Syllabus – Spring 2016

Excluding materials for purchase, syllabus information may be subject to change. The most up-to-date syllabus is located within the course in HuskyCT.

Course and Instructor Information

Course Title: Diversity & Inclusion
Credits: 3
Format: Online
Professor: Nicole C. Jones Young

Email: Nicole.Jones@business.uconn.edu
Telephone: (917) 226-2781
Skype: ncjones86
Office Hours: TBD
Availability: During the business week, response to emails should be expected within 24 hours. During weekends and holidays, response to emails should be expected within 48-72 hours.

Course Materials

Required course materials should be obtained before the first day of class.

Required Materials: Harvard Business School case studies

Case Study Course Packet from Harvard Business School includes:
Case Study #1: Diversity at JP Morgan Chase: Right is Good Enough for Me
Case Study #2: Managing Diversity at Spencer Owens & Co.
Case Study #3: Neighborhood Health Clinic (A) & (B)
Case Study Course Packet Link: https://cb.hbsp.harvard.edu/cbmp/access/42853589

All other required reading materials will be provided via HuskyCT.

Optional Materials:

Course Description

The globalization of product, labor, and capital markets has led to significant changes in the demographic composition of the international labor force. This course chronicles and examines the transition that is taking place in the global workforce due to the increased diversity in employees on the basis of personal characteristics such as sex, race/ethnicity, and national origin. This course examines how employers respond to these new workforce realities and how workforce inclusion strategies can contribute to positive outcomes for employers, employees and their families, and other stakeholders.

Learning how to deal with these issues in an open and honest manner will help you further develop your cultural competency, and succeed in the workplace as you encounter various diversity related challenges.

Please note: While we may discuss many controversial or even sensitive issues, the goal is not to make you uncomfortable. Should you experience discomfort during our course please contact me.
Course Objectives

By the end of the semester, students should be able to:

1. Articulate personal attitudes, biases, and perspectives related to diversity in the workplace
2. Determine how membership in a diverse population may impact perspectives
3. Select strategies to manage diversity issues within the workplace
4. Assess larger diversity related societal events and their associated impact to the workplace
5. Determine and select strategies to ensure organizational inclusivity

Course Outline

<table>
<thead>
<tr>
<th>Module</th>
<th>Topic</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Diversity Overview and Understanding your diversity perspective</td>
<td>January 19th-24th</td>
</tr>
<tr>
<td>2</td>
<td>Personal and Social Barriers</td>
<td>January 25th-31st</td>
</tr>
<tr>
<td>3</td>
<td>Communication</td>
<td>February 1st-7th</td>
</tr>
<tr>
<td>4</td>
<td>Understanding the legal landscape</td>
<td>February 8th-14th</td>
</tr>
<tr>
<td>5</td>
<td>The reality is… (Part One)</td>
<td>February 15th-21st</td>
</tr>
<tr>
<td>6</td>
<td>The reality is… (Part Two)</td>
<td>February 22nd-28th</td>
</tr>
<tr>
<td>7</td>
<td>Building an inclusive workplace</td>
<td>February 29th-March 6th</td>
</tr>
</tbody>
</table>

Course Requirements and Grading

Modules always begin on Monday mornings and end on Sunday nights. Each module consists of three segments - Segment A, Segment B and Segment C - and information associated with each segment will be clearly marked in each module.

Summary of Course Grading:
Below is a summary of the point values and due dates associated with each segment for each Module.

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Points*</th>
<th>Due Date / Submit On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Segment A</td>
<td>30</td>
<td>Due at 11:59PM on the Tuesday of that module week</td>
</tr>
<tr>
<td>Segment B</td>
<td>40</td>
<td>Due at 11:59PM on the Thursday of that module week</td>
</tr>
<tr>
<td>Segment C</td>
<td>80</td>
<td>Due at 11:59PM on the Sunday of that module week</td>
</tr>
</tbody>
</table>

*Note: some assignments have sub-parts.

Grading Scale:
Below is the grading scale for this course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>97-100</td>
<td>A+</td>
<td>4.3</td>
</tr>
<tr>
<td>93-96</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-92</td>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>77-79</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>73-76</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>70-72</td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>67-69</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>63-66</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>60-62</td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>&lt;60</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Course Assignment Overviews

Final Assignment (110 points)
This assignment requires you to develop a brochure highlighting the organizational diversity culture of your ideal company. For more details on this assignment please see the Diversity Brochure Description posted on HuskyCT.

Becoming a Minority (80 points)
This assignment requires you to assume the role of a numerical minority in a context based on one or more diversity dimensions. For more details on this assignment please see the Becoming a Minority Description posted on HuskyCT.

Interview with a Classmate (80 points)
This assignment requires you to really get to know one of your classmates and tackle some of the assumptions you both may have had about each other. For more details on this assignment please see the Interview with a Classmate Description posted on HuskyCT.

Case Analysis (80 points each; 3 will be submitted during the course)
Analyzing cases is a great way to see the content covered in the course occurring in actual organizations. We will review three (3) cases during the semester. Details on how to purchase the cases are available on page one of this syllabus. For more details on this assignment please see the Case Analysis Description posted on HuskyCT.

Diversity in the News (40 points each; 4 will be submitted during the course)
Issues of diversity are constantly impacting the workplace; therefore, it is important to remain current. You will be submit four (4) diversity in the news write-ups. With your group, you will select one Diversity in the News article to post to the main class discussion board. Individually, you will comment on the Diversity in the News articles posted by other teams. For more details on this assignment please see the Diversity in the News Description posted on HuskyCT.

Additional assignments
Throughout the course you will be tasked with completing a variety of individual and group assignments. These assignments will vary in content and points depending on the course material and ABC segment of each Module. Please review the directions for each assignment prior to submitting each assignment.

Due Dates and Late Policy
All course due dates are identified in the syllabus and noted for each assignment on HuskyCT. Deadlines are based on Eastern Standard Time; if you are in a different time zone, please adjust your submittal times accordingly. The instructor reserves the right to change dates accordingly as the semester progresses. All changes will be communicated in an appropriate manner.

Late Policy
You are highly encouraged to submit your assignments on time through HuskyCT. To help you with possible scheduling issues, I will have the upcoming Module posted and available. Therefore, if we are working on Module Two you will also have access to the materials for Module Three.

I realize that many of you are working professionals and things do happen at the last minute. If you believe you will need to submit an assignment late please notify me prior to the deadline. I expect this may occur once or even twice during a seven-week course. However, I will employ a “three-strike” rule with regards to lateness. Therefore, submission of late assignments three or more times will result in a 50% deduction of each applicable assignment.

Feedback and Grades
I will make every effort to provide feedback and grades within one week of submission. To keep track of your performance in the course, refer to My Grades in HuskyCT.

Student Responsibilities and Resources
As a member of the University of Connecticut student community, you are held to certain standards and academic policies. In addition, there are numerous resources available to help you succeed in your academic work. Review these important standards, policies and resources, which include:
• The Student Code
  o Academic Integrity
  o Resources on Avoiding Cheating and Plagiarism
• Copyrighted Materials
• Netiquette and Communication
• Adding or Dropping a Course
• Academic Calendar
• Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships
• Sexual Assault Reporting Policy

Students with Disabilities

Students needing special accommodations should work with the University's Center for Students with Disabilities (CSD). You may contact CSD by calling (860) 486-2020 or by emailing csd@uconn.edu. If your request for accommodation is approved, CSD will send an accommodation letter directly to your instructor(s) so that special arrangements can be made. (Note: Student requests for accommodation must be filed each semester.)

Blackboard measures and evaluates accessibility using two sets of standards: the WCAG 2.0 standards issued by the World Wide Web Consortium (W3C) and Section 508 of the Rehabilitation Act issued in the United States federal government." (Retrieved March 24, 2013 from Blackboard's website)

Software Requirements and Technical Help

The technical requirements for this course include:

- Word processing software
- Adobe Acrobat Reader
- Internet access

This course is completely facilitated online using the learning management platform, HuskyCT. If you have difficulty accessing HuskyCT, students have access to the in person/live person support options available during regular business hours through HuskyTech. Students also have 24x7 Course Support including access to live chat, phone, and support documents.

Minimum Technical Skills

To be successful in this course, you will need the following technical skills:

- Use electronic mail with attachments.
- Save files in commonly used word processing program formats.
- Copy and paste text, graphics or hyperlinks.
- Work within two or more browser windows simultaneously.
- Open and access PDF files.

University students are expected to demonstrate competency in Computer Technology. Explore the Computer Technology Competencies page for more information.

Evaluation of the Course

Students will be provided an opportunity to evaluate instruction in this course using the University's standard procedures, which are administered by the Office of Institutional Research and Effectiveness (OIRE).

Additional informal formative surveys may also be administered within the course as an optional evaluation tool.