Equity, Diversity and Inclusion in the Workplace

AP/HRM 3450, Section B, Summer 2016 (S1)

Course Syllabus

Last updated: March 1, 2016

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Office Hours: Mondays, 11:30am, unless otherwise noted on the course website

Day/Time: Mondays/Fridays 8:30am-11:15am (TEL 0010)  
Course Website: moodle.yorku.ca

HELLO AND WELCOME TO THE COURSE.

Welcome!

Looking around the classroom, and in our workplaces, it is apparent that we live, learn and work in diverse environments. This diversity brings with it great opportunities as well as significant challenges. During this course will develop basic understanding of the impact of diversity on workplace experiences, employment equity and inclusion. We will learn about the basic theoretical perspectives that inform our understanding of these concepts, and examine diversity and inclusion of specific identity groups.

Please note that participation is a required component of the course – advance preparation and active participation is expected. The course will also include groupwork.

This is an S1 course, which means it is fast paced -- please take this into account in your study plan for the term. You would be well advised to budget time for in-class and on-line participation, as well as time to work with your group outside class. If you have any concern with your performance, or ability to complete the course successfully, please contact Dr. Ophir as soon as possible.

We are all responsible to create and maintain a safe learning environment in the course – inside the classroom, outside the classroom and on-line; All are expected to conduct themselves in a manner that is respectful of others and of themselves.

I look forward to meeting each and every one of you in class.

Ron

Course Learning Objectives

- To develop basic understanding of diversity, inclusion, and employment equity in the workplace, and the opportunities and challenges that a diverse workplace presents.
- To develop basic understanding of the theoretical perspectives which inform our understanding of workplace diversity issues.
- To increase awareness to the experiences of members of non-dominant identity groups in the workplace, including discrimination, differential access and treatment.
- To learn about ways in which individuals and organizations address issues of equity, diversity and inclusion within organizations.

Classroom Environment Principles

Together we will strive to create and maintain a classroom environment that is a safe place for learning and discussion; a place where individual thoughts and ideas are appreciated; a space where personal feelings, beliefs, perspectives and positions are respected.

Check out the “etiquette and expectation” link on the course website.

* Please note that email messages will be attended to as soon as possible, normally within 2 business days during the term.
Materials & Website

REQUIRED COURSE TEXT / READINGS

A Custom Reader for the course is available for purchase at the University Bookstore (ISBN 9780176716264). The reader contains our required readings for the course, which include chapters from three different textbooks. This is the list of chapters assigned, by book, as included in the reader:

- **Bell, Myrtle** (2012). *Diversity in Organizations*, 2nd Edition  
  [six chapters assigned: 1, 2, 4, 9, 10 & 14]
  [four chapters assigned: 4, 5, 7, & 8]
  [two chapters assigned: 4 & 5]

Additional readings and resources will be provided through links on the course website.

WEBSITE & ON-LINE MATERIALS

- The course website is on the York University Moodle platform: [moodle.yorku.ca](http://moodle.yorku.ca)
- The Course Announcements forum will be used to communicate updates to the class. You will receive an e-mail notice (to your preferred email on your Moodle profile) when announcements are posted. Please check your spam folder regularly in case it captures any of the announcements as potential spam.
- On the main page of the course website you will find Module sections (e.g., Module 1), where you will find the listing of required readings, downloadable materials (e.g., PowerPoint slides), links to supplementary materials, any preparation tasks or follow up activities, and more. Preparation tasks may include assignments, materials to bring to class, or short readings/viewing to prepare for class discussion.
- *Slides*: PowerPoint slides that I use in class are made available after class. As you will notice in class, the slides used in class are often interactive and, therefore, these slides will be available for download only after class. When possible or relevant, some materials will be posted prior to class.

Evaluation & weighting of Course

Your course grade will be based on several components:

- **Midterm examination**: 40%  
  (Monday, May 30, 2016, 9:00am)
- **Final Examination**: 35%
- **Participation**: 10%
- **Group Poster Presentation**: 15%

Description of components provided separately below.
Participation

• Discussions and participation are an integral part of this course. Your contributions, alongside those of your peers, will enhance our learning experience. Your active participation is expected.
• Your participation grade will be based on participation in and contributions to a range of in-class and online activities and exercises throughout the term, beginning in our first class meeting. Regular completion of activities and exercises is required for an average participation grade. Higher participation grades will reflect quality contributions, insights, examples and questions that deepen our exploration of the topics discussed.
• Students seeking alternate participation provisions are expected to follow York University policies and guidelines regarding accommodation procedures.
• Evaluation of participation begins in our first class. Students are expected to attend lectures from week 1.
• No make up opportunities will be provided.

Group Poster Presentations

• Groups will be formed in class on May 16, 2016. Students who miss class on that date are responsible to contact Dr. Ophir via e-mail no later than May 18th to be assigned to a group. These groups will work together throughout the term.
• Preparation for the group poster presentation will start immediately after group formation. The poster session, where groups display their work, will take place on the last day of class, on June 20, 2016. All students are expected to attend this poster session.
• Each group will be responsible for identifying an topic for their poster presentation. Expectations will be provided in class. Each group will submit a poster presentation synopsis for approval by May 27, 2016. All submissions and communication with Dr. Ophir will be done using a dedicated on-line submission forum. In-person group meetings with Dr. Ophir will be scheduled as needed.
• Group Deliverables on the day of the poster presentation: poster, handouts (if used), a short group report. The following should be posted to the submission forum on the course website (before class) (1) a short group report; (2) annotated list of links to content used for the poster presentation; (3) any handouts provided. In addition, each group member will complete an Individual Reflection on the group work, to be completed confidentially online no later than the end of the day on June 20. More information about expectations and timelines will be provided separately. The poster grade will be based on content quality and style of delivery, as well as timely submission of the group and individual components. Late submissions will result in significant penalties.
• Note: Groups will work together on other activities in class, and occasionally on-line. These will count towards the individual participation grade, not the group presentation grade.
• Students seeking alternate participation provisions are expected to follow York University policies and guidelines regarding accommodation procedures.
**Midterm Examination**

**Midterm Examination**

- The midterm exam is scheduled in-class on **Monday, May 30, 2016 9:00am (120 minutes)**.
- Students seeking **religious accommodations** or **alternate exam provisions** are expected to follow York University policies and guidelines regarding advance notice and procedures.
- **Coverage**: Content covered before the midterm examination (inclusive of the May 27th class) – this includes readings as well as material presented or discussed in class, on-line, or in special presentations.
- **Format**: The exam will be comprised of two parts (combined worth -- 40% of the course grade):
  - Part A: short questions and definitions (16% of the course grade)
  - Part B: Multiple choice questions (24% of the course grade). To be returned by the drop deadline.
- **Exam policies**: This is a “closed book exam”. Electronic devices and wireless devices (including cell phones) must be turned off during the examination. Paper dictionaries allowed by permission only. Students must present identification as determined by policies posted on the website of the Office of the Registrar.
- Students have missed the midterm exam for medical reasons are expected to submit an Attending Physician's Statement form (**form**) to the main office of the School of HRM within 7 days of the midterm exam. A “Doctor's Note” will not be accepted. Students who missed the midterm exam for medical reasons, and had their completed form approved by the School of HRM, will normally have the weight of their missed midterm examination transferred to the final examination. This final exam will normally be more comprehensive and difficult than the regular final examination, as it covers both the midterm and final examination content in detail.

**Final Examination**

**Final Examination**

- The final exam is will take place during the official exam period of the winter term (June 22-24). Date and time will be published by the Registrar’s Office.
- Students who are unable to write their final examination at the scheduled time and wish to request deferred standing must follow the School of HRM policies in the matter (described below in the next section).
- Students seeking **religious accommodations** or **alternate exam provisions** are expected to follow York University policies and guidelines regarding advance notice and procedures.
- **Coverage and format**: The exam is cumulative. Additional information will be provided in class and posted to the course website in early March.
- **Exam policies**: This is a “closed book exam”. Electronic devices and wireless devices (including cell phones) must be turned off during the examination. Students must present identification as determined by policies posted on the website of the Office of the Registrar.

**School of HRM policy on Deferred Exams** (Final Examination Only)

- Deferred Standing Agreement (DSA) form must be submitted to the School of HRM within 7 days of the Final Exam with supporting documentation as defined in University procedures. The procedure of DSA submission is described on the SHRM website: [http://shrm.laps.yorku.ca/students/deferred-exam-request/](http://shrm.laps.yorku.ca/students/deferred-exam-request/)
- This deferred exam will be closed book, cumulative and will include all subjects/topics of the textbook.
- Deferred exams are not necessarily in the same format as the exam written by your section of the course.
- The format for deferred exams is not released in advance.
- Access to a course website will not be given. Please save your lecture notes / presentation slides.
- School of HRM DSA system: [http://apps.eso.yorku.ca/apps/hrm/deferredexams.nsf](http://apps.eso.yorku.ca/apps/hrm/deferredexams.nsf)
Detailed Schedule

Organization of Course (Module Outline)

See page 7 (updates to be posted to the course website)

Code of Conduct & Expectations

Expectations: In the classroom

- Listen to and respect one another.
- Be seated in class on time, as late arrivals (or early departures...) are very disruptive to the class.
- **Cell phones:** Turn off cell phones and other wireless devices. Please note that students texting during class will be asked to leave the classroom.
- **Food:** If bringing food or drink into the classroom, please respect of allergies and smell sensitivities of other students. Also, no noisy wrappers please.
- **Laptops:** Student wishing to use their laptop/tablet/iPad for note-taking must receive permission from the instructor. Other use of laptops in class is prohibited. Wireless/Wi-Fi connections should be disabled during class time (switch your device to airplane mode).
- Students that do not adhere to these expectations may be asked to leave the classroom.

Expectations: Electronic Communication with Dr. Ophir

- Contacting Dr. Ophir for individual queries, including requests for in-person meetings:
  - Send e-mail message from your yorku.ca account, identify yourself and the topic in the subject line, e.g., "HRM3450 B – question about... (Name, StudentID)".
- Before asking a question: Check the course website / forums for the answer.
- General expectations: Use proper salutations and language; Be polite and respectful.
- Messages that adhere to these correspondence expectations will normally be responded to within two business days (during the term).

Code of Conduct: Relevant University Policies and Information

- University Policy: Student Code of Conduct
  [http://www.yorku.ca/scdr/studentconduct.html](http://www.yorku.ca/scdr/studentconduct.html)
- Senate Policy on Academic Honesty
  Academic Integrity for Students
  [http://www.yorku.ca/acadinte/students/](http://www.yorku.ca/acadinte/students/)
  Academic Integrity On-Line Tutorial
  [http://www.yorku.ca/tutorial/academic_integrity/](http://www.yorku.ca/tutorial/academic_integrity/)
- University Policy: Sexual Harassment
- University Policy: Hate Propaganda Guidelines
- Guidelines for Users of Computing and Information Technology Facilities
Important Notes & Course Policies

IMPORTANT NOTES

- **Sooner rather than later...** Are you concerned with your performance in the course? Are you re-taking the course and want to do better this time? I encourage you to meet with me to discuss any issues as soon as possible. The earlier we meet, the more time we have to find solutions.

- **Alternate and religious accommodations:** Students seeking religious accommodations or alternate exam provisions are expected to follow York University policies and guidelines regarding advance notice and procedures. I encourage you to arrange for these provisions as soon as possible.

- **Getting support when you need it:** Visit the following sites for various information resources that are available to you (academic and non-academic):
  - SPARK (Student Paper and Academic Research Kit): [http://www.yorku.ca/spark/](http://www.yorku.ca/spark/)
  - Writing support & resources: [http://www.yorku.ca/laps/writ/](http://www.yorku.ca/laps/writ/)
  - Counselling and Disability Services: [http://www.yorku.ca/cds/](http://www.yorku.ca/cds/)
  - Additional links: [http://laps.yorku.ca/student-resources/](http://laps.yorku.ca/student-resources/)

- **About course registration:** Please contact the main office of the School of HRM with any registration and course access requests (Atkinson 150, [http://shrm.laps.yorku.ca/](http://shrm.laps.yorku.ca/)). If you are trying to enroll in the course, but the course is full, the best strategy to enroll is to visit the online course registration system regularly until space becomes available. **All students are expected to attend the first lecture.**

- **About participation:** The participation component of this course is 10%, includes in-class participation and occasional on-line submissions though the course website (evaluated also for quality). Class attendance and on-going preparation are expected starting from the first lecture.

COURSE POLICIES

- Code of Conduct and Expectations: see page 5.
- Examination-specific polices: see pages 4.
- Timeliness: Classes will begin on time (8:30am) and will normally end by 11:15am, with one 10-15 minute break. Students are expected to be seated in class **on time**, and remain in class for the duration of the class meeting. Please be considerate of other students, as walking in and out of the room during class causes disruption.
- Food, Cell phones, iPads, tablets, laptops, …: see page 5.
# Course Outline By Week

**AP/ HRM 3450, Section B, Summer 2016 (S1)**

Note: Please note that this outline will be modified during the course (dates/readings). Updates and presentation dates will be posted on the course website and communicated via e-mail.

## Module 1: Introduction to Diversity

### May 9
- Basic terminology: Diversity? Inclusion? Employment Equity?
- Why do we care about EDI issues in the workplace?
- Course expectations and logistics.

### May 13
- Categorization and Identity
- Minority Groups / Non-Dominant Groups
- Theoretical perspectives on Diversity

## Module 2: Gender

### May 16
- Groups formed in class; **First group meeting about poster presentation.**

### May 20

### [Victoria Day – no classes May 23]

### May 27
- **Submission of Poster Presentation Synopsis**

### May 30
- **Midterm Examination** (during class time – rooms TBA): 9:00am (120 minutes)

## Module 3: Ability

### June 3

### June 6
- **Draft content of Poster Presentations due**

## Module 4: Visible Minorities, Race, Ethnicity

### June 10

### June 13

## Module 5: Aboriginal Peoples

### June 17

## Conclusion

### June 20
- **Poster Presentations Session (posters due)**

## Final Examination Period: June 22-24, 2016

Final Examination date and time TBA by Registrar’s Office