Develop a policy that addresses student readiness to take an online course, to include online research

STUDENT READINESS TO SUCCEED IN WEB-BASED COURSES

Hagerstown Community College offers a variety of structured, web-based courses (online courses) that allow students flexibility in course scheduling. Web-based courses deliver the same content and have the same learning objectives as traditional classes.

Students enrolling in web-based classes will need particular skills in order to succeed in these classes. Hagerstown Community College will offer self-assessment guidelines designed to help students determine if they possess these skills. It is the student’s responsibility to use the guidelines provided by HCC to self-assess their own readiness before enrolling in web-based classes. Required skills include, but are not limited to:

- computer and information literacy skills, particularly the ability to access and evaluate web-based sources of information,
- an ability to learn and work independently and meet deadlines,
- an awareness of and compliance with the HCC academic honor code is especially important in web-based classes.
HCC recognizes that web-based courses are best suited for students who possess the necessary skills and have demonstrated their ability to successfully complete college-level classes.

**Develop a policy that defines team teaching to include contact hour expectations**

**Endorsing the Value of Internships**

Because Hagerstown Community College recognizes the value, and sometimes necessity, of experiential education, the College encourages student participation in internships in a wide variety of fields. Internships allow students to hone their professionalism, sample different real-world environments, and gain valuable work experience to attract potential employers. Academic divisions establish their own internship requirements within programs, and the College provides assistance to students in finding and participating in these internships. In the rare instance when an internship is required for program completion but not feasible, the Division Chair and appropriate program faculty, with approval from the Vice President of Academic Affairs, may work with the student to seek alternative program completion options.

**Develop a policy that defines team teaching to include contact hour expectations**

**Team Teaching**

Team teaching is defined as a learning situation involving multiple instructors who plan, conduct, and evaluate course work for the same group of students. Contact hours will be divided between the instructors with respect to credit load as mutually agreed upon by the instructors in consultation with the Division Chair or Director and with approval of the Vice President of Academic Affairs before the start of the semester, as long as the total contact hours do not exceed the normal contact hour expectations of the class and the percent contribution does not exceed 100%.