



## Course Information

Semester & Year:	FALL 2023
Course Title:	Introduction to College, Career, and Personal Success
Course Prefix & Number:	FYE 101
Section Number:	36853
Credit Hours:	1.0
Start Date:	October 23, 2023
End Date:	December 15, 2023

## Course Format

The course format for this course is Online. Our class has no in-person meetings, but our assignments do have set deadlines. All assignment information can be found in Canvas.

## Instructor Information

Instructor:	Doc Mo'nika "Mo" Nathan or Dr. Mo
Email:	monika.nathan@scottsdalecc.edu
Phone:	623-703-0948 (Office)
Office Location:	Virtual and Online
Office Hours:	Office Hours: Wednesday, from 7-9 pm, Friday, 1-4 pm, Saturday, 11 am to 3 pm
Google Meets: or Zoom	On an as needed basis to assist and support students.

## **Course Description**

Focus on student success through exploration of academic, career and life skills. Includes study of goal setting, success strategies, academic mindset, and financial literacy. Develop an education/career plan utilizing career assessments and other college resources.

## **Prerequisites**

None

## **Course Competencies**

1. Apply habits of mind that promote academic, personal, and professional growth.
2. Identify costs and financial resources necessary to achieving educational and career goals.
3. Utilize career development models, theories, assessments, and research to explore and clarify career plans and educational goals.
4. Apply career decision-making to support the creation of a comprehensive, individualized education plan.
5. Practice goal setting, time management and metacognition to work toward personal, academic and/or professional milestones.

## **Texts and Course Materials**

All course materials are OER (Open Education Resources) and will be embedded into Canvas at no charge to the student.

## **Course Technologies**

View the [Accessibility Statements & Privacy Policies](#) of technologies used in this course.

## **Maricopa Systems**

This course uses key Maricopa systems for course management and communication.

- Canvas Learning Management System
- Student Maricopa Gmail Account

## **Streaming Media/Audio/Video Tools**

This course uses webcasting, lecture capture systems, YouTube, and/or other streaming media services.

- YouTube

## **Student Assignment Tools**

This course requires students to participate in or submit assignments using desktop or cloud-based applications.

- Google Products
- Microsoft Office 365

## **Course Policies**

The following are policies specific to this course. Students are also responsible for the college policies included on the [Student Regulations](#) page of the Maricopa Community College District website

- All course policies are designed with COLLEGE (and life) SUCCESS in mind. Please expect well-communicated behavioral and academic expectations in this course. These are intentional and created to help you establish behavioral habits and habits of mind that are likely to lead to success in ALL settings!
- While adherence to course policies is expected, student-initiated communication is ALWAYS encouraged when there are unique circumstances occurring.

- **Late Work Policy:** Assignments are available for 48 hours after the deadline and can be completed for partial credit. There is a 10%-point deduction for assignments submitted up to 24 hours after the deadline and a 20%-point deduction for assignments submitted between 24 and 48 hours after the deadline.
- **Diversity and a Safe Learning Environment:** Our virtual classroom will be a safe learning environment for every individual as far as I am able to ensure that outcome. This means I will treat each student with respect, and in turn I expect respect to be given to the instructor and every individual in this course. Disagreement does not equal disrespect. We all bring different points of view, different personal values, different life experiences, and different personal preferences with us into the classroom. This diversity makes for great discussion, adds interesting dimensions to our interpersonal relationships, and is welcome in the academic arena. Though we celebrate our differences, I expect each student to respect the rights and needs of fellow classmates. Students cannot feel safe to express themselves without the assurance that their ideas, attitudes, and beliefs will be treated with respect.
- **The importance of Self-Care:** Learning is especially challenging when your needs outside of school are not adequately being met. Things such as getting enough sleep, having nutritional food to eat, and having a safe and secure place to live are especially important. I care about your overall well-being, not only your academic success! If you have needs that are not being met, please let me know so I can help you connect to resources on campus and in the community.
- **Due Dates**

Assignments are due on Mondays, Thursdays, and Saturdays. All assignments are due by 11:00 pm. The final assignments in Module 8 Week 8 are due December 12 and December 15. December 15 is the final day of class.

## **Generative Artificial Intelligence (AI) Policy**

### **Opening Statement Regarding Generative Artificial Intelligence (AI)**

The World Economic Forum defines generative AI as “a category of artificial intelligence (AI) algorithms that generate new outputs based on the data they have been trained on. Unlike traditional AI systems that are designed to recognize patterns and make predictions, generative AI creates new content in the form of images, text, audio, and more.”

Some examples of generative AI tools include but are not limited to: ChatGPT, Google Bard, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

### **No Generative Artificial Intelligence (AI) Allowed**

In this class, all work submitted must be your own. The use of generative AI tools will be considered academic misconduct (see Administrative Regulation 2.3.11 1. B (b) and will be treated as such. If you are unsure if the tool or website you are using is a generative AI tool, please contact the instructor for further clarification before using the tool or website.

## **Grading Standards & Practices**

### **Grade Scale**

<b>Letter Grade</b>	<b>Points Range</b>	<b>Points needed</b>
<b>A</b>	90 – 100%	693-770
<b>B</b>	80 – 89%	616-692
<b>C</b>	70 – 79%	539-615
<b>D</b>	60 – 69%	462-538
<b>F</b>	0 – 59%	fewer than 462

## Assignments

<b>Assignment Name</b>	<b>Points</b>	<b>Percent of Grade</b>
Quizzes (5 – in modules 1,2,3,6,7)	100	13
Discussion Boards (3 – in modules 1,3,4)	45	5
01 FYE Pre-Assessment	10	1
01 Create your Career and Education Plan Portfolio Files	20	2
02 Fields of Interest Assignment	20	2
02 Advanced Planning for FYE 101	20	2
02 HOM Self-Assessments and Reflection	20	2
03 Identifying my (SMART) Goals	20	2
03 Time Management Assignment	30	3
04 Using Career Databases	30	3
04 Self-Assessment Tools for Career Planning	30	3
05 – Meaningful Work Statement	35	3
05 – Challenge Mindset Action Plan	45	4
06 – Introduction to Budgeting	20	2
06 – Apply for a Scholarship	20	2
07 – Education and Graduation Plan	125	16

08 – Experiential Career Research Assignment	75	10
08 Final Project – Career and Education Plan Portfolio	100	13
<b>TOTAL:</b>	770	<b>100%</b>

## Response Time

Students can expect a response time of 24 hours for the instructor to respond to messages sent via the Canvas Learning Management System or email. Students can expect assignments graded within 48 hours of the assignment's due date.

## Attendance Policy

Active and regular participation is a requirement to stay enrolled in class.

*If a student does not participate in our online class for 7 days in a row (as measured by the submission of an assignment), the student may be withdrawn. If you have a period in which you cannot participate, please contact your instructor to let her know.*

If you find you cannot complete the course with a passing grade, be sure to file a withdrawal form to officially withdraw you from the course. If not, a failing grade will appear on your college record. \*No extensions are granted in online courses.

**\*\*The instructor has the right to withdraw a student who is not making satisfactory progress toward the completion of this course\*\***

## Instructional Contact Hours (Seat Time)

This is a one (1) credit-hour, **8-week accelerated course**, and you should plan to spend at least **two** hours on course content or seat time (direct instruction) and **four** hours on homework weekly, for **a total of SIX hours a week**.

For more information on UNDERSTANDING THE TIME COMMITMENT FOR YOUR COURSES, click [HERE](#).

## Online Tutoring

SCC's tutors are available online to help with your courses. You may work with an SCC tutor remotely using Google Meet, your phone, or email. Visit the [Tutoring & Learning Centers](#) page for detailed information on the five learning center's hours and procedures.

As much as possible, it is highly recommended that you utilize SCC tutors since they are more familiar with SCC coursework, instructor expectations, and assignments; however, if you need to work with a tutor outside regular hours, online and hybrid students now have access to a 24/7 online tutoring service called Brainfuse. Brainfuse provides online tutoring in a variety of academic subjects. Each student may utilize up to 6 hours of online tutoring through Brainfuse per semester and has the option of requesting additional time if needed.

To access Brainfuse and begin collaborating with a tutor:

1. Visit the [SCC Online Tutoring Services Through Brainfuse](https://www.scottsdalecc.edu/students/tutoring/online-tutoring) page (https://www.scottsdalecc.edu/students/tutoring/online-tutoring)
2. Click the **Visit a tutor online** button.
3. Enter your MEID and password.
4. Choose your topic and subject.
5. Click the **Connect** button.

Please use your time effectively and be prepared with your questions before you connect to a tutor. Tutors and students communicate in real-time so whatever you type, draw, or share on the screen, the tutor sees, and vice



versa. You may also want to have screenshots ready if applicable. All Brainfuse sessions are recorded for review later.

## **Learning Tools and Your Privacy and Security**

SCC utilizes a variety of software applications and web-based tools operated by third party vendors to support student learning. To allow student access to the application, site or tool, certain identifiable information may be required to establish a username or password and submit work and/or download information from these tools. Inherent with all internet-based tools, there is a risk that individuals assume when electing to use these tools, as they may place information at risk of disclosure.

To use learning tools responsibly, please observe all laws and the Maricopa Community College District Student Conduct Code, such as copyright infringement, plagiarism, harassment or interference with the underlying technical code of the software. As a student using a learning tool, you have certain rights. Any original work that you produce belongs to you as a matter of copyright law. You also have a right to the privacy of your educational records. Your contributions to learning tools constitute an educational record. By using the tool, and not taking other options available to you in this course equivalent to this assignment that would not be posted publicly on the internet, you consent to the collaborative use of this material as well as to the disclosure of it in this course and potentially for the use of future courses.

Students are responsible for the information contained in this syllabus, the Syllabus page in your Canvas course and the **College Policies & Student Services** page found in the First Steps module of your Canvas course. Students will be notified by the instructor of any changes in course requirements or policies.