Instructor/Instructional Team
MCB Instructional Program Office
127 Burrill Hall
phone/voicemail: 244-6239

Melissa Reedy, Course Coordinator, MCB 150/151
415 Burrill Hall
email: murray@illinois.edu
office/voicemail: 217-265-6379

Brad Mehrtens, Instructor, MCB 150
email: mehrtens@illinois.edu
office/voicemail: 217-244-6753

Class Meeting Schedule (all times are recorded in CST)
Lecture MWF from 2-2:50 PM (Zoom)
Discussion for 50 minutes based on individual class schedule
Professor Mehrtens’ Office Hours: Wednesdays (time/location TBD); Fridays 9:30-11:30 AM (Zoom)
TA Help Sessions: Mondays 5-6 PM (109 Burrill), Tuesdays 12-1 PM (109 Burrill), Thursdays 9-10 AM (105 Burrill)

Section Change, Add, and Drop Information
Students may use the UI-Integrate Self-Service System to add or change MCB 150 discussion sections before 5:00 PM, Friday, September 3, 2021.

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 staff.

Friday, October 15, 2021, is the last day to drop the course or to elect the Credit/No Credit option. Students may use the UI-Integrate Self-Service System to drop MCB 150 until this deadline.

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

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

The MCB 150 proficiency exam will be given on Tuesday, August 31, from 7-10 PM. Students wishing to take the exam fill out the online request form by noon (12:00 PM) the day of the exam.

You may not take a proficiency exam if any of the following apply:

A. You have taken the proficiency exam for the given course previously.
B. You have already completed the course.
C. You were enrolled in the course and dropped after the campus drop deadline (eighth week of the semester) or withdrew from the course.
D. You have completed more than one course in advance of the course in which the proficiency exam is requested. (This is stated in the Student Code 3-203, (4) as "An examination for credit in a college subject of elementary character is not granted to a student who has received credit for more than one semester of work in the subject in advance of the course in which the examination is requested.")

Additional information regarding proficiency exams appears in Article 3, Part 2, 3-203, Proficiency Examinations, in the Code of Policies and Regulations Applying to All Students.

Request forms will be reviewed by the MCB Core Curriculum Office, and students will receive a response via email.

Course Overview and Description
MCB 150 is an introductory course focusing on molecular and cellular biology. The course focuses on the basic structure, metabolic, and molecular processes common to all species. In addition, the course emphasizes unique aspects that differentiate broad sub-groups of organisms and discusses how cells are integrated into tissues and organs in multicellular organisms. This course is half of the two-semester sequence in Biological Sciences for majors and non-majors.

Course Prerequisites, Requirements met (general education, major, minor)
MCB 150: Molecular and Cellular Basis of Life
Credit: 4 hours
Students should be enrolled in the lecture (AL1) and a discussion section.
This course satisfies the General Education Criteria in FA21

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

- demonstrate comprehensive understanding of secondary source material.
- articulate connections between course content and societal issues.
- apply mathematical concepts to biological processes and phenomena.
- analyze the validity of written scientific material.
- describe the expression of genetic information.
- illustrate the need for energy and the means to make it.
- explain intermolecular interactions and cell communication.
• compare and contrast structure, communication and stabilizing forces between cells from all domains of life.

Text/Materials Information
The following is a specific list of items required or recommended for MCB 150. These items should be available and should be listed correctly at the Illini Union Bookstore (IUB). They may not be available, and it is not guaranteed they will be listed correctly at any other bookstore. Please pay careful attention to dates and editions when purchasing these items. Any items (other than those specifically named below) listed by bookstores as optional or recommended have not been previously approved by the course faculty.

Required Texts
You are required to have two resources in this course: textbook and Connect access. Your textbook can be digital in the form of an etext with this purchase (ISBN 9781264354016) for $160, or add loose-leaf with this purchase (ISBN 9781264353903) for $184. Both options also included the Connect access.

These resources can also be purchased directly through the publishing company, McGraw-Hill. Instructions for purchasing directly are available in the Welcome to MCB 150 FA21 posted in Canvas under announcements.

Course Website, Course Gradebook, and Canvas
Course Website: www.life.illinois.edu/mcb/150

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

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

Grading Information and Breakdown
The MCB 150 Web Gradebook can be accessed directly at the following URL: https://apps.atlas.illinois.edu/Gradebook

Scores on quests and assignments will be available for student review on the MCB 150 Web Gradebook. All students are responsible for checking their scores on the Web Gradebook after each Quest and assignment is returned to them. Each student is responsible for reporting possible discrepancies to his/her TA and if immediate action is not taken, the student is responsible for bringing this to the attention of MCB 150 Course Staff within one week of receiving their graded paper or Quest score. Students are encouraged to keep all graded papers returned to them until after final grades are issued.

The final deadline for Web Gradebook corrections is 5:00 PM, Wednesday, December 8, 2021.

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

McGraw-Hill Connect will be used to administer homework in the form of SmartBook assignments, Prep Assignments, and Relevancy Modules. Connect is integrated into our course management system, Canvas. You should always access assignments by first logging in to the Canvas course.

SmartBook assignments will be due at 12:00 PM each week of class. Please see the assignments in your Canvas course to note open/close dates for these assignments.

The Relevancy Modules used this semester will be delivered in discussion (Discussion 1 and 11) and are due according to the schedule in the discussion syllabus.

Please be advised that difficulty accessing the server and computer issues will not suffice to extend this deadline since you will have been given a full week to complete them. Please be sure to finish your assignments early, to avoid missing these deadlines!

Class Assignments

There will opportunities after class where students will be asked to answer a question or set of questions based on the material that was covered that day. Students can earn a maximum of 190 points for these assignments. These 190 points will be determined based on the student’s percentage of successful work throughout the semester. These questions will have a clear due date/time that will be shared with you in advance.

<table>
<thead>
<tr>
<th>% Correct</th>
<th>Points student earns</th>
</tr>
</thead>
<tbody>
<tr>
<td>80%</td>
<td>190</td>
</tr>
<tr>
<td>75%</td>
<td>180</td>
</tr>
<tr>
<td>70%</td>
<td>171</td>
</tr>
<tr>
<td>65%</td>
<td>161</td>
</tr>
<tr>
<td>60%</td>
<td>152</td>
</tr>
<tr>
<td>55%</td>
<td>142</td>
</tr>
<tr>
<td>50%</td>
<td>133</td>
</tr>
<tr>
<td>45%</td>
<td>123</td>
</tr>
<tr>
<td>40%</td>
<td>114</td>
</tr>
<tr>
<td>35%</td>
<td>104</td>
</tr>
<tr>
<td>30%</td>
<td>95</td>
</tr>
<tr>
<td>25%</td>
<td>85</td>
</tr>
<tr>
<td>20%</td>
<td>76</td>
</tr>
<tr>
<td>15%</td>
<td>67</td>
</tr>
<tr>
<td>Below 15%</td>
<td>0</td>
</tr>
</tbody>
</table>

Discussion Assignments

Each discussion period is differing amounts of points, depending on the assignments/coursework. Attendance and participation are factored into these totals. A student can earn 0 - maximum possible points per discussion. Specific details for each
discussion can be found on our Canvas course site. Discussion points that can be earned for the semester and factored into your final point total will not exceed 150 points.

**Course Grading**

Our course has a standard 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 150 will be based on total of 1000 points. Categories listed below are approximate but should closely resemble the final distribution.

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quests</td>
<td>300</td>
</tr>
<tr>
<td>Final Exam</td>
<td>150</td>
</tr>
<tr>
<td>Homework</td>
<td>190</td>
</tr>
<tr>
<td>SmartBook Assignments</td>
<td>210</td>
</tr>
<tr>
<td>Discussion</td>
<td>150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1000 points</td>
</tr>
</tbody>
</table>

A more specific point breakdown for MCB 150 follows:

- 300 points Quests (7 Quests @ 50 points each, drop 1)
- 210 points SmartBook Assignments (15 Assignments @ 15 points each, drop 1)
- 190 points Homework
- 150 points Discussion
- 150 points Final Exam
- 1000 points Total

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

The point totals contained in the following table represent the use of the plus/minus grading system coupled with a 4.0 grade point system. The 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 assessment) but will not increase the points needed for each grade.

**MCB 150 Standard Grade Scale**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Point Ranges</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>919-880</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>879-840</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>839-800</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>799-760</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>759-720</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>719-680</td>
<td>2.333</td>
</tr>
<tr>
<td>C</td>
<td>679-640</td>
<td>2.000</td>
</tr>
</tbody>
</table>
# Course Policies

Regardless of whether a student has actually read the Course Policies for MCB 150, a student is charged with knowledge of them. Ignorance is not a defense. These policies were developed in agreement with the Student Code.

## Adding the Course after the Semester Start:

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

### Inclusivity Statement

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

### Netiquette

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

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

**Contacting MCB Course Personnel**

1. MCB course personnel are more than happy to assist students.

2. Emails to instructors, TAs, or course coordinators will only be answered if they come from an @illinois.edu account. As a student, please remember that when you email a staff member, it is important to include all pertinent information so that we can assist you in the most efficient and effective manner possible. This information includes:
   - The course rubric in the subject line
   - Your full first and last name
   - Your NetID (the first part of your illinois.edu email account)
   - Your UIN (9-digit number that you use to register for classes)
   - The course that you are concerned about (the course personnel often work with multiple courses)
   - Your section letter/number
   - The previous email “thread” or previous communicated information pertinent to the situation

3. Your cooperation will help us respond much more quickly to your concerns

**Religious Observances and Practices**

1. Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at: https://odos.illinois.edu/community-of-care/resources/students/religious-observances/) 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.

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

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

2. If a student has DRES accommodations, documentation must be submitted to course personnel by the end of the second week of class.

3. If a student believes that they need DRES accommodations, they should contact DRES at disability@illinois.edu.
**Quest Conflicts**

1. If you have a regularly scheduled University course that conflicts with a Quest, you should complete the online Conflict Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the Quest. Requests made after 5:00 pm and less than 3 business days prior to the Quest 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 Quests. Please plan accordingly at the beginning of the semester. If eliminating a conflict is not possible, the student should complete the online Conflict Request Form on the course website. This request must be made by 5:00 pm not less than 3 business days prior to the Quest. Requests made after 5:00 pm and less than 3 business days prior to the Quest will not be granted.

3. Students with DRES accommodations should also submit the online Conflict Request Form by 5:00 pm no later than 3 business days prior to the Quest. Requests made after 5:00 pm and less than 3 business days prior to the Quest will not be granted.

4. Students taking the conflict Quest will be allowed to take their Quest at a different time to accommodate their request. This conflict date/time will be before the regularly scheduled Quest.

**Quest Absences**

1. Students will have exactly one Quest score dropped during the semester. The drop can be the result of absence, emergency, illness, forgetting to complete it on time, or poor performance. Students are encouraged to take all Quests. If a student takes all Quests their lowest score will be dropped for final grade calculation.

2. If you must miss an additional Quest due to unforeseen circumstances, you are required to contact your 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 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 Quest through proration. Failure to follow this procedure will result in a zero for that Quest.

3. 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.

4. If you must miss a Quest for a conference, job, graduate, or professional school interviews, it may be prorated. A best effort should be made to schedule these events around Quests. You will need to be mindful that only one Quest may be prorated in a semester for any and all absences. Documentation will be required.

5. There will be instances when the student must make an individual choice about their ability to perform on a Quest and will need to accept any and all consequences for that choice.
6. 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.

7. We do not give make-up Quests for students who miss scheduled Quests. If a student misses a Quest, the first step will be for the student to use their one allotted drop in this grade category. However, we understand that missing more than one could happen (on rare occasion), and for that, the possibility exists to have one Quest prorated with the proper documentation. The student must contact the course coordinator via email within 24 hours of the absence. If he/she does not provide documentation in a timely manner and upon receipt, there may be a negative impact on his/her ability to receive a prorated score. The final exam cannot be prorated. Prorated scores will be calculated based on the following formula:

\[
\frac{\text{numeric percentage}}{50} + \frac{\text{numeric percentage}}{50} + \frac{\text{numeric percentage}}{50} + \frac{\text{numeric percentage}}{50} + \frac{\text{numeric percentage}}{50} = \frac{\text{numeric percentage}}{250}
\]

Students should understand that the percentile used to calculate their grade may differ from the percentile seen in the online grade book, due to missing scores. Students must complete at least 5 Quests and the final in the course in order to earn a letter grade in the course. If he/she is unable to do so, the instructor will recommend dropping or withdrawing from the course.

Prior to the last day of class, students who have a prorated Quest score approved will be given a preliminary proration of their missing Quest score. The actual proration will be completed after the final exam, because all students must take the final in order to have an official proration.

**Final Exam Instructions**

1. The Final Exam will be administered Monday, December 13, 2021, from 7:00 – 10:00 PM.

2. The exam will take place in person, room assignment(s) TBA.

3. The answers that you turn in for grading must be your own, formulated during the exam from your own understanding of the material. Copying the work of another student, or allowing another to copy your work, or copying work from any other source, is unacceptable. We cannot always monitor you as you complete your work; thus, we must rely upon the appearance of your work from which to judge. If the work you submit resembles that of another student or another source too closely, we may conclude that it is not your original work. Always make a conscious effort to complete your work on your own and to protect it from the view of others, in order to ensure that it will be seen as your own.

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

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

Final Exam Conflict

1. Conflict final exams may only be granted for any one of the following situations:

   Students with three final exams scheduled within a 24-hour period as defined in Section 82.A.4. Final Examinations of the Code of Policies and Regulations Applying to All Students which can be found at:

   - Students who have two final exams scheduled at the same time. Final conflict exam requests should be made to the course with lower enrollment. Course personnel can assist with information to determine which course this would be.
   - Students who have a verified personal problem, and who have received written permission to take a conflict final exam from a dean in their college.
   - Students who have DRES academic accommodations.

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 instructor or course coordinator.

Final Exam Absence

1. 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. Absence from a final examination for any other cause is reported as a final grade of “absent” (ABS) in the course and counts as a failure. (https://studentcode.illinois.edu/article3/part2/3-201/)

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.

General Information

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

The *Code* is available online at: [http://studentcode.illinois.edu/](http://studentcode.illinois.edu/)

3. Concerns over exam/Quest grading, discussion teaching or grading, and exam/Quest or discussion absences should be taken up with the MCB 150 Course Coordinator, Melissa Reedy.

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

5. Reference letters and recommendation forms are to be submitted to the student’s TA, whose evaluation will be reviewed and countersigned by a member of the course faculty.

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

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

**Attendance Policies**

1. Regular class attendance is expected of all students at the University. ([https://studentcode.illinois.edu/article1/part5/1-501/](https://studentcode.illinois.edu/article1/part5/1-501/))

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

4. Absences that may be excused without a letter include circumstances beyond the student’s control such as medical treatment, surgery related to prolonged illness or injury, pregnancy, legal matters, citizenship or naturalization processes, or acts of nature which cause destruction to a primary residence or disrupt air travel. All will require documentation.

5. Absences that may also be excused without a letter from the Dean of Students Office include a conference or job, graduate or professional school interviews, though a best effort should be made to schedule these events to minimize class attendance disruption. All will require documentation.

6. Absences that will not be excused include family events such as reunions or weddings, or presence during serious illness of extended family members (aunt, uncle, niece, nephew, or cousin).

7. Absences, when they occur after the first day of classes but prior to enrollment in the course, will require the use of dropped assignments if applicable.

8. Absences will be handled according to individual course policy.

   a. Attendance will be recorded at every discussion session. Students are required to be present within the first five minutes of class, remain present for the entire class period, and be an active participant in order to receive credit. Students who are more than five minutes late may forfeit a portion of the points for that particular discussion period at the TAs discretion, but they may stay for the class period. Students who are present but are not engaged also may forfeit their points for the day at the discretion of the TA.

   b. Each discussion period is differing amounts of points, depending on the assignments/coursework. Attendance and participation are factored into these totals. A student can earn 0 - maximum possible points per discussion.

   c. Students must attend their scheduled discussion section.

   d. 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 assignments may be missed without penalty. These missed assignments can be dropped according to the criteria set forth in the Course Policies for this course. Specifically, for MCB 150, a student that misses class/assignments due to minor illness (less than 3 days), chooses not to attend class or complete an assignment, and/or forgets to attend class or complete an
assignment will use these specified drops. There is no distinction made between illness and missing class/assignments.

e. If you experience an illness (chronic, recurring or lasting **three** days or more) or other circumstance that causes an extended absence from class (lasting three days or more), please contact the Student Assistance Center in the Office of the Dean of Students during business hours (8:30 AM – 5:00 PM). This office is located on the 3rd floor of the Turner Student Services Building, 610 E. John Street, Champaign, 217-333-0050. A representative of that office will provide us with the necessary information to address your circumstance. Please fill out an online absence form for your course which can be found on the course website (http://www.life.illinois.edu/mcb/150/course/forms.html).

**Academic Integrity:**
The Student Code will be applied in all instances of academic misconduct committed by students. This applies to all Quests/exams, presentations, assignments, and materials distributed or used in this course. You can review these policies in the Student Code, specifically (https://studentcode.illinois.edu/article1/part4/1-401/)

1. 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, and will be dealt with as outlined below, and in accordance with the University-wide standards in the Code of Policies and Regulations Applying to All Students.
2. 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.
3. On assessments, the answers that your turn in for grading must be your own, formulated during the assessment 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 assessment may result in a grade of zero for the entire exam or quiz for all persons involved.
4. Texting, or the use of a cell phone 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.
5. 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 assessment or a more extreme penalty at the discretion of the instructor.
6. 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.

7. 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.

8. If a student is found guilty of an academic integrity violation as defined by the Student Code (Article 1, Part 4), he/she will forfeit all points in that grading category for the semester or may fail the course at the discretion of the instructor. While an infraction’s proceedings are pending, the student code prohibits a student from changing his/her enrollment status in the course. All infractions are kept in the student’s department and college files according to the University’s record retention policy.

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.

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.
Assist those who need help, but carefully consider whether you may put yourself at risk.
Look for Exit signs indicating potential egress/escape routes.
If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
Remain at Evacuation Assembly Area until additional instructions are given.
Alert authorities to those who may need assistance.
Do not re-enter building until informed by emergency response personnel that it is safe to return.
Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.

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

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

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

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

**Safety and Emergency:**

<table>
<thead>
<tr>
<th>University Police Department</th>
<th>Emergency, 9-911; Non-emergency, 217-333-8911</th>
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<tbody>
<tr>
<td>University Fire Department Emergency</td>
<td>9-911</td>
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<tr>
<td>Crisis Line</td>
<td>217-359-4141</td>
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<tr>
<td>Emergency Dean</td>
<td>300 Turner Student Services Bldg., 610 E. John St., 217-333-0050</td>
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<tr>
<td>Counseling Center</td>
<td>110 Student Services Bldg., 610 E. John St., 217-333-3704</td>
</tr>
<tr>
<td>Service</td>
<td>Phone/Address</td>
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<tr>
<td>McKinley Health Center</td>
<td>217-333-2701</td>
</tr>
<tr>
<td>McKinley Mental Health Center</td>
<td>1109 S. Lincoln, 217-333-2705</td>
</tr>
<tr>
<td>Local Sexual Assault Center, RACES</td>
<td>217-384-4444</td>
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<tr>
<td>Women’s Resources Center</td>
<td>703 South Wright Street, 2nd Floor, 217-333-3137</td>
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<tr>
<td>Rape Crisis 24-hour Hotline</td>
<td>217-384-4444</td>
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<tr>
<td>Suicide &amp; Psychological Emergency,</td>
<td>217-333-3704</td>
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<tr>
<td>Suicide Prevention Team</td>
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<tr>
<td>SafeRides (free nighttime campus ride program)</td>
<td>217-265-RIDE (265-7433)</td>
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<td>SafeWalks (free walking escort service by</td>
<td>217-333-1216</td>
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<tr>
<td>Student Patrol)</td>
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<tr>
<td>Student Services and Advocacy</td>
<td>300 Student Services Bldg., 610 E. John St., 217-333-0050</td>
</tr>
<tr>
<td>Classroom Support, Teaching Skills,</td>
<td>249 Armory Building, 217-333-1462</td>
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<tr>
<td>and Instructional Strategies</td>
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<tr>
<td>Counseling Services</td>
<td>110 Student Services Bldg., 610 E. John St., 217-333-3704</td>
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<tr>
<td>Counseling Center</td>
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<tr>
<td>McKinley Mental Health Center</td>
<td>1109 S. Lincoln Ave., 217-333-2701</td>
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<tr>
<td>Psychological Services Center</td>
<td>3rd Floor, 505 E. Green St., 217-333-0041</td>
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<tr>
<td>Disability Services</td>
<td>1207 S. Oak St., 217-333-1970</td>
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<tr>
<td>Disability Resources and Educational Services (DRES)</td>
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<tr>
<td>LGBT Resource Center</td>
<td>323 Illini Union, 1401 W. Green St., 217-244-8863</td>
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<tr>
<td>Lesbian, Gay, Bisexual, Transgender Resource Center</td>
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<td>Veterans Services</td>
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<tr>
<td>Veteran Student Support Services</td>
<td>Office of the Dean of Students, 610 E. John St., 217-333-0050</td>
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<tr>
<td>Center for Wounded Veterans in Higher</td>
<td>908 W. Nevada St., 217-300-3515</td>
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<td>Education</td>
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<tr>
<td>General Study Skills Assistance</td>
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<tr>
<td>Office of Minority Student Affairs</td>
<td>130 Student Services Bldg., 610 E. John St., 217-333-0054</td>
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<tr>
<td>Office of Minority Student Affairs Tutoring Services</td>
<td>701 S. Gregory Dr., Suite 1, 217-333-7547</td>
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<tr>
<td>Writer’s Workshop</td>
<td>251 Undergraduate Library, 1402 W. Gregory Dr., 217-333-8796</td>
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<tr>
<td>**Additional academic assistance may be</td>
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<td>available through individual departments</td>
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</table>
Health Resources

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

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

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

The Office of Minority Student Affairs’ (OMSA) Academic Services Center (ASC)
For Spring 2021, the Office of Minority Student Affairs’ (OMSA) Tutoring and Academic Services will be offered online. The OMSA offers free tutoring and academic services. Matched tutoring, online self-paced workshops and academic skills consultations are among the services featured in the OMSA’s Academic Services Center (ASC) located at 1103 W. Oregon, Suite E, Urbana, IL. OMSA’s services are designed to help students achieve in college. The level of rigor at the University of Illinois is different than in high school or community college. No matter how you performed before attending Illinois, there is always room to hone your study skills.

- To learn more about their tutoring services and to sign up for a tutor.
- To learn more about their academic skills consultations and to request a consultation.
- To learn more about the self-paced workshops and to take advantage of their self-paced workshops.

You are encouraged to make the most of your tutoring and workshop session(s) by:
- Requesting a tutor at the beginning of the term.
- Come to each of your tutoring or workshop sessions prepared. Preparation includes having your textbooks, notes, and specific questions concerning the material. The more you prepare, the more you will get out of the session.
- Tutors do not serve as a substitute for our instructional faculty. They will not “lecture” or “re-teach.” They will provide strategies to help you improve your approach to mastering your course content. Tutoring is not a substitute for missed classes. If you miss class, make sure you get notes from a classmate and meet with your professor during office hours.
# Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Reading Assignment Due by 12 PM (Noon) CST every Monday</th>
<th>Discussion Activities/Assignments</th>
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<tbody>
<tr>
<td>1</td>
<td>Week of August 23</td>
<td>Introduction to Biology &amp; MCB 150</td>
<td>Chapter 1</td>
<td>Letter Writing &amp; Scientific Thinking</td>
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<tr>
<td>2</td>
<td>Week of August 30</td>
<td>Organic Molecules &amp; Chemistry Background</td>
<td>Chapter 3</td>
<td>Structure/Function of Macromolecules</td>
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<td>3</td>
<td>Week of September 7</td>
<td>Cell Origin &amp; Structure Membranes</td>
<td>Chapter 4 Chapter 5</td>
<td>Quest 1 Debrief (online submission, no discussions in person)</td>
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<td>4</td>
<td>Week of September 13</td>
<td>Metabolism: Energy &amp; Enzymes Respiration &amp; Fermentation</td>
<td>Chapter 6 Chapter 7</td>
<td>Cell Respiration</td>
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<td>5</td>
<td>Week of September 20</td>
<td>Cell Communication</td>
<td>Chapter 9</td>
<td>Cell Communication</td>
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<td>6</td>
<td>Week of September 27</td>
<td>DNA Organization &amp; Replication</td>
<td>Chapter 11</td>
<td>DNA Organization &amp; Replication</td>
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<td>7</td>
<td>Week of October 4</td>
<td>Production of mRNA and Protein</td>
<td>Chapter 12</td>
<td>Gene Expression &amp; Podcast Groups</td>
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<td>8</td>
<td>Week of October 11</td>
<td>Mutations, DNA Repair, and Cancer</td>
<td>Chapter 15</td>
<td>Mutation, DNA Repair, and Cancer Podcasts</td>
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<td>9</td>
<td>Week of October 18</td>
<td>Non-coding RNAs</td>
<td>Chapter 13</td>
<td>Podcast Commentary</td>
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<td>10</td>
<td>Week of October 25</td>
<td>Genetic Regulation</td>
<td>Chapter 14</td>
<td>Genetic Regulation</td>
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<tr>
<td>Week</td>
<td>Topic</td>
<td>Chapter</td>
<td>Course Area</td>
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<tr>
<td>Week of November 1</td>
<td>Cytoskeleton, Motor Proteins, and The Cell Cycle</td>
<td>Chapter 16</td>
<td>Cancer</td>
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<td>Week of November 8</td>
<td>Epigenetics, Linkage, and Extranuclear Inheritance</td>
<td>Chapter 18</td>
<td>Epigenetics</td>
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<td>Week of November 15</td>
<td>Pathogens and the Immune System</td>
<td>Chapter 19</td>
<td>Biotechnology</td>
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<td>Week of November 29</td>
<td>Biotechnology</td>
<td>Chapter 21</td>
<td>Revisiting Your Letter from Discussion 1</td>
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<td>Week of December 6</td>
<td>TBD</td>
<td>Final Exam Preparations</td>
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<td>Thursday, December 9</td>
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<td>Reading Day: No Classes</td>
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<tr>
<td>Monday, December 13</td>
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<td>Final Exam 7:00-10:00 PM</td>
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