

Frederick Community College

XX000–Course Title

SPRING SUMMER FALL 200X

Class begins:

Class ends:

Last Day to Withdraw:

Instructor Information:**Name:****E-mail:****Contact Hours:** email and by appointment
for in-person meeting**Office:****Phone Number:****Campus Mail Box #:****Course Information:****Credits:** 3**On-campus Meetings:** (number)**Prerequisites:****On-campus Exams:** (number)**Corequisites:****Course Description:***(Text here)***Core Learning Outcomes:**

Upon completion of this course students will demonstrate

- 1.
 - 2.
- etc.

Instructional Methods:*(Text here)***How is this course organized:***(Text here; mention that this is not a self-paced course)***Text(s) and Course Materials:***(Title, author etc. for text, is there a rental or e-book version? add video or required software)***Progress Report:**

By the end of the ?? week of the semester, you will have an opportunity to evaluate your progress in this course and decide if you need to make any adjustments (additional study, tutoring, conference with instructor) to assure your success in this course.

Evaluation Methods:

Tests / Papers / Projects / Participation	Point Value	Final Grade Scale
		= A = B = C = D Below ??? = F

If the graded performance for online assignments differs significantly from the grade average for proctored assignments, the instructor reserves the right to administer additional tests.

Student Services

A variety of services are available to assist students in succeeding at FCC. Students can learn more about these services by visiting the Student Services web page: http://www.frederick.edu/student_services/index.aspx. Students with disabilities who are in need of accommodations or who have questions related to disabilities services should contact the Services for Students with Disabilities (SSD) office at 301-846-2408. Students can learn more about these services by visiting the Services for Students with Disabilities web page: http://www.frederick.edu/student_services/disability.aspx.

Participation Policy:

- (Use the following principles as a guide in formulating a participation policy for your course and then delete this text:*
- (1) The course level class participation policy is designed to support the learning process.*
 - (2) The course level class participation policy is designed within the framework of one of the approved class formats such as online, hybrid or f2f classes.*
 - (3) To maintain the highest quality of academic work, the course level class participation policy encourages and expects the student to participate fully in all course activities.*
 - (4) In case of serious illness, emergency, religious holidays, or participation in official college functions, students remain responsible for completing the requirements of the course.*
 - (5) If 'Class Participation' affects the grade of the student, the course syllabus identifies measurable units of class participation in course activities.*
 - (6) If F2F participation components cannot be met due to serious illness, emergency, religious holidays, or participation in official college functions, the instructor may explore make-up opportunities in different class participation formats as warranted).*

Communication Policy:

With the exception of MOL students, all FCC students will receive and are expected to use their FCC email address for correspondence with faculty and staff at the college. Students can establish and access their FCC email accounts at <https://myfcc.frederick.edu>. Email is an instructional tool essential to student-instructor and student-student communication. In the Blackboard environment by default, your email address is available to all students in this course. However, students are permitted to use email addresses of other students in this course only for the purpose and the duration of this course. The instructor can be expected to respond to regular student email inquiries (grades, posted assignments, and tests excluded) within the time frame of 24 to 48 hours for 9 to 15 week course formats within 24 to 36 hours, within 18 to 24 hours for 5 to 8 week within 12-14 hours for J-Term to 3 week courses.

Academic Integrity:

Work in this course is subject to the provisions of the FCC Code of Academic Integrity. Plagiarism in any form will not be tolerated. As a student, it is your job to practice academic honesty at ALL times. Make sure that all sources, particularly Internet sources, get proper credit for quotations, paraphrases, and ideas. More information about this and the Student Conduct Code are available at http://www.frederick.edu/student_services/studentpolicies.aspx

You must send your Academic Integrity Pledge to the instructor. The form is available at http://courses.frederick.edu/_utilities/regform.htm

Topical Outline (ONLINE COURSES)

Week	SUBJECT	CONTENT
Week 1		
Week 2		
Break	<i>Online Courses observe Spring and Fall break</i>	
Week 15		

Topical Outline (HYBRID COURSES)

Week	SUBJECT	ACTIVITY ONLINE	ON-CAMPUS ACTIVITY
Week 1			
Week 2			
	Official Make-up Dates		

NOTE: Your instructor reserves the right to make changes to this outline as needed.