Dr. Sandra Bevill

Arkansas State University

Mgmt/Mktg

(870) 972-2810

Email: sbevill@astate.edu

## Education

Ph D, University of Mississippi, 1990.

Major: Student Services/Higher Education

BSE, Bachelor of Science in Education, Arkansas State University.

Major: Business Education

MSE, Master of Science in Education, Arkansas State University.

Major: Business Education

Specialist, Arkansas State University.

**Professional Positions**

**Academic - Post-Secondary**

Professor, Arkansas State University College of Business. (2010 - Present).

Associate Professor, Arkansas State University College of Business. (1995 - 2009).

**Administrative Assignments**

Director, approximately 600 hours spent per year. (1999 - 2011).

## Licensures and Certifications

Certified Corporate Etiquette and International Protocol Consultant, The Protocol School of Washington. (November 11, 2009 - Present).

## Professional Memberships

Arkansas Business Education Association.

Association for Business Communication.

Jonesboro Chamber of Commerce.

National Association of Experiential Education.

National Business Education Association.

Southern Business Education Association.

## Development Activities Attended

Faculty/Professional Development, "Emerging Technologies for Online Education," Sloan-C, San Diego, California. (July 11, 2011 - July 13, 2011).

Seminar, "Corporate Etiquette and International Protocol Consultant Training," The Protocol School of Washington, McClean, VA. (November 6, 2009 - November 10, 2009).

## Awards and Honors

Nominated for Advisor of the Year Award. (2011).

## TEACHING

## Teaching Experience

Arkansas State University

1 course.

1013, Introduction to Business, 6 courses.

2563, Business Communication, 6 courses.

3573, Managerial Communication, 1 course.

ACCT 4783, Accounting Internship, 1 course.

BCOM 2563, Business Communication, 1 course.

CIT 4883, CIT Internship, 1 course.

FIN 4783, Finance/Internship in Bank Mgmt, 1 course.

IB 4283, International Business Internship, 2 courses.

MBA 6703, Management Internship, 1 course.

MGMT 4193, Management Internship, 1 course.

MIS 6703, MIS Internship, 1 course.

MKTG 1013, Introduction to Business, 1 course.

MKTG 4273, Transportation Marketing Internship, 1 course.

MKTG 4283, Marketing Internship, 1 course.

REI 4603, REI Internship, 1 course.

## Directed Student Learning

Dissertation Committee Member, "International Business," Other (Within Arkansas State University).
Advised: Clint Relyea

Dissertation Committee Member, "Missouri School Improvement Plans Under NCLB Act.," Other (Within Arkansas State University). (March 29, 2008).
Advised: Angela Edgar

## Awards and Honors

Award for Innovative and Creative Teaching, Allied Academies. (October 15, 2009).

Arkansas Business Educator of the Year, Arkansas Association of Business Education. (November 1995).

## RESEARCH

## Published Intellectual Contributions

Refereed Journal Articles

McDaniel, K., Bevill, S., McNeely, C. F., Bevill-Watson, D. K. (in press). Assessing students' knowledge of business etiquette for American dining. *To appear in Business Studies Journal*.

Bracy, C., Bevill, S., Roach, T. (2009). Managing the Work of Business Using Google Docs. *Business Education Forum*.

Bevill, S., Dale, L., Glasgow, S., Roach, T., Bracy, C. (2009). Body Adornment: A Comparison of the Attitudes of Business People and Students in Three States. *The Academy of Educational Leadership Journal, 13*(1/2009), 9 pages.

Bevill, S., Glasgow, S. (2009). Motivating At-Risk Students in the Arkansas Delta: An Economic Simulation. *To appear in Journal of Entrepreneurship Education, 12*(Spring 2009), 7 pages.

Bevill, S. (2006). A Communication Scenario: Effectively Communication Online Benefit Systems Practices to Employees. *Business Education Forum, 61*(1).

Bevill, S., Roach, T., Valentine, C. (2005). A Team Project for a Training Program. *Business Education Forum, 59*(4).

Bevill, S., Pizzalatto, A. B. (1996). Business Ethics: A Classroom Priority? *Journal of Business Ethics, 15*(2), pp. 153-159.

Conference Proceedings

Bevill, S., Bracy, C., Hale, G. A. (2008). *Web 2.0: New Web-Based Communication Tools Defined and Explained*. Allied Academies, International Conference.

Bevill, S., Roach, T. D., Bracy, C. (2007). *Well-Prepared Resumes: Have Students Gotten the Message?*. Association for Business Communication, Southwest Regional Conference.

Bevill, S., Dale, L. (2007). *Credit: A Tale of Three States* (2nd ed., vol. 10). Allied Academies International Conference.

Bevill, S., Dale, L., Glasgow, S., Roach, T. (2007). *To Tattoo or Not to Tattoo is the Question* (2nd ed., vol. 10). Academy for Economics and Economic Education/Allied Academies International Conference.

Bracy, C., Bevill, S., Dale, L. R. (2007). *The Northeast Arkansas Experience with the Welfare-to-Work Program* (1st ed., vol. 3, pp. 4). Academy of Governmental and Not-for-Profit Issue Proceedings.

Bevill, S., Relyea, C. (2003). *Building Added Value with International Internships: Perceptions from Students in the Delta*. Southwest Decision Sciences Institute.

Bevill, S., Roach, T., Hale, G. (2002). *Designing and Conducting a High Value, Low Cost Business Etiquette Dinner: One University’s Experience* (pp. pp. 37-40). Association of Business Communication-Southwest Division.

Bevill, S., Hale, G., Roach, T. (2002). *Formatting Business Letters: Who Cares Anymore?* (pp. pp. 7-10). Association of Business Communication-Southwest Division.

Bevill, S., Gray, F. B., Hale, G. (2001). *Business Communication and Continuing Assessment*. Association of Business Communication--Southwest Division.

Bevill, S., Roach, T., McDaniel, J. (2001). *Crisis Communication Training: Just for the Public Relations Staff?* (pp. pp. 27-30). Crisis Communication Training: Just for the Public Relations Staff?.

Bevill, S., Hale, G., Gardner, S. (2001). *E-Communication: What Students Need to Know* (pp. pp. 7-10). Association of Business Communication--Southwest Division.

Bevill, S., Gray, F. B. (2000). *Executive Manners for the New Millennium: Getting Students Prepared* (vol. VII, pp. pp. 374-378). International Academy of Business Disciplines (IABD).

Bevill, S., Gray, F. B. (1999). *Preparing Students for a Global Society: Suggestions for Faculty* (vol. VI, pp. pp. 313-317). International Academy of Business Disciplines (IABD).

Bevill, S., Gray, F. B., Roach, T. (1998). *Students’ Ability to Find and Correct Selected Errors in Written Communication* (pp. pp. 83-85). Association of Business Communication--Southwest Division.

Bevill, S., Gray, F. B., Morgan, P. (1998). *E-mail in the Classroom: Students’ Perceptions* (pp. pp. 11-15). Southeast Association for Business Communication Conference.

Williams, E., Nonis, S., Bevill, S. (1997). *Compulsive Buying: An Alternative Way of Segmenting the Market* (pp. pp. 96-98). Southern Marketing Association Annual Conference.

Bevill, S., Roach, T. (1993). *Evaluation and grading methods of word processing faculty*. Southwest Administrative Services Association Proceedings and Directory.

Roach, T., Bevill, S. (1993). *Handwriting: A hidden employment criterion*. Association for Business Communication Southwest Region.

Bevill, S., Roach, T. (1992). *Are business communication teachers preparing students to face the issue of sexual harassment in the workplace?* (No. 2 ed., vol. Vol. 10). The Association of Management Proceedings Organizational Management.

Journal Articles

Bevill, S., Gray, F. B. (1996). Skills Need for Employment as an Administrative Assistant: A National Survey. *The Delaware Business Journal, XI*, pp. 31-39.

Other

Bracy, C., Bevill, S. (2009). *Multigenerational Workplaces: Tips for Success*. Allied Academies, International Conference.

## Presentations Given

McDaniel, K., Bevill, S., McNeely, C., Watson, D. B., Allied Academies International Conference, "Assessing student's knowledge of business etiquette for American dining," New Orleans, LA. (March 2013).

Bevill, S. (Presenter & Author), McDaniel, K. (Author Only), Roach, T. (Author Only), 2012 International Conference, Las Vegas, "Preparing Students for the Job-Interview Meal," Allied Academies, Las Vegas, Nevada. (October 9, 2012).

Bevill, S. (Presenter & Author), Roach, T. (Author Only), Jim, M. (Author Only), 2012 International Conference New Orleans, "Web 2.0 Tools: How Knowledgeable are Students?," Allied Academies, New Orleans, Louisiana. (April 4, 2012).

Bevill, S. (Author Only), Roach, T. (Presenter & Author), McGinnis, J. (Author Only), Allied Academies' Fall International Conference 2011, "Get Your Head IN the Cloud!," Allied Academies, Las Vegas, NV. (October 14, 2011).

Bracy, C., Bevill, S., Roach, T., Allied Academies International Conference, "The Millennial Generation: Recommendations for Overcoming Teaching Challenges," Allied Academies, Las Vegas, NV. (October 13, 2010).

Bracy, C., Roach, T., Bevill, S., ASSOCIATION FOR BUSINESS COMMUNICATION SOUTHWESTERN UNITED STATES, "The Millennial Generation: Recommendations for Overcoming Teaching Challenges," ABC-SW, Dallas, TX. (March 5, 2010).

Bracy, C. (Presenter & Author), Bevill, S. (Presenter & Author), Allied Academies International Conference, "Multigenerational Workplaces: Tips for Success," Allied Academies, New Orelans. (April 9, 2009).

Bevill, S. (Presenter & Author), Bracy, C. (Presenter & Author), Allied Academies International Conference, "Web 2.0: New Web-Based Communication Tools Defined and Explained," Tunica, Mississippi. (2008).

Bevill, S. (Presenter & Author), Dale, L. (Presenter & Author), Allied Academies International Conference, "College Students Aiding the Welfare-to-Work Program," St. Petersburg, Florida. (2007).

Bevill, S., Dale, L. (Author Only), Allied Academies International Conference, "Teaching Entrepreneurship to At-Risk Students in the Mississippi Delta," St. Petersburg, Florida. (2007).

Roach, T., Bevill, S., McNeely, C., Southern Business Education Association Conference, "Business etiquette and protocol," Franklin, Tennessee. (October 2005).

Bevill, S., Roach, T., Association for Business Communication, Southwest Regional, "Preparing students to manage workplace bullies," Dallas, Texas. (March 2005).

Bevill, S., Roach, T., Bevill, D., Hale, G., Association for Business Communication, Southwest Regional, "Workplace bullying: Are organizations being proactive," Irvine, California. (March 2005).

Bevill, S., Roach, T., "Crisis Management for Business and Education," Association for Career and Technical Education—Region IV, San Antonio, TX. (April 2004).

Bevill, S., Roach, T., Valentine, C., Federation of Business Disciplines, "Business Attire: What is Appropriate in Today’s Business Environment?," Association for Business Communication SW, Orlando, FL. (March 2004).

Bevill, S., Roach, T., Hale, G., Roberts, S., Federation of Business Disciplines, "Office Romance: So Happy Together or Unbreak my Heart?," Association for Business Communication SW. (March 2004).

Bevill, S., Roach, T., Valentine, C., Caldwell, R., Federation of Business Disciplines:, "Managerial Communication Training Program," Association for Business Communication SW, Orlando, FL. (March 2004).

Bevill, S., Relyea, C., Southwest Academy of Decision Sciences, "Building Added Value With International Internships: Perceptions from Students in the Delta," Houston, TX. (2003).

Bevill, S., Roach, T., Association for Business Communication Southeast/Southwest Conference, "Formatting Business Letters: Lessons from the Business World," New Orleans, LA. (March 2003).

Bevill, S., Roach, T., Association for Business Communication, Southwest Regional, "Business attire: What is appropriate in today’s business environment," Orlando, Florida. (March 2002).

Bevill, S., Roach, T., Association for Business Communication, Southwest Regional, "Designing and conducting a high value, low cost business etiquette dinner: One university’s experience," Orlando, Florida. (March 2002).

Bevill, S., Roach, T., Association for Business Communication, Southwest Regional, "Formatting business letters: Who cares anymore?," Orlando, Florida. (March 2002).

Roach, T., Bevill, S., Southern Business Education Association, "E-communication is more than business communication," Mobile, Alabama. (October 2001).

Bevill, S., Arkansas Business Education Association conference, "Business Etiquette: If We Don’t Teach Students, Who Will?," Little Rock, AR. (November 2000).

Bevill, S., Gray, F. B., Morgan, P., MidAmerica Education for Business Conference regional conference, "Student Attitudes Regarding E-mail," Jonesboro, AR. (February 1998).

Bevill, S., Gray, F. B., The Association for Business Communication national conference, "Assessing Communication for the Twenty-First Century," Washington, DC. (November 1997).

Roach, T., Bevill, S., Arkansas State FBLA Conference, "Netiquette," Little Rock, Arkansas. (April 1997).

Roach, T., Bevill, S., Arkansas Business Education Association, "Business etiquette teaching module," Little Rock, Arkansas. (November 1996).

Bevill, S., Hale, G., Arkansas Business Education Association conference, "Netiquette," Little Rock, AR. (November 1996).

Bevill, S., Gray, F. B., The Southern Business Education Association conference, "Electronic Media: Results of a National Survey,," Jacksonville, Florida. (October 1996).

Bevill, S., Gray, F. B., SWFAD-Association for Business Communication-SW Region, "Tips for Avoiding Gender Bias in the Classroom and the Workplace," San Antonio, TX. (March 1996).

Roach, T., Bevill, S., Arkansas Business Education Association, "Business etiquette tips and traps for diners, introductions, and conversations," Little Rock, Arkansas. (November 1993).

Roach, T., Bevill, S., Southern Business Education Association, "Sexual harassment: what are we teaching our students?," Baton Rouge, Louisiana. (October 1993).

Roach, T., Bevill, S., Gorecki, E., Arkansas Vocational Association, "Advertising vocational education," North Little Rock, Arkansas. (August 1993).

Roach, T., Bevill, S., Learned forum: Association for Business Communication, Southwest Regional, "Handwriting: A hidden employment criterion," New Orleans, Louisiana. (March 1993).

Roach, T., Bevill, S., Southwest Administrative Services Association, "Are we being fair to our word processing students through the evaluation process?," New Orleans, Louisiana. (March 1993).

Bevill, S., Roach, T., Association for Business Communication, East/Southeast/Canadian conference, "Are business communication instructors addressing the issue of sexual harassment through classroom discussion...and should they?," Alexandria, Virginia. (April 1992).

## Awards and Honors

Distinguished Research Award, Allied Academies. (October 16, 2008).

Distinguished Research Award, Allied Academies. (October 16, 2008).

Distinguised Research Award, Allied Academies. (April 14, 2008).

## Research in Progress

"The Professional Resume"
To determine the most preferred type of traditional resume among today's organizations

"The Value of a CIT Internship Program" (On-Going)

## SERVICE

## Department Service

Updated Business Com online class. (2013).

Committee Member, Grievance Committee. (2012 - 2013).

Committee Member, Search Committee. (2012 - 2013).

Helped advise new students, New Student Orientations. (2003 - 2013).

Attendee, Meeting, PRT. (2005 - 2011).

Welcomes and spoke to potential majors., Undecided Majors Reception. (2009 - 2010).

Spoke on Making Presentations/Oral Comm. subcommittee, Dr. Chang's Strategic Mgmt Class. (October 19, 2010).

Screening Committee for Business Ed/Tech. (2004 - 2005).

Attendee, Meeting, Undergraduate Curriculum Committee. (2000 - 2003).

## College Service

Committee Member, Technology Committee. (2012 - 2013).

Spoke on "How to Make Effective Presentations.", Dr. John Robertson's MAAc Class. (2010 - 2013).

Attendee, Meeting, Goal Assessment subcommittee: Oral Communication. (2009 - 2013).

Attendee, Meeting, Goal Assessment subcommittee: Written Communication. (2009 - 2013).

Presenter, Presented 4 College of Business Etiquette Dinners each year. (1999 - 2013).

Committee Chair, Professional Development Conference. (2010 - 2012).

Welcomes and spoke to prospective students, Admitted Students' Open House. (2010 - 2011).

Attendee, Meeting, Training for Oral Presentations evaluation for Goal Assessment subcommittee. (2010 - 2011).

Attendee, Meeting, Represented CoB at Honors Reception. (March 2011).

Attendee, Meeting, Scholarship and Honors Committee. (2010).

Attendee, Meeting, Executive Committee. (2001 - 2010).

Attendee, Meeting, Planning Committee. (2001 - 2010).

Part of the ASU Delegation, ASU China Experience. (June 4, 2010 - June 14, 2010).

Guest Speaker about Internships and Etiquette, CoB NABA (National Association of Black Accountants) Student Groups. (January 27, 2010).

## University Service

Attendee, Meeting, Academic Calendar Committee. (2011 - 2013).

Guest Speaker, Business Etiquette and Image Management for ASU College of Communications PR Interns. (2009 - 2013).

Guest Speaker, Etiquette Dinner Seminar for ASU Honors Club. (December 2009).

Guest Speaker, Taught Basic Service Etiquette for City Youth Ministries. (2009).

Attendee, Orientation, Admitted Students' Reception. (2007 - 2009).

Two seminars on Business Etiquette, Student Support Services--Nontraditional Students. (2007 - 2009).

Attendee, Meeting, University Enrollment and Academic Policy Committee. (2007 - 2009).

Guest Speaker, Etiquette Dinner Seminar for Professional Career Development Week. (February 2009).

Guest Speaker, "Reaching Your Academic Goals" to the ASU Nontraditional Students. (January 2008).

Attendee, Meeting, Search Committee for Director of Career Services. (2007).

Attendee, Meeting, Academic Advising Committee. (2003 - 2007).

Attendee, Meeting, Search Committee for Director of Office of International Programs. (2005).

## Professional Service

Conducted an Etiquette Seminar over dinner for the students, ASU's Student Support Services Department, State University. (March 8, 2012 - Present).

Created and presented workshop on "Managing Your Professional Image" to :, Chancellor's Ambassadors. (2010 - 2013).

Presented Workshop on Image Management to Paragould Chamber of Commerce Leadership Paragould, Jonesboro, Arkansas. (2008 - 2012).

Presented Image Management workshop to Jonesboro’s Chamber Young Professionals Network Group. (2006 - 2010).

Presented etiquette workshop to the Paragould Chamber of Commerce Youth Leadership held in Paragould. (2008 - 2009).

Presened workshop on Etiquette and Image Management to Leadership Jonesboro Alumni Group of the Jonesboro Chamber of Commerce held in Jonesboro. (June 2007).

Presented workshop on Professional Dress and Etiquette to Jonesboro Chamber Leadership Jonesboro Class. (2006).

## Public Service

Guest Speaker, Camp Enterprise Students. (2007 - 2013).

Board Member, Vocational Advisory Committee for Gosnell Public Schools, Gosnell, Arkansas. (2009 - 2012).