MEMORANDUM OF UNDERSTANDING

HARFORD COMMUNITY COLLEGE
Associate of Applied Science Degree – Mass Communications – Production and Announcing in the Electronic Media Track
and

SALISBURY UNIVERSITY
Bachelor of Arts in Communication Arts – Media Production Track

December 14, 2017

PURPOSE OF AGREEMENT

Harford Community College and Salisbury University are committed to expanding educational opportunities. The two institutions are committed to providing a smooth transition for students wishing to earn an associate of arts degree and a baccalaureate of arts degree. The intent of the two institutions is to avoid duplication of curricula where appropriate within articulated programs of studies and better serve the educational growth of students and the economic development of the community through cooperative educational planning and optimal utilization of community resources. This agreement commits the partners to full support of an articulation process between similar academic programs offered by the two institutions.
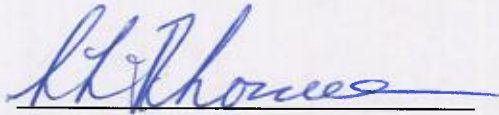
AGREEMENT

Harford Community College in Bel Air, Maryland, and Salisbury University in Salisbury, Maryland agree to follow the joint program curriculum and course-by-course articulation delineated in this document, for completion of requirements for the ***Bachelor of Arts*** degree in ***Communication Arts – Media Production Track*** (Attachment A), which is attached to, and incorporated by reference into, this Memorandum of Understanding (MOU). Both educational institutions will cooperate toward developing, disseminating, and presenting the articulated program information to students. The following principles guide the operation of this MOU, with the requirements for transfer in specific curricula set forth in Attachment A.

1. Salisbury University will accept a maximum number of 60 credits from Harford Community College as outlined in the Attachment A. The number of transferable credits specific to this program is reflected in Attachment A.

2. Graduates of the Harford Community College program who have completed the ***Associate of Applied Science Degree*** – Mass Communications – Production and Announcing in the Electronic Media Track with a cumulative grade point average of 2.0 or higher will automatically be granted admission to Salisbury University as a Communication Arts major.

3. All articulated course credits earned with a "C" or better will be accepted for transfer according to the program matrix.

4. In accordance with Code of Maryland Regulation, all courses meeting general education requirements at Harford Community College, or a suitable substitute offered as part of the associate degree, will transfer to Salisbury University as general education. Other
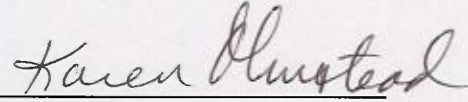
5. Students intending to transfer should complete the admissions application for Salisbury University following the third semester of their associate degree program.

6. Students are subject to all policies and procedures of both institutions, as well as all specific policies pertaining to students admitted to the Bachelor of Arts Degree Program in Communication Arts.

7. Harford Community College students transferring to Salisbury University will be given every consideration for financial aid and will be eligible to compete for academic scholarships upon entrance to Salisbury University subject to stated scholarship deadlines.

8. Both Harford Community College and Salisbury University agree to work together to facilitate the transfer of students from Harford Community College to Salisbury University and to work cooperatively to ensure the high quality of the programs at the respective institutions. Transfer of students will be in accordance with policies and procedures of both institutions, as they may be amended from time to time.

9. This MOU is based on the present curricula contained in this document and will be in effect for a five-year period, beginning in *Spring 2018* and concluding at the end of *Fall 2023.*

10. Both institutions, at any time, may initiate changes to this articulation. Any modifications the parties deem necessary must be evidenced in writing and signed by the authorized officials of each institution. The MOU may be terminated by either party for due cause and after adequate notice of not less than six months is given to the other party.

11. Salisbury University will establish procedures to provide information on the academic progress of Harford Community College students enrolled as part of this MOU.

12. Attachment A presents all required courses a student must take at both Harford Community College and Salisbury University to complete a BA in Communication Arts at Salisbury University. Furthermore, Attachment A delineates all course equivalents. Attachment A also provides a recommended sequence of courses along with advising notes, but it is understood by both institutions that a student may not be able to follow the exact sequence laid out by Attachment A; therefore, students are strongly encouraged to meet with academic advisors to ensure that all requirements for completion of the associate's degree, transfer to the University, and bachelor's degree are satisfied.

13. As a supplementary item, see Attachment B for an academic checklist for the BA in Communication Arts at Salisbury University.

14. This MOU, when signed, constitutes the entire agreement between the parties and supersedes all prior agreements and understandings between the parties respecting the matter hereof.

HARFORD COMMUNITY COLLEGE AND SALISBURY UNIVERSITY

Dr. Steven L. Thomas
Vice President for Academic Affairs

Karen Olmstead, Ph.D.
Interim Provost and Senior Vice President
for Academic Affairs

Date __1. 9. 2018__

Date __12/15/17__

HCC Course Prefix	HCC Course Number	HCC Course Title	Credits at HCC	GenEd at HCC	Semester	SU Course Prefix	SU Course Number	SU Course	Credits at SU	GenEd at SU	SU Degree Requirements	Notes	Credits Taken by Student
CIS	102	Intro. To Information Sciences	3	GI	1	COSC	116	Intro to Computer Systems	3	IVB		Student must earn a C or better.	
ENG	101	English Composition	3	GE	1	ENGL	103	Composition	3	IA		Student must earn a C or better.	
MC	101	Intro. To Electronic Media	3		1	CMAT	102	Intro To Mass Media	3	IIIA	CMAT Core Course: CCC (1 of 3)	Student must earn a C or better.	
MC	102	Audio Production	3		1	CMAT	234	Beginning Audio Production	3		Media Production Track Core: MPTC (1 of 4)	Student must earn a C or better	
MC	103	Television Studio Production	3		1	CMAT	243	Television Studio Production	3		MPTC (2 of 4)	Student must earn a C or better	
PE	XXX	Physical Education Elective	1		1	PHEC	XXX	PHEC Lower Level Elective	1			(IIIA, C - Redundant)	16
CMST	101	Speech Fundamentals	3	GI	2	CMAT	100	Fundamentals of Communication	3			(IIIA, C - Redundant)	
MC	203	Advanced Audio Production	3		2	CMAT	XXX	Lower Level CMAT Elective	3			(IIIA, C - Redundant)	
MC	204	Video Production and Editing	3		2	CMAT	XXX	Lower Level CMAT Elective	4			(IIIA, C - Redundant)	
MATH	XXX	Math Elective	3	GM	2	MATH	MTH	Math General Education	3	IVC		(IIIA, C - Redundant)	15
HIST	101	History of Wester Civ. I	3	GB	2	HIST	101	World Civilizations I	3	IIA		(IIIA, C - Redundant)	
MUS	222	Popular Music of the United States	3	GH, D	3	GENE	HUM	Humanities General Education	3	IIC		(IIIA, C - Redundant)	
MC	201	Writing for the Electronic Media	3		3	CMAT	131	Writing for Media	3		MPTC (3 of 4)	Student must earn a C or better	
MC	207	Digital Video I	3		3	CMAT	XXX	Lower Level CMAT Elective	3			(IIIA, C - Redundant)	13
MC or	105 or 206	Introduction to Journalism or History of Film	3		3	CMAT	XXX	Lower Level CMAT Elective	3			(IIIA, C - Redundant)	
PE	XXX	Physical Education Elective	1		3	PHEC	XXX	PHEC Lower Level Elective	1				
MC	104	Electronic Media Performance	3		4	CMAT	XXX	Lower Level CMAT Elective	3			(IIIA, C - Redundant)	
MC	283	Field Project: Announcing/Production in Electronic Media	3		4	CMAT	XXX	Lower Level CMAT Elective	3			(IIIA, C - Redundant)	
B/SSE	XXX	Behavioral/Social Science Elective	3		4	GENE	SSC	Social Science General Education	3	IIIB			
Bio/Phys Lab	XXX	Biological/Physical Lab Science Elective	4	GL	4	GENE	SCI	Lab Science Genearl Education	3	IVA (1 of 2)			16
HIST	102	History of Western Civ. II	3	GB	4	HIST	102	World Civilizations II	3	IIB			

Harford Community College

The student needs 28 credits of general education to earn the Associate's degree.

Table 1: MEDIA PRODUCTION TRACK ELECTIVES (MPTE)

Choose 3 courses from the following (circle courses taken):

Course	Credits
CMAT 354 – Advanced Audio Production	4 credits
CMAT 374 – 2D Animation	4 credits
CMAT 392 – Studies in Media Production	4 credits
CMAT 399 – International Studies in Communication	4 credits
CMAT 435 – Directing for the Camera	4 credits
CMAT 446 – Digital Filmmaking	4 credits
CMAT 456 – Advanced Television Studio Production	4 credits

Salisbury University

Sem	Course	Title	Cr	GenEd	Requirement	Notes
5	CMAT 101	Introduction to Human Communication	4		CCC (2 of 3)	(IIIA, C – Redundant) Student must earn a C or better
5	ENGL LIT	General Education Literature Course	4	IB		(IIIA, C – Redundant)
5	FTWL 106	Lifelong Fitness and Wellness	3	V		
5	CMAT 343	Field Video Production	4		MPTC (4 of 4)	Student must earn a C or better. Choose from the courses listed in Table 1.
6	CMAT XXX	[Media Production Track Electives]	4		MPTE (1 of 3)	*NOTE A: if student chooses CMAT 399 to satisfy MPTE, they may not take this course to satisfy the CMAT Core Course requirement (CCC).
6	XXXX XXX	Minor Elective	4			*NOTE B: a minor consists of at least 18 credits with grades of C or better. At least 15 credits of the minor must be coursework that is not used to satisfy GenEd requirements. Can be 3 or 4 credits
6	GENE SCI	Lab Science Geneanl Education	4	IVA (2 of 2)		See *NOTE B above
6	XXXX XXX	Minor Elective	3			Choose from the courses listed in Table 1.
7	CMAT XXX	[Media Production Track Electives]	4		MPTE (2 of 3)	Student must earn a C or better.
7	CMAT XXX	[Media Production Track Electives]	4		MPTE (3 of 3)	Student must earn a C or better.
7	XXXX XXX	Minor Elective	4			See *NOTE A. Choose from the courses listed in Table 1.
7	XXXX XXX	Fulton Language Requirement	4			See *NOTE A. Student must earn a C or better.
8	399 or 490 or CMAT 495 or 497	International Studies in Comm. / Communication Seminar or Internship or Independent Research	4		CCC (3 of 3)	(IIIA, C – Redundant) See *NOTE B above
8	XXXX XXX	Fulton Language Requirement	4			*NOTE C: if necessary; if student satisfied language requirement, then this slot may be used for a free elective or for a minor requirement. Student must earn a C or better
8	XXXX XXX	Minor Elective	3			See *NOTE B above
8	XXXX XXX	Minor Elective	3			See *NOTE B above

Group totals: 15 | 15 | 16 | 14

Total: 120

This should be 12 for the number of required courses to complete SUs Gen. Ed. requirements → 12

This should be 10 for the number of courses needed to complete the major → 10

SUMMARY:

Total credits hours to transfer from Harford Community College:	60 credits
Total credit hours needed in Communication Arts courses at Salisbury	24 credits
Total credit hours of general education, minor and free electives to be satisfied at Salisbury:	36 credits
Total credit hours for B.A. in Communication Arts degree from Salisbury:	120 credits

COMMUNICATION ARTS • Media Production Track
COMMUNICATION ARTS DEPARTMENT • FULTON SCHOOL

2017-2018

Rev. 11/16

NAME:_____ ID#:_____ DATE:_____

THIS CHECKLIST IS AN UNOFFICIAL TOOL FOR PLANNING.
Matriculated students and advisors should consult the Academic Requirements Report in GullNet before and after registering for classes each semester to track academic progress.

UNIVERSITY POLICIES
- Refer to the SU catalog for approved prerequisites and General Education courses.
- Requirements may not equal 120 credit hours. Students must register for additional electives to complete 120 credits required for graduation.
- All graduates must have a minimum of 30 credits of 300/400-level courses with C grade or above; at least 15 of those credits must be taken at SU.
- Students must have a minimum cumulative GPA of 2.0 for graduation.
- Students must complete at least 30 credit hours by direct classroom instruction and/or laboratory experience.
- Students must take 30 of the last 37 credit hours at SU.
- It is the student's responsibility to satisfy graduation requirements. Please refer to the SU catalog for detailed major requirements.
- Students must apply online for graduation by November 15 for May and by May 15 for December.

GENERAL EDUCATION REQUIREMENTS

Course No. & Title	#Credits	Grade	Term Completed
Group I: English Composition and Literature (2 courses)			
A. C or better in ENGL 103 or HONR 111	4		
B. Literature course (from either ENGL or MDFL Depts.)	4		
Group II: History (2 courses)			
A. HIST101, 102, or 103	4		
B. HIST101, 102, 103 or a HIST course above 103	4		
Group III: Humanities and Social Sciences (3 courses)			
A. Select one course from one of the following seven areas:			
ART, CMAT, DANC or THEA, MDFL, MUSC, PHIL, HONR 211	FULFILLED BY MAJOR		
B. Select one course from one of the following eight areas:			
ANTH, CADR, ECON or FINA, ENVR, Human GEOG, POSC, PSYC, SOCI, HONR 112			
	3/4		
C. Select one course from either Group IIIA or IIIB			
(course must be from a different area than previously selected)			
	3/4		
Group IV: Natural Science, Math and Computer Science (4 courses)			
A. Select courses with laboratories from at least two of the following four areas:			
BIOL, CHEM, GEOL or Physical GEOG, PHYS			
	4		
	4		
B. Select one additional course (need not be a lab) from Group IVA or ENVH or ENVR or COSC or MATH or HONR 212			
	3/4		
C. Select one course from MATH			
	3/4		
Group V: Health Fitness (1 course)			
FTWL106 - Lifelong Fitness and Wellness	3		

MAJOR REQUIREMENTS

- Complete CMAT core courses.
- Declare and complete a track (see reverse for tracks).
- Choose only from the courses in the track to satisfy track requirements.
- Complete a minimum of 10 CMAT courses.
- Complete 4 CMAT courses at 300/400 level.
- Complete all CMAT courses with a C or better.
- Any CMAT course may be taken as an elective to satisfy the 120 total credit hours to graduate.
- Course prerequisites must be followed.
- Complete a minor in another department.
- Demonstrate 102-level proficiency in a foreign language.

Course No. & Title	#Credits	Grade	Term Completed
CMAT CORE COURSES (3 courses)			
Complete the following:			
CMAT101 - Introduction to Human Communication	4		
CMAT102 - Introduction to Mass Media	4		
Complete 1 of the following (circle course taken):			
CMAT399 - International Studies in Communication	4		
or			
CMAT490 - Communication Seminar	4		
or			
CMAT495 - Internship	4		
or			
CMAT497 - Independent Research	4		

MINOR REQUIREMENT
Students must also complete a minor in an area other than in communication arts (attach minor checklist). Courses used to fulfill minor requirements may be double-counted for major requirements.

MEDIA PRODUCTION TRACK CORE (4 courses)			
CMAT131 - Writing for Media	4		
CMAT234 - Beginning Audio Production	4		
CMAT243 - Television Studio Production	4		
CMAT343 - Field Video Production	4		

MEDIA PRODUCTION TRACK ELECTIVES (3 courses)			
Choose 3 courses from the following (circle courses taken):			
CMAT354 - Advanced Audio Production	4		
CMAT374 - 2D Animation	4		
CMAT392 - Studies in Media Production	4		
CMAT399 - International Studies in Communication	4		
CMAT433 - Documentary Production	4		
CMAT435 - Directing for the Camera	4		
CMAT446 - Digital Filmmaking	4		
CMAT456 - Advanced Television Studio Production	4		

Salisbury
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