



New Request for Teaching Lab Status

Course Name _____ Course Prefix & Number _____

Date Last Approved by EDC _____

To check last approval date, go to <http://webcms.mtsac.edu/webcms/> and select Public Access. Enter subject and course number. View 'Approval Date' column. Only courses with an approval date of 2019 or later will be considered.

Total Units _____ Number of Hours Lecture/Week _____ Number of Hours Lab/Week _____

Submitted by _____

(Please Print)

(Date)

Department Chair _____

(Signature)

(Date)

Departmental Approval for Submission for Lab Parity _____

(Date)

Division Dean/Associate Dean _____

(Signature)

(Date)

Please provide the following documents:

Official Course Outline

Current Course Syllabus (Syllabi from two different professors preferred when available)

15.A. Teaching Labs Definition:

Laboratory courses classified as teaching labs are laboratory courses requiring preparation and student evaluation outside of regular class time by the professor. **These courses have, as a primary function, the teaching of concepts rather than skills development as the final outcome of the course.** These teaching lab courses are assigned a load and compensation value of one (1) LHE per hour of lab time scheduled. Prep time for the teaching lab is also considered.

Faculty who teach lab parity classes are expected to:

- Construct a lab schedule that centers on topics not covered in the lecture, not the repetitive practice of a skill;
- Assign reports, practicals, and projects that are lab focused and that the professor grades outside the class time separate from the tests, quizzes, and assignments associated with and given during the lecture portion of the class;
- Maintain a continuing active presence in the lab – presenting material not covered in the lecture portion of the class, providing demonstrations, and circulating as to evaluate and assist during lab time; and
- Conduct a final exam (or lab experience) on lab topics during the last week of classes in a different time block than the final lecture exam.

Faculty Contract July 1, 2022-June 30, 2025

Please retain a copy for your records.

LPC/rev11/2012;rev62424lc

(over)

LAB PARITY CHECKLIST

Course Name and Number:

Date:

Courses submitted for Lab Parity will be evaluated based on *evidence* of the following:

Yes/No

Must select "Yes" for all of the following to be granted or continued parity.

	1. Primary outcome of the laboratory is the teaching of concepts rather than skills development*
	2. Active, continuing presence of the professor during the laboratory portion of the course
	3. Ongoing involvement of the professor in lecturing, demonstrating, or assisting students during the laboratory portion of the course
	4. Multiple topics that must be taught by the professor during the laboratory portion of the course
	5. Assignments associated with the laboratory that must be graded by the professor outside of regular teaching laboratory time (must be clearly stated and <u>highlighted</u> in syllabus)
	6. Syllabus that shows breakdown of lecture and lab points for grading purposes
	7. Syllabus that shows week-by-week breakdown of lecture and lab topics/activities
	8. Final exams or Final projects for both lecture and lab (Continued Parity Requests Only)
	9. Lecture Final during Week 16 and Lab Final or meeting during Week 16 (Continued Parity Requests Only)**

*Laboratories in which skills development is the final outcome will not be granted parity.

PLEASE NOTE:

**Faculty who teach courses that have both a lecture and lab component (which have received lab parity) are required to conduct their lecture final exam as well as their separate lab final exam during finals week (week 16). These separate time blocks must be followed as per the final exam schedule published in the Schedule of Classes, which will result in different 2.5 hour time periods during week 16. If the lab final exam is given on week 15, then a final lab meeting with the students must still take place on week 16, during the lab's final exam scheduled time period. This must be clearly stated in the lab syllabus.

Comments: