

# University Syllabus

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

**Mission Statement:** Transforming lives through quality learning experiences

## 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 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 [www.asub.edu/assessment/](http://www.asub.edu/assessment/).

**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. See your course 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 Institutional Communications:** ASU-Beebe student email is the official means of communication with students on all campuses. Important college-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 <https://my.asub.edu> and clicking open the “Email” tile. 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](mailto:helpdesk@asub.edu).

**Title IX and Sex-based Discrimination:** ASU-Beebe faculty are committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX of the Education Amendments of 1972.

Please note that ASU System Title IX Nondiscrimination Policy designates all faculty members, including teaching assistants, as responsible employees.” Under ASU System’s Title IX Nondiscrimination Policy, all responsible employees must report all disclosures of sex or gender-based discrimination or violence to their institution’s Title IX Coordinator. The Title IX Coordinator will reach out to provide resources, support, and information after receiving a report, but community members are not required to respond to such outreach. Reported information will remain private.

If you have (or someone you know has) experienced any form of sex or gender-based discrimination or violence and wish to speak with someone confidentially, please contact the Title IX Coordinator at [titleix@asub.edu](mailto:titleix@asub.edu) or (501) 882-8906. For more information regarding ASU-Beebe’s Title IX procedures, reporting, or support measures, please visit [www.asub.edu/titleix/](http://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 the Office of Disability Services at [disabilityoffice@asub.edu](mailto:disabilityoffice@asub.edu) or (501) 882-8863.

## **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

### ASUB Technical Support

- Help Desk for Students – (501) 882-8999
- [Virtual Help Desk for Student Zoom Link](#) – visit my.asub.edu and click on *ASUB-Virtual Helpdesk* widget. Available Monday – Friday: 9am – 3pm

## **Academic Support**

**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 [Advising and Learning Center webpage](#) for tutor schedules, links to test practice and other useful information. Students who are unable come to campus may access online tutoring through Canvas.

### **ASU-Beebe Campus Advising and Learning Center**

Location: McKay Student Center Room 200 (2<sup>nd</sup> Floor)  
Contact Information: (501) 882-8867 or [learningcenter@asub.edu](mailto:learningcenter@asub.edu)  
Fall/Spring Hours: Monday – Thursday: 8:00am - 7:00pm  
Friday: 8:00am - 5:00pm  
Summer/Breaks: Monday – Friday: 8:00am - 5:00pm

### **ASU-Beebe, Heber Springs Campus Advising and Learning Center**

Location: Student Services and Administrative Building (SSA), Room 236 (2<sup>nd</sup> Floor)  
Contact Information: (501) 362-1121  
Fall/Spring Hours: Monday – Thursday: 8:00am - 7:00pm  
Friday: 8:00am - 3:00pm  
Summer/Breaks: Monday – Thursday: 7:30am - 4:30pm  
Friday 7:30am - 3:00pm

### **ASU-Beebe, Searcy Campus Advising and Learning Center**

Location: Main Building, Room 306  
Contact Information: (501) 207-6252  
Fall/Spring Hours: Monday – Friday: 8:00am - 5:00pm  
Summer/Breaks: Monday – Friday: 8:00am - 5:00pm

### **ASU-Beebe, Little Rock Airforce Base**

Location: University Center  
Contact Information: (501) 988-4151  
Hours of Operation: Monday – Friday: 8:00am - 5:00pm

## **Abington Library**

Abington Library houses and provides access to materials in support of the ASU-Beebe curriculum. It includes over 75,000 print books, 636,478 eBooks (including downloadable titles for eReaders), 4700 audio/visual items, and active print subscriptions to approximately 25 periodicals. In addition, we provide access to 49,936 eJournal titles through approximately 146 online databases from our library website <https://www.asub.edu/abington-library/>.

To access our online databases off-campus, you will need to be affiliated with ASU-Beebe as a student, faculty or staff. When you open one of the databases, it will ask you for a username and password. The username should be the beginning of your ASU-Beebe email address before the "@" symbol. The password should be the same as your ASU-Beebe email account. If your password doesn't work, try clearing your browser history, exit the browser and try again. Sometimes the browser can remember an incorrect password. If that doesn't work, contact [circ@asub.edu](mailto:circ@asub.edu).

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](mailto: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.

## **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 Trio Student Support Services webpage](#). The application for services may be accessed through the webpage as well.

## **ASU-Beebe Campus**

State Hall, Room 125B or Room 136  
Phone: 501-882-8964 or 501-882-4456

## **ASU-Beebe, Heber Springs Campus**

Academic Center, Suite 230  
Phone: (501) 362-1232