



# THP351 Arts Management Fall 2022

Online iCourse / oCourse

**Instructor:** Daniel Perelstein Jaquette

**Office Location:** West Hall 228

**Email:** Daniel.Jaquette@asu.edu

**Telephone:** (480) 727-7752

**Zoom:** <https://asu.zoom.us/my/sounddesign>

**Virtual Office Hours:** Wednesday, 10 am to noon, or *happily by appointment*. Please email me to set up a meeting time.

This course can be found at:

<https://courses.hol.asu.edu/courses/artsmanagement/>

## Course Description

Principles of management, organizational behavior, and human behavior in the arts; marketing, financing, and budgeting for the arts.

## Enrollment Requirements

Prerequisite(s): The Arts BA major or minimum 45 hours; credit is allowed only for THP 351 or THP 394 (Management and the Arts) OR Visiting University Student.

## Course Objectives

Throughout this course, you will:

- Develop an understanding of human behavior in and with arts organizations
- Develop an understanding of the relationship between arts organizations and individual artists
- Develop skills in analysis and problem solving related to arts management
- Develop an understanding of the economic and political climate for the arts in the U.S.



## Course Access

Your ASU courses can be accessed by both [my.asu.edu](http://my.asu.edu) and [myasucourses.asu.edu](http://myasucourses.asu.edu); bookmark both in the event that one site is down.

This course can be found at:

<https://courses.hol.asu.edu/courses/artsmanagement/>

---

## Additional Requirements

This course requires the following technologies

- Web browsers ([Chrome](#), [Mozilla Firefox](#), or [Safari](#))
- [Adobe Acrobat Reader](#) (free)
- Microsoft Office ([Microsoft 365 is free](#) for all currently-enrolled ASU students)
- Reliable broadband internet connection (DSL or cable) to stream videos.

## Classroom Technology

For information regarding your username and password, please visit Herberger Online at <https://courses.hol.asu.edu/services/landing>. Because this course is delivered entirely via the Internet and textbook, you are responsible for making sure that the computer you use to access all course materials meets or exceeds the specified computer minimum qualifications as listed on the course website. Also, due to the high media content of this course, you will be required to set up and configure a media player that will consistently play the digital clips delivered via the course web site. If your computer breaks at any time during the semester, it is your responsibility to locate Internet access for all lectures, assignments and quizzes.

A high-speed Internet connection (cable, ISDN, fiber optic, etc.) is strongly advised. It may be possible to complete this course on slower connections, however Herberger Online will not be able to offer support should your connection be too slow to receive the course materials. Due to the nature of the course, the site is very media intensive. All exams and virtually all lessons include several media elements that may be slow or virtually impossible to download on a slower connection. In addition to exams, each lesson contains one or more media components. These require the ability to download or stream and listen to modern audio file types on your computer (mp3, mp4, m4a). You are required to have the Flash plug-in

installed on your browser. Most browsers come with a Flash plug-in pre-installed, however if your browser does not have it, you will need to download and install it on your system. You can download the Flash plug-in for your browser at: <https://get.adobe.com/flashplayer>. The computer help FAQ document linked on the course website is required reading for this course. Read this document for additional technical information.

No make-up assignments or make-up exams will be given because of technical challenges. Due to the compressed schedule of an online course, **no late work is accepted**.

## Student Success and the Classroom Learning Community

To be successful:

- You are part of the learning community in this course and expected to engage with the material, discussion and activities with care and integrity, and to respect the rights of others in carrying out all academic assignments and classroom discussions. I expect active and informed participation in our class discussions, activities and creative practices. Part of the responsibility for that community learning is the health and wellbeing of others. As such, masks are required in the space to protect one another. We will follow all ASU policies and recommendations.

Additional Success Strategies

- check the course daily
- read announcements
- read and respond to course email messages as needed
- complete assignments by the due dates specified
- communicate regularly with your instructor and peers
- create a study and/or assignment schedule to stay on track
- access [ASU Student Resources](#)

## Technical Support

The Herberger Online Technical Support Team provides the computer support for the course. These computer experts handle all computer-related issues and technical questions, such as trouble logging in, and/or technical difficulties with quizzes and other exercises. If you experience technical difficulties, you should file an online help report IMMEDIATELY.

**Please contact the support team immediately if you encounter technical issues while completing an assignment and you are unable to resolve the problem and reset your work. Please do not communicate with the instructor for questions related to computer problems as I cannot help with any technical issue, and this will slow down the process of getting you technical help.**

The Herberger Online support team is available to assist you 24 hours a day, 365 days a year. You may reach them anytime at:

- [holsupport@asu.edu](mailto:holsupport@asu.edu)
- <https://courses.hol.asu.edu/help/> • 1-888-298-4117
- 480-965-3057 (International)

When contacting support, please provide:

- The full name of this course (THP351 Arts Management)

- The title(s) of any assignment(s) you're having trouble with
- A brief description of the problem
- Detailed, step-by-step instructions to reproduce the problem

## Quizzes

You need to have reliable access to the Internet on the assigned day of the quiz. Quizzes can only be done online. Submission of quizzes via email or in printed form will not be accepted. No exceptions. The use of smart phones for taking a quiz is forbidden. **No other Web pages or tabs can be open while taking a quiz. The system logs all browser activity.** Opening a new browser or new browser tabs can invalidate your testing session. Do not give your unique course password to another person or allow another person to access the course to take the test in your name.

Online quizzes that have been submitted CANNOT be reset (see below). **If you experience computer or technical problems during an online quiz/exam DO NOT SUBMIT the quiz.** For instance, if images fail to load, or the quiz itself seems incomplete. If you suspect technical error, exit the browser immediately and address the problem by trying to take the quiz again on a different computer, or by contacting technical support at [HOLSupport@asu.edu](mailto:HOLSupport@asu.edu). Do not contact the instructor. Submitted quizzes cannot be retaken. No exceptions.

A reset for an online quiz is an action usually taken by a student prior to contacting technical support. If you experience a glitch during an online quiz, close your browser. When you attempt to restart the online quiz, the system will ask you to confirm the reset. Some important facts about resets:

- Only one online reset is allowed per each online quiz.
- In total, only two online resets on online quizzes are allowed in any given semester.



## Required Primary and Secondary Materials (e.g., readings, videos, podcasts, films and studio supplies)

Textbook: *Byrnes, Management in the Arts, Sixth Edition.*

Additional **required** reading materials are available on the course site.



## Anti-Discrimination Statement

Authored by HIDA students Olivia Hernandez, Camille Bruya, Josephine Ortiz Merida, Sloane McFarland and Milla Nguyen.

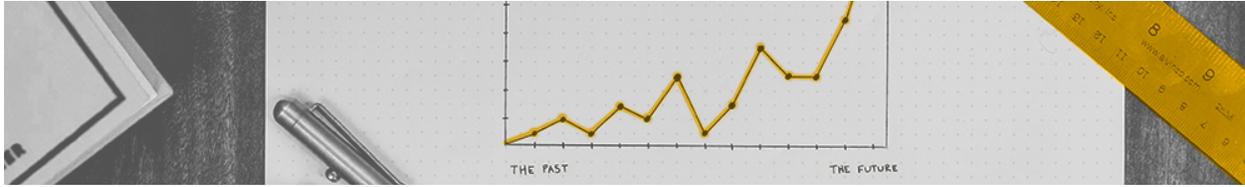
The Herberger Institute of Design and the Arts at Arizona State University upholds, values, and cherishes student and faculty diversity, no matter the circumstance. As members of the ASU community, we are charged with challenging injustices and social inequities of any kind through education. These values are an integral part of our standing as an institution and must be upheld by all members of the ASU community, including but not limited to all Herberger Institute of Design and the Arts staff, faculty and students. The call is clear and present at ASU for every member of our community to do their part in fostering a culture of Inclusive Excellence that contributes meaningfully to lasting equity for all. For students and faculty alike, this culture of Inclusive Excellence creates role models, broadens perspectives, combats negative stereotyping and enables artists, designers and makers of the 21st century to think creatively, critically and, above all, compassionately about our impact on the world at large.

This course and Arizona State University welcomes all students regardless of race/ethnicity, gender identities, gender expressions, sexual orientation, socio-economic status, age, disabilities, religion, regional background, Veteran status, citizenship status, nationality and other diverse identities that we each bring to class. Each of us bear intersectional perspectives that are born out of our backgrounds and identities, and each of us has a contribution to make towards our culture of Inclusive Excellence. As your instructor, I expect that all of my students abide by the following community agreements:

- to bring a willingness to deeply inspect your own assumptions about the world, identifying areas in which you may need to unlearn implicit biases and behaviors
- to help others learn by respectfully voicing your thoughts and reactions, acknowledging that they are partial to and shaped by the way you make sense of the world
- to demonstrate a curious and eager inquiry into how others make sense of the world

Diversity of experiences, backgrounds and opinions are essential to cultivating a rich academic environment which in turn strengthens our capacity to be ethical and empathetic creative-thinkers. I aim for students of all backgrounds to be well served by this course and that the diversity students bring to this class be viewed as a resource, strength and benefit. The materials of this course, including readings and assignments, will reflect this commitment to diverse and inclusive knowledge. If a student feels that there has been a discrepancy between my teaching practices and the university's commitment to Inclusive Excellence, you are encouraged to discuss your concerns directly with me. I value your learning experience and welcome all opportunities to enrich the efficacy of this course for all student groups. Here are resources available to all students to report incidents of bias, harassment, and other forms of discrimination inside and outside the classroom:

- Unsure of whether the concern you experience or witness falls under the criteria of bias, harassment, and other forms of discrimination? You can fill out the Herberger Institute Community of Care form at [herbergerinstitute.asu.edu/caring](http://herbergerinstitute.asu.edu/caring) describing the situation. One of the members of the Herberger Institute Behavioral Response Team will connect with you.
- Anyone who believes that they have been subjected to discrimination, harassment, or retaliation in violation of this policy, or who believes that this policy has been violated, should report the matter immediately to the Office of University Rights and Responsibilities or the Dean of Students office or directly fill out an incident report.
- Unless a person is restricted by law from doing so, any employee who is informed of or has a reasonable basis to believe that sexual harassment has occurred, shall immediately report all information regarding the occurrence(s) to the Office of University Rights and Responsibilities or the Title IX Coordinator or the Dean of Students office.
- More reporting pathways are available to students on the University's Prohibition Against Discrimination, Harassment, and Retaliation policy page.



## Assignments

This course consists of fifteen modules, as listed in the chart below. Each module includes a reading assignment, a recorded lecture, and an exercise or assessment. You will probably find it helpful to skim the reading material, then listen to the lecture, then read the materials for the module more thoroughly, taking notes on the key points as you go. Some of the modules include quizzes designed to test your knowledge, while others are exercises designed to extend your learning through synthesis and application of principles learned in that module or prior modules.

Please note that the Byrnes text is required and some quiz questions ask you to reference the tables found therein. Keep in mind that this is a three-credit upper division course equal in breadth and depth to a 3-credit course taught in a classroom over a fifteen-week period. Plan on spending the significant time needed to complete the course successfully. The AZ Board of Regents requires 135 hours of time for a 3-credit course. This means that you should plan on spending 15-18 hours per week on this course.

For writing assignments that require a file submission, you must submit your file in a PDF format. No other file formats will be accepted.

## Grading, including grade scale

Each module's exercise is worth 20 points for a total of 300 points for the course. Final grades are based on points, not percentages, such that:

### Grade Scale

291-300	A+
271-290	A
251-270	A-
231-250	B+
211-230	B
191-210	B-
181-190	C+
161-180	C
151-160	D
150 or lower	E

## Rounding Policy

Final grades will be rounded up to the nearest whole number. For example, a final grade of 265.3 will be rounded up to 266.

## Extra Credit

You can earn up to 20 extra credit points in the course by posting on the “Blogging for Extra Credit” blog series each week. Instructions can be found at the blog tab. Click on the “Blogging for Extra Credit” blog from the blog page. To be eligible to post to the extra credit blog, you must introduce yourself to your classmates and myself on the “Introduce Yourself” blog. **The “Introduce Yourself” blog entry must be completed no later than Monday, August 22 by 11:59 pm.**

Each blog post (excluding the “Introduce Yourself” entry) will be worth up to four points of extra credit in this course. In order to receive a full four points of extra credit for each discussion assignment, you must post an original response to the prompt of approximately 250-500 words.

These blog postings are not a course requirement, but rather a way to facilitate the sorts of discussions that would typically occur in a face-to-face classroom.

## Y Grade

The Y (Satisfactory) grade is an option for all classes and does not impact DARS requirements, although it is NOT included in GPA. If students will have the option for a Y grade in this course, then please include the conditions and processes they should follow to request a Y grade.

## Incomplete Policy

The incomplete is not a routine process for successful completion of coursework. Rather, it is a limited academic exception intended to address situations where a student who has been doing acceptable work experiences exceptional extenuating circumstances beyond the student’s control preventing their timely completion of the course. In evaluating requests for incompletes, I not only assess the nature of the extenuating circumstances and whether such circumstances were beyond the student’s control, but also whether the student’s record of performance in the class demonstrates the likelihood for successful completion of the remaining coursework. All incomplete contracts must also be approved from the academic unit leads. Finally, while policy dictates the maximum time for contract completion, I take into account what materials are outstanding and consider the appropriate extension. Statistically at ASU, the shorter the contract length the more likely students will be able to successfully complete their classroom obligations. You can read more about the incomplete policy at <https://www.asu.edu/aad/manuals/ssm/ssm203-09.html>

## Subject to change

The Instructor reserves the right to change portions of this syllabus (assignments, deadlines etc.) by verbal instructions during scheduled class time. The student is responsible for noting changes and acting accordingly. Grading and absence policies are not subject to change.



## Course Itinerary (Schedule)

You will be required to complete three course modules in the first week of class, and two modules per week thereafter. See the due dates for each module in the chart below.

You must complete the syllabus quiz by **Monday, August 22<sup>nd</sup> at 11:59 pm.**

All subsequent modules are due on **Thursdays at 11:59 pm.**

Please carefully review the schedule for details. **No late work is accepted.**

You are encouraged to work early in the week to give yourself enough time to complete the lectures, reading, and exercises. It is your responsibility to meet these due dates. You must complete each module, including its assessment exercise, before proceeding to the next module.

Exercises vary from multiple-choice quizzes to short essays, to analysis of information found on the Internet.

Students who need to reset an assessment or extend a deadline for a legitimate reason such as hospitalization must contact me in advance of the assignment due date and provide documentation justifying the assessment reset or extension. Exceptions will **not** be made after the due date.

**Be sure to pay close attention to deadlines — NO LATE WORK IS ACCEPTED.**

Module	Topic	Readings	Assessment	Submission Window
0	Syllabus	Syllabus	Syllabus Quiz	August 18 through <b>Monday, August 22, 11:59 pm</b>
1	Introduction: Why Arts Management	Chong, p. 5-9 Reframing Organizations Table 1.1 Byrnes Ch. 1 Byrnes p. 56-61 (skim)	Short answers based on "Slings and Arrows" case study	August 18 through <b>Thursday, August 25, 11:59 pm</b>
2	The Arts and Culture Landscape in the US: Nonprofit and For Profit Structures for the Arts	Hopkins, p. 3-8 Byrnes, Ch. 2 Byrnes, Ch. 3	Quiz	August 18 through <b>Thursday, August 25, 11:59 pm</b>
3	Planning: Mission, Vision, and Values	Carl, "Truthiness in the Politics of Theater" (blog) Byrnes, Ch. 4	Analytical Exercise Optional Blog Post "Introduce Yourself"	August 18 through <b>Thursday, August 25, 11:59 pm</b>
4	Organizational Structure	Lamb, "Attracting 21 <sup>st</sup> Century Arts Audiences" Byrnes, Ch. 5	Organization at Structure Exercise	August 26 through <b>Thursday, September 1, 11:59 pm</b>
5	Finance	Byrnes, Ch. 8 Byrnes, Ch. 9 Pt 3	Quiz Optional Blog Post #1	August 26 through <b>Thursday, September 1, 11:59 pm</b>

6	Budgeting	Byrnes, Ch. 9 Pts 1 & 2	Budget Analysis Exercise	September 2 through <b>Thursday, September 8,</b> 11:59 pm
7	Marketing & Publicity	NAMP, Ch. 1 Byrnes, Ch. 10	Short Essay Optional Blog Post #2	September 2 through <b>Thursday, September 8,</b> 11:59 pm
8	Audience Development and Community Engagement	NAMP Ch. 6 & 7 Borwick, Ch. 5 & 6	Quiz	September 9 through <b>Thursday, September 15,</b> 11:59 pm
9	Personnel and Volunteer Management	Wolfe, "Personnel Policy" Byrnes, Ch. 6	Quiz Optional Blog Post #3	September 9 through <b>Thursday, September 15,</b> 11:59 pm
10	Governance (The Nonprofit Board)	Dreeszen, "Board Development" "The Spirit of Governance" from <i>The Art of Governance</i>	Short Essay	September 16 through <b>Thursday, September 22,</b> 11:59 pm
11	Fundraising and Grant Writing	Byrnes, Ch. 11	Grant Research Exercise Optional Blog Post #4	September 16 through <b>Thursday, September 22,</b> 11:59 pm
12	Facilities, Management, and Box Office	Brown, "Set in Stone" Conte & Langley, "Box Office..."	Case Study Analyses	September 23 through <b>Thursday, September 29,</b> 11:59 pm
13	Arts Management, Advocacy, and Policy	AFTA "Advocacy and Policy" webpage Bradford, "National Arts Policy"	Arts Policy in the News Optional Blog Post #5	September 23 through <b>Thursday, September 29,</b> 11:59 pm
14	Evaluation and Assessment in the Arts	"Public Art: A Guide to Evaluation"	Quiz	September 30 through <b>Thursday, October 6,</b> 11:59 pm
15	Management Theory and Leadership Styles; Why Arts Management	Byrnes, Ch. 7	Short Essay	September 30 through <b>Thursday, October 6,</b> 11:59 pm



## Policies and Procedures

### Attendance Policy (see: <https://provost.asu.edu/fall-2021-learning-expectations> for additional language)

As an entirely online courses, no physical attendance is required for this class. Nonetheless, the University's attendance policies appear below.

Attendance and participation in class activities is an essential part of the learning process, and students are expected to attend class regularly. Some absences are, however, unavoidable. Excused absences for classes will be given without penalty to the grade in the case of (1) a university-sanctioned event [ACD 304-02]; (2) religious holidays [ACD 304-04; a list can be found here <https://eoss.asu.edu/cora/holidays> ]; (3) work performed in the line-of-duty according [SSM 201-18]; and (4) illness, quarantine or self-isolation related to illness as documented by a health professional.

Anticipated absences for university-sanctioned events, religious holidays, or line-of-duty activity should be communicated to the instructor by **[indicate the means of communication]** at least **[X days]** before the expected absence.

Absences for illness, quarantine or self-isolation related to illness should be documented by a health professional and communicated to the instructor as soon as possible by **[indicate the means of communication]**.

Excused absences do not relieve students from responsibility for any part of the course work required during the period of absence. Faculty will provide accommodations that may include participation in classes remotely, access to recordings of class activities, and make-up work.

Excused absences related to religious observances/practices in accord with [ACD 304-04](#), "Accommodation for Religious Practices." Students may be excused for the observance of religious holidays. Students should notify the instructor at the beginning of the semester about the need to be absent from class due to religious observances. Students will be responsible for materials covered during their absence and should consult with the instructor to arrange reasonable accommodation for missed exams or other required assignments.

Excused absences related to university sanctioned activities in accord with [ACD 304-02](#), "Missed Classes Due to University-Sanctioned Activities." Students required to miss classes due to university sanctioned activities will not be counted absent. However, absence from class or examinations due to university-sanctioned activities does not relieve students from responsibility for any part of the course work required during the period of the absence. Students should inform the instructor early in the semester of upcoming scheduled absences and immediately upon learning of unscheduled required class absences. Reasonable accommodation to make up missed exams or other required assignments will be made. Consult the instructor BEFORE the absence to arrange for this accommodation.

#### Line-of-duty absence and missed assignment policy

A student who is a member of the National Guard, Reserve, or other U.S. Armed Forces branch who misses classes, assignments or examinations due to line-of-duty responsibilities shall have the opportunity to make up the coursework in accordance with [SSM 201-18 Accommodating Active Duty Military Personnel](#). This accommodation also applies to spouses who are the guardian of minor children during line-of-duty activities. This policy does not excuse students from course responsibilities during their absence. Students should first notify the Pat Tillman Veterans Center of their activation and then the instructor to discuss options.

## Instructor Absence Policy

Students should wait for an absent instructor 15 minutes in class sessions of 90 minutes or less, and 30 minutes for those lasting more than 90 minutes, unless directed otherwise by someone from the academic unit.

## Academic Integrity and Student Honor Code

The ASU student honor code affirms the commitment of ASU to uphold the values, principles, and ethics of academic integrity. All students are expected follow the code which states,

*“We, the students of Arizona State University, have adopted this code as an affirmation of our commitment to academic integrity and our participation in ethical education. We embrace the duty to uphold ASU’s Honor Code, and in light of that duty, We promise to refrain from academic dishonesty. We pledge to act with integrity and honesty to promote these values among our peers. We agree to always abide by the Sun Devil Way and uphold the values of the New American University.”*

Every student is expected to produce his/her original, independent work. Any student whose work indicates a violation of the ASU Academic Integrity Policy including cheating, plagiarism, and dishonesty will be subject to disciplinary action. Plagiarism is defined as deliberately passing off someone else’s words or ideas as your own. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Arizona State University and the Herberger Institute for Design and the Arts expect the highest standards of academic integrity from all students. Failure to meet these standards may result in suspension or expulsion from the university or other sanctions as specified in the ASU Student Academic Integrity Policy (<http://provost.asu.edu/academicintegrity>), “[e]ach student must act with honesty and integrity, and must respect the rights of others in carrying out all academic assignments.” This policy also defines academic dishonesty and sets a process for faculty members and colleges to sanction dishonesty. Violations of this policy fall into five broad areas that include but are not limited to:

- Cheating on an academic evaluation or assignments
- Plagiarizing
- Academic deceit, such as fabricating data or information
- Aiding Academic Integrity Policy violations and inappropriately collaborating
- Falsifying academic records

I sanction any incidents of academic dishonesty in my courses using University and HIDA guidelines. Should you have any question about whether or not something falls subject to this clause, feel free to contact me or review the university policy on academic integrity at the above link. Per ASU policy, a student may not avoid the consequences of academic dishonesty by withdrawing from a course, and may be placed back in the course in order to face sanctions resulting from academic integrity violations. You are responsible for abiding by this policy.

## Student Learning Community Conduct

ASU adheres to a university-wide Student Code of Conduct. The philosophy behind this policy states, The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. You are expected to treat your instructor and your fellow classmates with respect and kindness. In all correspondence and in Discussion Board postings, you should show

respect for the viewpoints of others who may disagree with you or see things from a different perspective. Criticizing, ridiculing, insulting, or belittling others will not be accepted. Keep in mind that electronic communications do not have the advantage of nonverbal cues that are so much a part of interpersonal communication. Humor or satire can sometimes be misinterpreted in strictly electronic communication forums. In addition, all students should be aware of their [Rights and Responsibilities](#) at Arizona State University.

## Copyright

Students must refrain from uploading to any course shell, discussion board, or website used by the course instructor or other course forum, material that is not the student's original work, unless the students first comply with all applicable copyright laws; faculty members reserve the right to delete materials on the grounds of suspected copyright infringement. The course content, including lectures and other handouts, is copyrighted material. Students may not share outside the class, upload, sell, or distribute course content or notes taken during the conduct of the course (see [ACD 304-06](#), "Commercial Note Taking Services" for more information). THIS CONTENT IS PROTECTED AND MAY NOT BE SHARED, UPLOADED, SOLD, OR DISTRIBUTED.

## Statement on ASU's Community of Care standards

The Herberger Institute for Design and the Arts complies with the spirit and the letter of ASU's community of care standards with regard to social distancing, masking, and student, faculty, and staff safety and well being. <https://eoss.asu.edu/communityofcare>

## Threatening or disruptive behavior

Self-discipline and a respect for the rights of others in the classroom or studio and university community are necessary for a conducive learning and teaching environment. Threatening or violent behavior will result in the administrative withdrawal of the student from the class. Disruptive behavior may result in the removal of the student from the class. Threatening, violent, or disruptive behavior will not be tolerated in this class, and will be handled in accordance with ASU policy (SSM 104-02). For more information please visit:

<https://eoss.asu.edu/dos/srr/PoliciesAndProcedures> and <https://eoss.asu.edu/dos/safety/ThreateningBehavior>.

## Withdrawal

If you are unable to complete the course, it is your responsibility to arrange for withdrawal from the class. You will not be automatically withdrawn and unless you are officially withdrawn from the course you will receive a final grade based upon the total points you have earned for the semester. Students are required to pay all tuition and fees for any registered course unless enrollment is officially cancelled during the 100% refund period. Please visit the Academic Calendar to review the withdrawal deadlines for this semester. For more information on Drop/Add and Withdrawal visit <https://students.asu.edu/drop-add>

## Special Accommodations

Your instructor will make any reasonable adaptations for limitations due to any disability documented with the Student Accessibility and Inclusive Learning Services (SAILS), including learning disabilities. Please contact the instructor during office hours or by appointment to discuss any special needs you may have. You must contact the SAILS to process the paperwork for special course accommodations. To request academic accommodations due to a disability, please contact the SAILS (<https://eoss.asu.edu/drc>); Phone (480) 965-1234; TDD (480) 965-9000). Students who feel they will need disability accommodations in this class but have not registered SAILS should contact SAILS immediately. Students should contact the Center on the campus that your class is being held. Campus-specific [location and contact information](#) can be found on the SAILS website. SAILS offices are open 8 a.m. to 5 p.m. Monday – Friday. Check the [above](#) website for eligibility and documentation policies (<https://eoss.asu.edu/drc>). This is a very important step as accommodations may be difficult to make retroactively. If you have a letter from their office indicating that you have a disability which

requires academic accommodations, in order to assure that you receive your accommodations in a timely manner, please present this documentation to me as soon as possible so that your needs can be addressed effectively.

## **Title IX and Mandated Reporter Policy**

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

As a mandated reporter, I am obligated to report any information I become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

## **Policy on Sexual Discrimination**

Policy on sexual discrimination as described in [ACD 401](#), "Prohibition Against Discrimination, Harassment, and Retaliation", including the fact that the instructor is a mandated reporter and therefore obligated to report any information regarding alleged acts of sexual discrimination. Arizona State University is committed to providing an environment free of discrimination, harassment, or retaliation for the entire university community, including all students, faculty members, staff employees, and guests. ASU expressly prohibits discrimination, harassment, and retaliation by employees, students, contractors, or agents of the university based on any protected status: race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, and genetic information.

## **Student Services & Resources**

You will find a list of student resources at <https://eoss.asu.edu/resources>

Resources included are advisement, registration, financial aid, disability services, counseling, tutoring, library, and more.

## **Novel Coronavirus Information and Updates**

You will find information and Frequently Asked Questions here <https://eoss.asu.edu/communityofcare>

You will find Novel Coronavirus updates and announcements here <https://eoss.asu.edu/health/announcements/coronavirus>

## **Non-emergency Student Care process**

If you are concerned for a your own or a fellow student's well-being, please review the information and complete the form at [herbergerinstitute.asu.edu/caring](http://herbergerinstitute.asu.edu/caring) and the HIDA Care Team will reach out. FOR EMERGENCIES CALL 911. (Be prepared with the physical address of the location.)

## **Academic Calendar and Important Dates**

The academic calendar can be found here <https://students.asu.edu/academic-calendar>