

MCB 408 Immunology

Instructor: Professor Beth Stadtmueller

Instructor in-person office:

4-5pm Mondays MCB Learning Center room 5, 101 Burrill Hall

Instructor remote office (by appointment only):

[Professor Stadtmueller Zoom Office](#)

Offices are open during scheduled office hours only.

Contact information: bethms@illinois.edu

Course coordinator: Alejandra Stenger astenger@illinois.edu

Teaching Assistants:

Yujia Ji yujiaji3@illinois.edu

(Thursday Discussions; office hours 4pm Thursday, MCB Learning Center)

Emma Thames ethames2@illinois.edu

(Friday Discussions; office hours 5pm Wednesday, MCB Learning Center)

Course website: www.life.illinois.edu/mcb/408

Course LMS with content/assignments: <https://canvas.illinois.edu/>

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

Course Description: MCB 408 provides a broad introduction to the field of immunology. The course covers the fundamental principles of immunological responses and how they impact human health and disease. The course also highlights laboratory techniques used for immunological research and medical advances that harness the power of the immune system. The course is organized in three parts:

- (1) Introduction to the Immune system and Innate Immunity
- (2) Adaptive Immunity
- (3) Immunology in health, disease and research.

However, as you will learn, the interrelated nature of immunology blurs the boundaries between these topics and thus, course discussion sections will feature activities aimed at integrating content into usable knowledge.

Credit hours: 3 undergraduate hours. 3 graduate hours.

Prerequisites: MCB 250, MCB 251, MCB 252, MCB 253, and MCB 354; or consent of instructor

Student Learning Outcomes: Following the successful completion of this course you should be able to

1. Understand fundamental concepts of the immune system and its interactions with the external environment (e.g. pathogens and commensal organisms).
2. Understand fundamental concepts related to immunological research.
3. Be able to clearly communicate immunological concepts to a general audience.

Course Schedule Overview:

| Section | Time | Days | Location (hyper-linked) | Notes | Instructor |
|--------------------|---------------------|------|---|--|----------------------|
| Lecture | 10:00 AM - 10:50 AM | MW | CIF 2035 | | Stadtmueller |
| Weekly Quiz | 01:00 PM - 01:00 PM | W | https://canvas.illinois.edu/ | Weekly 10 point; timed 30-minute quiz can be taken anytime from 1pm Wed. to 1pm Thurs. | |
| Prof. Office hours | 04:00 PM- 04:50 PM | M | MCB Learning Center Room 5 Burrill | In-person | Stadtmueller |
| TA Office hours | 05:00 PM- 05:50 PM | W | MCB Learning Center | | Thames |
| TA Office hours | 04:00 PM- 04:50 PM | R | MCB Learning Center | | Ji |
| Discussion ADA | 01:00 PM - 01:50 PM | R | MCB Learning Center Room 7 Burrill | | Ji Stenger, A |
| Discussion ADB | 02:00 PM - 02:50 PM | R | MCB Learning Center Room 7 Burrill | | Ji Stenger, A |
| Discussion ADC | 03:00 PM - 03:50 PM | R | MCB Learning Center Room 7 Burrill | | Ji Stenger, A |
| Discussion ADD | 10:00 AM - 10:50 AM | F | MCB Learning Center Room 7 Burrill | | Thames Stenger, A |
| Discussion ADE | 11:00 AM - 11:50 AM | F | MCB Learning Center Room 7 Burrill | | Thames Stenger, A |

Exams, Quiz and Project Deadlines

| Exam | Time | Date | Location | Notes | Total points |
|-------------------|--------------------|---------------|---|------------------|--------------|
| Exam 1 | 7:00 PM - 9:00 PM* | M, Sept. 30th | TBA | Closed Book exam | 200 |
| Exam 2 | 7:00 PM - 9:00 PM* | M, Nov. 4th | TBA | Closed Book exam | 200 |
| Project Draft Due | 5:00PM | TBD | | | TBD |
| Final Project Due | 5:00PM | TBD | | | TBD |
| Exam 3 | 8:00 AM - 11:00 AM | R, Dec. 19th | TBA | Closed Book exam | 200 |
| Discussion | By section | weekly | 7 Burrill | participation | 100 |
| Quizzes | variable | weekly | https://canvas.illinois.edu/ | Open book | 100 |

Lectures. MW lectures will cover a broad array of topics chosen to provide you with a solid foundation in Immunology. Lectures are given in-person.

Text Books:

Required Text Books:

1. Kuby immunology. Punt, J., S. A. Stranford, P. P. Jones and J. A. Owen (2019). New York, Macmillan Learning.
2. An elegant defense : the extraordinary new science of the immune system : a tale in four lives. Richtel, M. (2019). New York, NY, William Morrow, an imprint of HarperCollins Publishers.

Recommended Texts:

1. Immune: A Journey into the Mysterious System That Keeps You Alive (2021) Philipp Dettmer
 - a. Immunology simplified into analogies – great way to understand the big picture!
 - b. Also watch the videos... <https://www.youtube.com/@kurzgesagt>
2. How the immune system works. Sompayrac, L. (2019). Hoboken, NJ, Wiley Blackwell.
 - a. This text is designed to provide straight forward and simple explanation of topics.
3. Janeway's immunobiology, 10th edition. Murphy, K., C. Weaver and Berg, L.J. (2022). W. W. Norton & Company
 - a. This is likely one of the most detailed and meticulously researched Immunology textbooks and in some cases will provide more information than required texts.

Assigned Reading.

Assigned reading each week is intended to help you better understand lecture content, topic history, and its “real world” applications, rather than to provide additional content. Reading is assigned in conjunction with the related lecture(s) and it is recommended that you complete the reading assigned for each week prior to taking the Quiz. Reading has been selected to take at most (but typically less than) 4 hours. Most assigned reading is from *Kuby Immunology* and *An Elegant Defense*; however, in some cases, additional sources will be posted and students are encouraged to consult recommended texts in cases where a simpler explanation or a deeper understanding is desired.

Discussion Sections

For the first 2/3 of the course, discussion sections are structured as team-based learning activities (TBLs). Each discussion section will be divided into four groups of ~ 5 students each. Together the group will address a question or complete a project and report back to the class with the answer/ completed project. TBL topics will draw from lecture and reading content provided each week and each group member will be given a participation role.

Reader: Reads directions and/or questions out loud to group

Scribe: Records group activities in google doc.

Researchers: Consult text, lectures, online resources

Reporter: Summarizes and reports group consensus to class

Group members and roles will change throughout the semester and be assigned by the TA.

During the final 1/3 of the course discussion sections will still involve team-based activities, but will focus on providing guidance and working on final projects.

Each student will be awarded **10 points for participation in each discussion** section, up to 100 points. You are encouraged to attend all 14 discussion sections. However, you can miss up to 4 discussions without affecting your final grade.

Attendance will be recorded at every discussion session. Each student is required to arrive within the first five minutes of class, remain present for the entire class period, and be an active participant in order 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. Questions or clarifications should be addressed to the TAs in discussion or in their office hours.

Quizzes

A 10-point, 10-question quiz will be given each week to assess student understanding of that week's lecture content. 14 Quizzes will be given total; and you may miss up to three quizzes or drop your lowest three grades for a total of 100 possible points. Make-up quizzes are not planned. Quizzes will be given online and are open-book. Each week, the quiz will be available from Wednesday 1pm to Thursday at 1pm. Once you start a quiz you will have 30 minutes to complete it.

Exams.

Three exams, 200 points each, will be given to assess student understanding of the content. Exams will focus on content presented in lectures and discussion sections. The course is divided into three ~ 5-week sessions (see course description and course calendar), each of which concludes with an exam. Exams will be given in-person and will feature a closed-book, multiple-choice format. Each exam is intended primarily to test knowledge on the content from that session; however, a minority of the questions may integrate content from earlier parts of the course. Please see "Policies Section" for more information.

Final Project.

With a fundamental understanding of any topic, one should have the skills to communicate that topic to a general (uneducated on the topic) audience. Your final assignment will be to write a report (to a general audience, e.g. your grandmother or your roommate) on any way that the immune system and SARS-CoV-2 interact. For the specific topic you select (e.g. the role that T-cells play in the immune response to Sars CoV 2) you should comment on what we do know (based on research to date) and what we don't yet know (outstanding questions on the topic). The report should be no longer than 1000 words and should reference at least five sources. We will provide selected literature that you can choose from, but you are not restricted to that literature. During the final third of the course we will provide discussion section guidance on how to write your report as well as feedback on your topic. **Deadlines are TBD at this time; tentative dates are listed in the course calendar.**

Grading. 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 408 will be based on total of 1000 points. Categories listed below are approximate but should closely resemble the final distribution.

| | |
|--------------------------|-------------|
| 3 exams | 600 |
| Final Project | 200 |
| Quizzes | 100 |
| Discussion Participation | 100 |
| <hr/> | |
| Total | 1000 points |

A more specific point breakdown for MCB 408 follows:

100 points Discussion attendance and participation (13 @ 10 points each, drop 3)

100 points Quizzes (14 @ 10 points each, drop 4)
600 points Exams (3 @ 200 points each)
200 points Final Project (rubric TBA)

1000 points Total

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 grade point values shown for each letter grade have been assigned by the University. 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 408 Standard Grade Scale

| Letter Grade | High Range | Point | Low Range | Point | Grade Value | Point |
|--------------|---------------|-------|--------------|-------|----------------|-------|
| A+ | 1000 | | 950 | | 4.000 | |
| A | 949 | | 899 | | 4.000 | |
| A- | 898 | | 848 | | 3.667 | |
| B+ | 847 | | 797 | | 3.333 | |
| B | 796 | | 746 | | 3.000 | |
| B- | 745 | | 695 | | 2.667 | |
| C+ | 694 | | 644 | | 2.333 | |
| C | 643 | | 593 | | 2.000 | |
| C- | 592 | | 542 | | 1.667 | |
| D+ | 541 | | 491 | | 1.333 | |
| D | 490 | | 440 | | 1.000 | |
| D- | 439 | | 389 | | 0.667 | |
| F | 388 | | 0 | | 0.000 | |

The **MCB 408 Gradebook** can be accessed directly at: <https://apps.atlas.illinois.edu/Gradebook>

All scores will be available for student review on the MCB 408 Gradebook. To check your scores, sign into the MCB 408 website and click on the Gradebook link and follow the instructions presented there. All students are responsible for checking their scores on the Gradebook after each exam and quiz is returned to them. Each student is responsible for reporting possible discrepancies and bringing this to the attention of the course coordinator within ONE week of receiving their graded quiz or exam score. Students are encouraged to keep all graded work returned to them until after final grades are issued.

The final deadline for Gradebook corrections is 5:00 PM, Wednesday, 11 December 2024.

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

Updated September 4, 2024

MCB 408 Immunology Tentative Course Calendar

Instructor: Professor Beth Stadtmueller

Lecture: CIF 2035 10am MW

Instructor in-person office: MCB Learning center room 5, Burrill Hall (open during scheduled office hours only; 4-5pm Mondays)

Instructor remote office: [Stadtmueller Office](#) (by appointment only)

Contact information: bethms@illinois.edu

Course coordinator: Alejandra Stenger astenger@illinois.edu

Teaching Assistants:

Yujia Ji yujiaji3@illinois.edu (Thursday Discussions; office hours 4pm Thursday)

Emma Thames ethames2@illinois.edu (Friday Discussions; office hours 5pm Wednesday)

Course website: www.life.illinois.edu/mcb/408

Course LMS with content/assignments: www.lon-capa.illinois.edu

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

PLEASE CHECK FOR UPDATED CALENDAR REGULARLY.

Tentative Course Calendar Part I (Weeks 1-5)
Introduction to the Immune system and Innate Immunity

| | | | | |
|---------------|-------------------|--|---|-------------------|
| Week 1 | | Monday | Wednesday | Discussion |
| | | Lecture 1 | Lecture 2 | TBL Intro |
| | Date | 8/26 | 8/28 | |
| | Topics | L1-Course Information | L2-Basic concepts | |
| | Reading (Kuby) | | Ch 1 (p 1-30) | |
| | Reading (Richtel) | | Ch 1-4 (p 3-26) | |
| | Other | | NO QUIZ | |
| Week 2 | | | Lecture 3 | TBL |
| | Date | 9/2 | 9/4 | |
| | Topics | Labor Day, No class | L3-Immune system Environments: Cells | |
| | Reading (Kuby) | | Ch 2; p 781-788* | |
| | Reading (Richtel) | | Ch 5-8 | |
| | Other | | *suggested | |
| Week 3 | | Lecture 4 | Lecture 5 | TBL |
| | Date | 9/9 | 9/11 | |
| | Topics | L4-Immune system Environments: Organs | L5-Recognition and Response | |
| | Reading (Kuby) | | Ch 3 | |
| | Reading (Richtel) | | Ch 9-12 | |
| | Other | | Quiz opens 1pm | |
| Week 4 | | Lecture 6 | Lecture 7 | TBL |
| | Date | 9/16 | 9/18 | |
| | Topics | Innate Immunity I | Innate Immunity II | |
| | Reading (Kuby) | Ch 4 | Ch 4 | |
| | Reading (Richtel) | Ch 13-16 | | |
| | Other | | Quiz opens 1pm | |
| Week 5 | | Lecture 8 | Lecture 9 | Exam prep |
| | Date | 9/23 | 9/25 | |
| | Topics | Complement System | Complement System II | |
| | Reading (Kuby) | Ch 5 | Ch 5 | |
| | Reading (Richtel) | Ch 17-20 | | |
| | Other | | Quiz opens 1pm | |
| Exam 1 | Topics | Date | Time | Notes |
| | PART I | M, 9/30 | 7-9pm | |

Tentative Course Calendar Part II (Weeks 6-10) Adaptive Immunity

| Week 6 | | Monday | Wednesday | Discussion |
|----------------|-------------------|---------------------------------------|--|-------------------|
| | | No Lecture | Lecture 10 | TBL |
| | Date | 9/30 | 10/2 | |
| | Topics | Exam 1 | Receptor Diversity | |
| | Reading (Kuby) | | Ch 6 | |
| | Reading (Richtel) | | Ch 21-23 | |
| | Other | | Quiz opens 1pm | |
| | | | | |
| Week 7 | | Lecture 11 | Lecture 12 | TBL |
| | Date | 10/7 | 10/9 | |
| | Topics | MHC | MHC+T-cells (development) | |
| | Reading (Kuby) | Ch 7 | Ch 7, 8, 10* | |
| | Reading (Richtel) | Ch 24-26 | | |
| | Other | | Quiz opens 1pm | |
| | | | *several pages | |
| Week 8 | | Lecture 13 | Lecture 14 | TBL |
| | Date | 10/14 | 10/16 | |
| | Topics | T-cells (Activation) | B cells (Development) | |
| | Reading (Kuby) | Ch 10 | Ch 9 | |
| | Reading (Richtel) | Ch 27-30 | | |
| | Other | | Quiz opens 1pm | |
| | | | | |
| Week 9 | | Lecture 15 | Lecture 16 | TBL |
| | Date | 10/21 | 10/23 | |
| | Topics | B cells (Activation) | Effector Functions (humoral) | |
| | Reading (Kuby) | Ch 11 | Ch 11-12 | |
| | Reading (Richtel) | Ch 31-33 | | |
| | Other | | Quiz opens 1pm | |
| | | | | |
| Week 10 | | Lecture 17 | Lecture 18 | Exam Prep |
| | Date | 10/28 | 10/30 | |
| | Topics | Effector Functions (Cell-mediated) | Cell movement and Barrier immunology | |
| | Reading (Kuby) | Ch 12 | Ch 13-14 | |
| | Reading (Richtel) | Ch 34-35 | | |
| | Other | | Quiz opens 1pm | Exam Review |
| Exam 2 | Topics | Date | Time | Notes |
| | PART II* | M, 11/4 | 7-9pm | |

Tentative Course Calendar Part III (Weeks 11-16)
Applied immunology and research: health, disease, and methods

| | | | | |
|---------------|---|---|---|---|
| Week 11 | | Monday | Wednesday | Discussion |
| | | No Lecture | Lecture 19 | Project Part I |
| | Date | 11/4 | 11/6 | |
| | Topics | | SARS-Cov-2; Project Intro. | |
| | Reading (Kuby) | | | |
| | Reading (Richtel) | | Ch 36-38 | |
| | Other | Exam | Quiz opens 1pm | |
| | | | | |
| Week 12 | | Lecture 20 | Lecture 21 | Project Part II |
| | Date | 11/11 | 11/13 | |
| | Topics | Infectious disease: Viruses and vaccines | Infectious disease: Viruses- 2HIV | <u>Tentative: Part I</u> <u>Due 11/ 15</u> |
| | Reading (Kuby) | Ch 17 (p 637- 650; 662-675) | Ch 18 (p 699-718) | |
| | Reading (Richtel) | Ch 39-46 | | |
| | Other | | Quiz opens 1pm | |
| | | | | |
| Week 13 | | Lecture 22 | Lecture 23 | Project Part II |
| | Date | 11/18 | 11/20 | |
| | Topics | Infectious disease and commensal microbes | Infectious disease and commensal microbes | <u>Tentative: Part II</u> <u>Due 11/22</u> |
| | Reading (Kuby) | Ch 13 p 481-501 Ch 17 p651-659 | Ch 13 p 481-501 Ch 17 p651-659 | |
| | Reading (Richtel) | Ch 47-50 | | |
| | Other | | Quiz opens 1pm | |
| Week 14 | FALL BREAK: No Class, quizzes or discussion | | | |
| | Date | 11/25 | 11/27 | 11/25-11/26 |
| Week 15 | | Lecture 24 | Lecture 25 | Review |
| | Date | 12/2 | 12/4 | 12/5-12/6 |
| | Topics | Allergy and Chronic inflammation -1 | Allergy and Chronic inflammation -2 | <u>Tentative: Part III</u> <u>Project Due 12/6</u> |
| | Reading (Kuby) | Ch 15 | Ch 15 | |
| | Reading (Richtel) | Ch 50-55 | | |
| | Other | | Quiz opens 1pm | |
| Week 16 | | Lecture 26 | Lecture 27 | |
| | Date | 12/9 | 12/11 | No Discussion |
| | Topics | Autoimmune disease | Cancer Immunology and immunotherapy | |
| | Reading (Kuby) | Ch 16 | Ch 19 | |
| | Reading (Richtel) | | | |
| | Other | | | |
| Exam 3 | Topics | Date | Time | Notes |
| | L19-27 | 12/19 | 8-11AM | Thursday |

MCB 408 EXAM AND CONFLICT EXAM INFORMATION

EXAM INSTRUCTIONS

1. Exams 1 and 2 will be given on Monday evenings as noted on the course website and calendar. The exams will begin at 7:00 PM sharp. The exams will cover material from lecture and any assigned reading. Please see the MCB 408 website for any further details concerning each exam.
2. The exams will be administered in-person and proctored (additional information TBA).
3. Have your University photo ID ready to complete these exams.
4. 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.

EXAM CONFLICTS

1. 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.
2. Work schedules should be adjusted, if at all possible, in order to eliminate a conflict with scheduled exams. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online [Conflict Exam Request Form](#) on the course website. This request must be made by 5:00 PM not less than 3 business days prior to the exam. Requests made after 5:00 PM and less than 3 business days prior to the exam will not be granted.
3. 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.
4. Students with DRES accommodations should also submit the online [Conflict Exam 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.

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 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.
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 any and 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 any and 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 prorate score will be calculated based on the following formula:

$$\frac{\{\text{Exam A}\}(\%tile)(200) + \{\text{Exam B}\}(\%tile)(200) + \{\text{Exam C}\}(\%tile)(200)}{(200 + 200 + 200)} = (\%tile) = \text{ ______ points for Exam ______ }$$

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online gradebook, due to the accounting for missing scores. You must complete at least two exams and the final in this course in order to earn a letter grade in the course. If you are unable to do so, the instructor will recommend that you drop or withdraw from the course.

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 AND CONFLICT FINAL EXAM INFORMATION

FINAL EXAM INSTRUCTIONS

1. The Final Exam will be administered on Thursday, December 19th 2024 from 8:00 – 11:00 AM.

2. The exams will be administered in-person and proctored (additional information TBA).
3. Have your University photo ID ready to complete these exams.
4. 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.

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/>
 - 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: http://studentcode.illinois.edu/article3_part2_3-201.html

MCB 408 POLICIES

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

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

3. Concerns over exam grading, discussion teaching or grading, and exam or discussion absences should be directed to the MCB 408 Course Coordinator.
4. The deadline for grade corrections on all items is *ONE week* after corrected items are returned or grades are received.
5. Excused class time compensating for evening exams is provided by review sessions given during discussion sections.
6. Social Media Use:
 - o Use of any social or electronic media to share information, request information or make confidential information public is prohibited. Any use of this type may earn you a zero or a more extreme penalty at the discretion of the instructor on an assignment or exam.
 - o 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).
7. Course Material:
 - o Students are welcome and encouraged to make audio recordings of course lectures.
 - o The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees and may be made for personal use only.
 - o Video recordings of any kind are strictly prohibited.
 - o Posting of audio recordings or transcriptions on social or electronic media platforms is strictly prohibited.
 - o Posting or redistributing of course material in any format is strictly prohibited.

CLASS ATTENDANCE

1. Regular class attendance is expected of all students at the University. (http://studentcode.illinois.edu/article1_part5_1-501.html)
2. The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider with regard to excusing the absence and permitting make-up work. Students must request absence letters from the Office of the Dean of Students after the student has returned to class but not more than 10 business days after the last date of absence.

3. 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.
4. Absences that may also be excused without a letter include job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption.
5. Absences planned for the items listed above must be communicated to your course coordinator at least two weeks in advance of the absence. Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.
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. Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
8. Absences will be handled according to individual course policy.
 - a. 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 in order 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.
 - b. Students must attend their scheduled discussion section. Students must at all times 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 coordinator.
 - c. We know that students become ill and other reasons beyond a student's control arise. In order to accommodate absences due to minor illness or emergency, we allow that a specified number of discussion assignments may be missed without penalty. These missed discussions can be dropped according to the criteria set forth in the Course Policies for this course. Specifically for MCB 408, a student that misses discussion due to minor illness (less than 3 days), chooses not to attend class, and/or forgets to attend class or complete an assignment will use these specified drops. There is no distinction made between illness and missing discussion 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 Student Assistance Center in the [Office of the Dean of Students](#). Students may request the letter online [here](#). Please fill out an online absence form for your course which can be found on the course website (<https://apps.atlas.illinois.edu/MCB/McbAbsence>) and upload your documentation there.

STATEMENT ON ACADEMIC INTEGRITY

1. 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/>

2. 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.
3. 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.

MCB CURRICULUM POLICIES

For non-academic campus assistance and support:

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

Student Advocacy Resources:

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

Contacting MCB Course Personnel:

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

Policies:

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

Religious Observances and Practices:

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

- Students must direct a request for a reasonable accommodation for a religious belief, observance, and practice to the instructor(s) of the affected course(s), who shall review the request and determine whether a reasonable accommodation can be made. **This form serves as a resource to assist students as they are making such requests to their instructors.** PLEASE NOTE: This form asks you to clarify whether you are requesting an absence or an accommodation other than absence.
- **Once submitted, students will receive a copy of this request form. Students must then forward the form to each instructor in order to request the accommodations.**
- Request to Instructor Religious Accommodation form:
https://cm.maxient.com/reportingform.php?UnivofIllinois&layout_id=42

DRES Accommodations:

- We are committed to providing a learning environment where our students can succeed. If you require special accommodations, please contact us and the Disability Resources and Educational Services (DRES) as soon as possible. To contact DRES, you may visit 1207 S. Oak Street, Champaign, call 217-333-4603, or email disability@illinois.edu. We will try to meet all accommodations once the process has started. Please note that accommodations are not retroactive to the beginning of the semester, but begin the day you contact your professor, instructor or coordinator with a current letter of accommodation from DRES.
- If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.

MCB 408

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 [Connie Frank CARE Center \(formerly called SAC\)](#) 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.

Other information about resources and reporting is available here: 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:

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

Student Services and Advocacy

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| Office of the Dean of Students | 300 Student Services Bldg., 610 E. John St., 217-333-0050 |
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Classroom Support, Teaching Skills, and Instructional Strategies

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|---|-----------------------------------|
| Center for Innovation in Teaching & Learning (CITL) | 249 Armory Building, 217-333-1462 |
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Disability Services

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|--|-------------------------------|
| Disability Resources and Educational Services (DRES) | 1207 S. Oak St., 217-333-1970 |
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Gender & Sexuality Resource Center

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| Gender & Sexuality Resource Center | 323 Illini Union, 1401 W. Green St., 217-244-8863 |
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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](#)

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

[Alcohol & Other Drug Outreach Team](#)

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 2nd 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

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

Run > Hide > Fight

Emergencies can happen anywhere and at any time. It is important that we take a minute to prepare for a situation in which our safety or even our lives could depend on our ability to react quickly. When we're faced with almost any kind of emergency – like severe weather or if someone is trying to hurt you – we have three options: Run, hide or fight.



Run

Leaving the area quickly is the best option if it is safe to do so.

- ▶ Take time now to learn the different ways to leave your building.
- ▶ Leave personal items behind.
- ▶ Assist those who need help, but consider whether doing so puts yourself at risk.
- ▶ Alert authorities of the emergency when it is safe to do so.



Hide

When you can't or don't want to run, take shelter indoors.

- ▶ Take time now to learn different ways to seek shelter in your building.
- ▶ If severe weather is imminent, go to the nearest indoor storm refuge area.
- ▶ If someone is trying to hurt you and you can't evacuate, get to a place where you can't be seen, lock or barricade your area if possible, silence your phone, don't make any noise and don't come out until you receive an Illini-Alert indicating it is safe to do so.



Fight

As a last resort, you may need to fight to increase your chances of survival.

- ▶ Think about what kind of common items are in your area which you can use to defend yourself.
- ▶ Team up with others to fight if the situation allows.
- ▶ Mentally prepare yourself – you may be in a fight for your life.

Please be aware of people with disabilities who may need additional assistance in emergency situations.

Other resources

- ▶ police.illinois.edu/safe for more information on how to prepare for emergencies, including how to run, hide or fight and building floor plans that can show you safe areas.
- ▶ emergency.illinois.edu to sign up for Illini-Alert text messages.
- ▶ Follow the **University of Illinois Police Department** on Twitter and Facebook to get regular updates about campus safety.