

CRITERIA APPLIED IN ASSIGNING

LECTURE EQUIVALENCY TO LABORATORY TEACHING HOURS

These are guidelines used to determine load factors for laboratory classes. Other factors are also considered such as class size, use of aides, level of instruction, safety factors, preparations, etc.

A. .65 Lecture Equivalency

1. Responsible for supervision and evaluation of students.
2. Responsible for maintaining an environment conducive to learning.
3. Responsible for equipment, supplies.
4. Prepackaged instructional plans and materials.
5. Preparation for entire load is in one discipline (Block Occupational Program)

B. .70 Lecture Equivalency

1. Continuous preparation for lab is required.
2. Projects/papers evaluated and graded by instructor.
3. Instructional materials/activity is the focal point of the learning activity and the instructor is the manager of the learning environment.
4. Responsible for equipment, supplies.
(This includes Business Skills Laboratory)

C. .75 Lecture Equivalency

1. Has teacher prepared course objectives and an instructional plan which requires ongoing preparation of materials for laboratory exercises.
2. Lab manuals/projects/papers to evaluate and grade.
3. The instructor is the focal point of the class in providing direction to the class as a group or individually in accomplishing the objectives.
4. Responsible for equipment, supplies