**Hagerstown Community College**

**Master Syllabus**

**COURSE: DATE:**

**INSTRUCTOR:**

**COURSE DESCRIPTION:**

**TEXTBOOK:**

**STUDENT LEARNING OUTCOMES:**

**MINIMUM CLOCK HOURS REQUIRED FOR THIS COURSE**

|  |  |  |
| --- | --- | --- |
|  | 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** |

***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.***

**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.