![North Central State College logo]

North Central State College

MASTER SYLLABUS	2025-2026

A.   <u>Academic Division</u>: Liberal Arts

B.   <u>Discipline</u>: FYEX

C.   <u>Course Number and Title</u>: FYEX0070 College and Career Success

D.   <u>Assistant Dean</u>: Laura Irmer

E.   <u>Credit Hours</u>: 2

F.   <u>Prerequisites</u>: None

G.   <u>Last Course/Curriculum Revision Date</u>: Fall 2023   Origin date: 12/06/2017

H.   <u>Textbook(s) Title</u>:

Open Education Resources (available for download or view)

College Success
- Publisher: Open Stax
- Copyright Year: 2020
- Edition: 1st
- OER LINK: https://openstax.org/details/books/college-success

I.   <u>Workbook(s) and/or Lab Manual</u>:

J.   <u>Course Description</u>: The goal of FYEX 0070 is to increase the student's ability to stay on course in college by examining soft skills necessary for success in life and assisting the student in obtaining the personal success strategies and practical skills necessary to reach his/her educational and life objectives. Topics in the course include personal responsibility, self-motivation, self-management, interdependence, self-awareness, emotional intelligence, college expectations, time utilization, test-taking, communication skills, study techniques, listening skills, library use, and use of College resources. This course is required for all first-time college students.

K.   <u>College-Wide Learning Outcomes</u>:

College-Wide Learning Outcome	Assessments - - How it is met & When it is met
Communication – Written	
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Explain the culture of college: including vocabulary, computer use (Microsoft Word, Canvas, e-mail) and campus resources	Complete campus tour, use college e-mail, use Microsoft Word when completing all essays, projects, and reflections for the course and when required, upload to Canvas - early to middle of the term.
2. Engage in career exploration and research techniques	Complete Focus 2 and reflect on results – middle of term. Career project/career plan – end of the term.
3. Set goals	Write personal goals – early in the term.
4. Apply learning preferences to courses and careers	Write a learning style essay – early in the term.
5. Construct a time management plan	Fill-in a master schedule for the term – middle of the term.
6. Apply critical thinking to college reading, note taking, and communication	Create a graphic organizer for a reading assignment, Evaluate class notes – middle of the term.
7. Discuss effective study strategies, especially memory and test taking	Test taking reflection from a test in a class – middle of the term.
8. Develop soft skills, especially communication and interdependence	Complete College Student Inventory (CSI) and reflect on behaviors and attitudes that can help or hinder success – early in the term.
9. Develop a personal health and financial plan	Complete a financial plan – middle of the term.
10. Review academic plan and course selection for the following terms	Complete an academic plan, review academic plan in preparation for next term registration – end of the term.

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70-72	C-	1.67	Below Average
67–69	D+	1.33	Below Average
63-66	D	1.00	Below Average
60-62	D-	0.67	Poor
00--59	F	0.00	Failure

N.		College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

*	*Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at
https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf

North Central State College
SYLLABUS ADDENDUM

Academic Division:	Liberal Arts	**Discipline:**	Criminal Justice
Course Coordinator:	Dave Koepke		
Course Number:	FYEX - 0070-902	**Course Title:**	College and Career Success
Semester / Session:	Fall 2025 session A	**Start / End Date:**	08/11/2025 – 10/04/2025

Instructor Information

Name:	Dave Koepke	**Phone Number:**	419-755-4839
		E-Mail Address:	dkoepke@ncstatecollege.edu
Office Location:	064 Kehoe	**Office Hours:**	Mon – Thur. 10-12 / 2:30-4:00pm by appt.

I. Topical Timeline (Subject to Change):

1. Welcome – Student survey.
2. College basics
3. Introduction to Student Services
4. Get involved.
5. Personal wellness
6. Assigned topic skills.
7. Selected topic skills
8. Reflection

II. Course Assignments: (Subject to Change)

Listed in Canvas at "Assignments" in "Modules" and "Syllabus" page.

III.   Grading and Testing Guidelines:

PLEASE NOTE:
Participation is essential for course success. In online classes, completing assignments is tangible evidence that students are participating.
You must complete at least one assignment within the first two weeks of the course to be counted as an attending, participating student.
Students who do not complete an assignment by Friday of the second week of the term will be withdrawn from the course for non-attendance.

Any work that is turned in to this instructor to be graded must be grammatically correct and free of spelling errors. Any work that cannot be understood because of poor grammar, run-on sentences, etc. will not be graded and the student will receive a "0". If you need assistance with your
writing skills, contact our student success center for assistance.

You must abide by all due dates to receive full credit. All work must be your own unless you are authorized to work in groups.
If you have any questions, please email me using your NC State email account.

Testing or assignments may be progressive. (Some chapters may be combined), with each exam or assignment worth 10-100 points each. The exams will be completed as an assignment.

For each chapter and topic discussed, there will be individual projects assigned (homework/classwork). The projects will be weighted from 5-100 points each. The projects are located under the "assignments" tab in Canvas on the left of your screen.

Each week will have a separate link that will include the assignments, handouts, PowerPoints, and reading assignments. You will have work that is to be submitted as an assignment, and others submitted as a discussion.

Incomplete work will not be graded. If a student is having difficulty with writing skills, please seek assistance from the student success center. This also applies to emails. Students must use proper grammar in all communications.

If you have any questions, please email me using your MYNC State email account. Emails (not canvas inbox messages) come directly to my personal phone.

Private email accounts may not get to my inbox so you should only use your MYNC state issued email account for communication with me.

IV.   Examination Policy:

1. The reasons for which a student will be excused from taking an examination or meeting deadlines.
    a. Hospitalization (with documented verification)
    b. Death in the immediate family (with documented verification)
    c. Personal illness or illness in immediate family - (doctor's excuse required).

V. Class Attendance and Homework Make-Up Policy:

It is the student's responsibility to check the due dates of each assignment and complete it before their due date. To the best of the instructor's ability, grades will be maintained weekly or bi- weekly. This means that if your work is due on Monday, I will do my best to have it graded by the following Monday.

The class's total points will vary, based upon exam, assignment or discussion weights and other variables such as the number of assignments, discussion, research, etc.

VI. Classroom Expectations:

Remember, the class sessions simulate meetings and discussion among co-workers in the workplace. To respect the rights of all, please:

- Show respect to your classmates by using positive feedback within the discussion rooms and email. A debate is expected and encouraged as it aids in the learning and exploration process. Please approach debate, questions, and answers in communication, with a spirit of congeniality.

- Negative feedback is wrong. You will receive a warning for the first time. Further use of negative feedback will result in a "0" grade for that assignment. If there is negative feedback on a third occasion, you may be removed from the class.

- Please practice 'netiquette' by treating classmates with dignity and respect in all manners of communication. We are working together for a common purpose in the classroom. In the future, you will work with others in the workplace for a shared mission.

Helpful Information: Please read ahead for the assignments that will be due for this course to get a head start! Click on the Assignment Tab to the left of your screen to ensure you complete all the due assignments. (Make sure you click the tab in the upper right corner of your screen to set your monitor to the view of seeing your work listed by each week as this will help you in keeping track of what is due and when and assists you if you are going to work ahead.)