligible to make up a missed lab.

Make-up labs must be made up in another section. If you have an acceptable reason for an absence we will make every effort to accommodate you in another lab section. Dry-labs will not be offered outside regular lab hours. You must make every effort to make another section (must coordinate through Renee Alt) or risk losing points for that day. You are not allowed to attend another lab section without prior approval.

10. Students in evening lab sections, who have evening exams in other courses, do not qualify for make-up labs.
11. Class absences before and after vacations (e.g. Thanksgiving Break, Spring Break) are not excusable, except as aforementioned.
12. 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.

Religious Observances and Practices:

1. Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at <http://www.odos.uiuc.edu/community-of-care/resources/docs/Religious-Observance-Accommodation-Request-Form.pdf>) to their instructors and the Office of the Dean of Students requesting accommodation by the end of the second week of the course. Requests that are not submitted within this time frame may not be granted. Information about accommodations can be found in the Student Code: <http://studentcode.illinois.edu/>.

DRES Accommodations:

1. If a student has DRES (Disability Resources and Educational Services) accommodations, documentation must be submitted to course personnel by the end of the second week of class.
2. If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

Exam Information	
Regular Exam Absences / Final Exam Absences / Regrades / Exam Answer Keys	
Thursday, February 23, 2023 from 7pm to 9pm	Covers Labs 1-6 Room Assignments: Sample Exam with answers pdf doc Exam 1 Key pdf
Thursday, March 30, 2023 from 7pm to 9pm	Covers Labs 7-9 Room Assignments: All sections go to 100 MSEB Exam 2 Key pdf
Final Exam TBA	Covers Labs 10-11
Conflict Final (by permission only)	Contact Renee Alt

Final exams will not be returned to the student and will remain the property of the course, nor will answer keys be posted or made available in any way. Students may make an appointment with Renee Alt in order to view the final but it will stay in the possession of MCB staff. Final exams will not be subject to the MCB 301 regrade procedure, concerns should be directed to Renee Alt.

There will be two examinations, worth 100 points each. These examinations will take place on Thursday evenings in different rooms across campus. Please make sure to check for your individual exam room assignments. Failure to attend the correct exam room could result in a "0" scored for the exam in question. These exams will consist of short answer response questions to make a total of 100 points possible.

Exam will start at 7pm. If you are late you will have the remaining time of the 120 minutes to complete the exam (even if that is 5 minutes). You have ONE WEEK from the day the graded tests are returned to the class, to ask for a regrade. Follow the procedure described under the link Grading Policies titled "re-grades". After this date, there will be no further modification of the exam result.

Bring your University photo ID, several sharp #2 pencils, ruler and an eraser.

DRES Accommodations:

- If a student has DRES (Disability Resources and Educational Services) accommodations, documentation must be submitted to course personnel by the end of the second week of class.
- If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

Religious Observances and Practices:

- Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at [www.odos.illinois.edu/.../Religious Observance Accommodation Request Form.docx](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 that are not submitted within this time frame may not be granted. Information about accommodations can be found in the Student Code: <http://studentcode.illinois.edu/>.

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 Conflict Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not there will be an option to compensate for the missed exam through either a make-up exam or proration. Failure to follow this procedure will result in a zero for the exam.

- 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.
- If you must miss an exam for 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. Documentation will be required.

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.
- 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.
- Conflict exams are only given on the regular exam day, at the date, time and location agreed upon by Renee Alt and the student.
- If you must miss the exam, the possibility exists to have the 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.

-
- 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 if you choose not to do so a score of "0" will be recorded for the second missed exam.

Prior to the final exam date, you will be given a preliminary proration of your missing score. This proration is only to give you an idea of what your missing score *would be* based on the other scores that we have for you at that time. Your actual proration will be done with the final exam grade included. Please understand that this preliminary proration score may increase OR decrease depending on your performance on the last exam. The actual proration score will be the score used to determine your final grade.

- Scores for conflicts will not be posted until all forms and documentation are received and approved. At the end of the semester these will be changed to "0" if above criteria has not been met.

FINAL EXAM CONFLICTS

- The Final Exam will consist of all short answer response questions to make a total of 100 points possible. The material covered will concentrate on the second half of the course.
- Bring your University photo ID, several sharp #2 pencils, ruler, scientific calculator and an eraser. Graphing calculators will not be allowed and use of one will result in forfeiture of your exam.

Please do not bring to the exam any backpacks, purses, hats, bags, books, notes, papers, clipboards, musical instruments, or anything other than the items listed above; you will be allowed to enter the exam room with these items, but they will

be placed away from student seating during the exam. No one will be monitoring who deposits and collects these personal effects, so thefts and mistaken identification of belongings can occur. We urge you not to bring valuables to the exam room. You will be asked to place all jackets/coats completely under the chair in which you are seated. In the case that the floor of the exam room is wet, you will be allowed to place jackets/coats at the front or back of the room during the exam. Cell phones or electronic devices, except for a scientific calculator, are not allowed. The MCB 300 faculty/staff is not responsible for any of your personal belongings. We strongly suggest you do not bring them to the exam site. The Illini Union Bookstore and the Illini Union have lockers available for temporary storage of such items if you are unable to leave them at home prior to an exam.

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 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. Failure to follow this procedure may result in a zero for the exam.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student recovers but not more than 10 business days after the date of absence.
- Information about final exams can be found in the Student Code: <http://studentcode.illinois.edu/>.

Final Exam Conflict:

- Conflict final exams may only be granted for any one of the following situations:
 - Students with three final exams scheduled within a 24 hour period as defined in Section 82.A.4). Final Examinations of the *Code of Policies and Regulations Applying to All Students* which can be found at: www.illinois.edu/admin/manual/code/
 - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with lower 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.

Use of electrical devices (such as cell phones, computers, iPods, etc) is prohibited during an Exam or Final Exam. Doing so may earn you a score of "zero" on the Exam or Final Exam, or a more extreme penalty at the discretion of the instructors. If a calculator is needed for an exam you will be told ahead of time and may only use a scientific calculator.

Requests for Regrades:

- If you believe that an answer was improperly graded on an exam, or lab assignment you must print a copy of the "Request for Exam Re-grade" form available on the "Forms" link on the course web site. This form must be completed and attached to the front of the original paper. Please note that paper assignments cannot be accepted for regrading if they are scanned and emailed. The regrade form must also be completed for web-based assignments but these may be emailed to Ms. Alt. Please be sure to indicate the number of the

question(s) involved and why your answer is correct. Do not make any additional comments or marks on the original exam or lab assignment.

- Properly completed re-grade requests should be given to Renee Alt (232A Burrill Hall).
- All requests for re-grades must be made within one week of the day that the graded paper was returned. The grader has the option to leave the score as is and comment further on the answer in question, accept the argument presented and award additional points or lower the original score if he/she finds additional mistakes that were missed during the first round of grading. The paper will be re-evaluated and returned to you within one week of its submission.
- Hourly exams given during the semester will be returned to the students when grading is complete and therefore are property of the student. Final exams will not be returned to the student and will remain the property of the course, nor will answer keys be posted or made available in any way. Students may make an appointment with Renee Alt in order to view the final but it will stay in the possession of MCB staff. Final exams will not be subject to the MCB 301 regrade procedure, concerns should be directed to Renee Alt.

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.

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

- Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.

-
- **HIDE**-Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.
 - Severe Weather:
 - If you are outside, proceed to the nearest protective building.
 - If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
 - Active Threat:
 - Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on silent.
 - Do not make any noise.
 - Do not come out until you receive an Illini-Alert advising you it is safe.

 - **FIGHT**-Action taken as a last resort to increase your odds of survival.
 - Active Threat: If you cannot run away safely or hide, be prepared to fight with anything available to increase your odds for survival.

Student Resources/Where to go for Help:

We Care at Illinois:

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

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

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

Safety and Emergency:

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

University Fire Department Emergency, 9-911

Crisis Line, 217-359-4141

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

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

McKinley Health Center, General Information, 217-333-2701

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

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

Local Sexual Assault Center, RACES, 217-384-4444

Women's Resources Center, 703 South Wright Street, 2nd Floor, 217-333-3137
Rape Crisis 24-hour Hotline, 217-384-4444
Suicide & Psychological Emergency, Suicide Prevention Team, 217-333-3704
SafeRides (free nighttime campus ride program), 217-265-RIDE (265-7433)
SafeWalks (free walking escort service by Student Patrol), 217-333-1216

Student Services and Advocacy

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

Classroom Support, Teaching Skills, and Instructional Strategies

Center for Innovation in Teaching & Learning, 249 Armory Building, 217-333-1462

Counseling Services

Counseling Center, 110 Student Services Bldg., 610 E. John St., 217-333-3704
McKinley Mental Health Center, 1109 S. Lincoln Ave., 217-333-2701
Psychological Services Center, 3rd Floor, 505 E. Green St., 217-333-0041

Disability Services

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

Lesbian, Gay, Bisexual, Transgender Resource Center

LGTB Resource Center, 323 Illini Union, 1401 W. Green St., 217-244-8863

Veterans Services

Veteran Student Support Services, Office of the Dean of Students, 610 E. John St., 217-333-0050
Center for Wounded Veterans in Higher Education, 908 W. Nevada St., 217-300-3515

General Study Skills Assistance

Office of Minority Student Affairs, 130 Student Services Bldg., 610 E. John St, 217-333-0054
Office of Minority Student Affairs Tutoring Services, 701 S. Gregory Dr., Suite 1, 217-333-7547
Writer's Workshop, 251 Undergraduate Library, 1402 W. Gregory Dr., 217-333-8796
**Additional academic assistance may be available through individual departments

Health Resources

Health Education, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2701
Alcohol & Other Drug Office, 2nd Floor Counseling Center, 610 E. John St., 217-333-7557
Sexual Health Educator, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2714
Dial-A-Nurse, McKinley Health Center (24-hour), 1109 S. Lincoln Ave., 217-333-2700
Health Resource Center, McKinley Health Center, 1109 S. Lincoln Ave., 217-333-6000

Health Resource Center, Room 40 Illini Union, 1401 W. Green St., 217-244-5994
McKinley Health Center, General Information, 1109 S. Lincoln Ave., 217-333-2701

Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes

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

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

- For non-academic support visit: diversity.illinois.edu
 - Discrimination & Harassment Prevention
 - Title IX
 - Accessibility & Accommodations
 - Inclusive Illinois

Laboratory Schedule

Date	Experiment	Lab Manual Pages
DAY 1 Wed Jan 18 Th Jan 19	No Lab Sections will meet this day	
DAY 2 Mon Jan 23 Tu Jan 24	Course introduction 1: Streak plate	I-XXXI 1-9
DAY 3 Wed Jan 25 Th Jan 26	1: Evaluations 2: Spread plate 3: Simple stain	8 10-13 14-25
DAY 4 Mon Jan 30 Tu Jan 31	2: Evaluations 4: Gram stain	13 25-26

Date	Experiment	Lab Manual Pages
DAY 5 (12) Wed Feb 1 Th Feb 2	5: Wet mount, Darkfield and Phase Contrast	29-38
DAY 6 (12) Mon Feb 6 Tu Feb 7	6a: Sporeformers enrichment	39-50
DAY 7 (11) Wed Feb 8 Th Feb 9	6b: Sporeformers isolation, 1	39-50
DAY 8 (12) Mon Feb 13 Tu Feb 14	6c: Sporeformers isolation, 2	51-52
DAY 9 (11) Wed Feb 15 Th Feb 16	6c: Sporeformers post-enrichment, 1	53-54
DAY 10 (22.5) Mon Feb 20 Tu Feb 21	6c: Sporeformers post-enrichment, 2	55-56
DAY 11 (40.5) Wed Feb 22 Th Feb 23	8a: Identification isolation 10: Antibiotic Producing Bacteria, Intro	71-79 118-127
DAY 12 (40.5) Mon Feb 27 Tu Feb 28	8b: Identification purification, 1 9a-c: Biochemical tests, 1 10: Antibiotic Producing Bacteria	81 87-116 118-127
DAY 13 (22.5) Wed Mar 1 Th Mar 2	8b: Identification purification, 1 9a-c: Biochemical tests, 2 10: Antibiotic Producing Bacteria (Start Protocol a)	81 87-116 118-127

Date	Experiment	Lab Manual Pages
DAY 14 (22.5) Mon Mar 6 Tu Mar 7	8c: Identification dichotomous keys; inoculate tests, 1 10: Antibiotic Producing Bacteria	82-83 118-127
DAY 15 (22.5) Wed Mar 8 Th Mar 9	8c: Identification; inoculate tests, 2 10: Antibiotic Producing Bacteria	82-83 118-135
Sat Mar 11 to Sun Mar 19	Spring Break	
DAY 16 (22.5) Mon Mar 20 Tu Mar 21	8c: Identification; inoculate tests, 3 10: Antibiotic Producing Bacteria	82-83 118-135
DAY 17 (22.5) Wed Mar 22 Th Mar 23	8c: Identification 10: Antibiotic Producing Bacteria (Start Protocol b)	118-135
DAY 18 (22.5) Mon Mar 27 Tu Mar 28	8c: Identification 10: Antibiotic Producing Bacteria (Start Protocol c)	82-83 118-135
DAY 19 (22.5) Wed Mar 29 Th Mar 30	8c: Identification 10: Antibiotic Producing Bacteria	82-83 118-135
DAY 20 (31) Mon Apr 3 Tu Apr 4	10: Antibiotic Producing Bacteria	118-135
DAY 21 (30) Wed Apr 5 Th Apr 6	11a: Transposon mutagenesis conjugation 10: Antibiotic Producing Bacteria	136-140 118-135

Date	Experiment	Lab Manual Pages
DAY 22 (30) Mon Apr 10 Tu Apr 11	11c: Transposon mutagenesis selection, 1 10: Antibiotic Producing Bacteria	136-140 118-135
DAY 23 (30) Wed Apr 12 Th Apr 13	11c: Transposon mutagenesis selection, 2 10: Antibiotic Producing Bacteria	142 118-135
DAY 24 (30) Mon Apr 17 Tu Apr 18	11c: Transposon mutagenesis characterization, 1	143-147
DAY 25 Wed Apr 19 Th Apr 20	11c: Transposon mutagenesis characterization, 2	143-148
DAY 26 (42) Mon Apr 24 Tu Apr 25	Lab Practical Review and Practice Lab clean up & drawer inventory	
DAY 27 (58) Wed Apr 26 Th Apr 27	Lab Practical Exam, Part I Dilution problem calculation, Gram stain, brightfield microscopy, streak plate	
DAY 28 (58) Mon May 1 Tu May 2	Lab Practical Exam, Part II Dilutions & spread plate, wet mount & phase contrast, biochemical tests, dichotomous key	

Lecture Schedule

Date	Topic(s)
January 20 Lecture 1	Policies; Basic Microbiology Techniques (Aseptic Technique, Pure Culture, Plating, Dilutions)
January 27 Lecture 2	Staining; Microscopy
February 3 Lecture 3	Microscopy; Sporeformers; Bacterial Growth (Video Recording)
February 10 Lecture 4	Sporeformers
February 17 Lecture 5	Biochemical Tests
Thursday, February 23	Exam 1 Basic Microbiology Techniques; Staining; Microscopy; Growth Curve
March 3 Lecture 6	Identification
March 10 Lecture 7	DROP DEADLINE Antibiotic Producing Bacteria
March 17	Spring Break
March 24 Lecture 8	Antibiotic Producing Bacteria
Thursday, March 30	Exam 2 Sporeformers; Identification; Biochemical Tests
April 7 Lecture 9	Antibiotic Producing Bacteria
April 14 Lecture 10	Transposon Mutagenesis
April 21 Lecture 11	Transposon Mutagenesis
April 28 Lecture 12	TBA

Finals Week	Final Exam Antibiotic Producing Bacteria; Transposon Mutagenesis
--------------------	---

Laboratory Assignment Schedule

Date	Assignment Due	Point Total
DAY 1 Wed Jan 18 Th Jan 19	Nothing Due	
DAY 2 Mon Jan 23 Tu Jan 24	Nothing Due	
DAY 3 Wed Jan 25 Th Jan 26	Pre-lab 1-5: Basic Technique	10 points
DAY 4 Mon Jan 30 Tu Jan 31	Nothing Due	
DAY 5 Wed Feb 1 Th Feb 2	Nothing Due	
Fri Feb 3	7: Growth Curve opens in LON-CAPA by 2pm	50 points
DAY 6 Mon Feb 6 Tu Feb 7	Pre-lab 6: Sporeformers	10 points
DAY 7 Wed Feb 8 Th Feb 9	Nothing Due	
DAY 8 Mon Feb 13 Tu Feb 14	Nothing Due	
DAY 9 Wed Feb 15 Th Feb 16	Nothing Due	
Fri Feb 17	7: Growth Curve due in LON-CAPA at 8pm	50 points

Date	Assignment Due	Point Total
DAY 10 Mon Feb 20 Tu Feb 21	Nothing Due	
DAY 11 Wed Feb 22 Th Feb 23	Pre-lab 8: Identification	10 points
Th Feb 23	Exam 1 Basic Microbiology Techniques; Staining; Microscopy; Growth Curve	100 points
DAY 12 Mon Feb 27 Tu Feb 28	6: Sporeforming bacteria Lab Report Pre-lab 9: Biochemical Tests	58 points 10 points
DAY 13 Wed Mar 1 Th Mar 2	10: Antibiotic Producing Bacteria, Protocol a	30 points
DAY 14 Mon Mar 6 Tu Mar 7	9: Biochemical Tests Lab Report	36 points
DAY 15 Wed Mar 8 Th Mar 9	Nothing Due	
Sat Mar 11 to Sun Mar 19	Spring Break	
DAY 16 Mon Mar 20 Tu Mar 21	Nothing Due	
DAY 17 Wed Mar 22 Th Mar 23	10: Antibiotic Producing Bacteria, Protocol b	30 points
DAY 18 Mon Mar 27 Tu Mar 28	10: Antibiotic Producing Bacteria, Protocol c	30 points
DAY 19 Wed Mar 29 Th Mar 30	Nothing Due	

Th Mar 30	Exam 2 Sporeformers; Identification; Biochemical Tests	100 points
Date	Assignment Due	Point Total
DAY 20 Mon Apr 3 Tu Apr 4	10: Antibiotic Producing Bacteria, Protocol a (Revision and Discussion)	55 points
DAY 21 Wed Apr 5 Th Apr 6	8: Identification Worksheet Pre-lab 11: Transposon mutagenesis	45 points 10 points
Day 22 Mon Apr 10 Tu Apr 11	Nothing Due	
DAY 23 Wed Apr 12 Th Apr 13	10: Antibiotic Producing Bacteria, Protocol c (Revision and Discussion)	55 points
DAY 24 Mon Apr 17 Tu Apr 18	10: Antibiotic Producing Bacteria, Protocol b (Revision and Discussion)	70 points
DAY 25 Wed Apr 19 Th Apr 20	Nothing Due	
DAY 26 Mon Apr 24 Tu Apr 25	11: Transposon mutagenesis Lab Report (NO LATE LAB REPORTS ACCEPTED)	61 points
DAY 27 Wed Apr 26 Th Apr 27	Lab Practical Exam, Part I Dilution problem calculation, Gram stain, brightfield microscopy, streak plate	Parts 1 and 2 worth a total of 100 points
DAY 28 Mon May 1 Tu May 2	Lab Practical Exam, Part II Dilutions & spread plate, wet mount & phase contrast, biochemical tests, dichotomous key	

Finals Week	<p style="text-align: center;">Final Exam Antibiotic Producing Bacteria; Transposon Mutagenesis</p>	100 points
-------------	--	------------

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:

- Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at www.odos.illinois.edu/.../Religious_Observance_Accommodation_Request_Form.docx) to their instructors and the Office of the Dean of Students requesting accommodation by the end of the second week of the course. Requests that are not submitted within this time frame may not be granted. Information about accommodations can be found in the Student Code: <http://studentcode.illinois.edu/>.

DRES Accommodations:

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

Class Absences:

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

-
- Absences planned for the items listed in previous bullet point must be communicated to your instructor or course coordinator at least two weeks in advance of the absence. Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.
 - Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
 - Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
 - Absences will be handled according to individual course policy.

Exam Absences:

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

Exam Conflicts:

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

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

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

Final Exam Absence:

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

Final Exam Conflict:

- Conflict final exams may only be granted for any one of the following situations:
 - Students with three final exams scheduled within a 24 hour period as defined in Section 82.A.4). Final Examinations of the *Code of Policies and Regulations Applying to All Students* which can be found at: www.illinois.edu/admin/manual/code/
 - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with larger enrollment. Course personnel can assist with information to determine which course this would be.
 - 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.

Course Material:

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

University Information of Student Safety - Active Threats:

- General Emergency Response Recommendations ([Emergency Response Guide](#)):

-
- Security Threat. The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**
 - **Only follow these actions if safe to do so.** When in doubt, follow your instincts - you are your best advocate!
 - **RUN** – Action taken to leave an area for personal safety.
 - Take the time to learn the different ways to leave your building **before** there is an emergency.
 - Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
 - Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
 - Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
 - Assist those who need help, but carefully consider whether you may put yourself at risk.
 - Look for **Exit** signs indicating potential egress/escape routes.
 - If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
 - Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
 - Remain at Evacuation Assembly Area until additional instructions are given.
 - Alert authorities to those who may need assistance.
 - Do not re-enter building until informed by emergency response personnel that it is safe to return.
 - Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.
 - **HIDE** – Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.
 - Severe Weather:
 - If you are outside, proceed to the nearest protective building.
 - If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
 - Active Threat:
 - Lock or barricade your area.
 - Get to a place where the threat cannot see you.
 - Place cell phones on silent.
 - Do not make any noise.
 - Do not come out until you receive an Illini-Alert advising you it is safe.
 - **FIGHT** – Action taken as a last resort to increase your odds of survival.
 - Active Threat: If you cannot run away safely or hide, be prepared to fight with anything available to increase your odds for survival.

Student Resources/Where to go for Help:

We Care at Illinois

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

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

Safety and Emergency

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

University Fire Department Emergency, 9-911

Crisis Line, 217-359-4141

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

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

McKinley Health Center, General Information, 217-333-2701

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

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

Local Sexual Assault Center, RACES, 217-384-4444

Women's Resources Center, 703 South Wright Street, 2nd Floor, 217-333-3137

Rape Crisis 24-hour Hotline, 217-384-4444

Suicide & Psychological Emergency, Suicide Prevention Team, 217-333-3704

SafeRides (free nighttime campus ride program), 217-265-RIDE (265-7433)

SafeWalks (free walking escort service by Student Patrol), 217-333-1216

Student Services and Advocacy

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

Classroom Support, Teaching Skills, and Instructional Strategies

Center for Innovation in Teaching & Learning, 249 Armory Building, 217-333-1462

Counseling Services

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

McKinley Mental Health Center, 1109 S. Lincoln Ave., 217-333-2701

Psychological Services Center, 3rd Floor, 505 E. Green St., 217-333-0041

Disability Services

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

Lesbian, Gay, Bisexual, Transgender Resource Center

LGTB Resource Center, 323 Illini Union, 1401 W. Green St., 217-244-8863

Veterans Services

Veteran Student Support Services, Office of the Dean of Students, 610 E. John St., 217-333-0050

Center for Wounded Veterans in Higher Education, 908 W. Nevada St., 217-300-3515

General Study Skills Assistance

Office of Minority Student Affairs, 130 Student Services Bldg., 610 E. John St, 217-333-0054

Office of Minority Student Affairs Tutoring Services, 701 S. Gregory Dr., Suite 1, 217-333-7547

Writer's Workshop, 251 Undergraduate Library, 1402 W. Gregory Dr., 217-333-8796

**Additional academic assistance may be available through individual departments

Health Resources

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

Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes

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

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

- For non-academic support visit: diversity.illinois.edu
 - Discrimination & Harassment Prevention
 - Title IX
 - Accessibility & Accommodations
 - Inclusive Illinois