



## North Central State College

### MASTER SYLLABUS

2025-2026

- A. Academic Division: Liberal Arts
- B. Discipline: FYEX
- C. Course Number and Title: FYEX0070 College and Career Success
- D. Assistant Dean: Laura Irmer
- E. Credit Hours: 2
- F. Prerequisites: None
- G. Last Course/Curriculum Revision Date: Fall 2023 Origin date: 12/06/2017
- H. Textbook(s) Title:  
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. Workbook(s) and/or Lab Manual:
- J. Course Description: 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. College-Wide Learning Outcomes:

| 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.<br>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: FYEX  
Course  
Coordinator: James Predovich  
Course Number: FYEX 0070-920 Course Title: College Career and Success  
Semester / Session: Fall 2025 / Session A Start / End Date: 08/11/2025 – 10/03/2025

**Instructor Information**

Name: Candace Lybarger Phone Number: 419-545-4301  
E-Mail Address: [CLybarger@ncstatecollege.edu](mailto:CLybarger@ncstatecollege.edu)  
Office Location: By appointment via Zoom Office Hours: By appointment via Zoom

**I. Topical Timeline (Subject to Change):**

| Weeks | Topics                                                                      |
|-------|-----------------------------------------------------------------------------|
| 1     | Why Are You in College; Run, Hide, Fight; Technology Survey; CSI Survey     |
| 2     | College Terminology; Program Report; CSI Survey Completion; Important Dates |
| 3     | NC State Support Services; CSI Advising Appointment; Enrollment Process     |
| 4     | Student Organizations; CSI Reflection; Campus Events                        |
| 5     | NC State Resources; Personal Wellness; Emotional/Physical Health; FOCUS 2   |
| 6     | Financial Literacy; FoolProof Modules                                       |
| 7     | Study Skills; Learning Styles; Test taking Skills                           |
| 8     | Planning for your future; Upcoming Semester Plan; Career Guidance           |

**II. Course Assignments:**

1. Class Discussions
2. Technology Quiz
3. Run, Hide, Fight Quiz
4. Student Responses
5. CSI Survey- **Due Friday, August 22<sup>nd</sup>, 2025**
6. CSI Advising Appointment **(Available between August 18- September 2, 2025)**
7. CSI: College Student Inventory
8. Program Report
9. Financial Literacy Modules
10. EDU Plan
11. Focus 2 Portfolio
12. Career Project

**Schedule of Events: Schedule subject to change**

**Week 1****Due Sunday, August 17<sup>th</sup> at 11:59 pm**

- \* Chapter 1.1-1.2 Required Reading
- \* Chapter 1.1-1.2 PPT & Lecture Video
- \* Helpful Links
- \* Discussion Week #1
- \* Technology Quiz
- \* Run, Hide, Fight Quiz
- \* Assignment- Student Response

**Week 2****Due Sunday, August 24<sup>th</sup> at 11:59 pm**

- \* Chapter 1.3 - 1.4 Required Reading
- \* Chapter 1.3 - 1.4 PPT & Lecture Video
- \* College Terminology
- \* Important Dates
- \* Assignment- Program Report
- \* Discussion Week #2
- \* CSI Survey- Due Friday, August 22<sup>nd</sup>
- \* CSI Advising Appointment- Appointments must be completed between August 18<sup>th</sup>-September 2<sup>nd</sup>

**Week 3****Due Sunday, August 31<sup>st</sup> at 11:59 pm**

- \* Chapter 8 Required Reading
- \* Chapter 8 PPT & Lecture Video
- \* Student Services Video
- \* Student Support Resources
- \* Discussion Week #3
- \* Enrollment Process Opinion
- \* CSI Advising Appointment- Appointments must be completed between August 18<sup>th</sup>-September 2<sup>nd</sup>

**Week 4****Due Sunday, September 7<sup>th</sup> at 11:59 pm**

- \* Student Organizations
- \* Student Events
- \* Assignment- CSI Reflection
- \* Discussion Week #4

**Week 5****Due Sunday, September 14<sup>th</sup> at 11:59 pm**

- \* Chapter 11 Required Reading
- \* Chapter 11 PPT & Lecture Video
- \* New Directions Video
- \* Habits to Promote Health & Stress Relief Resources
- \* Discussion Week #5
- \* FOCUS 2 Portfolio

**Week 6****Due Sunday, September 21<sup>st</sup> at 11:59 pm**

- \* Chapter 10 Required Reading
- \* Chapter 10 PPT & Lecture Video
- \* 2 Financial Literacy Modules

**Week 7****Due Sunday, September 28<sup>th</sup> at 11:59 pm**

- \* Chapter 5-7 Required Reading
- \* Chapter 5-7 PPT & Lecture Video
- \* Learning Style Questionnaire
- \* Study Skills

**Week 8****Due Friday, October 3<sup>rd</sup> at 11:59 pm**

- \* Chapter 12 Required Reading
- \* Chapter 12 PPT & Lecture Video
- \* Career Guidance Resources
- \* Final Student Response
- \* Upcoming Semester Plan

**III. Grading and Testing Guidelines:**

The points you earn in FYEX 0070 will come from discussions, assignments, quizzes, and projects. There will also be required readings from our online textbook.

Class Discussions: Please note the weeks that there will be discussions posted.

Class Assignments: Classroom assignments have been created to supplement each week's reading and discussion topics. Nominal points will be deducted from assignments for grammar and spelling issues.

Projects: CSI: College Student Inventory, FOCUS 2 Portfolio, and Career Project. More detailed information is posted in Canvas.

Financial Literacies: FYEX 0070 has partnered with Directions Credit Union. For these assignments, complete modules based off of your lifestyle and/or interests. At the completion of the modules, you will be given a quiz to test your comprehension of the subject. You will upload this quiz as your assignment. The grade you receive on the quiz is what will be used as your assignment grade.

**IV. Examination Policy:**

There will be two 'quizzes' during your first week of the term. The Technology Quiz is a survey geared towards making sure the instructor can identify students that may need additional help as the term begins (such as food needs, tutoring services, laptop and calculator requirements, etc.) The Run, Hide, Fight Quiz is based off the video you will watch.

## **V. Class Attendance and Homework Make-Up Policy:**

\*Please note that if you do not submit the assignments, quizzes, and discussions from Week 1 you will be withdrawn from the course. I adhere to the NC State guidelines regarding administrative withdrawal procedures for non-attendance and non-participation. Logging into the course but not completing any work does not constitute participation.

Late Penalties: All assigned work is due Sunday of that week by 11:59 pm (unless otherwise specified.) Once the clock hits 11:59:01 pm, your work is considered late. You may submit your work late for a 2.5% deduction per day. After 40 days, you will receive a zero. Please budget your time accordingly. Please note that all Week 8 assignments will be due on Friday, October 3<sup>rd</sup> at 11:59 pm.

You are expected to log on daily to Canvas and monitor the course. Please make yourself aware of all Canvas announcements and messages. I highly recommend you use a computer/laptop for this course. While the mobile app is nice, it has limited functionality and will not give you the full experience.

### **\*Important Dates\***

- Last day for a 100% refund: August 12<sup>th</sup>, 2025
- Last day for a 50% refund: August 16<sup>th</sup>, 2025
- Last day to withdraw with a grade of "W": September 16<sup>th</sup>, 2025

## **VI. Classroom Expectations:**

I am very excited to guide you through FYEX this term. If at any time you have questions or concerns, please don't hesitate to reach out to me at [CLybarger@ncstatecollege.edu](mailto:CLybarger@ncstatecollege.edu). I am also more than willing to set up a time to meet with you via Zoom.

As you begin your college career, please put forth your best effort and keep a positive attitude. Now is the time to think about time management and set weekly goals. You are responsible for completing the assigned chapters each week. The readings will help you fully participate in discussions and complete assignments. Pay attention to due dates- be responsible and do not procrastinate. I look forward to spending the next 8 weeks with you!