SCOTTSDALE COMMUNITY COLLEGE
A MARICOPA COMMUNITY COLLEGE

This syllabus is subject to further change or revision, as needed, to best realize the educational goals of the FYE 101 course. Necessary revisions will be announced in class or Canvas Announcements with fair prior notice.

Course Information

- Semester and Year: Fall 2026
- Course Title: Introduction to College, Career and Personal Success
- Course Prefix and Number: FYE 101
- Section Number: 18827
- Credit Hours: 1
- Start Date: October 26, 2026
- End Date: December 18, 2026
- Refund Date: October 30, 2026
- Withdrawal Deadline*: November 16, 2026
- Room Number: Online
- Meeting Days: Online at your own pace.
- Meeting Times: Online at your own pace.
- Class Format: Online

* Deadline for Students to Withdraw with Guaranteed Grade of W (instructor permission required after this date)

Instructor Information

- Instructor Name: Demetria Chanelle Shepherd
- Email Address: Demetria.Shepherd@scottsdalecc.edu
- Office Phone: 480-425-6644
- Office Location: Student Center Building, Office SC-109
- Office Hours: Available by appointment. Email to arrange a time.

Course Description

FYE 101: Introduction to College, Career and Personal Success

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 and/or Corequisites

- No prerequisites or corequisites required

Course Competencies

FYE 101:

1. Apply habits of mind that promote academic, personal, and professional growth.

2. Identify costs and financial resources necessary to achieve 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. Utilize appropriate campus resources, tools, and opportunities to support building connections and achieving individual educational goals.

General Education & Institutional Learning Outcomes

General Education provides foundational learning experiences that contribute to academic and career success. It is reflected in Scottsdale Community College's Institutional Learning Outcomes: Arts & Humanities Awareness, Career Readiness, Critical Thinking and Problem Solving, Effective Communication, Information Literacy, and Social Responsibility.

Students in FYE 101 will learn and apply strategies that support success in college, at work, and in their personal lives. These strategies directly connect to our Institutional Learning Outcomes in **Career Readiness**, **Critical Thinking and Problem Solving**, and **Effective Communication**.

Texts and Course Materials

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

Content from two OER textbooks is embedded into Canvas, and students have access to that material and ALL material in these student success textbooks:

- Baldwin, A. (2020). College Success. Openstax. https://openstax.org/books/college-success/pages/1-introduction
- Dillon, D., Hill, L. (Bruce), Lamoreaux, A., Nissila, P., & Priester, T. (2021). Blueprint for Success in College and Career. Rebus. https://press.rebus.community/blueprint2/

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.

In this course, you'll find clear and intentional policies created to help you succeed in college — and in life. You'll know exactly what's expected of you, both academically and behaviorally. These guidelines are here to help you build strong habits — how you think and how you act that can set you up for success in any situation.

While following course policies is important, you're always encouraged to reach out to me if unique circumstances come up. Open communication helps us work together to find solutions.

Late Work Policy:

Completing your work on time is the best way to stay on track and get the most out of this course. However, life happens. If you ever have questions or need help with an assignment, please reach out to me as soon as possible so we can figure it out together. If you need extra time, you can submit assignments up to **48 hours past the deadline** for partial credit:

- **Up to 24 hours late:** 10% deduction
- **24 to 48 hours late:** 20% deduction

Learning Together with Respect:

Our virtual classroom is a space where everyone should feel respected and safe to share ideas. I will treat each of you with respect, and I expect the same from you toward me and your classmates.

Remember — disagreeing is not disrespectful. We all bring unique perspectives, experiences, and values, and this diversity strengthens our discussions. While we celebrate our differences, it's important to respect others' rights and needs so everyone can feel comfortable sharing their thoughts and beliefs.

The Importance of Self-Care:

It's hard to focus on learning if your basic needs aren't being met. Getting enough sleep, eating healthy, and having a safe place to live are all essential. I care about you as a whole person, not just as a student. If you're facing challenges, please reach out so I can help connect you with resources on campus or in the community.

Withdrawal Policy:

The last day to withdraw from our class is Monday, November 16, 2026.

This is the date by which you can be guaranteed a grade of a W if you withdraw, regardless of your grade in class. After the withdrawal date, you must request a withdrawal from your instructor and if approved, **you may earn a final grade of a W (withdraw passing) or Y (withdraw failing)**. In the last 2 weeks of class, withdrawals will only be considered by your instructor if there are extenuating circumstances.

Academic Dishonesty Policy:

You are expected to complete your own work for this class and may not reuse assignments from another semester or course. In our FYE class, any form of academic dishonesty — such as plagiarism, submitting someone else's work, reusing your own work from another class, or misusing GenAI tools—will result in a zero on that assignment. A second offense may lead to failing the course. If you're ever unsure whether something is acceptable to use or submit, check with me before turning it in.

Academic Honesty:

- Every student in this class is expected to produce his/her own original work.
- Plagiarism is unacceptable and will not be tolerated.
- Plagiarism could result in being dropped from the course with a failing grade.

Plagiarism will result in actions as outlined in the Maricopa Community College District **Academic Misconduct Policy**. Refer to the course policies section in the syllabus for additional course and department specific policies.

Communication & Feedback:

I'm here to support your success, so please reach out! The best ways to contact me are through the Canvas Inbox or by calling my office line.

To help me respond effectively, **please treat our messages like professional college correspondence rather than casual text messages**. Include a clear subject line, your full name, the course name, and write out complete, clear sentences without text abbreviations or acronyms (for example, use "with" instead of "w/", "be right back" instead of "brb").

Response Window:

I respond within 24 hours on weekdays. Messages sent after 8:00 PM, over the weekend, or on holidays will be answered the next business day.

Assignments are usually graded within 5 to 7 days, with smaller tasks often returned in 2–3 days. Larger projects may take up to 7 days for detailed feedback. If you have questions about your grades or feedback, contact me — I'm happy to help you improve.

Attendance Policy

Online Participation & Attendance Policy:

I want to see you succeed in this course, and staying active is key!

Here is how our course attendance works:

- **Submissions = Attendance:** I count your participation through turned-in work (assignments, quizzes, discussions), not just logging into Canvas.
- **Communication is Key:** If you are falling behind or know you'll be unable to participate for a few days, contact me right away. I'm happy to discuss options to keep you on track.
- **The 7-Day Rule:** If 7 consecutive days pass without any submitted work, I may have to administratively drop you from the class for non-participation.

Instructional Contact Hours and Minimum Course Expectations

Instructional contact hours are the weekly time students spend directly learning with their instructor or course activities. These activities include, but are not limited to, lectures, discussions, labs, group work, and viewing recordings. Instructional contact hours vary by course; refer to the MCCCD course bank for your course's details.

Minimum course expectations include the number of hours students are expected to spend outside of class (weekly) completing coursework. Students are encouraged to use the Time Management Calculator to help estimate their weekly time commitment for classes.

Course Technologies

View the Accessibility Statements & Privacy Policies of the technologies used in this course. The SCC Help Desk provides students with a primary point of contact within SCC for college-supported technology services and technical assistance.

Maricopa Systems

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

- Canvas Learning Management System
- Student Maricopa Gmail Account

Canvas Notifications

You can choose what Canvas notifies you about and how often. These notifications are an important tool for staying on top of deadlines, announcements, and course updates. You can customize your notification preferences in your Canvas Account settings. If you're not sure where to find these settings, this short video will walk you through the process.

For our class, please set the following notifications under ***course activities*** to notify immediately or daily summary:

- Announcement
- Submission Comments

Student Assignment Tools

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

- Google Products
- Microsoft Office 365
- ScreenPal

Using Google Products in FYE

FYE assignment worksheets are provided as Google Docs. To ensure you can access, edit, and submit your work successfully, please complete the steps below:

- **Link your Google Drive to your Canvas account.** If you have not done this yet or need help, please refer to the instructions on the Canvas Help page.
- **Create a folder in your Maricopa Student Google Drive and titled "FYE."** Use this folder—and any subfolders you create—to keep **ALL SAVED** FYE assignments organized. Set the sharing settings to **"Viewable by anyone with the link"** so your instructor can access the documents you share.
- **Make an editable copy of each worksheet.** If you are not automatically prompted to "Make a Copy," select **File → Make a copy** in Google Docs. Rename the document and save it to your FYE folder. If you prefer to work in Microsoft Word or need a PDF, those options are available under **File → Download**.

Essential Tech for an ONLINE class

Because this is an online class, having the right technology will play a big role in your success. To help you stay on track, we recommend the following:

1) A laptop or computer
Completing all your coursework on a phone or tablet can be challenging, since some features may not work correctly.

- *Need a computer?* Make an appointment with an SCC Counselor to see if any campus or community resources are available to help you get a loaner or a low-cost laptop.

2) An updated web browser
Canvas runs most smoothly on the latest version of **Google Chrome** or **Mozilla Firefox**.

3) Reliable Wi-Fi
Stable internet is essential for accessing materials, uploading assignments, and participating in online activities.
If you need support, the SCC Library offers a ***limited number*** of Wi-Fi hotspots for students to borrow.

4) A back-up plan
Technology hiccups happen! If your computer breaks or your Wi-Fi goes down, remember that campus computer labs are always available. Make sure you know where they are and when they're open.

SCC students have access to free computers at several locations on campus. Here are some of those locations:

- The Student TechCenter (IT100) provides Windows PCs and Macs, software, printing and technical support for all currently enrolled students.
- The Writing Center (LC379), in addition to its tutoring services, provides Windows computers for any student.
- The Library (LB166) offers Windows computers for any student and there are other computer-based learning centers for students enrolled in specific subjects, as well.

Generative Artificial Intelligence (AI) Policy

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 Gemini, Microsoft Copilot, Stable Diffusion, GrammarlyGo, and Adobe Firefly.

Some Generative Artificial Intelligence (AI) Allowed in Specific Circumstances

There are situations and contexts within this course where you may be permitted to use generative AI tools. In these cases, specific guidelines will be provided in the assignment details. If you are unsure if the tool or website you are using is a generative AI tool or if it is permitted on a specific assignment, please contact the instructor for further clarification before submitting your work.

Use of AI in Reflective Assignments

Most assignments in FYE ask you to reflect on your own experiences.

For any assignment or prompt that requires personal reflection, using AI to generate your response is NOT ALLOWED.

The purpose of these activities is for you to think deeply about your own experiences and to practice expressing those thoughts in writing. These are important skills for your growth and success. Because of this, **all reflective responses must be completely your own work.**

Grading Standards and Practices

Grade Scale

Letter Grade	Points Range
A	90 – 100%
B	80 – 89%
C (This is the minimum grade a student can earn in order to successfully complete a required class)	70 – 79%
D	60 – 69%
F	0 – 59%

Assignments

Assignment	Points	Percentage of Grade
Quizzes (5 – in modules 1,2,3,6,7)	100	18
Discussion Boards (3 – in modules 1,3,5)	60	11
Module 1 Learning Journey Self-Assessment (Pre)	10	2
Module 1 Fields of Interest Assignment	20	4
Module 2 Campus Resources Research & Action Plan Assignment PART 1	30	5
Module 3 Habits of Mind (Self-Assessment)	20	4
Module 4 Career Research Assignment	50	9
Module 4 Exploring Pipeline AZ Assignment	15	2
Mid-Semester Check-in Survey (Flex Points)	20	4
Module 5 Challenge Mindset Action Plan Assignment	30	5
Module 6 Budgeting for Financial Well-Being Assignment	20	4
Module 6 Research & Apply for a Scholarship Assignment	20	4
Module 7 Education & Graduation Plan Assignment	100	18
Module 8 Campus Resources & Action Plan Assignment PART 2	20	4

Module 8 Learning Journey Post + Final Reflection	50	9
Official Course & Instruction Evaluation (10 Flex Points)	10	2
TOTAL:	**575**	**100**

Student/Instructor Interaction

In this course, you can expect regular and substantive interaction (RSI) that aligns with Scottsdale Community College's mission to provide challenging and supportive learning experiences and the US Department of Education's requirement for regular and substantive interaction (RSI) for online courses. My commitment to your success includes the following:

- Available by appointment. Email to arrange a time.
- Sharing weekly course updates with key information, explanations, examples, and resources through recorded videos, written announcements, and other online materials.
- Providing group or individual feedback regularly on assignments.
- Regularly posting announcements about the course content and activities.
- Monitor your academic progress and communicate concerns, as needed.

Response Time

Communication: Contact me via Canvas Inbox, SCC email, or schedule an appointment for extra guidance.

Message Format: Please keep all communication professional and include a clear subject line, your full name, course name, and message.

Response Window: Expect a reply within 24 business hours (messages sent after 8:00 PM, on weekends, or holidays will be answered the following business day).

Grading Speed: Smaller tasks: 2–3 days, Regular/Large projects: 5–7 days.

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 centers' hours and procedures.

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. To access Brainfuse and begin working with a tutor, visit the SCC Online Tutoring Services Through Brainfuse page.

MCCCD Policies

MCCCD is committed to providing a safe, fair, and accessible environment for all students. This includes laws such as the ADA and Title IX, which protect against discrimination. These statements explain your rights, available support, and where to go for help or more information. Please review the following policies:

Addressing Incidents of Title IX Sexual Harassment

Classroom Accommodations for Students with Disabilities

In accordance with the Americans with Disabilities Act (ADA), the Maricopa County Community College District (MCCCD) and its associated colleges are committed to providing equitable access to learning opportunities to students with documented disabilities (e.g. physical, sensory, neurological, chronic illness, mental health, learning disabilities, or other health concerns). If you require accommodations for this course, please contact Disability Resources and Services (DRS) at your college.

Contact with DRS should be made as soon as possible to ensure academic needs are met in a reasonable time.

Additional information can be found in the Non-Discrimination Statement and MCCCD Non-Discrimination Policies.

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.