

# MCB 364

## Course Information and Policies

### Spring 2025

This laboratory is designed to teach concepts and experimental methods in cell biology. Biochemical, immunological and molecular biological techniques will be used to probe the molecules and processes of eukaryotic cells. Special emphasis will be given to the cell cycle, cytoskeleton and intracellular trafficking. The course will cover proper data handling and reporting techniques. (2 credit hours).

**MCB 364 Course Website:** <http://www.life.illinois.edu/mcb/364>

**MCB 364 Course Canvas:** <https://canvas.illinois.edu/>

**MCB 364 Course Instructor:** Dr. Lyne Lévesque

- Office: 484C Burrill Hall
- Email: [levesque@illinois.edu](mailto:levesque@illinois.edu)
- Phone: (217) 333-7565

**Course Location:** Burrill Hall Rm 488

**Section A:** Wednesdays 10am to 1:50pm starting on January 22nd, 2025

**Section B:** Fridays 10am to 1:50pm starting on January 24th, 2025

#### **Prerequisites:**

Prior completion of MCB 252 and MCB 253 or instructor approval. Prior completion of MCB 354 recommended.

**Learning objectives:**

After completion of this course, successful students will be able to:

- Describe the structure and function of the cell organelles.
- Become proficient at basic techniques in cell biology beyond what they have learned in MCB 253.
- Work effectively as part of a research team.
- Design scientific experiments using cell culture as a model.
- Execute basic tissue culture techniques
- Analyze data and communicate in both written and verbal forms their experimental results.
- Critically analyze data from both scientific literature and their own experiments.

**Expectations:**

- You are expected to read the assigned reading/videos prior to each class.
- You are expected to get familiar with each of the protocols and techniques prior to each lab.
- You are expected to participate in all weekly Laboratory classes. (4 hours)
- Students are expected to devote at least 1 per week learning the topics of the course through video lectures and readings, and at least 2-3 additional hours per week on homework assignments and class projects.

**Topics covered:**

- Basic Cell Culture Techniques
- Visualization of cellular organelles by microscopy
- Cell Cycle
- Cellular Differentiation

**Required Texts and Supplies:**

- Experimental Cell Biology Lab Manual (Spring 2024)
- Calculator
- USB flash drive

**Assessments Description:**

**Weekly assignments:** Individual students will need to complete weekly assignments that will cover topics in basic cell biology and methodologies. These assignments will be used to both encourage students to complete the required reading and to test their analytical skills. These questions will also serve as practice for the midterm and final exam. A total of six weekly assignments will be administered each worth 50 points. Each assignment has a set opening and closing date. Once the exercise is closed, the answers are posted. We do not let students make up missed assignments once the answers are made available. Only five of the six assignments will be used in the final grade calculation. The assignment with the lowest score will be dropped before the final grade calculation. This policy allows students to miss assignments due to illness or other excusable absences, including late registration, without being penalized. It is however also our policy to prorate these assignments if a student misses more than the allowable number of drops when all of their drops are due to excusable reasons. Please note that computer or internet problems are not excusable reasons for missing question submissions or assignment deadlines (i.e., you will not be given credit for or the ability to make-up assignments because of computer issues).

Unless otherwise specified, these assignments are to be completed individually and **NOT** as a group. **Your answers must be in your own words.** No copying from printed or online material is allowed and may result in a grade of zero for that assignment. Assignments will be due at 9 am on the day of class. You will be allowed only one late assignment during the semester if you have an acceptable excuse. You must request the extension no later than 24 hrs prior to the closing date. Once the assignment is closed, the answers will be shown and no extension or retaking of the assignment will be possible

**Checkpoints:** There will be four checkpoints due throughout the first eleven weeks, each worth 50 pts. These checkpoints will be based on the background work each student needs to complete towards designing their group independent research project to be executed in weeks 12-13. These checkpoints will ensure that students are making satisfactory progress in planning their group project and will include selection of a project question, review of the literature, summary of the literature search, formulation of a hypothesis, and formulation of the experimental design. Most of these checkpoints can be submitted as a group unless otherwise indicated. One component of the experimental design will be to select the reagents and techniques needed to complete the project, and the second component will be the selection of proper controls to include in their experimental designs (negative and positive), which will allow them to make the appropriate conclusion of their results.

Students will be given a list of reagents and techniques available to complete their projects. Students will need to design their project within the monetary and time constraint of the laboratory period.

**Lab Participation:** There will be 5 points given each week of the ten regular lab sessions towards participation (for a total of 50 pts.). Two of these points will come from lab quizzes given at the beginning of each lab. Questions for these quizzes will come from assigned readings/videos and the lab manual. It is expected that you read each lab protocol prior to coming to the lab. The remaining 3 points will be based on a student level of involvement in the laboratories. Any unexcused absence from a lab period will result in the automatic **loss of 25 pts** for participation.

**Project Participation:** There will be 50 points based on student's contribution to their independent project. Out of these 50 pts, 5 pts will be given for project originality. To get full credits, students will need to come up with a project significantly different from the ones suggested on the individual project pages. Twenty-five points will come from their submitted Material Request to be submitted on Week 10. Points will be deducted for late submission, omission of material needed, or for a lack of details/accuracy about volume, concentration or number of items needed. Ten points will be given for the students' attendance to their reserved time slot. Note that it is expected that both partners work together on all stages of the project. Points will be deducted for showing late, missing booked time slots or arriving unprepared to their project. The remaining 10 pts will be based on each student's effort towards their project during the semester.

Project Originality	5 pts
Material Request	25 pts
Project Attendance	10 pts
% Effort/contribution to the project	10 pts
<b>Total</b>	<b>50 pts</b>

**Research paper:** Each **individual** student will need to write a research paper based on their group research project, which will be due on the Wednesday before Reading Day. This paper should be written in the format of a short scientific manuscript and include the following: Abstract, Introduction, Methods, Results, Discussion and References.

**Oral presentation:** Students will do a group presentation of their independent research project executed during week 14 in the form of a PowerPoint presentation within the context of a mini-symposium. Students will be assessed on the content and delivery of the presentation as well as on their ability to answer questions about their project. Each presentation will be limited to 10 minutes long followed by a 5-minute question period.

**Midterm Exam:** The midterm exam will be multiple-choice and completed using Canvas. Material for the exam will be drawn from the first five laboratories, laboratory materials, and associated text readings.

**Final Exam:** All students are required to take the final exam will contain both multiple-choice and short answer questions emphasizing techniques covered in weeks 6 to 11 to be completed on Canvas. The multiple-choice questions will be used to assess their knowledge of cell biology and methodology content. The short answer questions will test the students' analytical abilities. Material for the exam will be drawn from the laboratories, laboratory materials, and associated text readings. Material for the final exam can be drawn comprehensively from all material covered in the first three modules of the course. The final exam will be held on Monday, May 12<sup>th</sup> 2025 from 8am until 11 am in BH488.

**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 Dr. Lévesque.

**Extra credits:** Each group will have an opportunity to earn two extra points each week during the ten weeks of regular lab experiments (for a maximum of 20 pts). To be eligible, students will need to submit an image (tif, jpeg, or pdf format) along with a figure legend. Only one submission per group will be accepted each week. Only the best submissions will be given credits. Selection will be based on the relevance of the image to the lab content, technical aspects (centering of image, focus, exposure levels, etc), and artistic elements of the image. Note that 2 pts maybe enough to take you to the next grade point level at the end of the semester.

**Course Grading:**

Student grades in MCB 364 will be based on a total of 1000 points. Categories listed below are approximate but should closely resemble the final distribution.

Assignment	Points each	Percent each	Number	Total points	Total percent
Weekly Assignments	50	5	5	250	25
Checkpoints	50	5	4	200	20
Lab Participation	5	0.5	10	50	5
Project Participation	50	5	1	50	5
Research Paper	100	10	1	100	10
Oral presentation	50	5	1	50	5
Midterm	100	10	1	100	10
Final Exam	200	20	1	200	20
<b>Total:</b>				<b>1000</b>	<b>100</b>

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.

**MCB 364 Gradebook:**

Scores on exams, papers, homework, checkpoints, presentations and participation will be available for student review directly in the Canvas gradebook. All students are responsible for checking their scores on the Canvas Gradebook after each assessment is returned to them. Each student is responsible for reporting possible discrepancies to the attention of Dr. Levesque **within one week** of receiving their graded assessment score. Students are encouraged to keep an electronic copy of their assignments until after the final grades are issued.

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

**No gradebook scores will be altered after this deadline**

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

<u>Date</u>	<u>Topics and Techniques</u>	<u>Required Readings(R)/Videos(V)</u>	<u>Assignment Due</u>
<b>Week 1</b> Jan 22/24	1.1: Phenol red as a pH measure 1.2: Aseptic techniques 1.3: Anatomy of a phase contrast microscope 1.4: Assessment of contamination 1.5: Assessing confluency using Image J 1.6: Comparing cell size using Image J	<ul style="list-style-type: none"> <li>• (R) Gibco Cell culture manual, pgs.1-20.</li> <li>• (V) Contamination of Cell Culture</li> <li>• (V) Discrimination between Bacteria vs Cell Debris in Culture</li> </ul>	
<b>Week 2</b> Jan 29/31	2.1: Trypsinizing CHO-K1 cells 2.2: Cell counting with a hemocytometer 2.3: Cell counting with an automated cell counter 2.4: Cryopreservation 2.5: Subculturing 2.6: Cell dilution 2.7: Observing flasks from last week	<ul style="list-style-type: none"> <li>• (R) Gibco Cell culture manual, pgs.21-40</li> <li>• (V) Calculating split ratio</li> <li>• (V) Trypsinization protocol</li> <li>• (V) Trypsination of NIH3T3 cells</li> <li>• (V) Loading an hemocytometer.</li> </ul>	<b>Homework 1</b>
<b>Week 3</b> Feb 5/7	3.1: Cell thawing 3.2: Cell painting 3.3: Transfection of CHO-K1 cells with GFP-lamin and GFP by electroporation.	<ul style="list-style-type: none"> <li>• (R) Gibco: Cell culture manuals pgs: 40-47, 53, 62-64, 69-72, 82.</li> <li>• (R) GFP-fusion Proteins</li> <li>• (V) A Green Light for Biology -- Making the Invisible Visible</li> <li>• (V) Immunofluorescent protocol</li> </ul>	<b>Homework 2</b>  <b>Checkpoint 1-</b> Topic Selection and Literature Search



<b>Week 4</b> Feb 12/14	4.1: Standard Immunofluorescence 4.2: Selective Permeabilization with digitonin	<ul style="list-style-type: none"> <li>• <b>(R)</b> Immunofluorescence basics</li> <li>• <b>(R)</b> Fixation and permeabilization</li> </ul>	<b>Checkpoint 2-</b> Literature Review
<b>Week 5</b> Feb 19/21	5.1: Immunofluorescence (IF) of NIH-3T3 cells for cyclin B1 and alpha-tubulin. 5.2: Pulse Click-iT labeling of NIH-3T3 cells.	<ul style="list-style-type: none"> <li>• <b>(R)</b> Click-it brochure</li> </ul>	<b>Homework 3</b>
<b>Week 6</b> Feb 26/28	7.1: Cell Viability measured by XTT assay 7.2: Apoptosis/necrosis assay 7.3 Caspase 3 detection	<ul style="list-style-type: none"> <li>• <b>(R)</b> FLIKA and apoptosis/ necrosis brochures</li> </ul>	<b>Checkpoint 3-</b> Hypothesis and Project Design
<b>Week 7</b> Mar 5/7	<div>--- Midterm ---</div> <div>Open Lab/ Project discussion</div>		
<b>Week 8</b> Mar 12/14	8.1: Immunofluorescence and phalloidin staining of differentiated vs. undifferentiated C2C12. 8.2: Harvest differentiated vs. undifferentiated C2C12 cells for Western blot analysis. 8.3: BCA protein assay	<ul style="list-style-type: none"> <li>• <b>(R)</b> BCA protein assay pamphlet</li> <li>• <b>(R)</b> Videos: Muscle differentiation (4X) and contraction (2X), neuronal differentiation (2x)</li> </ul>	<b>Checkpoint 4-</b> Project Procedures
<div>March Break</div> <div>March 17<sup>th</sup> to 21st</div>			

<u>Date</u>	<u>Topics and Techniques</u>	<u>Required Readings(R)/Videos(V)</u>	<u>Assignment Due</u>
<b>Week 9</b>  Mar 26/28	9.1: SDS-PAGE of C2C12 cell extracts from Exercise 9.2.  9.2: Western blot transfer of C2C12 extracts. 9.3: Seed and differentiate NSC34 cells	<ul style="list-style-type: none"> <li>• (R) Video -Western Blot</li> <li>• (R) Dehmelt &amp; Halpain (2004)</li> </ul>	<b>Revised Checkpoint 4-</b>  <b>Homework 4</b> (part 1 due the day <b>before</b> class)
<b>Week 10</b>  April 2/4	10.1 Immunofluorescence of differentiated NSC34. 10.2: Western blot development of C2C12		<b>Material Request</b>
<b>Week 11</b>  April 9/11	11.1: Measuring the adhesion properties of various ECM substrates  11.2: Comparison of cell proliferation rate between two cell lines  11.3 Neurite measurements	<ul style="list-style-type: none"> <li>• (R) XTT brochure</li> </ul>	<b>Homework 5</b>
<b>Week 12</b>  April 16/17	Student independent research project execution <b>-NO CLASS-</b>		
<b>Week 13</b>  April 23/25	- Finish student independent research project execution and analysis  <b>- NO CLASS-</b>		<b>Homework 6</b>

<u>Date</u>	<u>Topics and Techniques</u>	<u>Required Readings(R)/Videos(V)</u>	<u>Assignment Due</u>
<b>Week 14</b> Apr 30/May 2	STUDENT Mini-Symposium		<b>Oral Presentation</b>
<b>Week 15</b> May 7/9	-----No Class -----		<b>Paper</b> due 5 pm on May 7

## Course Policies

Regardless of whether a student has read the Course Policies for MCB 150, 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.

### Class Attendance Policies:

- All laboratory exercises must be completed in order to earn a grade in MCB 364. Late assignments will NOT be accepted.** Assignments must be completed by the due date and time in order to receive credit (Canvas will prevent you from accessing the material after this time.) Answers not submitted BEFORE the assignment deadline, will be scored as a zero. Refer to the MCB Curriculum Policies for further information about what to do if you must be absent from class or an exam.
- Students must attend their scheduled lab section unless they received permission from Dr. Levesque one week ahead of time.
- Attendance will be recorded at every lab 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 lab session, 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 instructor.

4. 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 Student Assistance 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 course website (<http://www.life.illinois.edu/mcb/150/course/forms.html>).

## General Information & Policies of MCB 364 Laboratories

1. All students are assumed to have read and understood the Code of Policies and Regulations Applying To All Students, University of Illinois, and will be expected to act accordingly. The Code is available online at: [www.illinois.edu/admin\\_manual/code/](http://www.illinois.edu/admin_manual/code/)
2. Concerns over exam grading, lab teaching or grading, and exam or lab absences/ conflicts should be addressed to Dr. Lévesque.
3. The deadline for grade corrections on all items is **one week** after corrected items are returned or grades are received.

## 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 will be 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

**Contacting MCB Course Personnel:**

- MCB course personnel are more than happy to assist students.
- Emails to instructors 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 section letter (A: Wednesday class or B: Friday class)
  - 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 previous email "thread" or previous communicated information pertinent to the situation
- Your cooperation will help us respond much more quickly to your concerns.

**Religious Observances and Practices:**

Illinois law requires the University to reasonably accommodate its students' religious beliefs, observances, and practices regarding admissions, class attendance, and the scheduling of examinations and work requirements. Students should complete the [Request for Accommodation for Religious Observances form](#) should any instructors require an absence letter in order to manage the absence. To best facilitate planning and communication between students and faculty, students should make requests for absence letters as early as possible in the semester in which the request applies.

## 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 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 that occur outside of regular class time. 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/](http://www.illinois.edu/admin/manual/code/)
  - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with 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.



**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:**

- 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

**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](http://mcb.illinois.edu/undergrad/advising/resources).

**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:

### 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).

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

### ***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**[Center for Innovation in Teaching & Learning \(CITL\)](#)

249 Armory Building, 217-333-1462

**Disability Services**[Disability Resources and Educational Services \(DRES\)](#)

1207 S. Oak St., 217-333-1970

**Gender & Sexuality Resource Center**[Gender & Sexuality Resource Center](#)

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

**Veterans Services**[Chez Veterans Center](#)

908 Nevada Street, 217-300-3515

**General Study Skills Assistance**[The Jeffries Center](#)

130 Turner Student Services Bldg., 610 E. John St, 217-333-0054

[The Jeffries Center Tutoring & Academic Services](#)

1103 W. Oregon Street Suite E, 217-333-7547

[Writer's Workshop](#)

100b Main Library, 1408 W. Gregory Dr., 217-333-8796

**\*\*Additional academic assistance may be available through individual departments****Health Resources**[Health Education, McKinley Health Center Alcohol & Other Drug Outreach Team](#)1109 S. Lincoln Ave., 217-333-2700  
Counseling Center, 610 E. John St., 217-333-3704[Sexual Health Educator](#)

McKinley Health Center, 1109 S. Lincoln Ave., 217-333-2700

[Dial-A-Nurse, McKinley Health Center](#) (24-hour)

1109 S. Lincoln Ave., 217-333-2700

Health Resource Center, McKinley Health Center, Main Lobby

1109 S. Lincoln Ave., 217-333-6000  
Monday-Friday 9:00 AM - 5:30 PM

Health Resource Center, Room 40 Illini Union,

1401 W. Green St., 217-244-5994

[Other Campus Locations Self Care Stations \(FA/SP Semesters\) locations and hours](#)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**[Office of the Dean of Students](#)

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

**The Office of Diversity, Equity and Inclusion:** [www.diversity.illinois.edu](http://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 OMSA's Academic Services Center (ASC) located at 1103 W. Oregon, Suite E, Urbana, IL. OMSA'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 OMSA'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.