School of Molecular & Cellular Biology

MCB 253, Fall 2021
Experimental Techniques in Cellular Biology, 2 Credit Hours

Instructor
Elizabeth Good
175 Burrill Hall
blinstru@illinois.edu
217-244-0546
Office hours: by appointment

Class Meeting Schedule
- Laboratory Sections: Monday 2-6PM, Tuesday 9AM-1PM and 1-5PM, Wednesday 2-6PM, and Thursday 9AM-1PM and 1-5PM
- TA Help Sessions: Friday, time TBD

Course Overview and Description
Laboratory course emphasizing experimental techniques in cellular biology, cellular physiology, and developmental biology.

MCB 253 Fall 2021 instruction will be in 216 Burrill Hall. Students will meet with MCB 253 TAs and classmates on a weekly basis to learn about Protein Purification, Bradford Assay, SDS-PAGE, Western Blot with Antibody Detection, and Cellular Localization/Fluorescence. You will work with your TAs and classmates to write protocols and analyze data for each lab technique.

Prerequisites, Requirements met (general education, major, minor)
- Concurrent or prior enrollment in MCB 252 or consent of instructor.
- Credit is not given for both MCB 253 and MCB 151.
- MCB 253 is a required course for the MCB Major and the MCB Minor.
Student Learning Outcomes
At the end of the course, through assignments, discussions, activities and assessments, students will be able to:

- Demonstrate proficiency in the following techniques: Bradford Assay, SDS-PAGE, Western Blot, and Fluorescence.
- Identify a protein’s molecular weight, conformation/composition, function, and cellular localization.
- Conduct scientific inquiry.
- Demonstrate proficiency in experimental design.
- Analyze and interpret data sets.
- Draw conclusions from overall data compilation.
- Understand the fundamentals of effective scientific writing.
- Present experimental results in the format of a scientific research poster used at conferences.

Text/Materials Information (both required and recommended)
   by Lodish, et.al.
   W. H. Freeman Publishers
2. Experimental Techniques in Cellular Biology Lab Manual (Fall 2021)
3. “School of MCB Laboratory Notebook” (carbonless); Stipes Publishing
4. Sharpie Ultra Fine Point Permanent Marker (black)

Recommended Texts and Supplies:
There are no recommended texts or supplies for MCB 253, Fall 2021.

Course Website, Course Tools
MCB 253 Course Website (https://www.life.illinois.edu/mcb/253/)
Login: NetID
Password: Active Directory Password

Moodle (learn.illinois.edu)
Login: NetID
Password: Active Directory Password
Grading Information and Breakdown

Student grades in MCB 253 will be based on total of 1000 points. Categories listed below are approximate, but should closely resemble the final distribution. Assignments and due dates may need to be altered throughout the semester.

Lab assignments 700

- **Protein Purification**
  1. Protocol (50 points)
  2. Five peer-reviewed papers (1 per technique, 5 x 8 points = 40 points)
  3. Reference page (10 points)

- **Protein Quantification (Bradford)**
  1. Protocol (50 points)
  2. Data Analysis (100 points)

- **Protein Characterization (SDS-Page)**
  1. Protocol (50 points)
  2. Data Analysis (100 points total)

- **Protein Characterization (Western Blot)**
  3. Protocol (50 points)
  4. Data Analysis (100 points total)

- **Cellular Localization/Fluorescence**
  1. Protocol (50 points)
  2. Data Analysis (100 points)

Midterm 100

Final Exam 100

Poster Presentation/Final Paper 100

Total= 1000 points

*All point totals are estimates and may be altered slightly throughout the course of the semester.

*All assignment files should be uploaded into Moodle as a PDF.
Late assignments will NOT be accepted. Assignments must be completed by the due date and time in order to receive credit (MOODLE will prevent you from accessing the material after this time.) Please note that computer crashes, modem/internet problems, or other technical situations are NOT acceptable excuses for failing to complete assignments by the due date and time. If you do not submit your PDF for an assignment BEFORE the assignment deadline, then your score for the assignment will be recorded as a zero in the grade book.

* If you experience technical issues while uploading your assignment, then you may email the PDF of your assignment directly to your TA. Submissions will only be accepted via email if they are emailed BEFORE the assignment deadline. Submissions received via email after the assignment deadline will be considered late and will be recorded as a zero in the grade book. Submissions received via email after the assignment deadline will be considered late regardless of the timestamp of last edit on the submission file and will be recorded as a zero in the grade book.

MCB 253 Standard Grade Scale

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 letter grade.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Total</th>
<th>Grade Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>1000–920</td>
<td>4.000</td>
</tr>
<tr>
<td>A</td>
<td>919–883</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>882–850</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>849–817</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>816–783</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>782–750</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>749–717</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>716–683</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>682–650</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>649–617</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>616–583</td>
<td>1.000</td>
</tr>
<tr>
<td>D-</td>
<td>582–550</td>
<td>0.667</td>
</tr>
<tr>
<td>F</td>
<td>549–0</td>
<td>0.000</td>
</tr>
</tbody>
</table>
MCB 253 Course Policies

Section Change, Add, and Drop Information

- Students may use UI Self-Service to add or drop MCB 253, or to change MCB 253 laboratory sections before 5:00 PM, Friday, September 3, 2021.
- Friday, September 3, 2021, is the deadline for adding the course and for changing sections in MCB 253.
- Students must at all times attend the lab sections in which they are currently enrolled. Students will not be allowed to sit in other sections at other times for any reason.
- Friday, October 15, 2021, is the last day to drop the course or to elect the Credit/No Credit option.
- To elect the Credit/No Credit option, students must apply in their College Office.
- To drop the course after the drop deadline, students must petition a dean in their college office and email petitions to Elizabeth Good at blinstru@illinois.edu, for completion of attendance and grade information.

When MCB 253 Classes Begin

MCB 253 laboratory classes will begin on Monday, August 23, 2021.

MCB 253 Spring 2021 instruction will be in 216 Burrill Hall. Students will meet with MCB 253 TAs and classmates on a weekly basis to learn about Protein Purification, Bradford Assay, SDS-PAGE, Western Blot with Antibody Detection, and Cellular Localization/Fluorescence. You will work with your TAs and classmates to write protocols and analyze data for each lab technique.

Attendance will be taken at each lab session, but we will make accommodations for students who cannot attend due to illness or family emergencies.

Please read all of the Course Policies and Week 1 Introductory Materials before coming to your first laboratory section.
Exam Instructions

Exam Schedule:

Midterm Exam: October 25-29, 2021

Final Exam: Date and time TBD (December 10-17, 2021)

1. The Midterm Exam will be administered during lab (full details announced in class).
2. If you have an MCB-approved conflict during your scheduled exam time, fill out the MCB 253 Conflict Exam Request Form before 5:00 PM on the Thursday prior to the exam week. See the Conflict Exam Instructions section for further details.
3. If you experience an illness or emergency that causes you to miss an exam, you should refer the MCB Curriculum Policies. All midterms must be completed by Friday, October 29, 2021, at 5pm.

Conflict Exam Instructions

1. Conflict exams are given the week of October 25-29, 2021, only. You must make arrangements with Elizabeth Good (blinstru@illinois.edu) to take a conflict exam by 5:00 PM on the Thursday prior to the exam week. Use the MCB 253 Conflict Exam Request Form to make these arrangements. You must make these arrangements for each exam for which you require a conflict—you request for a conflict exam will not be carried to subsequent exams; however, you may submit all of your conflict exam requests at once. All supporting documentation for the conflict is due by 5:00 PM on the Friday prior to the exam week; without this documentation, you will not be granted a conflict exam.
2. A Conflict Exam will only be given to individuals who find themselves in one of the following situations:
   - Sporting events for University athletes and club team participant
   - Travel to conferences associated with RSOs (not general meetings)
   - Students with DRES academic accommodations.
   
   Please upload documentation supporting your claim of conflict and a copy of your Week-at-a-Glance course schedule to the conflict exam request form by 5:00 PM on the Thursday prior to the exam week. If you have a question about whether your conflict will qualify, please email Elizabeth Good before the deadline (blinstru@illinois.edu).

3. You must take the midterm and the final examination in MCB 253 in order to earn a letter grade in the course. If you are unable, the instructor will recommend that you drop or withdraw from the course.
Final Exam Instructions

1. The final exam date/time will be determined and posted on the MCB 253 Moodle site. The final exam will be held during the week of Dec. 10-17, 2021.
2. Final exam details will be provided in class in November.
3. If you should experience an illness or emergency that prevents you from taking your final exam at the appointed time, you should refer to the MCB Curriculum Policies.
4. A conflict final exam will be given only for students who have met the requirements stated on the Conflict Final Exam Instructions section of this document (next). Complete a Conflict Exam Request Form on the MCB 253 Moodle before 5:00 PM on Wednesday, December 8, 2021, to arrange a conflict final exam. **NOTE:** The MCB 253 Conflict Final Exam is tentatively scheduled for Friday, December 10, 2021, at 8:00AM.

Conflict Final Exam Instructions

1. A Conflict Final Exam will only be given to individuals who find themselves in one of the following situations:
   - Students with three final exams scheduled within a 24-hour period as defined in Section 82.A.4). Final Examinations of the Code of Policies and Regulations Applying to All Students ([www.illinois.edu/admin_manual/code/](http://www.illinois.edu/admin_manual/code/)).
   - Students who have another final exam scheduled at the same time as the MCB 253 final exam.
   - Students who have a verified personal problem and who have received written permission to take the MCB 253 conflict final exam from a dean in their college.
   - Students who have DRES academic accommodations.

2. Any student with one or more of the above situations who would like to take a conflict final must submit a MCB 253 Conflict Final Exam Request Form before 5:00 PM Wednesday, December 8, 2021.

3. All student requests will be reviewed, and students will be contacted as soon as possible via e-mail regarding the status of their request. Following the review of all requests, a conflict exam time and location will be determined, and qualified students will be informed of their eligibility before noon on Thursday, December 9, 2021. **NOTE:** The MCB 253 Conflict Final Exam is tentatively scheduled for Friday, December 10, 2021, at 8:00AM.
General Information and Policies of the Laboratory

1. Students need their current University of Illinois photo ID in order to take the midterm and final exams.

2. The course faculty and the TAs are in charge of the orderly conduct of labs and may exclude a student who does not comply with a reasonable request in this regard.

3. All students are assumed to have read and understood the Code of Policies and Regulations Applying to All Students, University of Illinois, and will be expected to act accordingly.

   The Code is available online at:

   https://studentcode.illinois.edu

4. Concerns over exam grading, lab teaching or grading, and exam or lab absences/conflicts should be addressed to Elizabeth Good.

5. The deadline for grade corrections on all items is one week after corrected items are returned or grades are received.

6. Reference letters and recommendation forms are to be submitted to the student’s lab TA, whose evaluation will be reviewed and countersigned by Elizabeth Good.

MCB 253 Attendance Policies & Procedure for Absences

1. Attendance in lab is mandatory and will be recorded at every lab session. Due to the nature of this course, both your presence and participation are required. As a result, you will only be allowed one excused absence for the semester, if warranted. Anything more than this will be considered unexcused, regardless of the reason or documentation. Excused absences will require: 1) contact with the Elizabeth Good via email within 24 hours of the absence, 2) the completion of the MCB 253 online absence report form, 3) the documentation requested by Elizabeth Good and 4) an arrangement made for making-up the missed lab period. Should you find yourself with multiple absences, we will assist you in preparing a petition for a Late Drop should this occur and be necessary after the drop deadline.

   All laboratory exercises must be completed in order to earn a grade in MCB 253.

   Late assignments will NOT be accepted. Assignments must be completed by the due date and time in order to receive credit (MOODLE will prevent you from accessing the material/submitting an assignment after the due date and time.)
If you do not submit your PDF for an assignment BEFORE the assignment deadline, then your score for the assignment will be recorded as a zero in the grade book. If you experience technical issues while uploading your assignment, then you may email the PDF of your assignment directly to your TA. Submissions will only be accepted via email if they are emailed BEFORE the assignment deadline. Submissions received via email after the assignment deadline will be considered late and will be recorded as a zero in the grade book. Submissions received via email after the assignment deadline will be considered late regardless of the timestamp of last edit on the submission file and will be recorded as a zero in the grade book.

Refer to the MCB Curriculum Policies for further information about what to do if you must be absent from class or an exam.

2. Students must attend their scheduled lab section unless they are assigned to a make-up lab by Elizabeth Good.

3. TAs may not reschedule students to other lab sections, including their own. If you attend another lab section without the approval of Elizabeth Good, you will receive a zero for all work related to that lab exercise as well any work you were to submit on that day from the previous week’s lab.

4. Students who wish to have consideration for religious observances which conflict with exams or labs must present verification in writing to Elizabeth Good within one week of the first day of class (before Monday, August 30, 2021), in compliance with the Code of Policies and Regulations Applying to All Students (Rule 34.B.4). If the religious observance is such that the exact date cannot be determined in August, contact Elizabeth Good before the deadline and inform her about the approximate date or dates of absence(s).

5. Any student requiring special accommodations for disabilities (physical, learning or otherwise) should request provisions for such as soon as possible from Elizabeth Good.

6. The Code of Policies and Regulations Applying to All Students states that regularly scheduled classes take priority over evening exams (Rule 83.E.3).

7. Conflict midterm exams are given the week of October 25-29, 2021, only. You must make arrangements with Elizabeth Good to take a conflict exam by 5:00 PM on the Thursday prior to the exam week. Use the MCB 253 Conflict Exam Request Form to make these arrangements. Written evidence of the conflict must be provided.

8. Class absences before and after non-instructional day breaks will be treated liked any other absence.
**MCB 253 Gradebook**

The MCB 253 Gradebook can be accessed directly in Moodle.

Scores on exams and assignments will be available for student review directly in the Moodle gradebook. All students are responsible for checking their scores on the Moodle Gradebook after each exam and laboratory assignment is returned to them. Each student is responsible for reporting possible discrepancies to their TA and if immediate action is not taken, the student is responsible for bringing this to the attention of Elizabeth Good within one week of receiving their graded paper or exam score. Students are encouraged to keep all graded papers returned to them until after final grades are issued. Students are encouraged to keep an intact laboratory notebook and electronic copies of all of their assignments until after final grades are issued.

| The final deadline for Gradebook corrections is |
| 5:00 PM, Wednesday, December 8, 2021. |
| No gradebook scores will be altered after this deadline. |

**Laboratory Notebook**

All MCB 253 students are required to keep a laboratory notebook for their data records. Your TA will provide you with specific details about what exactly is expected in your section.

- Clearly write your name, section letter, TA’s name and course number on the cover of your lab notebook. There are many students in this course who are all using the same type of notebook, and should it be misplaced, we will be able to return it to you much more easily.

- Notice that this notebook is carbonless. There are white and yellow sheets each with the same page number. Both sheets should be placed on top of the cover before you begin writing. These pages must be in the notebook and in the natural order of the exercises to be useful should another copy of your data be needed.
• Include a running table of contents at the front of your laboratory notebook so that experimental results can be located quickly and easily. Update the table of contents each time you begin a new laboratory exercise.

• Write your name, section letter, TA's name, Lab partner’s name, week number and date on the top of every page.

• Errors should be crossed out with a single line so they remain legible. Do not erase or scratch out errors or tear pages out of your notebook. When an error is made, include a comment on what went wrong and what you would do differently if the experiment were repeated. This can allow you to figure out what actually happened even long after completing the experiment.
<table>
<thead>
<tr>
<th>Date</th>
<th>Weekly Topic</th>
<th>Required Readings</th>
<th>Assignments due on Friday at 11PM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Course policies</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• PPT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Protein purification techniques</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Research paper search</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Protein purification protocol</td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 30-</td>
<td>Week 2 Discussion: Protein Quantitation</td>
<td>MCB 253 Lab Manual: 29-46</td>
<td>• Protein Purification Protocol</td>
</tr>
<tr>
<td>September 3</td>
<td>• PPT</td>
<td></td>
<td>• Five peer-reviewed papers</td>
</tr>
<tr>
<td></td>
<td>• Protocol (Bradford)</td>
<td></td>
<td>• Reference page</td>
</tr>
<tr>
<td>September 6-10</td>
<td>NO LAB- LABOR DAY WEEK</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 13-17</td>
<td>Week 3 Lab: Bradford Assay</td>
<td>Same as Week 2</td>
<td>• Bradford Protocol</td>
</tr>
<tr>
<td>September 20-24</td>
<td>Week 4 Discussion: Protein Characterization</td>
<td>Molecular Cell Biology, Lodish, 8th edition: pages 69-82 and 107-109; Figure 3-48 on page 108, MCB 253 Lab Manual: pages 47-53</td>
<td>• Bradford Data Analysis</td>
</tr>
<tr>
<td></td>
<td>• PPT</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Protocol (SDS-Page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Bradford Data Analysis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September 27-</td>
<td>Week 5 Lab: SDS-Page</td>
<td>Same as Week 4</td>
<td>• SDS-Page Protocol</td>
</tr>
<tr>
<td>October 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>October 4-8</td>
<td>Week 6 Discussion: Protein Characterization</td>
<td>Molecular Cell Biology, Lodish, 8th edition: pages 135-136, 1089-1095, Figures 3-61 on page 113 and 4-6 on page 136, MCB 253 Lab Manual: pages 53-60</td>
<td>• SDS-Page Data Analysis</td>
</tr>
<tr>
<td>Week</td>
<td>Lab Description</td>
<td>Additional Information</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>-----------------</td>
<td>------------------------</td>
<td></td>
</tr>
<tr>
<td>October 11-15</td>
<td>Week 7 Lab: Western Blot</td>
<td>Same as Week 6</td>
<td></td>
</tr>
<tr>
<td>October 18-22</td>
<td>Week 8 Lab: Western Blot Detection</td>
<td>• Western Blot Protocol</td>
<td></td>
</tr>
<tr>
<td>October 25-29</td>
<td>Week 9: Midterm</td>
<td>• <em>Midterm covers Bradford and SDS-Page</em></td>
<td></td>
</tr>
</tbody>
</table>
| November 1-5 | Week 10 Discussion: Fluorescence & Cellular Localization  
- PPT  
- Protocol (Fluorescence)  
- Western Blot Data Analysis | *Molecular Cell Biology, Lodish, 8th edition:* pages 129-134, 139-146, 778-796, 622-628, 273-297  
*MCB 253 Lab Manual:* pages 61-64  
• Western Blot Data Analysis |
| November 8-12 | Week 11 Lab: Fluorescence & Cellular Localization  
- Introduction to Poster Presentation/Final Paper | Same as Week 10  
• *Fluorescence Protocol* |
| November 15-19 | Week 12: Poster Presentation Group Work | • *Fluorescence Data Analysis* |
| November 22-26 | NO LAB  
Fall Break | |
| November 29-December 3 | Week 13: Poster Presentations/Final Exam Q&A | |
| December 6-9 | NO LAB  
Reading Day is Thursday, December 9, 2021. | |
| December 10-17 | • *Final Exam (Time and Date TBD)* | • *Final covers Western Blot and Fluorescence* |
MCB Curriculum Policies

For non-academic campus assistance and support:
• See Office of Diversity, Equity and Access (ODEA) information at the end of this document.

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

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

Policies:
• Unfamiliarity with policies is not a defense for not knowing what they cover.

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

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

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

Class Absences:

- Regular class attendance is expected of all students at the University. (http://odos.illinois.edu/studentAssistance/absence/revised_code.asp)
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- The Office of the Dean of Students will only provide informative letters to instructors for protracted illness of 3 or more days, certain emergencies and to be present during the serious illness of immediate family members (parents, legal guardian, spouse/partner, siblings, children, or grandparents). These letters do not excuse you from class but merely provide information for the instructor to consider with regard to excusing the absence and permitting make-up work. Students must request absence letters from the Office of the Dean of Students after the student has returned to class but not more than 10 business days after the last date of absence.
- Absences that may be excused without a letter include circumstances beyond the student’s control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.
- Absences that may also be excused without a letter include a conference or job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.
- Absences planned for the items listed in previous bullet point must be communicated to your instructor or course coordinator at least two weeks in advance of the absence. Failure to do so may result in the loss of opportunity to reschedule the missed class period and the portion of the grade associated with this class period.
- Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).
- Unplanned absences may result in the loss of opportunity to reschedule the missed class period and, therefore, the portion of the grade associated with this class period.
- Absences will be handled according to individual course policy.
Exam Absences:
- If you must miss an exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You will then have 48 hours from the absence in which to submit documentation to your instructor or course coordinator. You must also submit an online Absence Form if one is available on your course website. Course personnel will evaluate documentation and decide whether or not there will be an option to compensate for the missed exam through either a make-up exam or proration. Failure to follow this procedure will result in a zero for the exam.
- If you find yourself ill, you must submit confirmation of a visit with a medical practitioner within 24 hours of your absence. The confirmation cannot be provided by a relative, even if the relative is a practitioner.
- If you must miss an exam for a conference or job, graduate or professional school interviews, the exam may be prorated. A best effort should be made to schedule these events around exams. You will need to be mindful that only one exam may be prorated in a semester for any and all absences. All will require documentation.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness of 3 days or more, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student returns to class but not more than 10 business days after the last date of absence.

Exam Conflicts:
- If you have a regularly scheduled University course that conflicts with the exam, you should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted. See course policies for a specific deadline for your course.
- Work schedules should be adjusted, if at all possible, in order to eliminate a conflict with scheduled exams. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online Conflict Exam Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.
- Students that are formally participating in officially recognized groups, such as athletic teams and performing groups, with a conflict should request a conflict exam by 5:00 pm not less than 3 days prior to the exam via the online Conflict Request Form. Formal participation does not include general meetings of RSOs or any other recognized groups. Documentation of the event will be required prior to scheduling the conflict exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.
- Students with DRES accommodations should also submit the online Conflict Request Form by 5:00 pm no later than 3 business days prior to the exam. Requests made after 5:00 pm and less than 3 business days prior to the exam will not be granted.
Final Exam Absence:
- If you must miss a final exam due to unforeseen circumstances, you are required to contact your instructor or course coordinator within 24 hours of the absence. You must also contact the Dean of your college. Finally, you must submit an online Absence Form if one is available on your course website. You will receive an ABS (absent) in the course if you miss the final exam. This ABS will result in an F in the course unless action is taken. The Dean can approve the change of the ABS to an Incomplete, which then allows a limited window of time for you to complete the final exam and earn a grade in the course.
- There will be instances when the student must make an individual choice about their ability to perform on an exam and will need to accept any and all consequences for that choice.
- If the absence is a result of a protracted illness, you should follow the procedure for obtaining a letter from the Office of the Dean of Students. The request may be made once the student recovers but not more than 10 business days after the date of absence.
- Information about final exams can be found in the Student Code: http://studentcode.illinois.edu/.

Final Exam Conflict:
- Conflict final exams may only be granted for any one of the following situations:
  - Students with three final exams scheduled within a 24 hour period as defined in Section 82.A.4). Final Examinations of the Code of Policies and Regulations Applying to All Students which can be found at: www.illinois.edu/admin/manual/code/
  - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with larger enrollment. Course personnel can assist with information to determine which course this would be.
  - Students who have a verified personal problem, and who have received written permission to take a conflict final exam from a dean in their college.
  - Students who have DRES academic accommodations.
- Students that find themselves in any of the above situations should complete the online Conflict Final Exam Request Form which can be found on the course website. This request must be made by 5:00 pm on the last day of class in order for the request to be granted. Any requests made after this time may not be granted. If a conflict final exam is granted, it may be scheduled at any time during the final examination period and is at the discretion of the instructor or course coordinator.

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

- The Code of Policies and Regulations Applying to All Students will be applied in all instances of academic misconduct committed by students. This applies to all exams, presentations, assignments and materials distributed or used in this course. You can review these policies at the following website: http://admin.illinois.edu/policy/code/index.html and specifically here: http://studentcode.illinois.edu/article1/part4/1-401/

- Science cannot exist without honesty. The faculty and staff in MCB require students, as scientists-in-the-making, to hold the highest standards of scientific and academic conduct. Any form of cheating on any graded work in courses is unacceptable.

- We require that all graded work be entirely your own, and that anything you write using the words of other writers be correctly attributed. Some specific points follow.

- On exams, the answers that you turn in for grading must be your own, formulated during the exam from your own understanding of the material and without any supporting information, be it written, verbal or electronic. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. Since we cannot always monitor you as you complete your work, we must rely upon appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. Failure to adhere to these standards for any portion of an exam may result in a grade of zero for the entire exam or quiz for all persons involved.

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

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

- On written or electronic assignments, the answers that you turn in for grading must be written in your own words, formulated from your own understanding of the material. While you may be working with other students in the course, you must formulate and submit your own answers. Copying or paraphrasing the work of another student, or allowing another to copy or paraphrase your work, is unacceptable. Since we cannot monitor you as you complete your work, we have only the appearance of your work from which to judge. If the work you submit resembles that of another student too closely, we may conclude that it was not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own. You must also make a conscious effort to protect your passwords and accounts. Failure to adhere to these standards may result in a grade of zero for the entire assignment for all persons involved.

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

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

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

University Information of Student Safety - Active Threats:
• General Emergency Response Recommendations (Emergency Response Guide):
• Security Threat. The Department of Homeland Security and the University of Illinois at
Urbana-Champaign Office of Campus Emergency Planning recommend the following
three responses to any emergency on campus: RUN > HIDE > FIGHT
• Only follow these actions if safe to do so. When in doubt, follow your instincts - you
are your best advocate!
• RUN — Action taken to leave an area for personal safety.
  o Take the time to learn the different ways to leave your building before there is
an emergency.
  o Evacuations are mandatory for fire alarms and when directed by
authorities! No exceptions!
  o Evacuate immediately. Pull manual fire alarm to prompt a response for others
to evacuate.
  o Take critical personal items only (keys, purse, and outerwear) and close doors
behind you.
  o Assist those who need help, but carefully consider whether you may put
yourself at risk.
  o Look for Exit signs indicating potential egress/escape routes.
If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.

Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.

Remain at Evacuation Assembly Area until additional instructions are given.

Alert authorities to those who may need assistance.

Do not re-enter building until informed by emergency response personnel that it is safe to return.

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

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

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

**Student Resources/Where to go for Help:**
**We Care at Illinois**
- For sexual misconduct support, response and prevention visit: wecare.illinois.edu

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

**Safety and Emergency**
*University Police Department, Emergency, 9-911; Non-emergency, 217-333-8911*
University Fire Department Emergency, 9-911
Crisis Line, 217-359-4141
Emergency Dean, 300 Turner Student Services Bldg., 610 E. John St., 217-333-0050
Counseling Center, 110 Student Services Bldg., 610 E. John St., 217-333-3704
McKinley Health Center, General Information, 217-333-2701
McKinley Mental Health Center, 1109 S. Lincoln, 217-333-2705
Dean of Students, 300 Turner Student Services Bldg, 610 E. John St., 217-333-0050
Local Sexual Assault Center, RACES, 217-384-4444
Women’s Resources Center, 703 South Wright Street, 2nd Floor, 217-333-3137
Rape Crisis 24-hour Hotline, 217-384-4444
Suicide & Psychological Emergency, Suicide Prevention Team, 217-333-3704
SafeRides (free nighttime campus ride program), 217-265-RIDE (265-7433)
SafeWalks (free walking escort service by Student Patrol), 217-333-1216

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

Classroom Support, Teaching Skills, and Instructional Strategies
Center for Innovation in Teaching & Learning, 249 Armory Building, 217-333-1462

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

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

Lesbian, Gay, Bisexual, Transgender Resource Center
LGBT Resource Center, 323 Illini Union, 1401 W. Green St., 217-244-8863

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

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

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

Sexual Harassment/Assault & Acts of Intolerance/Hate Crimes
Office of the Dean of Students, 300 Student Services Bldg., 610 E. John St., 217-333-0050

The Office of Diversity, Equity and Access (ODEA):
- For non-academic support visit: diversity.illinois.edu
  - Discrimination & Harassment Prevention
  - Title IX
  - Accessibility & Accommodations
  - Inclusive Illinois