# 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 a font that is easily readable (Verdana, Georgie, and Tahoma are recommended) 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 USB flash drive 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 USB flash drive 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:\**Course number and title as found in the catalog.*

SEMESTER/YEAR:\* *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:\***

To earn one academic credit at HCC, students should complete a minimum of 37.5 clock hours of coursework per semester. Those hours can be a combination of direct faculty instruction and student work, and the proportion will vary depending on the course delivery method.

Below is an example for a 3-credit class with 112.5 clock hours (37.5 hours direct instruction and 75 hours student work).

**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  **37.5 h required** | Student Work  **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** |

ASSESSMENT PROCEDURES:*Explanation of quizzes, exams, projects, etc.*

## 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:

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.