Laboratory Extensive Preparation Proposal Form

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DATE OF REQUEST:

FACULTY MEMBER SPONSORING PROPOSAL:

CURRICULUM COMMITTEE REPRESENTATIVE:

DEPARTMENT CHAIR:

DISCIPLINE FACILITATOR:

PROPOSED EXTENSIVE PREPARATION LABORATORY COURSE TITLE:

RATIONALE FOR PROPOSED EXTENSIVE PREPARATION:

*Include and attach the course outline of record, department/discipline minutes, and any other supporting documentation, including those of similar institutions.*

CRITERIA FOR EXTENSIVE PREPARATION LABORATORY DESIGNATION[[1]](#footnote-1)

1. The laboratory class requires the active continuing presence of the instructor with ongoing involvement in lecturing, demonstrating, or assisting the students;
2. The laboratory class requires extensive student preparation from text and lecture material prior to and after each laboratory session;
3. The laboratory class requires evaluation of student performance on a regular basis in the same manner as in nonlaboratory classes;
4. The laboratory class requires the instructor to see that it is related to and correlated with an extensive classroom lecture program and is supplemented with assigned readings in texts;
5. The laboratory class requires that instructors are involved with professional development, equivalent to that in lecture courses, in order to maintain proficiency in the areas covered by the laboratory work;
6. The laboratory class is described in the course outline of record which clearly identifies compliance with the criteria above;
7. The laboratory class is comparable to similar labs in at least some community colleges and four-year institutions in the state of California, by one-to-one equivalency or by use of laboratory or teaching assistants.
1. As outlined on Page 18 of the current [RCCD Faculty Association Agreement](https://www.rcc.edu/cta/Documents/Faculty%20Association%20Agreement%202015-18.pdf). [↑](#footnote-ref-1)