Helpful Hints for the Submission of Medical Laboratory TAG’s:

1. Courses that have not been previously approved will require full review by the entire panel.

2. Courses that have been approved but have undergone minor changes with learning outcomes still met will require panel review by 2 or more panel members.

3. Courses that have been approved and have undergone no changes except for credit hour (change from quarter to semester hours) will involve submission of a detailed syllabus and memo with credit hour change information to the panel team leader who will either approve or decide to undergo review by the partial panel.

In order to facilitate Medical Laboratory TAG submission approval, the submitter may want to consider the following suggestions:

A) Ensure that what is listed in the submitted syllabus matches and supports content in the online submission form.

B) Clearly identify the number of hours spent in lecture and laboratory. This should correspond to the total number of semester credit hours. One semester credit hour is awarded for a minimum of 750 minutes of formalized instruction and typically requires students to work at out-of-class assignments an average of two hours for every hour of formalized instruction. One semester hour is awarded for a minimum of three laboratory hours for which little or no out-of-class study is required. (This definition applies to clinical rotation hours as well). The number of credit hours assigned should correspond to the number of minutes of formalized instruction and time spent in student lab or clinical rotation. The panel will delay approval if the number of credit hours assigned to the course does not correspond to actual time in the classroom or lab.

C) In the detailed syllabus, there should be a topical outline (which could take the form of a tentative class schedule) with the specific learning objectives being easily mapped to the content areas. One of the most common causes of submission disapproval is not demonstrating that specific learning objectives have been met.

   - Names and editions of the texts currently being used
   - Inclusion of prerequisites or corequisites
   - Information regarding how the students will be evaluated

D) Avoid sending any materials that are irrelevant to the TAG review; information regarding academic integrity or absentee policies is not necessary in this submission.

E) Ensure internal consistency of documentation. A common cause of “pending” or “disapproved” designations is due to submission of inconsistent materials. All materials should be from the same academic year so that a seamless semester submission is provided using the same text and neither duplicates nor omits content.