Syllabus

Diversity and Inclusion
Spring 2022 - 37:624:364 Sections 90 and 91

Professors
Anne-Michelle Marsden and Pamela Temple
Send message through the Canvas messaging tool

This course is delivered asynchronously and fully online, taught through the Canvas LMS.

This course offers students the opportunity for deep learning:
- the impact of membership in dominate and non-dominate cultures on an employee’s work experiences.
- how and why stereotyping, prejudice, bias and discrimination continue to be pervasive in the workplace.
- institutional and individual actions that can be applied to promote diversity, equity and inclusion in the workplace.

Learning Objectives
At the conclusion of the course it is expected that students will be able to:

Instructor generated objectives
- Apply critical thinking skills to complex workforce issues associated with human diversity and exclusion/inclusion.
- Communicate new perspectives on social justice, valuing human diversity and developing inclusive workplaces.
- Utilize knowledge and skills gained to assist in creating a more inclusive workplace environment.

Core curriculum objectives (Contemporary Challenges)
Analyze the degree to which forms of human differences and stratifications among social groups shape individual and group experiences of, and perspectives on, contemporary issues. Such differences and stratifications may include race, language, religion, ethnicity, country of origin, gender identity, sexual orientation, economic status, abilities, or other social distinctions and their intersections.

(CCD - 1)

Course Organization
Week 1 - 8  Unit I: Diversity, Equity & Inclusion Issues
Week 9 – 13  Unit II: Dimensions of Diversity

Course Requirements
The course involves:

Reading, Audio/Video Assignments
NOTE: These books can be accessed through the RU library. Students are not required to purchase the books if accessing through the library is acceptable.
Reading
Subtle Acts of Exclusion
Authors: Tiffany Jana and Michael Baran
Can be purchased from multiple locations. Amazon link below.
Access through RU Library:

We Can’t Talk About That at Work!
Author: Mary-Frances Winters
Publisher: Berrett-Koehler Publication Date: April 2017; ISBN: 978-1523094264
Can be purchased from multiple locations. Amazon link below.
https://www.amazon.com/Cant-Talk-about-That-at-Work/dp/1523094265/ref=sr_1_1?dchild=1&keywords=We+Can%27t+Talk+About+That+at+Work&qid=1597690901&s=books&sr=1-1
Access through RU Library:

All other required reading material is uploaded into the course shell or Internet based material is linked to appropriate areas of the course.

Audio/Visual
Students are required to watch Professor Marsden’s content video presentations as well as watch Internet based videos by national diversity and inclusion experts. All audio and video materials are provided through links within the course shell.

<table>
<thead>
<tr>
<th>Item % of Grade</th>
<th>Assignment and Associated Points</th>
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</thead>
<tbody>
<tr>
<td><strong>Discussions</strong> 30%</td>
<td><strong>6 Discussions</strong>&lt;br&gt;Worth 300 points (50 points per forum)&lt;br&gt;Students choose 6 out of 9 available discussions or highest points earned for 6 discussions count</td>
</tr>
<tr>
<td><strong>Course Project</strong> 26%</td>
<td><strong>Dimension of Diversity Course Project</strong>&lt;br&gt;PowerPoint Presentation with Notes Pages&lt;br&gt;Worth 260 points</td>
</tr>
<tr>
<td><strong>Writing Assignments</strong> 19%</td>
<td><strong>Writing Assignment 1</strong>&lt;br&gt;Organizational Perspective on Diversity, Equity, Inclusion and Belonging Self-Identities and Difference; American Myths&lt;br&gt;Worth 80 points&lt;br&gt;<strong>Writing Assignment 2</strong>&lt;br&gt;Case Study: Discrimination in JFK Airport&lt;br&gt;Worth 40 points&lt;br&gt;<strong>Writing Assignment 3</strong>&lt;br&gt;How Difference Shapes One’s Experiences and Perspectives in the Workplace</td>
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</table>
Writing Assignment 1
Students are required to exhibit knowledge, engage in self-reflection and critical thought on concepts that involve week 1 – 3 topics.

Assignment Components
A. Investigating the Organizational Perspective on Diversity, Equity, Inclusion and Belonging
B. Self-Identities and Difference; C. American Myths

Due: Week 3

Writing Assignment 2
Case Study: Employment Discrimination in JFK Airport Writing Assignment
Students are expected to associate contents of case study with what they have learned in previous weeks (diversity, inclusion, identity and stereotyping/bias) but also what they have learned week 5 when employment discrimination is presented.

Case Study: Employment Discrimination/Newark Airport Components
Part I – Compelling Components of the Case Study
Part II – Connection to Course Content Weeks 1 -5

Due: Week 5

Applicable to both writing assignment 1 and 2:
- The assignment is shared with learning community members and discussed in a forum.
- Students follow instructions and complete the assignment using a template.
- Grading rubrics are available and should be reviewed before beginning the assignment.

Writing Assignment 3
Diversity, Equity, Inclusion and Belonging
How Difference Shapes One’s Experiences and Perspectives in the Workplace
As a last assignment in the course, students develop an essay that highlights the depth of their learning experience about 1) the impact of difference in the workplace on employees and 2) what they recognize as the most important actions organizational leaders and fellow employees can do to create an inclusive and just workplace.
A grading rubric is used to assess the assignment. Students should review the rubric before completing the assignment. Scores for this assignment are reported as part of the Contemporary Challenges course requirement.

Due: Week 14

Diversity & Inclusion Leadership Portfolio
The portfolio assignments focus on knowledge and skills gained and how knowledge and skills contribute to a student’s ability to thrive and contribute within a diverse workplace. Portfolio activities are associated with course topics. Portfolio activities are grouped into two parts (see below.)

<table>
<thead>
<tr>
<th>Portfolio/Activity</th>
<th>Assignment</th>
<th>Complete</th>
<th>Submit</th>
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<tbody>
<tr>
<td>Portfolio Part I</td>
<td></td>
<td></td>
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<tr>
<td>Activity 1</td>
<td>Week 1 Concepts: Experience and Meaning</td>
<td>Week 1</td>
<td></td>
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<tr>
<td>Activity 2</td>
<td>Reflections on Identity and Difference Issues: Intersectionality, Impact of Difference on Employee Wellbeing</td>
<td>Week 3</td>
<td></td>
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<tr>
<td>Activity 3</td>
<td>Covering and Passing History and Reflections</td>
<td>Week 3</td>
<td></td>
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<tr>
<td>Activity 4</td>
<td>Implicit Association Test Results &amp; Reflections on Bias</td>
<td>Week 4</td>
<td></td>
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<tr>
<td>Portfolio Part I: Activities 1 - 4</td>
<td></td>
<td>Week 6</td>
<td></td>
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<tr>
<td>Portfolio Part II</td>
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<tr>
<td>Activity 5</td>
<td>Reflections on My Perceived Intercultural Competence</td>
<td>Week 7</td>
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<tr>
<td>Activity 6</td>
<td>Skills I Can Use</td>
<td>Week 7</td>
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<tr>
<td>Activity 7</td>
<td>My Diversity and Inclusion Story</td>
<td>Week 8</td>
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<tr>
<td>Portfolio Part II: Activities 5 - 7</td>
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<td>Week 8</td>
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Students follow instructions and complete the assignment using a template. Grading rubrics are available and should be reviewed before beginning the assignment.

Assessment involves whether the student has:
1. grasped the content of required reading and audio/visual assignments.
2. made personal meaning and/or developed new perspectives on course topics.
3. engaged in critical thinking by considering workforce diversity, workplace inclusion, workplace equity considerations, past experiences and opportunities for professional growth.

NOTE: Students may share portions of their portfolio with the professor before submission for review and comment.

Discussions: Learning Community Forums
There are 9 discussions in this course. Students can choose 6 in which to engage or engage in all 9. When students engage in more than the required 6 forums, lowest scores earned throughout the semester are dropped. One grading rubric for all discussions is provided for review. Review grading rubric to earn a high number of points!
*** A student must participate in the forum in which the topic is the dimension of diversity s/he has researched to create a course project.

Why Are Forums Important?
1) Forums require engagement in course material. A more engaged student will retain information and make meaning out of the material being investigated.
2) Students can communicate their insights and thoughts pertaining to a topic, as well as learn from one another in the process.
3) The content of what a student chooses to share within a forum is a means for the professor to identify whether a student comprehends course concepts.

<table>
<thead>
<tr>
<th>Forum#/Week</th>
<th>Topic</th>
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<tbody>
<tr>
<td>#1 / Wk. 2</td>
<td>Perspectives on Contemporary Issues</td>
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<tr>
<td>#2/ Wk. 4</td>
<td>Perspectives on Diversity and Inclusion @ Week 4</td>
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<tr>
<td>#3/ Wk. 6</td>
<td>Discrimination, Employment Protection and the JFK Airport Case Study</td>
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<tr>
<td>#4/ Wk. 7</td>
<td>Addressing Our Biases and Understanding Microaggressions</td>
</tr>
<tr>
<td>#5 / Wk. 9</td>
<td>Appearance Bias</td>
</tr>
<tr>
<td>#6 / Wk. 12</td>
<td>Diversity of Sexual Orientation and Gender Identity</td>
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<tr>
<td>#7/Wk. 12</td>
<td>Diversity of Religion</td>
</tr>
<tr>
<td>#8 / Wk. 13</td>
<td>Diversity of Physical and Mental Abilities</td>
</tr>
<tr>
<td>#9/ Wk. 13</td>
<td>Diversity of Age</td>
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</tbody>
</table>

Due: Discussions open Thursdays and closes Tuesday nights (11:59 pm)
1st Comment by Saturday night (11:59 pm) Forum work cannot be made up.

Course Project
Student teams choose, research and create a PowerPoint presentation on one of four dimensions of diversity: religious diversity, diversity of age, diversity of mental and physical abilities, diversity of sexual orientation and gender identity.

The course project is designed as a team assignment; students can choose to opt out of working in a team. Project requirements are the same whether students work in a team or on their own. Students earn extra credit when working in a team.

The highest quality course projects are shared with one’s learning community and discussed in one of the last 4 forums in the course.

The course project development involves a template and instructions. A grading rubric for the assignment is available and should be reviewed before beginning the assignment.

Students clearly communicate:
- **social justice issues, specifically focused on employment and the workforce**—ongoing societal stereotypes, exclusion, discrimination, and inequities.
- **legal protections**—national and state laws that offer legal remedies for discrimination
- **critical challenges and opportunities in the workplace** – identification of the desires and needs of employees who identify (or are identified by others) with a particular dimension of diversity and who are impacted by multiple identities (intersectionality); institutional and interpersonal actions and behaviors that create a more equitable and/or inclusive environment for the target non-dominant culture employee.

- **an overview of 1 special interest topic associated with the chosen dimension of diversity** that is not addressed in other sections of the project

- **questions about the dimension of diversity for their learning community** to discuss in a scheduled forum

NOTE: Students may share portions of their course project with the professor during the development period for review and comment.

**Due:** Week 10 (Diversity of Sexual Orientation & Gender Identity – AND - Diversity of Religion)
Week 11 (Diversity of Mental and Physical Ability – AND - Diversity of Age)

**Test Yourself Quizzes**
8 Quizzes: Students assess themselves on their knowledge of required reading and audio/video on selected weeks. The short quizzes open for 15 minutes. True false, multiple choice, and multiple answer questions. The quiz is open resource. Students can refer to notes or course material while taking the quiz.

**Due:** Quizzes are assigned during weeks: 1, 2, 4, 5, 6, 8, 12 and 13

**Grading**
Highest number of points a student can earn is 1,000. Points accumulate to determine final percentage grade (percent of 1,000 points.)

<table>
<thead>
<tr>
<th>Outstanding</th>
<th>Very Good</th>
<th>Good</th>
<th>Satisfactory</th>
</tr>
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<tbody>
<tr>
<td>100 – 90% = A</td>
<td>89 – 87% = B+</td>
<td>86 – 80% = B</td>
<td>79 – 77% = C+</td>
</tr>
<tr>
<td>Poor</td>
<td>69 – 60% - D 59% and below - F</td>
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**Policies and Procedures**

The course begins Wednesday of week 1 of the semester. This is an asynchronous course. Each course week opens on Wednesdays.

**Message Checking Policies**

**Messages Sent to Professor’s Canvas Inbox**
Uneless students receive advance notification, your professor will check her Canvas Inbox by 10:00 am ET. This excludes Sundays and Thanksgiving and Spring Break recess. During all other days, if a student sends a comment or question, the instructor will address the contents of the message within 24 hours.

**Messages Sent to Student Canvas Inbox**
It is the responsibility of the student to regularly check for incoming course messages. Messages are always sent through the Canvas messaging system. Students will receive a notification when a new message has been sent to his/her Canvas inbox. Forgetting or being unable to check for messages in one’s Canvas inbox is not an excuse.
A weekly message will be uploaded into the announcements area of the course Wednesday mornings by 10 am Eastern Time. Reviewing the contents is a required activity. Weekly Messages present timely information on course activities/assignments and content.

**Due Dates**

1. It is the student’s responsibility to recognize open, close, first comment and due dates for assignments/assessments. **Use the course calendar** to identify all assignment due dates and graded assignment return dates. An online version of the calendar is available through clicking on the Calendar tab in the navigation bar (red area to the left of the screen in the course shell.) A hard copy of the calendar is also available through the Calendar page under the Course Essentials module.

2. The 1st comment deadline for forums is Saturday, 11:59 pm. All forums lock **11:59 pm Tuesdays**. Learning community forum work cannot be made up.

3. Writing assignments, portfolio parts (there are two) and the course project can be **submitted up to 48 hours late for a penalty of 10% of the worth of the assignment.** (One letter grade deduction.) These assignments are due Tuesday nights. Students are given until 11:59 Thursday to submit late with the penalty. After that day and time, no assignments will be accepted.

4. Quizzes automatically lock on **Tuesdays, 11:59 pm.**

**Extra Credit Options**

Extra credit options are described below. These options are available to all students. **No other extra credit is available at any other time – or - for individual students.**

**Course Project Related Extra Credit**

*Engage in Teamwork When Developing the Course Project*

Students who choose to work in a team to develop a course project will receive **20 extra credit points** at the time course project grading is released.

**Extra Credit Writing Assignment**

*Issues in Gender and Race*

The objective of this assignment is to offer an opportunity for deep learning of certain concepts associated with gender and race. Worth 50 points.

**Due:** Week 14

**Academic Integrity**

*Plagiarism*

One form of an academic integrity violation is plagiarism. Students must understand the forms of plagiarism. Students are provided material titled *Plagiarism: Identifying & Avoiding* in the Course Essentials module and are responsible for the contents of the document.
Plagiarism will not be tolerated in this course. All material taken from another source must offer attribution. No component of a student’s assignment should originate from a past submitted assignment or material downloaded or purchased.

Impact of plagiarism in this course ranges from rewriting the assignment or portion of the assignment; earning limited or no points for the assignment or portion of the assignment. Depending on the extent and form of plagiarism, your professor will contact a Rutgers University Academic Integrity Facilitator. The decision on which action to take is at the discretion of the professor.

Academic Integrity at Rutgers: [http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/](http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers/)

Students with Disabilities
To receive consideration for reasonable accommodations, students with a disability must send their letter of accommodation to me and discuss the needed accommodation(s) as early in the semester as possible. [https://ods.rutgers.edu/](https://ods.rutgers.edu/)

Course Expectations

Self-Empowerment

Use of Technical Tools & Problem Solving
It is each student’s responsibility to learn to maneuver around the course and use course tools. Each student has a wealth of information and support to achieve this goal.

Student Resources
Use a “can do” attitude when getting acclimated to the online learning venue. Attitude about achieving success or solving problems is a key resource.

Resources Available in Course:
Refer to the Course Tools page under the Course Essentials module for written information on commonly used course tools. Course Tools page offers written instructions on:

- Updating Your Profile Information
- Assignment Submission Instructions
- Discussion Instructions

A “Help tab” can be accessed through the navigation bar the left of the screen in the course shell.

Resources Available Outside the Course:
Access to the Canvas help desk by using the phone and email information provided on the 1st page of the syllabus as well as the course home page.

Embrace the Opportunities of Online Learning

Assist in Creating and Fostering an Online Community of Learners
Online learning communities are an important part and a benefit of an online course. Interacting with peers increases a sense of connection and belonging. Interaction during the semester reminds students that they are part of a larger group of individuals who are engaged in the same learning experience.

Beyond basic interaction, the development of a community of learners offers students the opportunity to collaborate. Students work together and assist one another while focusing on a
common goal – successfully gaining knowledge and skills associated with course topics and learning objectives.

The responsibility of creating an online learning community is shared between the professor and the student. The professor develops a course format, activities, and policies that offer the possibility of a community. However, student involvement within their community is a critical component to the community’s success.

When participating in this course it is an expectation that students will:

- Engage in regular and sustained interaction with peers in forum discussions.
- Communicate clearly, authentically, and maintain a **content-oriented focus** within the discussions.
- Intellectually challenge peers by offering comments that invite others to share their thoughts and understanding of course material/course topics when engaged in forum work and developing the course project.
- Serve as a reliable teammate when developing the course project.
- Maintain a positive and respectful attitude when interacting with peers. “Flaming” – where students focus on demeaning a peer instead of constructively offering a differing opinion - has point deducting consequences.

**Recognize Best Practices and Use Them to Achieve Success**

Students are offered specific directions on how to complete each assignment within the course shell as well as within the weekly messages. In addition, specific grading rubrics are published so that students understand how each assignment will be graded. It is expected that students will be attentive to directions and the grading criteria for assignments. *Paying attention is in the student’s best interest.*

It is the student’s responsibility to review best practices/grading rubrics and ask questions prior to submitting an assignment or engaging in forum work.

**Course Content**

Reading/audio/video material is available in the course or in required texts. Below, topics and assignments are listed for each week.

**Unit I**

**Diversity and Inclusion Issues**

**Week 1 Introduction to Diversity, Equity, and Inclusion**

**Topics:**

- Diversity, Inclusion and Belonging; Equity and Equality

**Assignments**

**Due**

- Course Orientation Assignments
  - Attending to Canvas Account Information
  - Poll 1

- Week 1 Quiz (Open into week 2 – throughout drop add period)

**Work on:**
Student Leadership Journey Portfolio Part I: (Due week 6)
ACTIVITY 1: Week 1 Concepts: Experience and Meaning

Week 2 Contemporary Social and Organizational Issues
Topics:
Diversity, Equity, Inclusion, and the COVID-19 Pandemic
Black Americans: Equity and Critical Race Theory
Changing Business Perspective – Or - Business As Usual?
  The Evolution of the Business Case
  Equity, Belonging and Business Value

Assignments
Due
Forum 1: Perspectives on Contemporary Issues
Week 2 Quiz

Work on:
Writing Assignment 1 (Due week 3)
  Investigating the Organizational Perspective on Diversity, Equity, Inclusion and Belonging

Week 3 Identity & Difference
Topics:
Personal and Social Identities
  Salience and Intersectionality
  Privilege and Oppression
  Covering and Passing
Meritocracy, Melting Pot (Assimilation), Colorblind Ideal

Assignments
Due
  Self-Identities and Difference
  American Myths
Submit all of Writing Assignment 1 for grading and upload for learning community review

Work on:
  Student Leadership Journey Portfolio Part I: (Due week 6)
  ACTIVITY 2: Reflections on Identity and Difference Issues
  ACTIVITY 3: Covering and Passing History and Reflections

Week 4 Reactions to Human Difference Part I: Stereotyping, Prejudice and Bias
Topics:
Overview
  Implicit, Explicit Bias and Prejudice; In-Groups and Out Groups
  Stereotypes the Brain and Culture
Assignments

Due
Forum 2: Perspectives on Diversity and Inclusion @ Week 4
   Forum #2 involves reading and discussing contents of Learning Community member's Writing Assignment 1 submissions
Week 3 and 4 Quiz

Work on:
Student Leadership Journey Portfolio Part I: (Due week 6)
ACTIVITY 4: Implicit Association Test Results & Reflections

Week 5 Reactions to Human Difference Part 2: Discrimination
Topics:
Overview: Systemic and Interpersonal Discrimination
Overt Discrimination; Subtle Discrimination - Microaggressions

Assignment
Due
Writing Assignment 2
Case Study: Exclusion and Discrimination at the JFK Airport
Week 5 Quiz

Week 6 Legal Protections
Topics:
Legal Remedies in the US & in New Jersey
How Government Impacts Employment Discrimination Protection

Assignment
Due
Forum 3: Discrimination, Employment Protection, and the JFK Airport Case Study (Writing Assignment 2)
Student Leadership Journey Portfolio Part I (ACTIVITIES 1 – 4)
Week 6 Quiz

Week 7 Skills for a Just and Inclusive Workplace Part I
Topics:
Understanding and Addressing Microaggressions
Cross Cultural Competency: Inclusion Not Tolerance; Applying Empathy

Assignment
Due
Forum 4: Strategies for Becoming More Inclusive

Work on:
**Student Leadership Journey Portfolio Part II** (Due week 8)
ACTIVITY 5 Intercultural Competence

**Week 8 Skills for a Just and Inclusive Workplace Part II**

**Topics:**
Platinum Rule; Communicate About Diversity and Inclusion
Strategies for Becoming More Inclusive and Taking Action
- The Platinum Rule
- Expand Your Understanding of Others; Search for Shared Meaning; Interpret and Bridge Differences
- What Not To Say... And Why; Responding to Bias and Jokes

**Assignment**
**Due**
Student Leadership Journey Portfolio Part II ACTIVITIES 5, 6, 7 Due
ACTIVITY 6 Skills I Can Use
ACTIVITY 7 Your Diversity Story

**Unit II**
**Dimensions of Diversity**

**Week 9 Bias, Belonging and Non-Dominate Culture Appearance**

**Topics:**
Organizational Image Policies: Appearance Based Discrimination (and Intersectionality)
Where Laws Do and Don’t Protect

**Assignment**
**Due**
Forum 5: Appearance Bias
Week 9 Quiz

**Week 10 Course Project Research and Development Week**

**Assignment**
**Due**
COURSE PROJECTS: Sexual Orientation and Gender Identity – AND – Religious Diversity

**Week 11 Race & Gender**

**Topics Race:**
Black at Work; Asian and Latino; Employment Protections

**Topics Gender:**
Conditions for US Women Employees; Impact of Stereotypes and Norms: Women and Men
Wage Gap & Pay Transparency; Paid Family Leave; Employment Protections

**Assignment**
**Due**
COURSE PROJECTS: Diversity of Age - AND – Diversity of Ability

**Week 12 Sexual Orientation and Gender Identity – AND – Religious Diversity**
**Topics:** Diversity of Sexual Orientation & Gender Identity  
Sexual Orientation; Gender Identity; Legal Remedies in the US  
Policies and Practices for Creating a Fair and Inclusive Workplace Environment

**Topics:** Religious Diversity  
Religious Diversity in the Workplace; Legal Remedies in the US  
Working with Religiously Diverse Coworkers

**Assignment**  
**Due**  
Forum 6: Diversity of Sexual Orientation and Gender Identity  
Forum 7: Diversity of Religion  
Week 12 Quiz

**Week 13** Diversity of Physical/Mental Abilities – AND - Diversity of Age  
**Topics:** Diversity of Physical/Mental Abilities  
Physical and Mental Disabilities  
Legal Remedies in the US  
Limitations of the ADA  
Getting Hired

**Topics:** Diversity of Age  
Age Based Classifications and Stereotypes; Challenges and Needs of Millennial and Older Workers  
Age Based Discrimination and Legal Recourse

**Assignment**  
**Due**  
Forum 8: Diversity of Physical and Mental Abilities  
Forum 9: Diversity of Age  
Week 13 Quiz

**Week 14** (Short Week) **Writing Assignment 3**  
**Assignment**  
**Due**  
Writing Assignment 3: Diversity, Equity, Inclusion and Belonging  
How Difference Shapes One’s Experiences and Perspectives in the Workplace  
Extra Credit Assignment: Race and Gender