



School of Molecular & Cellular Biology

# MCB 354, Spring 2025

Biochem & Phys Basis of Life, 3 Credit Hours

## Instructor/Instructional Team

MCB Instructional Program Office  
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## Class Meeting Schedule *(all times are recorded in Central)*

Lecture MWF from 9-9:50 AM (124 Burrill Hall)

Discussion for 50 minutes based on individual class schedule

Instructor Office Hours: TBD, check Canvas page for updated information.

TA Help Sessions: TBD, check Canvas page for updated information.

## Student Learning Outcomes

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

- understand current biochemistry terms and concepts.
- analyze and interpret data sets.
- implement the chemistry and metabolism of macromolecules and their coenzymes.
- evaluate the relationship and processes of organisms, cells, and cellular components.

## Course Calendar

Day	Date	Lecture Topic	Reading Assignment*	
W	January 22	1: Amino Acids	Chapter 3; Sections 3.1	No Discussions Due to a Tuesday Start
F	January 24	2: Peptides and Proteins, The Structure of Proteins: Primary Structure	Chapters 3; Section 3.2 & 3.4	
M	January 27	3: Overview of Protein Structure, Protein Secondary Structure	Chapter 4; Section 4.1 & 4.2	Discussion 1
W	January 29	4: Protein Tertiary and Quaternary Structures	Chapter 4; Sections 4.3	
F	January 31	5: Reversible Binding of a Protein to a Ligand (Part 1)	Chapter 5; Section 5.1	
M	February 3	6: Reversible Binding of a Protein to a Ligand (Part 2)	Chapter 5; Section 5.1	
<b>T</b>	<b>February 4</b>	<b>Quiz 1; 12-10 PM</b>		Discussion 2
W	February 5	7: Introduction to Enzymes, How enzymes work	Chapter 6; Section 6.1 & 6.2	
F	February 7	8: Enzyme Kinetics (Part 1)	Chapter 6; Section 6.3	
M	February 10	9: Enzyme Kinetics (Part 2)	Chapter 6; Section 6.3	
W	February 12	10: Examples of Enzymatic reactions	Chapter 6; Section 6.4	Discussion 3
F	February 14	11: Monosaccharides and disaccharides	Chapter 7; Section 7.1	
M	February 17	Exam 1 Review		
<b>T</b>	<b>February 18</b>	<b>Exam 1; 7-9 PM</b>		Discussion 4
W	February 19	12: Polysaccharides	Chapter 7; Section 7.2	
F	February 21	13: Storage lipids	Chapter 10; Section 10.1	

M	February 24	14: Structural lipids in membranes	Chapter 10; Section 10.2	Discussion 5
W	February 26	15: Antibiotics	2024 (Nature) Sophisticated natural products as antibiotics	
F	February 28	16: Cryo-electron microscopy	2024 (Nature) Bridging structural and cell biology with cryo-electron microscopy	
M	March 3	17: Secondary active membrane transport	2024 (Nature) Ion and lipid orchestration of secondary active transport	Discussion 6
T	March 4	Quiz 2; 12-10 PM		
W	March 5	18: Protein catalysis	2022 (Nature) The road to fully programmable protein catalysis	
F	March 7	19: Phospholipid transport	2024 (JBC) Crossing the membrane	
M	March 10	Exam 2 Review	Article 20	Discussion 7
T	March 11	Exam 2; 7-9 PM		
W	March 12	20: Bioenergetics and principles of metabolism	Chapter 13; Sections 13.1, 13.2	
F	March 14	21: ATP and high-energy compounds; electron carriers		
M-F	March 17-21	Spring Break		
M	March 24	22: Glycolysis I	Chapter 14; Sections 14.1, 14.2, 14.3	Discussion 8
W	March 26	23: Glycolysis II		
F	March 28	24: Gluconeogenesis and Other Carbohydrates	Chapter 14; Section 14.4	
M	March 31	25: Regulation of Carbohydrate Metabolism; Pentose Phosphate Pathway	Chapter 14; Sections 14.5, 14.6	Discussion 9
T	April 1	Quiz 3; 12-10 PM		
W	April 2	26: Tricarboxylic Acid Cycle I	Chapter 16	
F	April 4	27: Tricarboxylic Acid Cycle II		

M	April 7	28: Oxidative Phosphorylation & ATP synthase	Chapter 19; Section 19.1	Discussion 10
W	April 9	Exam 3 Review		
R	April 10	Exam 3; 7-9 PM		
F	April 11	29: Lipoproteins & Fat Metabolism	Chapter 17; Section 17.1 Chapter 21; Section 21.4	
M	April 14	30: Fatty Acid Synthesis	Chapter 19; Section 19.2 Chapter 21; Section 21.1	Discussion 11
W	April 16	31: Fatty Acid Catabolism I	Chapter 17	Discussion 12
F	April 18	32: Fatty Acid Catabolism II		
M	April 21	33: Cholesterol & Steroid Metabolism		
T	April 22	Quiz 4; 12-10 PM		
W	April 23	34: Eicosanoids	Chapter 10; Section 10.3 Chapter 21; Section 21.2	Discussion 13
F	April 25	No Class	Chapter 22; Sections 22.1, 22.2	
M	April 28	35: Amino Acid Catabolism & Urea Cycle	Chapter 18	
W	April 30	36: Amino Acid Biosynthesis	Chapter 22; Section 22.3	
F	May 2	37: Porphyrins & Nucleotides	Chapter 23; Section 23.3, 23.5	Discussion 14
M	May 5	38: Metabolic Integration; Diabetes		
W	May 7	Final Exam Review		
R	May 8	Reading Day		
F	May 9	Final Exam	7-10 PM	

\*Article reading assignments have been made for Lecture 1-20 by Dr. Kim (see **Additional Required Readings (Lectures 1-20)** in Canvas for details.

### Section Change, Add, and Drop Information

Students may use the UI-Integrate Self-Service System to add or change MCB 354 discussion sections before 5:00 PM, Monday, February 3, 2025.

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

Friday, March 14, 2025, is the last day to drop the course or to elect the Credit/No Credit option. Students may use the UI-Integrate Self-Service System to drop MCB 354 until this deadline.

To drop the course after the drop deadline, students must petition a dean in their college office. These petitions should be sent to the Course Coordinator for completion of attendance and grade information.

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

### **Course Overview and Description**

Introduction to biochemistry and structural biology emphasizing the physical and chemical properties of macromolecules.

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

MCB 354 Biochem & Phys Basis of Life

Credit: 3 hours

Students should be enrolled in the lecture (AL1) and a discussion section.

Credit is not given for both MCB 354 and MCB 450.

Prerequisite: Chem 232 or Chem 236, and MCB 250 and MCB 252, or consent of instructor.

### **Text/Materials Information**

MCB 354 is participating in the Day1Access Program to help save you money. All students enrolled in this course will have immediate access to the digital materials during the Illinois' course opt-out period. If you want to purchase the materials in another manner, you may opt-out of the program via Canvas. All students who keep the digital materials (that is, those who do not opt-out) will have the discounted course materials charge billed to their bursar account in the amount of \$96.20.

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

#### **Required Texts & Supplies**

1. Lehninger Principles of Biochemistry, 8<sup>th</sup> edition with Achieve and iClicker. ISBN 9781319408886. It is available at the IUB for \$150.
2. Scientific calculator (non-graphing) for use on exams. Graphing calculators will NOT be allowed.

### **Course Website, Course Gradebook, and Canvas**

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

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

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## Grading Information and Breakdown

The MCB 354 ATLAS Gradebook can be accessed directly at the following URL:  
<https://apps.atlas.illinois.edu/Gradebook>

Scores on quizzes, exams, and assignments will be available for student review on the MCB 354 ATLAS Gradebook. All students are responsible for checking their scores on the ATLAS Gradebook after each grade type is returned to them. Each student is responsible for reporting possible discrepancies to their TA and if immediate action is not taken, the student is responsible for bringing this to the attention of MCB 354 Course Staff within one week of receiving their graded work. Students are encouraged to keep all graded papers returned to them until after final grades are issued.

**The final deadline for Web Gradebook corrections is  
5:00 PM, Wednesday, May 7, 2025**

No Web Gradebook scores will be altered after this deadline.  
Please be certain to check all scores before this time.

## Discussion Question/Problem Sets and Participation

Attendance will be recorded at every discussion session. Students must arrive within the first five minutes of class, remain present for the entire class period, and be an active participant to receive credit. If you are more than 5 minutes late, you forfeit your discussion points for that week, but you may stay for the class period. If you are on time but are not contributing to your group, you also forfeit attendance points for that week at the discretion of the TA. You will be allowed to drop 16 discussion points throughout the semester. Questions or clarifications should be addressed to the TAs in discussion or in their help session.

### Discussion 1-7:

Students can earn 4 points per discussion starting on Discussion 1. Discussion question sets (Dr. Kim) will be completed in Achieve during your discussion period. Please come to discussion with a web-enabled device to complete the prescribed discussion question sets for the week. You will have the opportunity to work on these during class with those at your discussion table. Your TA will be available to answer questions and ask that each group of students share their answers on a particular question(s) at the end of the class. Students will be graded on their presence/participation in discussion (2 points) and submission of the Achieve assignment during your discussion (2 points).

**Students have the ability to earn either 0 or 4 points for discussion.**

4 points will be awarded to students who:

1. arrive on time,
2. actively participated with his/her group members to complete and submit the question set during discussion,
3. and, share their assigned question answers to the class as assigned by your TA

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0 points will be awarded to students who:

1. are not present for discussion,
2. did not complete and submit the question set in discussion,
3. did not participate in question/answer session at the end of class
4. or leave the discussion early

### **Discussion 8-14:**

Discussion problem sets (Dr. Kalsotra) should be completed before discussion each week. The problem sets are an opportunity for students to practice the material that may be covered on exams (and exams will have short answer portions).

Completion of problem sets is required before attending discussion to facilitate group work and make the most of class time. Students will discuss the questions in groups and will be responsible for answering an assigned question. The TA may assist the groups and verify correctness. Points will be based on coming to class prepared, actively participating in group work, and ultimately presenting the assigned question to the class.

### **Homework**

There will be adaptative quizzes in the Achieve platform each week of the semester. These are based on the assigned readings. Students can start the assignment and reference their reading assignment within the question set OR students may choose to read the assignment, then take the adaptive quiz. Adaptive means that the assignment requires that you answer the concept questions correctly to move to the next content topic. If you get a question incorrect, you will get additional questions about the same content until you've shown mastery of that content. This semester these assignments consist of 75 points, but fifteen points will be dropped. Students can earn a maximum of 60 points in this grade category that will be used in your final grade calculation. There is a 50% penalty of points for assignments submitted up to 7 days late. After 7 days, the work can no longer be submitted.

### **Quizzes**

Four 25-point quizzes will be administered online in Canvas. Quizzes will be opened for a designated time slot on the day they are assigned and will be timed (time limits will be announced before each quiz). Please note that computer problems, server issues, or other technical problems are NOT sufficient means for extensions of deadlines. If students have any technical problems they must contact Melissa Reedy immediately at [murray@illinois.edu](mailto:murray@illinois.edu). Assistance will not be provided after 10:00 PM. Students are responsible for knowing the quiz date schedule; forgetting to do a quiz is not an acceptable excuse for accommodations.

Schedule of Quizzes		
Quiz 1	Tuesday, February 4	12:00-10:00 PM
Quiz 2	Tuesday, March 4	12:00-10:00 PM
Quiz 3	Tuesday, April 1	12:00-10:00 PM
Quiz 4	Tuesday, April 22	12:00-10:00 PM

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## iClicker

There will be iClicker questions during lecture periods throughout the semester. Students will earn two “units” for each correct response to these questions in class. If the student is present in class, but chooses the incorrect response, they will earn 1 point. If the student is absent, they will earn zero points. At the end of the semester, the scale below will be used to determine the total number of points earned in this grade category. The maximum points that can be earned in this grade category is 100.

% Correct	Points student earns
80%	100
75%	85
70%	80
65%	75
60%	70
55%	65
50%	60
45%	55
40%	50
35%	45
30%	40
25%	35
Below 20%	0

## Exams

Evening exams and the final exam may be in multiple choice, true-false, short answer, essay, and/or problem-solving format. Material for exams and quizzes will be drawn from the lectures, lecture materials, assignments, associated text readings, and reserved reading, if any.

All grades are entered into the online gradebook. Once the exams have been administered, they become the property of the students. Within one week of each exam, answers are posted. It is the student’s responsibility to make certain that the grade on the online 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 should contact Melissa Reedy 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 Melissa Reedy.

Schedule of Exams		
Exam 1	Tuesday, February 18, 2025	7:00-9:00 PM
Exam 2	Tuesday, March 11, 2025	7:00-9:00 PM
Exam 3	Thursday, April 10, 2025	7:00-9:00 PM
Final Exam	TBD	



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## Course Grades

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

Student grades in MCB 354 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
4 Quizzes (@ 25 points each)	100
Discussion (14 @ 4 points, drop 12 points)	40
Scaled iClicker	100
Homework (Achieve Discussion & Adaptive)	60
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 354 will use the plus/minus system, and students who earn the points shown below (out of 1000 possible points), will be guaranteed the indicated letter grade.

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

Letter Grade	Point Ranges	Grade Point Value
A+	1000-890	4.000
A	889-850	4.000
A-	849-810	3.667
B+	809-770	3.333
B	769-730	3.000
B-	729-690	2.667
C+	689-650	2.333
C	649-610	2.000
C-	609-570	1.667
D+	569-530	1.333
D	529-490	1.000
D-	489-450	0.667
F	449-0	0.000

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## **Course Policies**

Regardless of whether a student has read the Course Policies for MCB 354, a student is charged with knowledge of them. These policies were developed in agreement with the Student Code.

### **Adding the Course after the Semester Start:**

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

### **Inclusivity Statement**

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

### **Netiquette**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. The following are tips for interacting online via e-mail or discussion board messages, adapted from guidelines originally compiled by Chuq Von Rospach and Gene Spafford (1995):

- Remember that the person receiving your message is someone like you, deserving and appreciating courtesy and respect.
- Avoid typing whole sentences or phrases in Caps Lock.
- Be brief; succinct, thoughtful messages have the greatest effect.
- Your messages reflect on you personally; take time to make sure that you are proud of their form and content.
- Use descriptive subject headings in your e-mails.
- Think about your audience and the relevance of your messages.
- Be careful when you use humor and sarcasm; absent the voice inflections and body language that aid face-to-face communication, Internet messages are easy to misinterpret.
- When making follow-up comments, summarize the parts of the message to which you are responding.
- Avoid repeating what has already been said; needless repetition is ineffective communication.
- Cite appropriate references whenever using someone else's ideas, thoughts, or words.

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## Contacting MCB Course Personnel

1. MCB course personnel are more than happy to assist students.
2. Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. 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 you use to register for classes)
  - 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
3. Your cooperation will help us respond much more quickly to your concerns

## 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](https://cm.maxient.com/reportingform.php?UnivofIllinois&layout_id=42)

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## **Family Educational Rights and Privacy Act (FERPA)**

Any student who has suppressed their directory information pursuant to Family Educational Rights and Privacy Act (FERPA) should self-identify to the coordinator for the course to ensure protection of the privacy of their attendance in this course. See <https://registrar.illinois.edu/academic-records/ferpa/> for more information on FERPA.

## **Disability Resources and Educational Services (DRES) Accommodations**

1. We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the DRES as soon as possible. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 217-333-4603, or email [disability@illinois.edu](mailto:disability@illinois.edu). We will try to meet all accommodations once the process has started. 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.
2. If a student has DRES accommodations, documentation must be submitted to course personnel by the end of the second week of class.
3. If a student believes that they need DRES accommodations, they should contact DRES at [disability@illinois.edu](mailto:disability@illinois.edu).

## **Disruptive Behavior**

Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem and may be reported to the Office for Student Conflict Resolution (<https://conflictresolution.illinois.edu>; [conflictresolution@illinois.edu](mailto:conflictresolution@illinois.edu); 333-3680) for disciplinary action.

## **Exam Conflicts**

1. If you have a regularly scheduled University course that conflicts with an exam, you should complete the online Conflict Request Form on the Canvas site. 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.
2. Work schedules should be adjusted, if possible, 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 Request Form on the Canvas site. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the Exam will not be granted.

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3. 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.
  4. Students that are formally participating in officially recognized groups, such as athletic teams and performance groups, with a conflict should request a conflict exam by 5:00 PM not less than 3 days prior to the exam via the Conflict Request Form on the Canvas site. 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.
  5. Students taking the conflict exam will be allowed to take their exam at a different time to accommodate their request. This conflict date/time will be before the regularly scheduled exam.

### Exam Absences

1. 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 course coordinator. You must also submit an online [Absence Form](#). Course personnel will evaluate documentation and decide whether 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.
2. 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 all absences.
3. There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept all consequences for that choice.
4. 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.
5. 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:

$$\frac{\{\text{Exam A}\} + \{\text{Exam B}\} + \{\text{Exam C}\}}{(175 + 175 + 175)} = (\text{percentile}) = \text{____ points for Exam____}$$

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online gradebook, due to the accounting for missing

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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.

Prior to the last day of class, 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.

## Final Exam Instructions

1. The Final Exam will be administered Monday, December 16, 2024, from 8-11 AM.
2. Have your university photo ID ready and a scientific, **NON-PROGRAMMABLE** calculator to complete these exams. **NO PROGRAMMABLE (graphing) CALCULATORS** will be allowed.
3. 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 more extreme penalty at the discretion of the instructor.
4. The exam will take place in person, room assignment(s) TBD.
5. The answers that you turn in for grading must be your own, formulated during the exam from your own understanding of the material. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. We cannot always monitor you as you complete your work; thus, we must rely upon the 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 is 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, to ensure that it will be seen as your own.

All exam material is considered confidential until all students have completed the exam. The sharing of any confidential information, either in person, via text or use of a cell phone, electronically or via social media, prior to the completion of the exam by all students is considered a violation of the academic integrity standards set forth by the University. Failure to maintain this confidentiality may result in a grade of zero for the entire exam for all persons involved, or a more extreme penalty at the discretion of the instructor.

Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam for all persons involved, or a more extreme penalty at the discretion of the instructor.

## Final Exam Conflict

1. 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 Article 3, Part 2 (3-201, 5). 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/>

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- 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.
2. 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 course coordinator.

## Final Exam Absence

1. If you must miss a final exam due to unforeseen circumstances, you are required to contact your 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.
2. 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.
3. 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.
4. Information about final exams can be found in the Student Code: <https://studentcode.illinois.edu/article3/part2/3-201/>

## General Information

1. The course faculty and the TAs oversee the orderly conduct of students in discussions and may exclude a student who does not comply with a reasonable request in this regard.
2. All students are assumed to have read and understood the *Code of Policies and Regulations Applying to All Students, University of Illinois*, and will be expected to act accordingly.

The *Code* is available online at: <http://studentcode.illinois.edu/>

3. Concerns over exam/quiz grading, discussion teaching or grading, and exam/quiz or discussion absences should be taken up with the MCB 354 Course Coordinator, Melissa Reedy.



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4. The deadline for grade corrections on all items is one week after corrected items are returned or grades are received.
  5. Reference letters and recommendation forms are to be submitted to the student's TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.

### **Electronic Media/Device Use:**

- Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero or a more extreme penalty at the discretion of the instructor on an assignment or assessment.
- 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:**

- The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees and may be made for personal use only.
- Video recordings of any kind are strictly forbidden.
- Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.
- Recording material from this course (including lectures, discussions, or other activities) is forbidden.
- Any violation of these policies will be forwarded to the Office of Student Conflict Resolution for disciplinary action.

### **Attendance Policies**

1. Regular class attendance is expected of all students at the University.  
(<https://studentcode.illinois.edu/article1/part5/1-501/>)
2. If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
3. The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider 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.



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4. Absences that may be excused without a letter include circumstances beyond the student's control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship, or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.
  5. Absences that may also be excused without a letter from the Dean of Students Office include a conference or job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.
  6. Absences 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).
  7. 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.
  8. Absences will be handled according to individual course policy.
    - a. Attendance will be recorded at every discussion session. Students are required to be present within the first five minutes of class, remain present for the entire class period, and be an active participant to receive credit. Students who are more than five minutes late may forfeit a portion of the points for that discussion period at the TAs discretion, but they may stay for the class period. Students who are present but are not engaged also may forfeit their points for the day at the discretion of the TA.
    - b. Students must attend their scheduled discussion section.
    - c. We know that students become ill and other reasons beyond a student's control arise. To accommodate absences due to minor 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 Policies for this course. Specifically, for MCB 354, a student that misses class/assignments due to minor illness (less than 3 days), chooses not to attend class or complete an assignment, and/or forgets to attend class or complete an assignment will use these specified drops. There is no distinction made between illness and missing class/assignments.
    - d. If you experience an illness (chronic, recurring or lasting three days or more) or other circumstance that causes an extended absence from class (lasting three days or more), please contact the Connie Frank CARE Center in the Office of the Dean of Students during business hours (8:30 AM - 5:00 PM). This office is located on the 3<sup>rd</sup> floor of the Turner Student Services Building, 610 E. John Street, Champaign, 217-333-0050. A representative of that office will provide us with the necessary information to address your circumstance. Please fill out an online absence form for your course which can be found on the Canvas site. (<https://apps.atlas.illinois.edu/MCB/McbAbsence/>).

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### **Academic Integrity:**

The Student Code 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 in the Student Code, specifically (<https://studentcode.illinois.edu/article1/part4/1-401/>) Ignorance is not an excuse for any academic dishonesty. It is your responsibility to read this policy to avoid any misunderstanding. Do not hesitate to ask the instructor(s) if you are ever in doubt about what constitutes plagiarism, cheating, or any other breach of academic integrity.

### **For non-academic campus assistance and support:**

- Office for Access & Equity

### **Student Advocacy Resources:**

- For student-centered advocacy programs and services visit: [mcb.illinois.edu/undergrad/advising/resources](http://mcb.illinois.edu/undergrad/advising/resources).

### **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:**

#### **Community of Care**

As members of the Illinois community, we each have a responsibility to express care and concern for one another. If you come across a classmate whose behavior concerns you, whether in regards to their well-being or yours, we encourage you to refer this behavior to the Student Assistance Center (217-333-0050 or <http://odos.illinois.edu/community-of-care/referral/>). Based on your report, the staff in the Student Assistance Center reaches out to students to make sure they have the support they need to be healthy and safe.

Further, as a Community of Care, we want to support you in your overall wellness. We know that students sometimes face challenges that can impact academic performance (examples include mental health concerns, food insecurity, homelessness, personal emergencies). Should you find that you are managing such a challenge and that it is interfering with your coursework, you are encouraged to contact the [Student Assistance Center \(SAC\)](#) in the Office of the Dean of Students for support and referrals to campus and/or community resources.

#### **Sexual Misconduct Reporting Obligation at Illinois:**

The University of Illinois is committed to combating sexual misconduct. Faculty and staff members are required to report any instances of sexual misconduct to the University's Title IX Office. In turn, an individual with the Title IX Office will provide information about rights and options, including accommodations, support services, the campus disciplinary process, and law enforcement options.

A list of the designated University employees who, as counselors, confidential advisors, and medical professionals, do not have this reporting responsibility and can maintain confidentiality, can be found here: [wecare.illinois.edu/resources/students/#confidential](http://wecare.illinois.edu/resources/students/#confidential).

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Other information about resources and reporting is available here: [wecare.illinois.edu](https://wecare.illinois.edu).

### **Mental Health**

Significant stress, mood changes, excessive worry, substance/alcohol misuse or interferences in eating or sleep can have an impact on academic performance, social development, and emotional wellbeing. The University of Illinois offers a variety of confidential services including individual and group counseling, crisis intervention, psychiatric services, and specialized screenings which are covered through the Student Health Fee. If you or someone you know experiences any of the above mental health concerns, it is strongly encouraged to contact or visit any of the University's resources provided below. Getting help is a smart and courageous thing to do for yourself and for those who care about you.

- Counseling Center (217) 333-3704
- McKinley Health Center (217) 333-2700
- National Suicide Prevention Lifeline (800) 273-8255
- Rosecrance Crisis Line (217) 359-4141 (available 24/7, 365 days a year)

If you are in immediate danger, call 911.

**The Office of Diversity, Equity and Inclusion:** [www.diversity.illinois.edu](https://www.diversity.illinois.edu)

- Discrimination & Harassment Prevention
- Title IX
- Accessibility & Accommodations
- Inclusive Illinois

### **The Jeffries Center**

For Fall 2024, the Jeffries Center's Tutoring and Academic Services will continue delivering services in person with some limited online availability. The OMSA offers free tutoring and academic services. Matched tutoring, online self-paced workshops and academic skills coaching are among the services featured in the Jeffries Center's Academic Services Center (ASC) located at 1103 W. Oregon, Suite E, Urbana, IL. Jeffries Center's services are designed to help students excel in college. As you have probably already noticed, college-level learning is different from what it was in high school. No matter how well you performed before attending Illinois, there is always room to hone your study skills.

- To learn more about Jeffries Center's tutoring services and to sign up for a tutor, visit <https://jeffriescenter.illinois.edu/academic-services-center/tutoring/tutoring>.
- To learn more about the self-paced workshops and to take advantage of this opportunity, visit: <https://jeffriescenter.illinois.edu/academic-services-center/tutoring/workshops>.

You are encouraged to make the most of your tutoring and workshop session(s) by:

- Requesting a tutor at the beginning of the term before tutors' work schedules are booked up.
- Come to each of your tutoring or workshop sessions prepared. Preparation includes having your textbooks, notes, and specific questions concerning the material. The more you prepare, the more you will get out of the session.

- Tutors do not serve as a substitute for our instructional faculty. Tutors will not "lecture" or "re-teach." They will provide strategies to help you improve your approach to mastering your course content. Tutoring is not a substitute for missed classes. If you miss class, make sure you get notes from a classmate and meet with your professor during office hours.

### ***Safety and Emergency:***

<a href="#">University Police Department</a>	<i>Emergency, 9-911 Non-emergency, 217-333-8911</i>
University Fire Department Emergency	9-911
<a href="#">Rosecrance Crisis Line</a>	217-359-4141
<a href="#">Emergency Dean</a>	300 Turner Student Services Bldg., 610 E. John St., 217-333-0050
<a href="#">Counseling Center</a>	110 Student Services Bldg., 610 E. John St., 217-333-3704
<a href="#">McKinley Health Center</a>	217-333-2700
<a href="#">McKinley Mental Health Center</a>	1109 S. Lincoln, 217-333-2705
<a href="#">Psychological Services Center</a>	3 <sup>rd</sup> Floor, 505 E. Green St., 217-333-0041
<a href="#">Local Sexual Assault Center, RACES</a>	217-384-4444
<a href="#">Women's Resources Center</a>	703 South Wright Street, 2nd Floor, 217-333-3137
Suicide and Crisis Lifeline	988
<a href="#">SafeRides</a> (free nighttime campus ride program)	217-384.8188
<a href="#">SafeWalks</a> (free walking escort service by Student Patrol 9 PM - 2:30 AM)	217-333-1216
<b><i>Student Services and Advocacy</i></b>	
<a href="#">Office of the Dean of Students</a>	300 Student Services Bldg., 610 E. John St., 217-333-0050

### ***Classroom Support, Teaching Skills, and Instructional Strategies***

<a href="#">Center for Innovation in Teaching &amp; Learning (CITL)</a>	249 Armory Building, 217-333-1462
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### ***Disability Services***

<a href="#">Disability Resources and Educational Services (DRES)</a>	1207 S. Oak St., 217-333-1970
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### ***Gender & Sexuality Resource Center***

<a href="#">Gender &amp; Sexuality Resource Center</a>	323 Illini Union, 1401 W. Green St., 217-244-8863
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### ***Veterans Services***

<a href="#">Chez Veterans Center</a>	908 Nevada Street, 217-300-3515
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### ***General Study Skills Assistance***

<a href="#">The Jeffries Center</a>	130 Turner Student Services Bldg., 610 E. John St, 217-333-0054
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<a href="#">The Jeffries Center Tutoring &amp; Academic Services</a>	1103 W. Oregon Street Suite E, 217-333-7547
<a href="#">Writer's Workshop</a>	100b Main Library, 1408 W. Gregory Dr., 217-333-8796

\*\*Additional academic assistance may be available through individual departments

### **Health Resources**

<a href="#">Health Education, McKinley Health Center Alcohol &amp; Other Drug Outreach Team</a>	1109 S. Lincoln Ave., 217-333-2700 Counseling Center, 610 E. John St., 217-333-3704
<a href="#">Sexual Health Educator</a>	McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2700
<a href="#">Dial-A-Nurse, McKinley Health Center</a> (24-hour)	1109 S. Lincoln Ave., 217-333-2700
Health Resource Center, McKinley Health Center, Main Lobby	1109 S. Lincoln Ave., 217-333-6000
Health Resource Center, Room 40 Illini Union,	Monday-Friday 9:00 AM - 5:30 PM 1401 W. Green St., 217-244-5994
<a href="#">Other Campus Locations Self Care Stations (FA/SP Semesters) locations and hours</a>	Bruce Nesbitt African American Cultural Center Asian American Cultural Center La Casa Cultural Latina, Library 2 <sup>nd</sup> Floor Native American House, Main Library

### **Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes**

<a href="#">Office of the Dean of Students</a>	300 Students Services Bldg., 610 E. John St., 217-333-0050
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