



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:	<u>Liberal Arts</u>	Discipline:	<u>FYEX</u>
Course Coordinator:	<u>James Davis Sr., MSW</u>		
Course Number:	<u>FYEX0070-932</u>	Course Title:	<u>College and Career Success</u>
Semester / Session:	<u>Fall 2025/ Session B</u>	Start / End Date:	<u>8/11/2025 – 10/3/2025</u>

Instructor Information

Name:	<u>James Davis Sr., MSW</u>	Phone Number:	<u>419-755-4721</u>
		E-Mail Address:	<u>Jdavis2@ncstatecollege.edu</u>
	<u>Health Science Building Room</u>		<u>Mon, & Weds: 8:30 am – 4 pm,</u>
Office Location:	<u>207</u>	Office Hours:	<u>Tues & Thurs: 1 pm – 4 pm,</u>
			<u>Fridays: 8:30 am – 10 am.</u>

A. Topical Timeline (Subject to Change):

ALL ASSIGNMENTS, DISCUSSIONS, AND QUIZZES WILL BE POSTED IN CANVA.

B. Course Assignments:

1. Quizzes
2. Tests
3. Skills Testing
4. Independent Studies
5. Homework

C. Grading and Testing Guidelines:

Refer to the master syllabus for the NCSC grading scale.

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>

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.

Course Number: FYEX0070
Semester / Session: Fall 2025/ Session A

Course Title: College and Career Success
Start / End Date: 8/11/2025 – 10/3/2025

College-Wide Learning Outcomes:

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

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.

Course Number: FYEX0070
Semester / Session: Fall 2025/ Session A

Course Title: College and Career Success
Start / End Date: 8/11/2025 – 10/3/2025

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

D. 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 the immediate family - (doctor's excuse required).
 - d. A student who misses an exam due to illness, death in the family, or other valid reason must inform the instructor within one day. They will be given the opportunity to make up the assignment or quiz.
2. No makeup opportunity will be given for absences of unscheduled quizzes. Special accommodations can be made if the student is out for a longer period. It is the responsibility of the student to schedule the make-up assignment or quiz with the instructor; afterward. If a student is unable to make up the assignment or quiz due to illness, make-ups will NOT be administered if a valid doctor's note is not provided directly to the instructor. There are no exceptions!!

E. Class Attendance and Homework Make-Up Policy:

1. The instructor needs to be notified as soon as possible if a student needs to miss class or will be unable to turn in an assignment on time. Due to the nature of some of the planned in-person class discussions, make-ups may be impossible to accomplish, and substitute assignments may be given. Exceptions (such as illness, family emergency, etc.) can be made on a case-by-case basis.
2. The student is responsible for arranging make-up assignments with the instructor. Late assignments without a valid excuse may not be graded, subject to the instructor's discretion.

Late Assignments:

1. Submitting assignments after the deadline indicates poor time management. Late submissions will not be accepted unless there is a death in the family or a serious illness or crisis involving the student or an immediate family member. Pre-notification and approval from the instructor are required for late submissions, and failing to do so will result in the loss of all points for the assignment, discussion, or activity.
2. pre-approved late assignments may be **penalized by at least 10 percent of the grade** and must be turned in within one week of the original due date. Grades of "incomplete" for the course will be granted under extenuating circumstances.

Course Number: FYEX0070
Semester / Session: Fall 2025/ Session A

Course Title: College and Career Success
Start / End Date: 8/11/2025 – 10/3/2025

F. Classroom Expectations:

1. Students are expected to stay current with the online reading material and assignments and come prepared to discuss the material and engage in discussions. In addition, they are to be respectful of each other and treat one another fairly, both inside and outside of scheduled meeting times.
2. Students must arrive on time to show respect to the instructor and other students, ensuring a collaborative learning environment.
3. Respectful language is required in the online class.

G. 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 a 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 <http://catalog.ncstatecollege.edu/mime/download.pdf?catoid=5&ftype=2&foid=3>