

## Request for Teaching Lab Parity

Course Name \_\_\_\_\_ Course Prefix & Number \_\_\_\_\_

Date Last Approved by EDC \_\_\_\_\_

To check approval date, go to <http://webcms.mtsac.edu> and select Public Access. Enter Course prefix and number. View Date Approved column. Before submitting Lab Parity form, access Web CMS and confirm that the course has been reviewed by the Educational Design Committee (EDC) within the past five years.

Total Units \_\_\_\_\_ Number of Hours Lecture/Week \_\_\_\_\_ Number of Hours Lab/Week \_\_\_\_\_

Submitted by \_\_\_\_\_

(Please Print)

(Date) Requests will be processed in the order received.

Department Chair \_\_\_\_\_

(Signature)

(Date)

Departmental Approval for Submission for Lab Parity \_\_\_\_\_

(Date)

Division Dean or Associate Dean \_\_\_\_\_

(Signature)

(Date)

**This request to be submitted with:**

Official COR  Current Course Syllabus  Syllabi from two different professors preferred, when available

No other documents are necessary.

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

- Primary outcome of the laboratory is the teaching of concepts rather than skills development\*
- Active, continuing presence of the professor during the laboratory portion of the course
- Ongoing involvement of the professor in lecturing, demonstrating or assisting students during the laboratory portion of the course
- Multiple topics that must be taught by the professor during the laboratory portion of the course
- Assignments associated with the laboratory that must be graded by the professor outside of regular teaching laboratory time
- Syllabus that shows breakdown of lecture and lab points for grading purposes
- Syllabus that shows week-by-week breakdown of lecture and lab topics/activities

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

(over)

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.

#### **Article 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 a compensation value of (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:

1. Construct a lab schedule that centers on topics not covered in 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;
2. Maintain an active continuing 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;
3. 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 Association Agreement Article 15.A.)*

*This section to be completed by Instruction Office only*

#### **Lab Parity Committee Action**

**Granted x Denied x Returned x Date Returned**

**Comments:**

#### **Lab Parity Effective Date:**

*Please note: Parity will be effective in the next Primary term (spring or Fall) following the review and approval by the Lab Parity Committee.*