

INTRODUCTORY LAB: COURSE POLICIES

INTRODUCTORY LAB: COURSE POLICIES **Guide to General Aspects of the Operation** **of Anatomy & Physiology Labs**

All about Your Labs, Teaching Assistants, Lab Rules & other Basic Information

General Objectives

The purpose of this section is to familiarize you the course policies, general location of physical facilities and set up of the Anatomy & Physiology Labs and the kinds of experiments and laboratory exercises that you will be conducting this semester. During the Introductory Lab, your TA will give you a general overview of this semester's labs and lab policies. Please feel free to ask any questions regarding the labs themselves, grading procedures, or course policy. A detailed account of administrative matters is presented below.

General Information and Tips About Labs

When MCB 247 Labs Begin?

Due to the structure and over-all organization of the labs for this course there are **two lab components** which meet on different days each week. There are two 2-hour weekly lab periods that will meet on either Monday and Wednesday or Tuesday and Thursday. For a given lab section, both sessions will meet at the *same two-hour time period in the same room* on their respective days (e.g. Section K for MCB 247 meets on Tues. from 8:00 a.m. - 10:00 a.m. and on Thurs. from 8:00 a.m. - 10:00 a.m.).

Labs will begin the week of Jan 14th.

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SECTION CHANGE, ADD AND DROP INFORMATION

Students may add, drop, or change MCB 247 sections before 5:00 PM, Monday, Jan 28th, 2019.

Students must at all times attend the laboratory sections in which they are currently enrolled. Students will not be allowed to sit in other sections at other times for any reason without permission from the Course Coordinator.

Friday, March 15th, 2019 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 bring petitions to J. P. Swigart in the MCB Core Curriculum office.

GENERAL INFORMATION & POLICIES OF MCB 247

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.

All students are assumed to have read and understood the *Code Of Policies And Regulations Applying To All Students, University of Illinois*, and will be expected to act accordingly. The *Code* is available online at: www.uiuc.edu/admin_manual/code/

Concerns with any aspect of the course should be addressed to J. P. Swigart through mcb247help@life.illinois.edu.

The deadline for grade corrections will follow the schedules posted under the Examinations and Laboratory Exercises sections of the course website - **NO EXCEPTIONS!** All requests for grade corrections must be by the appropriate deadline and submitted via mcb247help@life.illinois.edu

Reference letters and recommendation forms are to be submitted to the student's TA, whose evaluation will be reviewed and countersigned by Dr. Brown.

The faculty and staff of MCB 247 are not responsible for any student personal

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belongings left during examinations or class periods.

MCB Curriculum Policies

Please visit the course website at <http://www.life.illinois.edu/mcb/247/> for complete and updated policies

Contacting MCB Course Personnel:

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

Religious Observances and Practices:

Students are required to submit the Request for Accommodation for Religious Observances Form (which can be found at http://odos.illinois.edu/studentAssistance/downloads/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/>.

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DRES Accommodations:

If a student has DRES (Disability Resources and Educational Services) accommodations, documentation must be submitted to course personnel by the end of the second week of class.

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

How to Best Prepare for your Physiology Labs

For each lab we strongly urge you to read through the lab carefully before you come in to perform it. Where appropriate we also encourage you to read the assigned sections from your texts. For the designated sessions where physiology labs exercises are conducted, we will require that you complete the set of online prelab exercises prior to coming to lab to demonstrate that you have read the lab before beginning the session. We encourage you to use your lab manual and textbooks for references both outside of class and during lab.

Lab Teaching Assistant

Each lab period will have a teaching assistant (TA) in charge. You will have the same TA for both your two-hour anatomy lab and two-hour physiology lab times. You will attend the same lab periods (anatomy and physiology) that you are officially registered for under the guidance of the same TA each week for the entire semester. Since each of you have a specific lab times, you can have direct and close contact with your TA who will get to know you and keep track of your progress during the entire semester. You are well advised to get to know your lab TA and make yourself known to them since you will be interacting closely with them throughout the semester. Your TA will be in charge of overseeing your lab grades and all final decisions for the course grades are determined by your TA in consultation with Dr. Chester Brown as Instructor in charge of the MCB 247 lab course and J.P. Swigart the Course Coordinator according to the grade scale provided in this packet. Your TA will hold office hours for one to two hours each week. The location and times of these will be posted on the course website.

General Organization of the Lab Sessions

Each lab period during a weekly lab section will run for 2 hours for a total of 4 hours of total lab time each week. Your TA will start the lab with a **short lecture** lasting

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for 15 to 20 minutes. This will introduce you to the anatomical structures or physiology of the system under investigation or the methods, instruments and the experimental design for those sessions where experiments are being conducted. Then the **main lab session** will follow, which is expected to last for about 1 hour to 1 and 15 minutes. At the end of the lab period there will be a small review lasting for about 20 minutes where you and your TA will go through a summary of that day's exercises.

Laboratory Exercises

Your laboratory exercises are described in your lab manual. They are divided into two sections. Those specifically devoted to the physiology lab exercises you will be conducting this semester and those devoted to the anatomy exercises. The Introductory Lab familiarizes you with the general set-up of the labs, your TA, what each lab is about and rules and regulations of the Anatomy-Physiology lab course (MCB 247).

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MCB 247 Syllabus Spring 2019

Week	Dates	Session 1 (Mon/Tues)	Session 2 (Wed/Thur)
1	1/14-1/18	Course Intro	CV Blood and Blood typing / CV Heart
2	1/21-1/25	<i>MLK - No Class</i>	CV Vasculature
3	1/28-2/01	CV Vasculature	Heart Simulation Lab
4	2/04-2/08	Exercise B.P. Lab	Immunology – Blood typing
5	2/11-2/15	Immunology	Case Studies / Review
6	2/18-2/22	Practical 1: CV/Immuno	Digestive
7	2/25-3/01	Digestive and Histology	Respiration
8	3/4-3/08	Respiration and Histology	Respiration Lab
9	3/11-3/15	Endocrine	Endocrine
10	3/18-3/22	<i>Spring Break</i>	
11	3/25-3/29	Endocrine Lab	Case studies / Review
12	4/01-4/05	Practical 2: Digest/Resp/Endo	Renal
13	4/10-4/14	Renal	Renal Lab
14	4/15-4/19	Reproduction	Reproduction
15	4/22-4/26	Case Studies / Review	Practical 3: Renal/Repro
16	4/29-5/03	Review for Final	<i>Reading Day - No Class</i>
17	5/05-5/09	<i>Final Exam – Date/Time TBA</i>	

Laboratory Grade and Related Details

COURSE GRADING

Information on attendance, lab assignments, exams, and other evaluation tools/score types is summarized below and will be addressed in more detail during the first week of class. There will be a total of 1000 possible points earned in the course. These points will come from 4 major areas including attendance and participation, practical examinations, regular quizzes, and anatomy-physiology *pre and post-lab assignments*. Grades will be assigned according to the Standard Grade Scale, provided below.

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Lab Practical Examinations (Lab Practicals)

During the course of the semester there will be 3 lab practical examinations given covering the following areas: Cardiovascular and Immunology, Digestive and Respiration and Endocrine, and Renal and Reproduction. These exams will be given during your lab time (see course syllabus for details). The exam questions will involve identification of structures as well as some questions pertaining to the physiology of key structures. Your TA will go over the results with you during the following week and your scores will be recorded in Gradebook. The schedule and topics will be posted on the course website.

Final Course Grade

Student grades in MCB 247 will be based on total of 1000 points. Categories listed below (see next page) are approximate, but should closely resemble the final distribution. All sub-total points are estimates and may be altered slightly throughout the course of the semester. The point totals contained in the following table (*see next page*) represent the use of the plus/minus letter-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 in the table below (out of 1000 possible points) will be guaranteed the indicated letter grade. At semester's end, after the final exam, the faculty will analyze the course grade distribution, and may decrease (to accommodate poor class performance on an examination), but will not increase the points needed for each grade. It is the student's responsibility to make certain that the grades on the Web Gradebook is correct. If a student believes that an error has been made, it should be brought to the TA's attention immediately. If an explanation cannot be found, the student and/or the TA should bring the problem to Mr. Swigart and Dr. Brown. All practical exams are retained by the MCB 247 staff for grade confirmation, if necessary. The final exam will be given during finals week. Further details regarding this exam will be provided at a later date.

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PROCEDURE TO DETERMINE YOUR COURSE GRADE

Add the various lab points as listed above together to figure your **Total Course Points**. This score is a portion out of 500 total possible points. Divide this final total by 5 to convert your final total course score to a percent scale. Use the straight scale shown below (based on a percent scale) to determine your final letter grade (A+ through F).

A+	950-1000	B+	870-899	C+	770-799	D+	670-699
A	930-949	B	840-869	C	740-769	D	640-669
A-	900-919	B-	800-839	C-	700-739	D-	600-639
F	= < 600						

MCB 247 WEB GRADEBOOK

The MCB 247 Web Gradebook can be accessed directly at:

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

Scores on practical exams and lab assignments will be available for student review on the MCB 247 Web Gradebook. To check your scores, sign into the MCB 247 Web site and click on the Gradebook link and follow the instructions presented there. All students are responsible for checking their scores on the Web Gradebook after each exam and assignment is made available 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 Mr. Swigart within one week of receiving their graded paper or exam score. Students are encouraged to keep records of all graded assignments returned to them until after final grades are issued.

NOTE: The final deadline for Web Gradebook corrections for MCB 247 is 5:00 PM, Wednesday, May 1st, 2018.

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

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STATEMENT ON ACADEMIC INTEGRITY

FOR SCHOOL OF MOLECULAR & CELLULAR BIOLOGY STUDENTS

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.

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

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

Texting, or the use of a cell phone 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

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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.

Social Media 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 or a more extreme penalty at the discretion of the instructor on an assignment or exam.

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).

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Course Recordings:

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.

University Information on Student Safety

Active Threats:

General Emergency Response Recommendations (Emergency Response Guide):

Security Threat. The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**

Only follow these actions if safe to do so. When in doubt, follow your instincts - you are your best advocate!

RUN: Action taken to leave an area for personal safety.

- Take the time to learn the different ways to leave your building before there is an emergency.
- Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
- Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
- Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
- Assist those who need help, but carefully consider whether you may put yourself at risk.
- Look for Exit signs indicating potential egress/escape routes.
- If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
- Evacuate to Evacuation Assembly Area.
- 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.

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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.

Sexual Harassment:

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
- University Police Department, Emergency, 9,-911; Non-emergency, 217.333.8911
- 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 Students 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