



DIVERSITY IN THE WORKPLACE MGMT-234

Fall 2018 Section 40614 3 Credits 08/23/2018 to 12/17/2018

Modified 09/13/2018

🕒 Meeting Times

Thursdays from 12:10 pm - 3:00 pm

August 23rd through December 13th

Gannon Building (GB) 1232

👤 Contact Information

Adjunct Instructor: Dr. Marian T. Mety DBA, MSM, BA

Email: metym.star@lcc.edu (mailto:metym.star@lcc.edu)

Phone: 586-350-6803

My office hours are from 11:00 am - 12:00 pm every Thursday before class. You can also reach me by phone on weekdays after 5 pm and on weekends after 3pm.

📖 Description

This course explores cultural, gender/sexual, physical, and other minority experiences in the workplace and in the world. The management of human resources will be examined from a domestic and global perspective. Emphasis is on helping the majority group and the minority group become aware of the other's opinions, feelings, and perspectives. Instruction takes an experiential, awareness training approach. (F,Sp,Su)

Requisites

Prerequisite: Reading Level 5 and Writing Level 6

Contact Hours

Lecture	48	Lab	0	Other	0	Total Hrs	48
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🎓 Student Learning Outcomes

Upon successful completion of this course, students should be able to:

1. Describe and analyze the ways in which societies and/or world civilizations establish socio-cultural order and the effects of these on individuals and the societies and/or world civilizations.
 - a. Students will describe and analyze the conceptual frameworks of diversity, inclusion, and exclusion
 - b. Students will describe and analyze social-psychological perspectives of workplace diversity including examinations of:
 - i. Stereotypes, prejudice, and discrimination
 - ii. Equity and inequity
 - iii. Equality and Inequality
 - iv. Dehumanization and oppression
 - v. Employment-related discrimination
2. Describe and analyze how major ideologies within societies and/or world civilizations have resulted in peaceful and/or violent solutions to conflicts.
 - a. Students will describe and analyze local, state, Federal discrimination laws and International human

- rights policies.
- b. Understand global demographic and socio-economic trends
- 3. Describe and analyze how different societies and/or world civilizations have searched for truth, justice, and an understanding of what it means to be human.
- 4. Describe and analyze how major ideas, issues, values, and institutions in societies and/or world civilizations have shaped cultures and the effects these have on individuals.
- 5. Describe, analyze, and examine the impact of the inclusion and/or exclusion of diverse perspectives of gender and ethnicity by societies and/or world civilizations.
 - a. Specifically, students will describe, analyze, and examine opinions, feelings, and effects of majority and minority ethnic, racial, gender, and religious groups' view of life and their impact on the other groups through in-class discussions, case studies, guest speakers, and/or other facilitated activities.
- 6. Identify, describe, and analyze approaches of the management of human resources and the implementation of inclusive leadership practices and policies in the organization.
- 7. Understand specific tools/skills useful in managing diversity including:
 - a. multicultural skills and cultural awareness
 - b. recognizing personal ethnocentricity
 - c. differentiating stereotypes, myths, and facts about other cultures
 - d. interaction skills that facilitate workplace communication
 - e. approaches to conflict resolution
 - f. cross-cultural communication concepts in the global workplace
- 8. Share opinions, perceptions, ideas and reflections with others through required writings, discussion, and class participation
- 9. Explore personal perceptions of cultural behaviors, worldview, and values through self-exploration and self-assessment tools used inside and outside the class

Materials

Diversity in Organizations

Author: Myrtle Bell

Publisher: Cengage Learning

Edition: 3rd 2017

ISBN: 978-1-305-57696-4

Availability: MBS Bookstore or Cengage.com

Course Link URL: <https://www.cengage.com/dashboard/#/course-confirmation/MTPPL9KPT05H/initial-course-confirmation>

Course Key: MTPP-L9KP-T05H

✓ Evaluation

Type	Weight	Topic	Notes
In-Class Activities	20%	Varies	10 current event activities @20 points each = 200 Points
Interview Presentation	15%	Diversity	150 points
Paper	25%	Diversity and Inclusion Plan & Presentation	Inclusive Diversity Plan paper: 200 points Inclusive Diversity Plan presentation: 50 points

Exams	30%	Exams	300 points = (3 exams @ 100 points each)
Final Exam	10%	Final Exam	100 points
Total	100%		1,000 Points

Criteria

Release form/health form used.

Type	Weight	Topic	Notes
Class Activities	20%	Varies	
Exams or Tests	30%	Readings, lecture, etc.	
Final Exam	10%	Readings, lecture, etc	
Final Paper	20%	Diversity and Inclusion Plan	
Final Presentation	5%	Based on your paper	
Interview Presentation	15%	Diversity	
Total	100%		

Breakdown

College Standard	
College Grading Standards	Recommended Guidelines for Student Grades
4.0 --- Excellent	4.0 --- 91 - 100%
3.5 --- -----	3.5 --- 86 - 90%
3.0 --- Good	3.0 --- 81 - 85%
2.5 --- -----	2.5 --- 76 - 80%
2.0 --- Satisfactory	2.0 --- 71 - 75%
1.5 --- -----	1.5 --- 66 - 70%
1.0 --- Poor	1.0 --- 60 - 65%
0.0 --- -----	0.0 --- 0 - 59%

⚙ Course Policies

Student Responsibilities

- You are expected to adhere to the following course practices:
 - take responsibility for your own learning experiences
 - communicate with the instructor in a timely manner regarding any extenuating circumstances that will interfere with your participation in and/or the completion of your assignments
 - come to class prepared by completing the all assignments and being prepared to discuss them with your peers
 - use correct grammar, vocabulary, spelling, punctuation, and sentence structure in all written assignments. APA format is to be followed. Errors will cause you to lose points in this area.

Classroom Behavior

- **Classroom behavior** that interferes with the instructional process is not tolerated. The consequences are addressed in the College Catalog under **Administrative Withdrawal** (http://www.lcc.edu/catalog/policies_procedures/registration.aspx#withdrawal). (http://www.lcc.edu/catalog/policies_procedures/registration.aspx#withdrawal)
- The instructor can drop the student from the course for disruptive classroom behavior.

Class Attendance/Participation

Class attendance and participation are essential to student success. Class rosters will be updated by the end of the second week of the semester (50% refund period) to accurately reflect student enrollment in this course. Students who have not attended by the end of week two will be administratively dropped and responsible for any required tuition and fee charges. This policy only applies to 16-week (full semester), first 12-week, and first 8-week sections.

- In the course of the semester, any student who misses four weeks of assignments (consecutive or non-consecutive) without an excused absence from the instructor may be dropped for non-attendance, **regardless of financial aid status.**

Student Academic Integrity

- The very nature of higher education requires that students adhere to accepted standards of **academic integrity**. Therefore, Lansing Community College has adopted a statement of **“Student Rights, Responsibilities, and Conduct.”** These may be found in the College Catalog: (http://lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx) (http://lcc.edu/catalog/policies_procedures/studentrulesguidelines.aspx)
- The violations of academic integrity listed and defined are **cheating and plagiarism**. It is the student’s responsibility to be aware of behaviors that constitute **academic dishonesty**.
- Students caught cheating or plagiarizing will receive a zero on the exam/activity/assignment and will not be able to retake, retry, or resubmit their work
- **The instructor may drop the student from the course with a failing grade for cheating or plagiarizing**

Late Assignment Policy

- You are expected to complete all assignments by the due date on the syllabus and class schedule.
- **Any work submitted beyond the due date is subject to the following point reduction:**
 - **One day late - 5% reduction**
 - **Two days late - 10% reduction**
 - **Three days late - 20% reduction.**
 - **No credit will be given for material submitted four days beyond the due date without prior authorization.**
 - The Assignment Links will disappear at 11:59 pm on the 4th day
- **NOTE: You will not receive credit for assignments submitted to the wrong assignment links. The assignments must be submitted to the proper links prior to the deadlines.**

Make-up Work

- Unless previously arranged with the instructor, there will be no make-up tests/exams nor any make-up for class assignments Make-up activities must be prearranged with the instructor (before you are absent).
- Requirements for particular assignments will be explained by the instructor and outlined in a separate document or rubric.

Extra Credit

Extra credit is NOT available in this course.

Electronic Gradebook

I will NOT accept assignments that are emailed or handed to me in person. Please submit all assignments to the appropriate links as provided in ***D2L*** to ensure that they are graded properly.

Other

Institutional Policies

Transfer Potential

For transfer information, please consult the LCC Transfer website (<https://internal.lcc.edu/transfer/>).

The Michigan Transfer Agreement (MTA) and the MACRAO Transfer Agreement simplify the transfer of students from one Michigan institution to another. MACRAO will be replaced by the MTA which is effective for students entering Fall 2014 or later. Students who started prior to Fall 2014 will be able to complete the MACRAO Transfer Agreement through Summer 2019, or they may complete the MTA requirements. For the most current information, see the LCC MTA website (<https://internal.lcc.edu/transfer/mta.aspx>) or MACRAO webpage (https://internal.lcc.edu/transfer/macrao_agreement.aspx).

For additional transfer information contact the Academic Advising Center in the Gannon Building - Star Zone, (517) 483-1904.

Disability Statement

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the Center for Student Access, Gannon Building, Star Zone - Campus Resources, via the Center for Student Access website (<https://internal.lcc.edu/accessibility/>), or by calling (517) 483-1924 [TTY (517) 483-1207] as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Student Code of Conduct and General Rules and Guidelines

LCC supports a positive educational environment that will benefit student success. In order to ensure this vision, the College has established the LCC Student Code of Conduct and the Student General Rules and Guidelines to ensure the protection of student rights and the health and safety of the College community, as well as to support the efficient operation of College programs. In addition, the College has established guidelines for the redress of grievances by individuals accused in such proceedings. A copy of the most current Code can be found on the College's policy and procedure website (<https://www.lcc.edu/learning/policies-procedures/student-general.html#generalRules>).

It is the responsibility of the student to be familiar with, and abide by, the Student Code of Conduct, as well as the General Rules and Guidelines. Furthermore, the instructor may establish reasonable guidelines within the classroom environment. Violations of the Student Code may be reported to the Office of Student Compliance.

Enrollment Verification

Class attendance and participation are essential to student success. Instructors will update class rosters by the 8th day after the start date of sections less than 8 weeks long, and by the 15th day after the start date of sections 8 weeks or longer to accurately reflect student enrollment in each course. Students who have not attended by these dates may be administratively dropped and responsible for any required tuition and fee charges.

Academic Success Coaches

At Lansing Community College, student success is our top priority. Our Academic Success Coaches mentor students to help them meet their educational, personal and career goals. LCC faculty or staff may refer you to an Academic Success Coach if they recognize that mentoring or assistance may be helpful to you. Please monitor your LCC email for referral notifications. Your participation in academic success coaching is voluntary.

In addition, we encourage you to contact an Academic Success Coach on your own if you need help, guidance or assistance to reach your goals. To contact an Academic Success Coach, call (517) 483-1422 or visit the Academic Success Coaching Team website (<https://www.lcc.edu/admissions-financial-aid/get-started/success-coaches.html/>) for more information.

Additional Items

Course Practices

- A. You are expected to take responsibility for your own learning experiences in this class.
- B. You are expected to communicate with the instructor in a timely manner regarding any extenuating circumstances that will interfere with your participation in and/or the completion of your assignments for this class.
- C. You are expected to come to class prepared by completing the reading assignments and being able to discuss them.
- D. You are expected to use correct grammar, vocabulary spelling, punctuation, and sentence structure in all written assignments. Errors may be penalized in grading.
- E. You are expected to complete the assignment required in the class by the dates on which they are due as outlined by the instructor, the syllabus, and the class schedule.
- F. Late assignments may be penalized up to and including non-acceptance which would result in a grade of 0% for that particular assignment.

Schedule

When	Topic	Notes
Week 1 08/23/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Review of course structure and assignments. Chapter 1 - Introduction Read Syllabus
Week 2 08/30/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 2 - Theories and Thinking About Diversity Class activity - Current Events Paper - 20 points Cannot be made up if absent Read Mor Barak Article
Week 3 09/06/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 3 - Legislation Class activity - Current Events Paper - 20 points Cannot be made up if absent
Week 4 09/13/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 4 - Blacks/African Americans Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 5 09/20/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Exam 1 - Chapters 1 - 4 Chapter 5 - Latinos/Hispanics
Week 6 09/27/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 6 - Asians/Asian Americans Class Activity - Current Events Paper - 20 points Cannot be made up if absent

When	Topic	Notes
Week 7 10/04/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 7 - Whites/Caucasians Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 8 10/11/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 8 - Native Americans and Multi-Racial Group Members Class Activity - Current Events Paper - 20 points
Week 9 10/18/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Exam 2 - Chapters 5 - 8 - 100 points Chapter 9 - Sex and Gender Chapter 11 - Sexual Orientation and Gender Identity
Week 10 10/25/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 10 - Work and Family Interview Assignment Due - 150 points Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 11 11/01/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 12 - Religion Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 12 11/08/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Exam 3 - Chapters 9-12 - 100 points Chapter 13 - Age
Week 13 11/15/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 14 - Physical and Mental Ability Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 14 11/29/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 15 - Weight and Appearance Class Activity - Current Events Paper - 20 points Cannot be made up if absent
Week 15 12/06/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Chapter 16 - Global Diversity Diversity Plan Paper Due - 200 points Diversity Plan Presentation Due - 50 points
Week 16 12/13/2018 12:10 PM - 3:00 PM Gannon Bldg 1232		Final Exam - Chapters 13 - 16 - 100 points