# **Hagerstown Community College**

## Master Syllabus

COURSE: *Course title as found in the catalog.* DATE:Semester/year course is running

INSTRUCTOR: *List instructors including lead faculty member.*

COURSE DESCRIPTION:*Description should be identical to the description found in the catalog.*

TEXTBOOK:*List the textbook or other resources the students are responsible to use.*

STUDENT LEARNING OUTCOMES:*Outcomes should reflect what the student should “be able to do” when he or she finishes the course. This may include knowledge/skills/attitudes. Outcomes should be clear, concise and measurable. Three to five outcomes are all that is necessary.*

MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE:*There must be a minimum of 37.5 total hours per credit; at least 15 of those hours should be considered Direct Faculty Instruction. Some courses, including labs, clinicals, and studios will require more than 15 hours of Direct Faculty Instruction*

*This is an example for a 3-credit class with 112.5 contact hours.*

*This chart must be completed for each delivery method: online, hybrid, and in-person.* *Activities will vary on a course-by-course basis*

## MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE

| Activity | DIRECT Faculty Instruction  In-class  **37.5 h required** | Student Work Out of Classroom  **75 h required** |
| --- | --- | --- |
| In-class “lecture” | 37.5 h |  |
| Reading chapters |  | 15 h |
| Quiz/activity for each chapter | Included in lecture time | 10 h prep |
| Research project |  | 10 h |
| 4 lecture exams |  | 30 h exam prep |
| Cumulative final exam (Academic Testing Center) | Included in lecture time | 10 h exam prep |
| **Total Hours** | **37.5 h** | **75 h** |

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](mailto:dss@hagerstowncc.edu) or at 240-500-2530.