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:	Danielle Reith, M.Ed.		
Course Number:	FYEX 0070-922	**Course Title:**	College and Career Success
Semester / Session:	Spring 2026 / Session A	**Start / End Date:**	1/12/2026 – 3/6/2026

Instructor Information

Name:	Danielle Reith, M.Ed.	**Credentials:**	Master's degree in early childhood education
Phone Number:	419-755-5651	**E-Mail Address:**	dreith@ncstatecollege.edu
Office Location:	078 Fallerius	**Office Hours:**	Tue 11a-1p, Thu 8:30a-11:30a & as requested. Contact me to coordinate an on-campus or Zoom meeting.

I.   Topical Timeline / Course Calendar (Subject to Change):

Weeks	Topics	Assignment	Due Date
1	Welcome to North Central State	Readings: Preface, Introduction, 1.1, & 1.2 Technology Quiz 1st Student Response What is Your Why Discussion Run, Hide Fight video & Quiz	1/18/26
2	College Basics	Readings: 1.3, 1.4, Summary, Rethinking, Where do you go from here? CSI Survey Problems & Answers Discussion Academic Program Report Assignment	1/25/26
3	Introduction to Student Services at NCSC	Support Services Discussion CSI Advising Appointment	2/1/26
4	Get Involved	CSI Assignment Student Activity Discussion CSI Report Submission	2/8/26
5	Personal Wellness	Readings: Chapter 11 3rd Student Response Personal Wellness Discussion	2/15/26

6	Assigned Topic: Career, Financial, Support, and Study Skills	There are 4 general areas of concentration for weeks 6 and 7: Students will receive an email letting them know which of the modules to complete.
		    Study Skills Tutoring Assignment
		    Support System Assignment
		    Financial FoolProof Assignment
		    Career Project & Focus 2 Assignment
			2/22/26

7	Selected Topic: Career, Financial, Support, and Study Skills	There are 4 general areas of concentration for weeks 6 and 7: Please pick one of the remaining three modules that you would like to complete.
		    Study Skills Tutoring Assignment
		    Support System Assignment
		    Financial FoolProof Assignment
		    Career Project & Focus 2 Assignment
			3/1/26

8	Reflection	Final Student Response Upcoming Semester Plan	3/6/26

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II.   Grading and Testing Guidelines:

Final Grade Calculation

Activity	Qty	Points	Percentage
Surveys/Quizzes	2	15	4%
Course Assignments	11	240	72%
Discussion Questions/Discussion Board Posts	5	80	24%

1. **Surveys/Quizzes**
   a. Some Modules include brief surveys/quizzes to check student understanding of course content and information
   b. Specific assignment information and details are noted in Canvas.
2. **Course Assignments**
   a. Most Modules include a brief writing/reflection assignment.
   b. Course Assignments are submitted to the instructor only, other students in the class will not have access unless noted on the assignment.
   c. Specific assignment information and details are noted in Canvas.
3. **Discussion Questions/Discussion Board Posts**
   a. Discussion posts are intended to be interactive. All students enrolled in the course will be able to see other students' posts.
   b. There is no required length for discussion board posts, although make certain that you thoroughly and thoughtfully respond to any question or topic presented.
   c. In every discussion board assignment, students are required to complete one post and respond to at least one other student's post.

Academic Integrity and AI

Many tools and resources exist to help and support students in their academic careers. Students who use Generative AI (ChatGPT, Copilot, Gemini) are expected to use it responsibly and ethically: as a supplement to their own knowledge and ideas, not to provide complete answers to assignments. AI is a powerful tool, but it is not flawless. AI tools can sometimes provide inaccurate or outdated information. Students are responsible for ensuring the accuracy of any information or responses generated by an AI tool. *Students may not submit any work completely generated by AI as their own.* If you include material generated by an AI tool, it should be cited like any other reference material.

As always, students are expected to adhere to NCSC Institutional policies and procedures, including the Academic Integrity (Plagiarism, Cheating, and AI) Policy. Here is a link to the entire policy: https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-65.pdf

Any questions about coursework should be directed to your course instructor. Violations of this policy are handled through the Academic Integrity Procedure which can be found here: https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-65.pdf

III.   Examination Policy:

1. Exams are to be completed by the assigned due date and time. Should a student have a need to adjust an exam due date, PRIOR arrangements can be made with the instructor. Students who do not correspond with the instructor about alternate exam arrangements will be subject to a 10% exam score deduction.
2. The reasons for which a student will be excused from taking an examination may include:
   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).
3. A student who misses an examination for any reason is responsible for contacting the instructor.

IV.   **<u>Class Attendance and Homework Make-Up Policy</u>:**

1. Students are required to make posts to discussion boards, complete chapter assignments, take chapter exams, and submit other course assignments by indicated due dates, serving as a means of monitoring who is actively "attending" class. Students who do not log into the course and submit the required assignments on a regular basis may be reported for non-attendance.
2. Students are responsible for contacting their instructor regarding any issues with completing course assignments. Whenever possible, students should contact the instructor prior to assignment due date.
3. Late work policy: Assignments are due by 11:59 PM on the posted due date. If an assignment is submitted late without prior communication, 10% will be deducted for each day it is late.

V.   **<u>Classroom Expectations</u>:**

All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience. Behavior in the classroom (this includes online classroom formats) should convey respect for your classmates and the instructor; and foster an atmosphere conducive to learning.

1. Use proper grammar and spelling in your discussion posts, emails, messages and papers.
   a. You should write complete sentences, capitalize the first word of every sentence, and utilize proper punctuation. For instance, the word "I" is always capitalized, so don't just type "i".
2. Things you should avoid:
   a. It is not acceptable to use slang (e.g. "sup" or "yo")
   b. Omit all profanity from your online course interactions. Similarly, do not use symbols to represent expletives (#*%$!*)
   c. No texting abbreviations - use complete and standard spelling.
      Examples: - Instead of using "u", type out "you"
                   - Instead of using "r", type out "are"
                   - Instead of using "atm", type out "at the moment"