Hagerstown Community College
Official Course Syllabus Document
(replace this parenthetical with semester and year)

COURSE:
MUS 168 – Piano II (2 credits)
(replace this parenthetical with section number & Days/Times class meets)

INSTRUCTOR:
(replace this parenthetical with name, office hours, and all contact information)

COURSE DESCRIPTION:
…

TEXTBOOK:
…

STUDENT LEARNING OUTCOMES:
The student will be able to:
• …

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE
To earn one hour of academic credit at HCC, students are required to complete a minimum of
37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of
coursework may be completed through a combination of hours within the classroom and hours
outside the classroom. Certain courses may require more than the 37.5 minimum hours of
coursework per credit. A three credit hour course requires 112.5 clock hours.

For most classes, students should expect to do at least 2 hours of coursework outside of class for
each hour of in-class coursework.

<table>
<thead>
<tr>
<th>In-class instruction, including at least one in-class essay; Online instruction delivered normally during class time</th>
<th>DIRECT Faculty Instruction</th>
<th>Student Work Out of Classroom</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>In-class</td>
<td>37.5 h required</td>
</tr>
<tr>
<td></td>
<td>37.5 hours</td>
<td>75 h required</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Included in lecture time</td>
<td>15 hours for prewriting,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>writing, and revision</td>
</tr>
<tr>
<td></td>
<td>Included in lecture time</td>
<td>40 hours for prewriting,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>writing, research,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>documentation, and revision</td>
</tr>
<tr>
<td>Total Hours</td>
<td>37.5 h</td>
<td>75 h</td>
</tr>
</tbody>
</table>

Revised 8/23/2017
COURSE CONTENT OBJECTIVES:
Students will be required to:

- ...

ASSESSMENT PROCEDURES:
(replace this parenthetical with explanation of quizzes, exams, projects, etc.; the grading scale and how a student can calculate a grade need to be included here as well)

COURSE POLICIES:
(please delete this parenthetical: Course policies should contain statements about the following topics, as well as any individual policies of an instructor. Please consider a plagiarism statement; the student handbook defines plagiarism this way: Plagiarism is the use of ideas or work of another without sufficient acknowledgment that the material is not one’s own. Examples of plagiarism include submitting material created by another as one’s own work or including passages of another author without giving due credit, and submitting purchased material, in any form of communication, as one’s own work.)

- Attendance Policy – the college attendance policy can be found in the College catalog.
- The instructor reserves the right to modify course content.
- HCC abides by an honor code that can be found in the student handbook and college catalog: “I promise to uphold the Hagerstown Community College Honor System and to understand all written provisions pertaining to its application. As a member of the college community, I hold the qualities of honesty and integrity in highest regard and will not violate them nor tolerate those who do.”

Inclement Weather Policy:
(replace parenthetical with directions as to what students should do if the weather is bad and class must be cancelled. Please consider having students also refer to the student handbook.)

Services for Students with Disabilities:
Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.