

# Hagerstown Community College

## Master Syllabus Template

**COURSE:** Course number and title as found in the catalog.

**SEMESTERS OFFERED:** Example: Fall only/All years.

**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” once the course is completed. 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.

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

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

Activity	Direct Faculty Instruction <b>37.5 hours required</b>	Student Work <b>75 hours required</b>
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
<b>Total Hours</b>	<b>37.5 hours</b>	<b>75 hours</b>

**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. For more information, please visit: <https://www.hagerstowncc.edu/student-services/disability-services>

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.