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. 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:	Heiden Eichorn		
Course Number:	FYE 0070-930	**Course Title:**	College and Career Success
Semester / Session:	Fall 2025/ Session A	**Start / End Date:**	08/11/2025 – 10/03/2025

Instructor Information

Name: Heiden Eichorn

Credentials: M.Ed. / Wilson Language Practitioner

Phone Number: Cell (419)631-5242

Email: hsecrist-eichorn@ncstatecollege.edu

Office Location: On-Line

Office Hours: Upon Request / Zoom

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

Week of Term	Topic	Assignment	Due Date
Week 1	What is Your Why?	Discussion Board Technology Quiz Student Response #1 Run, Hide, Fight Quiz	Aug.14, 2025 Aug.14, 2025 Aug.14, 2025 Aug.14, 2025
Week 2	College, Culture, and Expectations	Discussion: Problem & Answers Program Report	Aug. 21, 2025 Aug. 21, 2025
Week 3	Student Support Services	Discussion – Support Services Enrollment Process Opinion. Response #2	Aug. 28, 2025 Aug. 28, 2025 Aug. 28, 2025
Week 4	Students Organizations and Events	CSI Reflection Discussion- Student Activity	Sept. 4, 2025 Sept. 4, 2025
Week 5	Personal Wellness	Student Response #3 Discussion – Personal Wellness	Sept. 11, 2025 Sept. 11, 2025
Week 6	Financial Literacy	2 Financial Literacy Modules	Sept. 18, 2025
Week 7	Building a Support System	Module Assignment	Sept. 25, 2025

	Study Skills Career Guidance		
Week 8	Future Semester Planning Learning Styles	Final Student Response #4 Semester Plan Learning Style Questionnaire	Oct. 3, 2025 Oct. 3, 2025 Oct. 3, 2025

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Week 1

Due Thursday, August 14th at 11:59pm

 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 Thursday, August 21st *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 22nd
* CSI Advising Appointment- Appointment must be completed between August 18th – September 2nd.

Week 3

Due Thursday, August 28th 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 18th- September 2nd

Week 4

Due Thursday, September 4th *at 11:59 pm*

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

Week 5

Due Thursday, September 11tth *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 Thursday, September 18ˢᵗ *at 11:59 pm*

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

Week 7

Due Thursday, September 25ᵗʰ *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 3ʳᵈ 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

Final Grade Calculation

Activity	Qty	Points	Percentage
Discussion Boards	5	10, 10, 10, 10, 10,	22.22%
Technology Quiz	1	10	4.44%
Student Responses	4	10,10, 10, 10	17.78%
Run, Hide, & Fight Quiz	1	5	2.22%
Program Report	1	10	4.44%
Enrollment Process	1	10	4.44%
CSI Survey	1	20	8.89%
CSI - Schedule Appt.	1	10	4.44%
CSI Reflection	1	20	8.89%

Financial Literacy	1	20	8.89%
Module Assignment	1	20	8.89%
Semester Plan	1	10	4.44%

IV. Examination Policy:

1. The reasons for which a student will be excused from taking an examination:

    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).

2. A student who misses an examination for any reason is responsible for:

    a. Communicating the reason for the absence with the instructor.

    b. Arranging with the instructor whether the exam can be made up.

        · Scheduling a day/time to make up for the exam without falling behind on up-to-date work.

        · Exams must be made up within one week of the original exam date.

3. No makeup opportunity will be given for absences of unscheduled quizzes.

4. No makeup opportunity will be given for extra credit assignments.

5. The Mid-term exam will be administered during week 4. It is only available in an online format.

V. Class Attendance and Homework Make-Up Policy

1. Class attendance is necessary to acquire the knowledge required to:

    a. Succeed in this course

    b. Succeed in the marketing field

2. Students are responsible for:

    a. Communicating with the instructor any absences, unforeseen or otherwise.

b. Known absences must be communicated in advance.

3. <u>Attendance Policy:</u>

a. In-Person Sections: Please arrive on time to class; however, students may arrive up to 10 minutes late if extenuating circumstances occur and still be marked as fully attending class.

b. Online Sections: There are no face-to-face attendance requirements in online sections. It is anticipated that students will be logging onto the course frequently (many times each week).

Your attendance in online sections will be marked each week as:

· Fully attended (submitting all assignments for the module on time);

· Partially attended (submitting some portion of assignments for the module on time); or

· Absent (not submitting any assignments for a module on time).

4. Homework/Participation Requirements and Make Up Policy:

Students must participate within the first week of the term in order to avoid being dropped for non-participation. This is a college-wide policy. Students must also participate in and achieve at least 67% success by the point of mid- term grade reporting to again avoid being dropped from the course for non-participation (another college-wide policy).

Homework can only be made up in extenuating circumstances that are approved in advance by the instructor. Assignments submitted late without instructor approval may not be graded.

Students are responsible for:

a. Checking in with the instructor if they have questions or need assistance in completing an assignment.

b. Knowing when assignments and exams are due.

c. Discussion Board Posts and Midterm Check-In will NOT be accepted late.

If an assignment is approved to be submitted and graded late, a 10% minimum penalty will be applied. Only assignments submitted within one week of the due date will be considered for late grading.

There are no late assignments accepted after the last day of the term—NO EXCEPTIONS! Any assignments listed with due dates within finals week are final!

VI. <u>Classroom Expectations:</u>

1. **All communications & conduct in this course are subject to the NC State Student Code of Conduct.**

2. **Any act of violence or threat of violence will be strictly forbidden**.

3. **General Professionalism Expectations.**

a. As a future professional in your field, you will be expected to conduct yourself as a professional in this course in ALL communications – assignments, discussion forums, Canvas Inbox, emails, etc.

b. Expectations include, but are not limited to:

· **Being respectful of classmates' opinions, work, and comments**

*Good test = Is this something I would/should say to a co-worker in person?

· **Being respectful in communications with the instructor**

* Good test = Is this something I would/should say to my boss in the workplace or in front of your grandmother?

· **Using Non-Profane, Appropriate Language.**

*Good test = Is this language you would use in the workplace or in front of your grandmother?

· **Using proper. NON-"Text speak" Language to make Yourself Easily Understood**

*Good test = Could my older boss understand what I have written?

4. **Online Course Conduct: Netiquette, Emoticons and Conveying Feelings in an Online Environment.**

In face-to-face conversations, social signals, facial expression, and body language suggest how participants feel about a topic and discussion. Online course participants generally do not have the luxury of seeing or hearing their classmates directly. Others may interpret your email, messages, and discussion posts differently due to the lack of physical contact and assessment during your communication. As a result, online communities have developed tools to assist members in sharing their facial expressions, emotional reactions, and other feelings. Please note that many of these techniques may be used in the Canvas Discussion Boards and emails.

5. **Email:**

When contacting your instructor via email, always include your first and last name and course information (Ex: Heiden Eichorn , EDUT-____-920). ALWAYS SEND your comments or questions about this course through Canvas Course email – NOT my college email. I receive a large number of emails, and I do not want to miss yours. However, you should remember to check your college email for information from other departments (financial aid, student services, advising, etc.). Please always send me a text message telling me you sent me an email. This way I can get to you in a timely fashion.

6. **OTHER IMPORTANT DATES TO REMMBER:**

First Day of the Semester: August 11, 2025 (Session A)

Fall Break – Oct. 6 -10, 2025

Last Day to Withdraw from Class with a "W" status – Sept 16, 2025

Thanksgiving Break – Nov. 27 – 28, 2025

Last Day for Fall Semester – Dec. 1, 2025

Spring Semester Begins – Jan. 12, 2026