

# WAYS TO EARN CREDIT AT FCC

## Standard On Campus Format Classes

Most 3-credit, 15-week daytime classes are offered in a twice-a-week format (e.g., MW or TTH for 1.25 hours each/2.5 hours per week). Some daytime classes are offered in 2.5 hour blocks for one day only (e.g., F, 8:00-10:30 a.m.). Evening classes are generally offered in 2.5 hour blocks; times vary.

## Non-Standard/Accelerated Format Classes

Some classes are offered in an accelerated format, from two to thirteen weeks in length. These classes will meet for up to four hours at a time. Many accelerated format classes require outside-of-class online assignments or group meetings.

## Independent Study

An independent study permits students to follow individual interests beyond the limits of a more formalized course. It also encourages self-discipline and scholarly development.

Students interested in independent study classes can apply by obtaining an independent study application from the Provost/Executive Vice President, Academic Affairs, Continuing Education, and Workforce Development or appropriate department chair and contacting a faculty member who is willing to supervise the independent study. Completed independent study forms must be submitted to the Registration & Records Center in Jefferson Hall. For more information, please contact the program manager or department chair.

## Internship

The internship program allows students to gain work experience as well as earn academic credit for structured learning that occurs through full-or-part time employment related to their academic majors.

To be eligible, students must have met the following guidelines:

1. Be enrolled in an eligible FCC program
2. Have a minimum 2.0 grade point average
3. Be approaching their last 15 credits in their college program
4. Requirements: Internship credits can be earned through either part-or-full-time employment in a position directly related to the student's major. Part-time employment (paid or unpaid) is normally carried on concurrently with full-or-part-time school enrollment. Hours of employment may vary, according to the type of position. Full-time employment under the internship program is normally carried out while attending school part-time. A written assignment is completed based on work experience. A faculty member, selected by the program manager or department chair, will approve the assignment, assist with the development of student outcome goals, maintain contact with the work site, and assign a grade at the end of the semester. Grades are based on the student's completion of outcome goals, work experience, evaluation, and the employer's evaluation.

## Course Blackboard Requirements

All course sections require access to Blackboard at <https://frederick.blackboard.com>. Students are expected to be able to access Blackboard via the internet using personal, public, or available college computers. Online course work will be required for some web-enhanced classes. Consult the instructor regarding expectations for participation in the course website. Course websites may host learning resources including required reading and assessments. Blackboard access is also required to complete course evaluations. Google Chrome is the preferred browser.

## Course Format Options

While many classes are taught in-person at FCC, alternative course formats are also available, including online, structured remote, and hybrid.

**In-Person course** refers to a course that will meet on campus in an in-person environment. Students are expected to attend all class sessions in person. In-person classes may have learning materials and assessments that students must access online.

**Online (ONL) course** refers to a course that is entirely online. Students may be required to come to campus, an approved testing center, or meet virtually for certain assessments as specified in the syllabus. The class does not meet at a scheduled time. Students complete work on their own time and will meet all expected deadlines and expectations outlined by the instructor.

**Structured Remote (SR) course** refers to a course that is entirely online with scheduled class times. Students may be required to come to campus, or an approved testing center, for certain assessments as specified in the syllabus. Scheduled class times will be used for real-time virtual sessions, which may include virtual lectures, group discussion, or other class activities. Real-time virtual sessions will occur a minimum of once per week during scheduled class times. Scheduled real-time virtual session dates will be designated in the syllabus. Students are required to attend real-time virtual sessions.

**Hybrid (HYB) course** refers to a course that will meet in person and require online participation as noted in the syllabus. Online participation may mean real-time virtual participation (SR) or asynchronous participation online (ONL). Students are expected to participate in all in-person sessions and real-time virtual sessions. Students will meet all expected deadlines and expectations outlined by the professor.

**Web Enhanced (WE) course** refers to a course that will meet on campus in an in-person environment, typically during a 13-week session. There will be additional mandatory online activities. Students are expected to attend all class sessions.

**Expanded online course options:** Students who require an Online course not available at FCC should contact the Online Learning and Instructional Innovation Office to see if the course is available through MarylandOnline.

**MarylandOnline**—MarylandOnline is a statewide consortium dedicated to championing distance learning in Maryland. Through collaboration among Maryland community colleges, colleges, and universities, MarylandOnline gives students access to statewide articulated courses, certificates, and degree programs offered via distance education. MarylandOnline enhances the quality and availability of higher education for the citizens and employers of Maryland and for students worldwide.

Go to [www.marylandonline.org](http://www.marylandonline.org) (<http://www.marylandonline.org>) for more information.

## **International Education**

The College provides opportunities for faculty, staff, and students to enhance their cultural competence and building their global awareness by providing on and off campus learning experiences, including credit and non-credit international travel experiences. FCC is a part of the state-wide Maryland Community College International Education Consortium (MCCIEC) which offers short-term credit and Continuing Education trips. Check out the [studyabroadmaryland.org](http://studyabroadmaryland.org) (<http://studyabroadmaryland.org/>) website to learn more details about these short-term options. For information on all international education choices, consult the college website.