# **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*

| 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.

*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.