

Digital Badge SYLLABUS TEMPLATE

FREDERICK COMMUNITY COLLEGE
CLASS # SUBJECT – SECTION, SEMESTER, SESSION

Instructor Name:	
Email:	
Telephone:	
Mailbox:	
Office:	
Office Hours:	
Program Manager Name (if applicable):	
Email:	
Office:	
Department Chair Name (if applicable):	
Email:	
Office:	
Course Title:	
Course Credits:	
Course Start Date – End Date:	
Course Days/Time:	
Classroom:	
Pre- and/or Co-requisites:	Modules must be completed in sequence
Course Fees:	

Course Description

Use approved proposal description

Credit courses = Students

Non-Credit Courses = Badge Earners

Core Learning Outcomes

(Use approved proposal CLO's)- Example Listed below

Upon successful completion of this course, students will be able to:

1. Produce effective and appropriate oral, written, and visual information for a specific subject, discipline, purpose, audience, and context.
2. Interpret and synthesize information from oral, written, and visual texts.
3. Apply active listening skills.
4. Differentiate among facts, opinions, and inferences.
5. Analyze information from various sources.
6. Recognize and develop alternative perspectives or solutions.
7. Evaluate alternatives to make sound judgments.

Instructional Methods

For example: Textbook, readings, lectures, discussion boards, group discussion, written assignments, quizzes, exams, multi-media resources including videos & movies, short essays, analysis, presentations etc. Success in this course requires regular access & use of Blackboard.

Course Organization

For Example:

- This is not an entirely self-paced course (there are required meeting dates)
- All four modules must be completed within the semester and sequence
- Course modules will be offered as an accelerated curriculum to cover all material in approximately **50 hours**
- Scheduled lectures and/or discussion are required and may require specific modules to be completed prior to the meeting date
- Required employer observations must be completed and returned to the instructor within the last two weeks of the end of semester.
- Important deadlines are included in the Topical Outline portion of this syllabus.
- You are required to participate via Blackboard.

Textbook Information (if applicable)

Textbook

Confirm textbook information <http://bookstore.frederick.edu/SelectTermDept.aspx> and insert the complete textbook citation here, including student ISBN. Clearly indicate if this is a No/Low Cost Open Education Resource (OER) course section, or not.

Other Readings

Insert additional reading requirements here or type None.

Other equipment / material requirements (optional)

For Example: USB drive, specific software required for assignments, etc., or type None.

Progress Report (Credit courses)

Students may receive some form of communication from the instructor regarding their progress no later than the 6th week of a 15-week semester or 1/3 of the instructional time for shorter sessions. Students may receive Student Success Alerts (SSA) to help them identify and address issues that are interfering with their success in the course. SSA's are sent to the student's "myfcc" email account; advisors also receive a copy to ensure student success. Students will be able to monitor their own progress via Blackboard Grade Center. It is the student's responsibility to contact the instructor with questions regarding their progress.

Progress Report (Non-credit courses)

Badge earners may receive some form of communication from the instructor regarding their progress no later than the 6th week of a 15-week semester or 1/3 of the instructional time for shorter sessions. Badge earners may receive Progress Alerts (PA) to help them identify and address issues that are interfering with their success in the course. PA's are sent to the student's "myfcc" email account; advisors also receive a copy to ensure student success. Badge earners will be able to monitor their own progress via Blackboard Grade Center. It is the badge earners responsibility to contact the instructor with questions regarding their progress.

[resources.aspx](#). Badge earners or students with disabilities who are in need of accommodations or who have questions related to disabilities services should contact the Disability Access Services (DAS) Office at 301-846-2408 or disabilityservices@frederick.edu. Badge earners or students can learn more about these services by visiting their web page: <http://www.frederick.edu/student-resources/services-for-students-with-disabilities.aspx>.

FERPA

All badge earners or students records are protected by the Family Educational Rights & Privacy Act of 1974 ([FERPA](#)). Portions of this course may be audio-visually recorded so students who cannot attend a particular session or who wish to review material can access the full content. Badge earners or students who participate orally, visually, or via chat agree to be recorded. The content of this recording may not be shared with anyone who is not registered in this class without written permission, as it is an educational record.

Participation Policy

For example: Insert specific expectations for participation, attendance, arrival times, behavior, safety, cell phone use, etc. here.

Time Commitment for Academic Success (Credit and noncredit courses only)

Please Note: Due to COVID-19, courses will be offered in one of the following learning formats: online (ONL), structured remote (SR), or hybrid remote (HYR). SR and HYR courses will typically require a similar time commitment as outlined below for online courses but may vary dependent upon the course. For time commitment expectations specific to each course section, please consult with the instructor.

Hybrid and Online: At Frederick Community College, in all online credit courses, students are expected to invest a minimum of 37.5 hours of “time on task” per credit. For example, in a 3-credit online course, students can expect to spend 112.5 hours for their course work. In a traditional 15-week, 3-credit online course, students should expect to invest an average minimum of 7.5 hours of course work per week. In a 3-credit hybrid course students are expected to spend at least 18 hours of on-campus instructional time and should invest a minimum of 94.5 additional hours of “time on task” for course work.

On-Campus: At Frederick Community College, in all credit courses, students are expected to invest a minimum of two hours completing out-of-class course work for every hour of in-class instructional time. For example, in a 3-credit course, students experience at least 37.5 hours of instructional time and should invest a minimum of 75 hours in out-of-class time preparing for the course and completing assignments. In a traditional 15-week, 3-credit course, this equates to an average minimum of 5 hours per week. Students should expect to complete selected assignments online.

Out-of-Class Work Summary (Credit and Noncredit courses)

Out-of-Class Work Summary	Time Required	Frequency During Term	Total Out-of-Class Time
Chapter reading, at home note taking			
Homework assignments			
Quiz preparation			
Exam preparation			

Out-of-Class Work Summary	Time Required	Frequency During Term	Total Out-of-Class Time
TOTAL:			

Email Communication

All FCC badge earner or students will receive and are expected to use their FCC email address for correspondence with faculty and staff at the college. Badge earners or students can establish and access their FCC email accounts at the following link: <http://myfcc.frederick.edu/portal.aspx>. If you elect to forward your College email to another email account, you remain responsible for any material not received because of any defect in the forwarding mechanism or the destination account. Email is an instructional tool essential to student or badge earner -instructor and student or badge earner-student communication. In the Blackboard environment by default, your email address is available to all badge earner or students in this course. The instructor can be expected to respond to regular badge earners or student email inquiries (grades, posted assignments, and tests excluded) within the following timeframes: 24 to 36 hours for online courses; 48 hours for face-to-face and hybrid courses.

Make-Up Dates

Additional class meetings may be required for testing or make-up days for inclement weather, etc.

Topical Outline

Every effort will be made to keep to this schedule; however, the instructor reserves the right to alter or amend it as necessary.

WEEK	DATE	TOPICS, READINGS, ASSIGNMENTS, DEADLINES
	1 ST Class	FCC Safety & Security Video Messages: FCC Covid-19 Guidelines ; and College Emergency Response
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

WEEK	DATE	TOPICS, READINGS, ASSIGNMENTS, DEADLINES	
12			
13			
14			
15			
Important Date(s)	Description		
	On-Campus Emergency Drills (as per Security)		
	College Holidays/Breaks (see Academic Calendar) NO CREDIT CLASSES		
	Last Date to Withdraw/Audit (see Academic Calendar)		
	Course Evaluation Dates (as per Online Learning & Instructional Innovation – OLI)		
TBA	Inclement Weather Make-Up Dates (if needed)		
NOTE: Your instructor reserves the right to make changes to this outline as needed.			