

University Syllabus

ASU-Beebe, Heber Springs, Searcy, LRAFB & Online Courses

University Mission

Transforming lives through quality learning experiences

University Core Values

- Student Success
- Integrity
- Diversity
- Quality
- Community

Student Success Outcomes:

Student Success Outcomes (SSOs), developed by a cross-functional group of employees, were reviewed and upheld by internal and external constituencies including faculty, staff, administration, students, community, business, and industry. These outcomes incorporate curricular and co-curricular learning, as well as hard and soft skills to connect the educational experience directly to the University mission. The following are ASU-Beebe's SSOs:

- **Support and Engagement:** ASUB will maintain an environment that assists each student to be financially, mentally, physically and emotionally secure enough to achieve their college objective.
- **Goal Completion:** ASUB will work to make sure that each student stays with the University the appropriate amount of time to complete his or her college objective.
- **Communication:** ASUB will provide students with the communication skills necessary to succeed professionally.
- **Society and Self:** ASUB will provide an environment that equips each student to grow as a person, gaining respect and appreciation for both themselves and the world around them.
- **Creative and Analytical Thinking:** ASUB will provide an educational experience that prepares each student to perform well academically, now and in future endeavors.

These institutional student success outcomes can be viewed at www.asub.edu.

Academic Honesty Policy: Dishonesty in any form--including plagiarism, turning in assignments prepared by others, and cheating on exams -- is not acceptable within the ASU-Beebe system. Please see Instructor syllabus for Academic Honesty policies specific to your course and the Student Handbook for the Student Code of Conduct.

Credit Hour Policy: ASU-Beebe defines credit hour according to the federal standard. The credit hour value of a traditional course is calculated as follows: A clock hour of

instructional time is the equivalent of 50 minutes of class time or 60 minutes of independent-study work; and a minimum of two hours of out-of-class work is expected for every hour (50 minutes) of instructional time.

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/ exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

Official University Communications: ASU-Beebe student email is the official means of communication with students on all campuses. Important university-related information will be sent to individual ASU-Beebe student email accounts. Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Types of communication include, but are not limited to, financial aid information, bills, payment deadlines, and inclement weather closings. The ASU-Beebe student email system can be accessed at <http://mail.asub.edu/>. Your email address will be your firstname.lastname@smail.asub.edu. The default password will be in the following format:

- First Initial (UPPER-CASE), Last Initial (lower-case), your 8-digit birthdate (MMDDYYYY).
- Some passwords will end with an exclamation point (!)
- Example: John Doe with a birthday of 07/04/1985 will have the email address "john.doe@asub.edu" and will have the following password Jd07041985!

If you already created a new password, and forgot that password, you can call the ITS Helpdesk at 501.882.8999 to have your password reset. You can also submit a ticket through the ITS Helpdesk Self-Service Portal or send an email to helpdesk@asub.edu.

Title IX and Sexual Discrimination: Title IX states that “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Arkansas State University-Beebe is committed to providing an educational and work environment, for its students, faculty, and staff, that is free from sexual discrimination including: sexual harassment, sexual assault, and sexual violence. No form of sexual discrimination will be tolerated. All forms of sexual discrimination will be investigated with prompt steps taken to end the misconduct, prevent its recurrence, and address the effects.

The health, safety, and well-being of the public and members of the University community are the primary concern of ASU-Beebe. If you or someone you know may be a victim of any form of sexual discrimination, you are strongly encouraged to seek

immediate assistance by contacting the Title IX Coordinator at titleix@asub.edu. For additional information, please refer to <http://www.asub.edu/title-IX>.

Accommodation Statement: It is the policy of ASU-Beebe to accommodate students with disabilities, pursuant to federal law and state law. Any student with a disability, who would like to request accommodations, should contact Tisha Marzewski, Coordinator of Disability Services at tmarzewski@asub.edu or 501.882.8863 at the ASU-Beebe campus.

Academic/Technical Support:

Canvas technical support:

- Canvas 24/7 Support Hotline for Students – 833.741.0031
- Canvas 24/7 Support Hotline for Faculty – 833.741.0032
- ASUB Online Support Desk – 501.882.4409

The Vanguard Technical Support Center hours of operation are:

Fall & Spring semesters Monday - Thursday, 8:00 am to 9:00 pm, Friday, 8:00 am to 5:00 pm. Saturday: 8:00 am to 4:00 pm.

Summer Monday - Friday, 8:00 am to 5:00 pm.

The Vanguard Technical Support Center is closed whenever the ASUB campus is closed. In the event of inclement weather, the Vanguard Technical Support Center will be closed if the Beebe campus is closed.

Academic support:

Math and Science Academic Dean, Dr. Thomas E. Smith, Ph.D. – 501.882.8899 or tesmith@asub.edu.

Career Education Interim Academic Dean & Program Coordinator Kendal Casey, MGIS – 501.882.8816 or jkc Casey@asub.edu.

Arts and Humanities Interim Academic Dean & Program Coordinator Teddy Davis, MA, Ed.S. – 501.882.8873 or tldavis@asub.edu.

Associate Vice Chancellor for Academics, Dr. W. Richard Counts, Ph.D. - 501-882-8804 or wrcounts@asub.edu.

CAO / Vice Chancellor for Academics, Dr. Jason S. Goodner, Ed.D. – 501-882-4475 or jsgoodner@asub.edu.

Additional Services Available to Students:

Advising and Learning Centers

The Advising and Learning Centers provides academic support to all ASU-Beebe students. Tutoring and other services are free and no appointments are

necessary. Students in every department – from developmental through advanced courses – are encouraged to utilize these services. Drop in for tutoring or to utilize the open computer lab. Check the Web site for tutor schedules, links to test practice (ACCUPLACER, Praxis, etc.) and other useful information. Students who are unable to come to campus may access online tutoring through Canvas.

ASU-Beebe Campus Center, Room 200

501.882.8867

learningcenter@asub.edu.

Fall/Spring Hours: Mon - Thurs 8:00 am - 8:00 pm, Friday 8:00 am - 5:00 pm

Summer/Breaks: Mon - Fri 8:00 am - 5:00 pm

ASU-Beebe Heber Springs Campus

Student Services and Administrative Building (SSA), Room 236

501.362.1273

Fall/Spring Hours: Mon - Thurs 8:00 am - 7:00 pm, Friday 8:00 am - 3:00 pm

Summer/Breaks: Mon – Thurs 7:30 am - 4:30 pm, Friday 7:30 am - 3:00 pm

ASU-Beebe Searcy Campus Main Building, Room 306

501.207.6231

Fall/Spring Hours: Monday - Friday 8:00 am -5:00 pm

Summer/Breaks: Monday - Friday 8:00 am -5:00 pm

Abington Library

Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. It includes over 75,000 print books, 65,000 eBooks (including downloadable titles for eReaders), 4000 audio/visual items, and active print subscriptions to approximately 120 periodicals. In addition, we provide access to over 30,000 eJournal titles through approximately 50 online databases from our library website <http://www.asub.edu/academics/abington-library>.

On-campus access is provided at ASU-Beebe, ASU-Searcy, ASU-Heber Springs, and the Little Rock Air Force Base Degree Center. Off-campus access is also available by using the ASU Beebe ID number and six-digit birthdate. Please contact the Library at

501.882.8959 or email at circ@asub.edu. If you are unable to access the online databases.

Library services include building tours, on-site and off-campus research assistance, interlibrary loan, subject specific class instruction, and participation in ARKLink reciprocal borrowing agreement. Information is also available by calling 501.882.8976 or emailing circ@asub.edu. Computers, printers, and wireless access are available. Group Study Rooms are also available on a first come, first serve basis.

Students and faculty at the Heber Springs campus may request library materials from the Beebe campus library through the Heber Springs Learning Center. Searcy students and faculty may request materials from the Beebe campus library by filling out a request form. The materials are usually delivered to other campuses through the ASU-Beebe courier service. Students at Little Rock Air Force Base may use the on-base library. A student's military identification card or Base Education Center student identification card is used for library access.

Student Support Services

Student Support Services provides academic support to qualified students. One-on-one tutoring services are free with or without an appointment. Subjects tutored include math through College Algebra, English and other subjects as available. SSS also offers various workshops, cultural activities, and transfer trips. Please go to the campus locations listed below to pick up an application. Additional useful information about the program can be found on the ASU-Beebe website by going to the A-Z menu and clicking on Student Support Services. The application for services may be accessed through this link as well.

ASU-Beebe Campus

State Hall, Room 125B or Room 136

Phone: 501.882.8964 or 501.882.4456

ASU-Heber Springs Campus Academic Center, Suite 230 Phone: 501.362.1232

Email: jaharter@asub.edu

Hours: Mon. – Fri., Fall/Spring/Summer I and II - 8:00 am - 5:00 pm

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