## Hagerstown Community College

# **OFFICIAL COURSE GUIDE DOCUMENT**

NOTE:*A Master Syllabus is required for every course. The Master Syllabus contains the following items and is used as a template in developing Official Course Guides: course (include designator, number, title, and credits), course description, textbook, and student learning outcomes. Course Guides are created by faculty to reflect the required items on the Master Syllabus and allow flexibility to address the uniqueness of the individual faculty teaching the course.*

## INSTRUCTIONS FOR FACULTY:

* Use the following template to create your course guide. Please use Times New Roman 12 for your font and keep the margins as they are on the template. You will need to provide your Division Office Associate with an e-file of your course guide as a Word document by the first day of class. This can be done on a disc or by attaching the file to an e-mail message. The Division Office Associate will be able to store your course guide electronically rather than in a paper format (for example, one CD could hold an academic year’s worth of syllabi).
* All categories must be included in course guides.
* Categories marked with an asterisk (\*) are to be taken verbatim for the Master Course Syllabus for the course you are teaching. Master Syllabus documents can be obtained from your Division office.

COURSE:**\*** *(designator, number, title, credits)*

INSTRUCTOR: SEMESTER/YEAR:

COURSE DESCRIPTION:**\*** *(copy directly from college catalog)*

TEXTBOOK:**\***

STUDENT LEARNING OUTCOMES:**\***

**Must Be Included On All Course Guides:**

## Total Hours of Coursework:

To earn one 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.

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

## Minimum clock hours required for this course:

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

*If the course is offered in different formats such as hybrid, on-line, face-to-face a separate “Minimum clock hours” table is required for each format.*

## COURSE CONTENT OBJECTIVES:

ASSESSMENT PROCEDURES: *(explanation of quizzes, exams, projects, etc.; must include three or more evaluations)*

## COURSE POLICIES:

*(Course policies should contain statements about the following topics, as well as any individual policies of an instructor.)*

- Attendance Policy – the college attendance policy can be found in the College catalog.

- Disclaimer that the instructor reserves the right to modify course content.

- Mention of the Honor Code.

## TOPICAL OUTLINE:

## CONTACT INFORMATION:

**Must Be Included On All Course Guides:**

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.

*The following disclosure should be listed for any class that will be recorded, either in person or zoom, in which students names, faces, pictures, or voices will be recorded. If the disclosure statement does not apply to your course, please remove from the syllabus.*  
Recording Disclosure: Please be advised that class sessions may be recorded in video and audio formats, capturing student participation in class discussions or activities. In accordance with Family Educational Rights and Privacy Act (FERPA) regulations, recordings of each class session may be shared with students currently enrolled in the course. Students who participate in a synchronous class session consent to participate in a recording of that session. Students who choose not to have their profile picture, video image, or oral participation recorded should not use a profile image, and may choose to disable the video feature, and mute the audio feature for each class session. Per the HCC Code of Student Conduct, students must request and receive prior written approval from a faculty member to make an audio or video recordings of instructional activities.