

Feb. 10, 2023

## Extensive Lab Submission Information and Timeline for Spring 2023

Hello Faculty,

**The ELC will accept applications during the Spring 2023 term. The deadline for application submission is March 27, 2023.** The ELC will review applications during the month of March and April. During the review process, the committee may contact you for additional clarification, documentation or to schedule an in-person review of your Extensive Laboratory Classification application and documentation. Applications received after the March 27 deadline will be reviewed in Fall 2023.

Faculty will be required to submit a course application with supporting documents for each course utilizing the Dynamic Forms online submission process.

### [EXTENSIVE LABORATORY CLASSIFICATION APPLICATION LINK](#)

Please review the “Extensive Laboratory Definition Criteria” below and the attached documents to ensure your course meets all of the criteria below prior to submitting the course for consideration of “extensive laboratory” status.

**To receive the designation of an EL course, the materials provided must identify the following:**

#### Pre-laboratory Activity

- The lab is scheduled separately and is not a lab activity embedded within the lecture environment.
- Lab activities and assignments associated with the lab are present in the course syllabus and/or laboratory packet.
- The laboratory requires student preparation from a textbook, laboratory manual, handouts and/or lecture material prior to – during – and after – each laboratory session.
- Supervision of equipment maintenance, laboratory setup, acquisition of lab materials and supplies, field trip logistics, or preparation to ensure a safe environment conducive to learning.

#### During-laboratory Activity

- Instructor is actively engaged in lab when students are performing lab activities.
- Instructor is responsible for active facilitation of laboratory learning.
- Instructor is responsible for active delivery of curriculum. Instructor is responsible for significant evaluation of student work.
- Instructor is responsible for supervision of equipment and maintenance of a safe laboratory environment.

#### Post-laboratory Activity

- The lab results in the production of student work that requires out-of-lab evaluation by the instructor.
- Students either receive a grade for the lab or a grade for the lab activities that are separate from the course lecture grade, which may be measured and combined as part of the final course grade.

**Please review the attached documents:**

- UF Article 29-Extensive Laboratory.pdf
- Extensive Laboratory Application Procedures.pdf
- Extensive Laboratory Presentation PowerPoint and Video

**If you have any questions, please reach out to an ELC member directly via campus email.  
Don't reply to this email – we won't get your response.**

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Sincerely,

**Jeremy Peters**

Professor of Culinary Arts & Hospitality Management  
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