



School of Molecular & Cellular Biology

# MCB 428, Fall 2021

Microbial Pathogens Laboratory, 2 Credit Hours

## Instructor/Instructional Team

Instructor - Jack Ikeda

Office Location - 484B Burrill Hall

Contact Information - jiked@illinois.edu; (217) 244-8732

Teaching Assistants - TBA

## Class Meeting Schedule

Scheduled Class Time - Section A, 10:00am-11:50am; Section B, 1:00pm-2:50pm

Office Hours - Instructor's - Mondays and Wednesdays at 2:00pm-3:00pm;

Teaching Assistant's - TBA

## Course Overview and Description

The purpose of this course is to introduce students to the biology, pathogenesis and identification of bacterial and viral pathogens. The number of pathogenic species is large and new ones are being discovered every day. We will not attempt to cover all of these organisms. Rather, the course will use some examples of bacterial and viral pathogens which are common causes of infections in humans and which illustrate important types of identification tests, mechanisms of pathogenesis, or problems in interpretation of clinical results. A large portion of this course involves isolation and identification of a potential "pathogen" from a "clinical" sample. Many of the techniques you will be using in the lab are important in a diagnostic lab today. Advances in molecular biological techniques have continually advanced the science of microbial diagnostics and new methods are always being implemented in medical labs. For example, molecular-based and semi-automated systems have been developed for microbial identification and antibiotic susceptibility testing that are fast and accurate. It is important to note that this course is not trying to replicate what a current diagnostic lab would do in a clinical setting, but rather this course will cover basic concepts in bacterial identification which form the basis and understanding of procedures used today including some of the more advanced systems.

## Course Prerequisites, Requirements Met

Prerequisites - MCB300 (Microbiology), MCB301 (Experimental Microbiology) or consent of the instructor. Note: MCB300 has MCB250 (Molecular Genetics) and MCB252 (Cells, Tissues and Development) as prerequisites.

This course counts as an Advanced MCB laboratory course (2 credit hours) for the MCB major.

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## Student Learning Outcomes

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

- Define microbiological concepts and terms related to microorganisms (especially microbial pathogens, how they cause disease and how they are identified).
- Demonstrate skills involving the handling of microorganisms in a lab setting (biosafety, aseptic techniques, streak plating, pure cultures, staining, microscopy, biochemical and immunological testing).
- Apply their knowledge to develop approaches to identify specific bacterial pathogens in a clinical lab setting and to implement those approaches.
- Examine and interpret specific testing results in relation to the whole exercise to help determine how to best proceed in the lab.
- Organize and prepare a written lab report that evaluates and integrates all their experimental data into a cohesive description of the exercise.
- Communicate and debate issues related to the lab exercises in a group setting.
- Discuss and assess current policies and events related to microbial pathogens.

## Course Text/Materials Information

Required - MCB 428 Laboratory Manual, Fall 2021, Microbial Pathogens Laboratory - Edited by Jack Ikeda and Gail Grabner, Stipes Publishing, purchased at the Illini Union Bookstore.

## Course Website, Course Tools

Course website address - <https://www.life.illinois.edu/mcb/428/>

Some assignments are completed via LON-CAPA. Prerecorded videos may be used and would be accessed in Media Space.

To log into the course website, use your NetID and your Active Directory Password.

The following information can be found on the course website:

Announcements: You should check this link periodically in order to be properly informed of any new course developments.

Syllabus: The current semester's syllabus is posted here. This link includes daily lab topics/activities, PreLab and Lab Report due dates, Exam topics and dates.

Course Information: A full statement of all the course policies regarding completion of exercises, lab absences, and grading may be found here.

Course Contacts: Contact information for course instructors.

Lecture & Lab Exercises: This link will give you access to PowerPoint/PDF files utilized in the lab and in the pre-recorded videos. Information related to the Lab Exercises including Outside the Class Discussion Questions will be posted here.

Exams: Answer keys for current exams and one sample exam will be found on this page.

LON-CAPA: This link provides direct access to the LON-CAPA website and log in. Students wishing to access the LON-CAPA network for the completion of assignments must first log into this site.

Gradebook: This link provides access to records of individual student grades for all aspects of the course and is password protected. Students should check the Gradebook periodically to verify correct entry of grades. Final course grades will be posted here at the conclusion of the semester.

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**Forms:** Use the Absence Report Form as your initial contact with the course staff if you are unable to attend class. Use the Conflict Exam Request Form and Conflict Final Exam Request Form as your initial contact with the course staff when requesting a conflict exam. Use the Request For Regrade Form to ask for a regrade on a question from the exams and assignments. Please note that there are deadlines after which these requests will not be honored.

Logging into LON-CAPA requires your University NetID and Active Directory password. Your username is your University NetID (the first part of your University email address). The password for LON-CAPA will have to be established by setting up an Active Directory (AD) password through CITES. To set up your Active Directory password visit the following site: <http://www.ad.uiuc.edu/accounts.aspx>.

Click on the “Change PASSWORD” box to set up your password if you have not already used Active Directory, then select the CITES Passwords box. You will then need to enter your NetID and NetID password. When setting the password be certain that ONLY the box for AD password is checked. Uncheck the other password boxes. Set up your Active Directory password (please make a note of it to avoid forgetting it later!). Also note that if you have used the AD password in previous semesters, like in other LON-CAPA courses, it is a good idea to change your password for security concerns. Once you have created an AD password visit our LON-CAPA website at: [www.lon-capa.uiuc.edu](http://www.lon-capa.uiuc.edu).

This log in page will ask you to enter your LON-CAPA username (your NetID) and password (CITES AD password you created). The domain, “uiuc” is already filed in for you. After successful login, you will get to a screen with your currently available courses and roles, for example, "student in MCB 428". Select the course you would like to access.


Once you have logged in you can access any of the LON-CAPA content by selecting "Main Menu". Inside the course, you can access your assignments by selecting “Navigate Contents”

at the top of the screen or by clicking on the  icon. Clicking on the folders will display the contents within. Once you have selected a problem in a folder you can move through the folder by clicking forward and backward on the arrow buttons at the top of the screen or by going back to Navigate Contents and clicking on each link.

**Browsers:** LON-CAPA functions using all common and current web browsers, like Mozilla, Firefox, and Safari on PC and Macs, as long as JavaScript and cookies are enabled in your browser. Internet Explorer is not recommended, as security boxes will pop up after each page loads. If you have problems seeing figures or getting content to load on your computers, try switching to a different web browser. If you still have problems contact the LON-CAPA Support Coordinator.


### Using LON-CAPA in your course


**Course Material:** The majority of the LON-CAPA material for the course (including assignments) will be added and modified throughout the semester usually on a weekly basis.


**Communication:** LON-CAPA has built-in communication support (see  on Main Menu). You can send messages regarding the course content using the Feedback icon on each content


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screen. You can choose different categories of feedback, including a contribution to the course discussion. Normal feedback gets routed to the TAs and course faculty. Course discussions are page-specific bulletin boards and come up right under the page that you are viewing. You can choose to post anonymously, in which case only the course faculty can see your name. It is also suggested that you create a screen name (for anonymous posts). To send internal email or look at replies to your feedback, use the Communication icon. Please use the built-in communication rather than normal email, since it automatically provides context for your questions and concerns. This is particularly true for questions about particular problems.

**Grades:** You can see how many points you have earned on a particular assignment or in the course so far by using the "Grading and Statistics" function () under Main Menu. Please report any grading discrepancies as soon as possible.

**Calendar:** The calendar function () under Main Menu will show you when folders are opened, when they are due, and when the answers will be available.

**Preferences:** Use the preferences icon () under "My Space" in Main Menu to set up your own preferences including how LON-CAPA is displayed as well as setting up screen names among other features. An important preference to set is "Change Message Forwarding and Notification Email Addresses". Here you can set up LON-CAPA messages to be sent directly to the email address you provide; this is highly recommended! This ensures that you will not miss important messages about course assignments if you are not logged into LON-CAPA.

**Logging out:** Make sure you always exit LON-CAPA by either clicking on the exit link at the top right of the screen or by clicking on the exit icon () under Main Menu; do not simply close the web browser! If you share a computer or use a computer lab make sure when you are in LON-CAPA you see your name at the top right of the screen.

**Troubleshooting:** The major cause of problems in using LON-CAPA is students being unable to log in. There are two common reasons for this: a "locked password" or forgetting the password. If the Active Directory password has not been used in a while it is "locked" for security reasons. The solution to this is to go to the Active Directory website (see above) and click on the "unlock ACCOUNT" box. If you have forgotten your password click in the "change PASSWORD" box used when the account was first set up, or contact the CITES Help Desk at 244-7000, and specify you have forgotten your Active Directory password. As always when resetting the password make sure only the AD password box is checked. Do not contact the MCB office or the LON-CAPA Support Staff for questions about forgotten passwords! The AD passwords are handled by CITES exclusively. Please contact Alejandra Stenger, LON-CAPA Support Coordinator, if you have any problems or questions about accessing the course LON-CAPA website at [astenger@illinois.edu](mailto:astenger@illinois.edu) (email is preferred) or call 244-7241 during regular office hours, Mon-Fri 8:30am-5:00pm. If your question is about a specific issue you encounter while in LON-CAPA please use the internal communication function, and specifically tell your name, course, section letter, and question (include assignment number, problem number, etc., if applicable).

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## Grading Information and Breakdown

- **Assessment Types**

- **Exams**

Two Exams (75 points each) will be given during your scheduled lab period. They will be composed of selection-type, essay/short answer, and/or problem solving questions. One sample Exam will be included on the course website before the first Exam only. Within about a week of each Exam, answers are posted and Exam results released. It is the student's responsibility to make certain that the grade on the Web Gradebook is correct. If a student believes that an error has been made, please submit to Dr. Ikeda a Request for a Regrade Form from the Forms section of the website within a week after scores are released. All students are urged to keep their Exams until a final grade has been issued for the course.

- **Final Exam**

The Final Exam (75 points) is scheduled during Finals Week in accordance with University policy regarding the requirement for a final course exam. Material to be covered on the Final Exam is specified in the course syllabus and the format is similar to the Exams. In accordance with University policy, examples of Final Exams are not posted. The Final Exam is the property of the course and is not available to students after taking it, nor are answers posted or made available in any way. Should a student feel that an error has been made in the grading of the Final Exam, that student should contact Dr. Ikeda.

- **Lab Practical**

A Lab Practical (75 points) will be given to evaluate your lab skills and interpretation of certain diagnostic tests. It will be taken in lab during two separate sessions.

- **PreLabs**

There are 7 Exercises and each requires completing a PreLab Exercise prior to performing the Lab Exercise. Typically they are due an hour before your section begins on the first day of that Exercise (see due dates listed in the syllabus). The PreLab consists of multiple choice questions based on the background readings. The total amount of points possible for each PreLab is 10 points. There are 7 PreLabs scheduled and the lowest score will be dropped (60 points possible). There will be no make-up PreLabs given. A missed PreLab will be scored as "0" and may be considered as the dropped PreLab score.

For Section A, the PreLab will be due by 9:00 am on the day it is due (see schedule) and for Section B it will be due by 12:00 pm (i.e., noon) on the day it is due.

- **Laboratory Reports**

There are 7 scheduled Lab Reports based on each of the 7 Exercises (plus an online Safety Training Exercise) comprising a total of 640 points. They are each worth a various number of points (see Point Allocation and Total) and are

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due on the date specified in the syllabus. Instructions on what to include in each Lab Report are given on the last few pages of the Exercise in the Lab Manual. Total point values are noted there as well. **Please note that although an itemized list of report components is given in the Lab Manual, the format of the report should be as specified below.**

For each Laboratory Exercise there are two main parts (Parts 1 and 2):

Part 1 involves recording your results and observations of the experiment on the Laboratory Exercise sheets provided in the manual based on your work in the lab. It is important that your notes are legible enough for someone else to read and clear enough for someone else to understand. Perforated copies of the Exercise sheets are included at the back of the laboratory manual, which can be easily removed. In this way, students can record their results as they proceed through the Laboratory Exercise and then record them neatly and legibly on the second copy for submission for grading.

Part 2 involves typing additional information such as the purpose/relevance, discussion and additional specific lab discussion in a separate document. Part 2 requires the following information with the following grading rubrics:

Name, UIN, Section, Title of the Exercise and the Date the exercise begins.

All of the above is required so points will be deducted if any information is not included with your Lab Exercise. Minus 1 pt for each of the missing information. Also, proper grammar, spelling and format must be followed throughout the Lab Exercise otherwise points will be deducted. Minus 1 pt each for grammatical mistakes, spelling errors and improper labeling of sections. Minus 10 pts if the overall appearance is disheveled, unorganized or poor.

Purpose/Relevance (5 pts). Begin with a short explanation of the goals of the laboratory exercise and the relevance of the experiment to the bigger picture. Points shown below indicate the score based on how it was addressed.

- 5 pts - The purpose and relevance is clearly indicated (not copied from the Lab Manual or another person or source - i.e., it must be written in your own words).
- 3 pts - Only the purpose or the relevance is present and clearly worded (but not both).
- 0 pts - Both purpose and relevance are missing (or copied from the Lab Manual or another source).

Discussion (30 pts). Each of the three topics (A-C) must be written in separate sections labeled with the appropriate letter. Since each Lab Exercise is unique and may involve a different number of cases, further clarification of what is to be written with a rubric will be provided.

- A) Summarize your results and state any general conclusions that you are able to make from the lab. Depending on the Exercise, some

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involve a number of different cases and each must be summarized and discussed. Discuss whether or not you were able to achieve the overall objectives for this lab and the reasons for any failure to do so.

B) Are the specific results what you expected and why? You may compare your results to those from outside sources (scientific literature). If you do not believe your results are convincing, you should discuss possible sources of problems.

C) Suggest additional experimental work to help clarify your results and ways that the experiment could be changed in future attempts.

Outside the Class Discussion (15 pts). Additional topics and questions to discuss related to the Exercise or current events will be provided with a grading rubric. These questions will be posted online. Researching outside the class and Lab Manual may be necessary to answer these questions.

**NOTE: Sharing of ideas with other students in the course is encouraged, BUT all writings on assignments and Exams must be in your own words and remember to cite appropriate literature and references when necessary. Writings that are deemed too similar will be charged with a violation of academic integrity.**

The schedule of Laboratory Report due dates is included in the course syllabus and on the course website. Lab Reports (hard copies) are turned in at the beginning of the start of your lab section (within the first 5 minutes of class) on the due dates indicated in the schedule.

If you have an *excused* absence the day the Lab Report is due, turn in the Lab Report at the time specified by Dr. Ikeda. Do not turn in the Lab Report to your TA.

If you have an *unexcused* absence the day the Lab Report is due, you will receive "0 points" for that assignment, unless it is turned in earlier.

**Each student will be allowed to turn in one Lab Report late (due to an unexcused absence) without penalty, provided it is submitted within 48 hours of the original due date. A hard copy should be turned in if it is submitted to Dr. Ikeda in-person. An electronic version may be turned in if it is being submitted on Saturday within the 48 hours of the original due date.**

The online Laboratory/Safety Training Exercises involves accessing the Division of Research Safety website ([www.drs.illinois.edu/](http://www.drs.illinois.edu/)) and completing two training modules: "Laboratory Safety" and "Understanding Biosafety". Following the training you must successfully complete the quiz. Even if you have completed the trainings in another course you will need to repeat it for this course. Note: we have access to the DRS records to see if you have completed the trainings and when they were completed. More information about the training and due dates will be given on the first day of class.



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- **Point Allocation and Total**

Your course grade will be determined on the basis of the number of points that you accumulate. The description below lists the assignments. The number of points possible this semester is 1,000:

<b>2 Exams and Final Exam (75 points each)</b>	<b>225 points</b>
<b>Lab Practical (75 points)</b>	<b>75</b>
<b>PreLabs (10 points each)</b> 7 are scheduled Your lowest score will be dropped	<b>60</b>
<b>Lab Reports</b>	
Online Safety Trainings	<b>20</b>
Exercise 1	<b>73</b>
Exercise 2	<b>88</b>
Exercise 3	<b>95</b>
Exercise 4	<b>98</b>
Exercise 5	<b>93</b>
Exercise 6	<b>94</b>
Exercise 7	<b>79</b>
<b>TOTAL POSSIBLE POINTS</b>	<b>1,000 points</b>

- **Grade Scale**

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.

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

The point totals contained in the following table represent the use of the plus/minus grading system coupled with a 4.0 grade point system. The University has assigned the grade point values shown for each letter grade. Students who earn the points shown below (out of 1,000 possible points) will be guaranteed the indicated letter grade. At semester's end, after the Final Exam, the Instructor 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.



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Letter Grade	Point Ranges	Grade Point Value
A+	1000-970	4.000
A	969-930	4.000
A-	929-900	3.667
B+	899-870	3.333
B	869-830	3.000
B-	829-800	2.667
C+	799-770	2.333
C	769-730	2.000
C-	729-700	1.667
D+	699-670	1.333
D	669-630	1.000
D-	629-600	0.667
F	<600	0.000

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## Course Calendar with Daily Schedule of Topics, Readings and Assignment Due Dates

\*Asterisk by date indicates that a Pre-Lab is due that day.

Date	Topics	Pages
Aug 24	<b>Course Intro: Orientation, Policies, Safety Practices</b>	i-xxv 1-23
Aug 26	<b>Introduction to Bacterial Pathogens: Basic Lab Skills</b>	1-23
<b>Aug 31*</b>	<b>Exercise 1: Urinary Tract Infections</b>	24-40
Sep 2	Day 1: Dipstick test; Gram stain; streak plates	
Sep 7	Day 2: Gram stain: oxidase test; biochemical tests; Sensititre	
Sep 9	Day 3: Read results; streak for MBC test	
	Day 4: Read MBC plates	
	<b>Lab Report due September 16</b>	
	<b>Exercise 2: Infections of Gram-Positive Cocci</b>	41-66
<b>Sep 14*</b>	Day 1: Group A Strep test; streak BAP; check blood bottles	
Sep 16	Day 2: Gram stain; catalase and coagulase test; phage typing	
Sep 21	Day 3: Streptocard Strep test, E-tests; read phage typing results	
	<b>Lab Report due September 28</b>	
	<b>Exercise 3: Respiratory Tract Infections</b>	67-87
<b>Sep 23*</b>	Day 1: Gram stain; streak plates	
Sep 28	Day 2: Normal microbiota; read results; Gram stain; Enteropluri tube; quad plate	
Sep 30	Day 3: Read results; read HAI plates	
	<b>Lab Report due October 7</b>	
<b>Oct 5</b>	<b>EXAM 1: Introduction and Exercises 1 and 2</b>	
	<b>Exercise 4: Gastrointestinal Tract Infections</b>	88-113
<b>Oct 7*</b>	Day 1: Streak plates; Gram stain	
Oct 12	Day 2: Score plates; streak plates; Gram stain; inoculate and perform tests	
Oct 14	Day 3: Gram stain; score plates & tests; inoculate biochemical tests	
Oct 19	Day 4: Score tests	
	<b>Lab Report due October 26</b>	
	<b>Exercise 5: Anaerobic Bacterial Infections</b>	114-137
<b>Oct 21*</b>	Day 1: Gram stain; streak plates	
Oct 26	Day 2: Read plate results; Gram stain; quad plate	
Oct 28	Day 3: Read results	
	<b>Lab Report due November 4</b>	

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<b>Date</b>	<b>Topics</b>	<b>Pages</b>
Nov 2	<b>Exam 2: Exercises 3 and 4</b>	
Nov 4	Lab Practical Review	
Nov 9	<b>Lab Practical Exam, Part 1:</b> Gram staining; microscopy; streak plating; simple tests	
Nov 11	<b>Lab Practical Exam, Part 2:</b> Diagnostic tests	
	<b>Exercise 6: Sexually Transmitted Infections</b>	138-172
Nov 16*	Day 1: Read Gonorrhea, Chlamydia, RPR, and HPV tests	
Nov 18	Day 2: Read HSV, HBV, HIV ELISA and HIV Western blot tests <b>Lab Report due November 30</b>	
Nov 22-26	<b>FALL BREAK</b>	
	<b>Exercise 7: Transfer of Antibiotic Resistance Genes</b>	173-190
Nov 30*	Day 1: Mating of donor and recipient; quantitating plasmid transfer	
Dec 2	Day 2: Check conjugation; comparison of plasmids <b>Lab Report due December 7</b>	
Dec 7	Lab Cleanup	
<b>Finals Week</b>	<b>Final Exam TBA: Exercises 5, 6 and 7</b>	

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## Course Policies

### Contacting 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 [https://cm.maxient.com/reportingform.php?UnivofIllinois&layout\\_id=19](https://cm.maxient.com/reportingform.php?UnivofIllinois&layout_id=19)) 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/>.

### Disability Resources and Educational Services (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](mailto:disability@illinois.edu). We will try to meet all accommodations once the process has started. Please note that accommodations are not retroactive to the beginning of the semester, but begin the day you contact your professor, instructor or coordinator with a current letter of accommodation from DRES.
- If a student believes that they need DRES accommodations, they should contact DRES at [disability@illinois.edu](mailto:disability@illinois.edu).

### Class Absences

- Regular class attendance is expected of all students at the University. If you are absent from class, contact Dr. Ikeda about your absence.
- Each student will be registered for a particular section of the course which meets twice a week on Tuesdays and Thursdays. Each session is 1 hour and 50 minutes starting at a specific time (i.e., 10 am or 1pm) depending on which section the student is enrolled in.

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- It is important to arrive on time to lab in order to receive all pertinent information. Due to the nature of this course, both your presence and participation are required.
  - 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.
  - 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.

### **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. Your prorated score will be calculated based on the following formula:

$$\frac{\{\text{Exam A}\} (\% \text{tile}) (\text{total possible}) + \{\text{Exam B}\} (\% \text{tile}) (\text{total possible}) + \{\text{Final Exam}\} (\% \text{tile}) (\text{total possible})}{(\text{Exam A total possible} + \text{Exam B total possible} + \text{Final Exam total possible})} = (\% \text{tile}) \Rightarrow \frac{\text{points for Exam missed}}{\text{total possible}}$$

Please note that the percentile that we use to calculate your score may be different from the percentile seen in the online Gradebook, due to the accounting for missing scores.

- 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 but 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 but 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, but 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, but 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.
- Conflict Exams are only given on the regular Exam day, at the date and time agreed upon by Dr. Ikeda and the student.
- Scores for conflicts will not be posted until all forms and documentation are received and approved. At the end of the semester these will be changed to "0" if the above criteria has not been met.

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### 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 Student Code which can be found at: <http://studentcode.illinois.edu/>.
  - 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 (See Grading Information and Breakdown). 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.
- If you believe that an answer was improperly graded on an exam or lab assignment, then you must download a copy of the “Request for Exam Re-grade” form available on the “Forms” link on the course website. Please be sure to indicate the number of the question(s) involved. This form must be completed explaining why your answer was the best answer for the question involved, along with supporting information. Do not make any additional comments or marks on the original exam or lab assignment. The form must be submitted to Dr. Ikeda along with a copy of the original assignment or Exam.
- ***All requests for re-grades must be made within one week*** of the day that the



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graded assignment or Exam was graded. An exception is made at the end of the semester due to final grades needing to be completed. Any assignments that are still outstanding at the end of the semester will be due by 5pm on the last day of campuswide instruction (i.e., the day before Reading Day). The grader has the option to leave the score as is and comment further on the answer in question, accept the argument presented and award additional points or lower the original score if he/she finds additional mistakes that were missed during the first round of grading.

- Exams given during the semester and answers to questions will be posted afterwards. For the Final Exam, the answer key will not be posted or made available in any way. Students may make an appointment with the Instructor to discuss their Final Exam, but it will stay in the possession of MCB staff. Final Exams will not be subject to the MCB428 regrade procedure and concerns should be directed to Dr. Ikeda.

### **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/>. Unfamiliarity with policies is not a defense for not knowing what they cover.
- 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 assignment for all persons involved.
- Texting, or the use of a cell phone or any other device for any purpose, during an exam is prohibited. Doing so may earn you a zero or a more extreme penalty on the 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

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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 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**

- Access to watch certain video recordings produced by the Instructor/TAs for the course will be made available on the MCB428 website. The material recorded is intellectual and copyrighted property of the University of Illinois Board of Trustees.
- Recording material from in this course, including lectures, discussions, or other activities is forbidden. Sharing recorded material or posting it online is also forbidden. Any violation of these policies will be forwarded to the Office of Student Conflict Resolution for disciplinary action.
- Video recordings of any kind are strictly prohibited.
- Posting of audio or video recordings or transcriptions on social or electronic media platforms is strictly prohibited.
- Posting or redistributing of course material in any format is strictly prohibited.

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## University Information of Student Safety

- **General Emergency Response Recommendations (Emergency Response Guide):**
- Security Threat. The Department of Homeland Security and the University of Illinois at Urbana-Champaign Office of Campus Emergency Planning recommend the following three responses to any emergency on campus: **RUN > HIDE > FIGHT**
  
- **Only follow these actions if safe to do so.** When in doubt, follow your instincts - you are your best advocate!
  
- **RUN** – Action taken to leave an area for personal safety.
  - Take the time to learn the different ways to leave your building **before** there is an emergency.
  - Evacuations are mandatory for fire alarms and when directed by authorities! No exceptions!
  - Evacuate immediately. Pull manual fire alarm to prompt a response for others to evacuate.
  - Take critical personal items only (keys, purse, and outerwear) and close doors behind you.
  - Assist those who need help, but carefully consider whether you may put yourself at risk.
  - Look for **Exit** signs indicating potential egress/escape routes.
  - If you are not able to evacuate, go to an Area of Rescue Assistance, as indicated on the front page of this plan.
  - Evacuate to Evacuation Assembly Area, as indicated on front page of this plan.
  - Remain at Evacuation Assembly Area until additional instructions are given.
  - Alert authorities to those who may need assistance.
  - Do not re-enter building until informed by emergency response personnel that it is safe to return.
  - Active Threat: IF it is safe to do so, run out of the building. Get as far away as possible. Do NOT go to the Evacuation Assembly Area.
- **HIDE** – Action taken to seek immediate shelter indoors when emergency conditions do not warrant or allow evacuation.
  - Severe Weather:
    - If you are outside, proceed to the nearest protective building.
    - If sheltering-in-place due to severe weather, proceed to the identified Storm Refuge Area or to the lowest, most interior area of the building away from windows or hazardous equipment or materials.
  - Active Threat:
    - Lock or barricade your area.
    - Get to a place where the threat cannot see you.
    - Place cell phones on silent.
    - Do not make any noise.
    - Do not come out until you receive an Illini-Alert advising you it is safe.
- **FIGHT** – Action taken as a last resort to increase your odds of survival.
  - Active Threat: If you cannot run away safely or hide, be prepared to fight with anything available to increase your odds for survival.

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## Resources

- **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://oior.illinois.edu/sites/prod/files/SexualMisconduct\\_ResourceGuide.pdf](http://oior.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 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

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**

For student-centered advocacy programs and services visit:

[mcb.illinois.edu/undergrad/advising/resources](http://mcb.illinois.edu/undergrad/advising/resources). 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, 3<sup>rd</sup> 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**

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

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- **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, 2<sup>nd</sup> 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)**  
For non-academic support visit: [diversity.illinois.edu](http://diversity.illinois.edu)
    - Discrimination & Harassment Prevention
    - Title IX
    - Accessibility & Accommodations
    - Inclusive Illinois