

Cerritos Community College

EXTENSIVE LABORATORY CLASSIFICATION

Submitting Documentation

“An extensive laboratory is a course in which laboratory components require extensive preparation work before, after, and during the lab, and are equivalent to workload efforts in a lecture course” (MOU, April 23, 2015).

In order to apply for an extensive laboratory classification, you must fill out the necessary paperwork, compile the appropriate documentation, and submit it all together to the Extensive Lab Committee electronically via email (rrios@cerritos.edu). Each Extensive Laboratory Classification application must address the 4 areas identified in *The Process* handout and must also follow the order and organizational method illustrated for the Table of Contents. Once compiled, please email your documents all together. Use the following abbreviations to represent the file type you are submitting:

- ❖ Application = APP
- ❖ Course Outline = COR
- ❖ Syllabus = SYL
- ❖ Factual Statement = FACST
- ❖ Chart = CHART
- ❖ Worksheets = WRK
- ❖ PowerPoint = PPT
- ❖ Report = RPRT
- ❖ Excel = EXC
- ❖ Exercise = EX
- ❖ Handout = HO
- ❖ Other file types not listed here: OTHER

The examples below demonstrate the appropriate way to name the files before they are sent:

- ❖ Table of Contents
 - TOC_Course_Faculty Name
 - Example: TOC_BIOL100_T. Jones
- ❖ Label each file using the letter of the area and number of the section each document represents. Follow the samples below for details:
 - Application
 - A.1_Course_Faculty Name_APP
 - Example: A.1_BIOL100_T. Jones_APP
 - Course Outline
 - A.2_Course_Faculty Name_COR
 - Example: A.2_BIOL100_T. Jones_COR
 - Syllabus
 - A.3_Course_Faculty Name_SYL
 - Example: A.3_BIOL100_T. Jones_SYL

- ❖ When more than one file is being provided under the same letter and numbered section, the order number of the file is needed, as shown in the samples below:
 - Factual Statement and Chart
 - A.4.#_Course_Faculty Name_Type of File
 - Example: A.4.1_BIOL100_T. Jones_FACST
 - A.4.2_BIOL100_T. Jones_CHART
 - Worksheet (3 total in this example)
 - C.2.#_Course_Faculty Name_WRK
 - Example: C.2.1_BIOL100_T. Jones_WRK
 - C.2.2_BIOL100_T. Jones_WRK
 - C.3.#_Course_Faculty Name_WRK
 - Example: C.3.1_BIOL100_T. Jones_WRK
- ❖ If your document satisfies more than one area and/or section of the checklist, include all that applies in the file name. Use the samples below for clarification:
 - Pre-Laboratory Activity Handout
 - Section Letter.# of Element.#_ Section Letter.# of Element.#_Course_Faculty Name_HO
 - Example: B.2.1_B.3.1_BIOL100_T. Jones_HO
 - Worksheet (2 total in this example)
 - Section Letter.# of Element.#_ Section Letter.# of Element.#_Course_Faculty Name_WRK
 - Example: B.1.1_C.3.1_BIOL100_T. Jones_WRK
 - B.1.2_C.3.2_BIOL100_T. Jones_WRK

Warning: Inappropriately labeled files may not be accepted.