

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 College 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 <https://www.asub.edu/assessment/>

Notice Concerning the Possibility of Interruption of Instruction Due to a State of Emergency:

ASU-Beebe reserves the right to adjust the mode of instructional delivery and the dates included in the Academic Calendar due to a local, state or national emergency.

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@.asub.edu. The default password will be in the following format:

- First Initial (UPPER-CASE), Last Initial (lower-case), your 8-digit birthdate (MMDDYYYY).
- 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 is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

ASU-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, sexual violence, stalking, domestic violence, and dating violence, as prohibited by Title IX of the Educational Amendments of 1972, and/or Title VII of the 1964 Civil Rights Act. No form of sexual discrimination will be tolerated.

For more information on Title IX and Sexual Discrimination policies, please refer to the ASU-Beebe Student Handbook, Chapter 9.3 Complaints Concerning Discrimination and/or Harassment or the ASU-Beebe Title IX webpage: <https://www.asub.edu/titleix/>.

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 tlmarzewski@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 IT – 501.882.8999

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:

Arts and Humanities Academic Dean, Teddy Davis, Ed.S. | 501.882.8873 or tlDavis@asub.edu.

Career Education Academic Dean, Cheryl Wiedmaier, Ph.D. | 501.882.8920 or 6206
cdwiedmaier@asub.edu.

Math and Science Academic Dean, Joseph L. Scott, Ed.D | 501.882.8899 or jlscott@asub.edu.

Vice Chancellor for Academics, Jason S. Goodner, Ed.D. | 501-882-8830 or
jsgoodner@asub.edu.

Associate Vice Chancellor for Academics, Blake Perkins, Ph.D. | 501-362-1212 or
jbperkins@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, advising support, 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 website 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 Student Center, Room 200, 501-882-8867
learningcenter@asub.edu.

ASU-Beebe Heber Springs Campus

Student Services and Administrative Building (SSA), Room 236, 501-362-1121

ASU-Beebe Searcy Campus Main Building, Room 306, 501-207-6252

Abington Library

Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. It includes 75,762 print books, 61,185 eBooks, 4,614 audio/visual items, and active print subscriptions to approximately 30 periodicals. In addition, we provide access to 69,709 eJournal titles through 95 online databases from our library website <http://www.asub.edu/abington-library/>.

On-campus access to databases is provided at ASU-Beebe, Searcy, Heber Springs, and the Little Rock Air Force Base Degree Center. Off-campus access to databases is available by using the full ASU-Beebe email address as the username and the same password that is used for the ASU-Beebe email account. Please contact the Library at 501.882.8976 or email at circ@asub.edu for assistance.

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 and individual study rooms are also available on a first come, first serve basis through the Circulation Desk.

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 base library. A student's military identification card or Base Education Center student identification card is used for base library access.

Trio 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: hebersss@asub.edu

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

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