



Faculty of Liberal Arts and Professional Studies
School of Human Resources Management

AP/HRM3450

EQUITY, DIVERSITY AND INCLUSION IN THE WORKPLACE
WINTER 2021 – SECTION M/N – ABBREVIATED COURSE OUTLINE¹

Hello and Welcome!

SECTION INFORMATION

Course Director:	Guolei (Chris) Zhang
Email:	czha329@yorku.ca
Delivery Mode:	Remote – Zoom meeting room (link to be posted on eclass)
Time:	Section M (Wednesdays 8:30am – 11:30am – Toronto Time) Section N (Mondays 2:30pm – 5:30pm – Toronto Time)
Office Hours:	Check course website
Course Web site:	eclass.yorku.ca
Start Date:	The week of Jan 11, 2021

Technical requirements: A computer with webcam and microphone, stable, higher-speed Internet connection.

COURSE ENVIRONMENT PRINCIPLES

We, together, are striving 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, perspective and positions are respected.

COURSE 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.

PREREQUISITES AND ENROLMENT POLICY

- **Prerequisites:** AP/HRM 2600 3.00.
- **About course registration:** Please direct all registration questions to the main office of the School of Human Resources Management (lapsshrm@yorku.ca). Course Directors (instructors) cannot enroll or approve your enrollment to the course. If the section is full, the best strategy to

enroll in the class is to visit the online course registration system regularly until a space becomes available. Students are expected to keep up with the course submission deadlines regardless of timing of enrolment.

- **Times and deadlines** are in Toronto time. Note that Clock moves forwards one March 14th. For those not in Toronto/GTA time zone, click for time converter (use the checkboxes to show time difference):
<https://www.timeanddate.com/worldclock/converter.html?iso=20200906T040000&p1=250>

COURSE REQUIREMENTS FOR REMOTE LEARNING

- Several platforms will be used in this course (e.g., eClass (moodle), Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another. Please review the course outline and regular updates to the course website to keep up with the schedule, times of synchronous activities, and meeting of deadlines.
- Timed exams will be used in this course, which will be administered through the Learning Management System (e.g. eClass/Moodle). Turnitin (or equivalent) will be used. Students are required to have access to minimum technology requirements to complete examinations. Students will be provided with information about the exam setup and will be expected to be familiar with that setup prior to the exam. Students are expected to ensure that they have a stable and reliable internet connection for the duration of the exam. No extensions will be provided for technical issues.

TECHNICAL REQUIREMENTS & SUPPORT

While we will not be meeting in-person, we will be engaging online and regular submissions will take place online. Please ensure that you have access to a stable, higher-speed Internet connection and an appropriate computer/device that can support your learning. Please note that smartphones/smart devices apps (such as the eClass/Moodle and Zoom apps) may have different/limited functionality compared to their use on a laptop or desktop. A webcam/camera and microphone may be needed for certain communication.

Check out these links for e-learning information and quick help:

- LA&PS Resources: <https://going-digital.laps.yorku.ca/student-resources/>
- York U's Student Guide to eLearning: <http://elearning-guide.apps01.yorku.ca/>
- Technology requirements and FAQs for eClass: <https://lthelp.yorku.ca/95440-student-faq>
- Student Guide to eClass: <https://lthelp.yorku.ca/student-guide-to-moodle>
- Zoom meeting etiquette: <https://lthelp.yorku.ca/94581-zoom/zoom-meeting-etiquette>

Additional computing support:

- Computing for Students Website: <https://student.computing.yorku.ca/>
- UIT laptop borrowing program: <https://laptops.uit.yorku.ca/> (if still available)
- Check your internet connection speed: www.speedtest.net

Disclaimers:

- Zoom is hosted on servers in the U.S. This includes recordings done through Zoom.
- If you have privacy concerns about your data, provide only your first name or a nickname when you

join a session (inform the course director in advance).

- The system is configured in a way that all participants are automatically notified when a session is being recorded. In other words, a session cannot be recorded without you knowing about it.

COMMUNICATION

COURSE ANNOUNCEMENTS: Notices and updates will be posted to the Course Announcements forum on the course website. You will receive an e-mail notice when an announcement is posted (sent to your preferred email on your eClass/Moodle profile).

- a. When responding to an eClass email announcement, please ensure to replace the recipient address with my email (czha329@yorku.ca), or else the message will not be delivered to me.
- b. Please check your spam folder regularly in case it captures any of the announcements made it there.

EMAIL COMMUNICATION: When contacting instructor Chris Zhang via email, please use the prefix HRM3450 M/N for the subject line of your message. Also include in the subject line a brief description of your inquiry. Please remember to identify yourself with your full name and student ID. For example: "HRM3450 M/N – question about chapter __ (YourName, Student ID 123456789). This information would ensure that I know to associate you with the correct course/section and speed up my response to your query.

OFFICE HOURS: An individual/team appointment can also be arranged by email (please send your schedule in that email to facilitate the scheduling). Office hours can be on zoom, Teams, or phone call.

REQUIRED TEXT(S)

Walk a Mile: A Journey Towards Justice and Equity in Canadian Society, 2nd Edition

Cases: Students are responsible for obtaining copies of cases. Cases can be purchased through the Ivey Publishing's website (<https://www.iveycases.com>).

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

Please note: Use of earlier editions of the custom reader or other editions of the chapters from the original textbooks is highly discouraged, as there are significant differences between editions.

COURSE EVALUATION

Your course grade will be based on the following components:

Group Work: 35% (Group presentation, critique and case study)

Midterm: 25% - Sunday, February 28th, 2021 9:00am EDT (Toronto time). Duration 2 hours

Participation: 10%

Final Exam: 30% - During the formal Winter Term examination period. (April 14-28, 2021) TBD

Dates and weighting of the components may change slightly (no later than January 25, 2021). Please mark your calendar now and keep your eyes open for updates on the course website.

MID-TERM EXAM

The mid-term exam is weighted 25% of your final grade. The purpose is to examine your knowledge regarding the course materials and the instructor's lectures.

Date and time: Sunday, February 28th, 2021 9:00am – 11am EDT (Toronto time).

Format & Coverage: This is a timed, online exam. The detailed format will be announced in class and eclass.

Students seeking religious accommodations or alternate exam provisions are expected to follow York University policies and guidelines regarding advance notice and procedures (see pages 6-7).

MIDTERM EXAMINATION CONFLICTS & MISSED MIDTERM EXAMINATIONS

- Any exam conflicts (religious accommodations, YU sports team participation, or overlap with another YU midterm examination) must be communicated by the student via email to the Course Director (instructor) no later than **two (2) weeks (14 days)** before the exam date. Full details about the conflict must be provided (date, time, location, link/URL if available, contact person where applicable (e.g. coach)). In all cases it is the student's responsibility to proactively address the matter with the Course Director and to inquire about the results of their conflict notice/request.
- In line with School of HRM practice, make-up midterm examination dates will not be available. Students who were unable to write the Midterm Examination on its original date for other reasons (e.g., illness) may request approval for an accommodation for the missed Midterm Exam. Requests for consideration must be submitted via to the Course Director **no later than seven (7) days** from the date of the Midterm Exam. Requests must include a statement indicating the reason for the request, providing relevant documentation to support this request. Students who missed the midterm examination and had their request approved, will normally have the weight of their missed midterm examination transferred to the final examination. This final exam will normally be more comprehensive than the regular final examination, as it covers both the midterm and final examination content in detail. When requests are not approved, a grade of zero will be applied to the midterm examination component. In all cases it is the student's responsibility to proactively address the matter with the Course Director and to inquire about the results of their request. Students whose requests are not approved, or those who did not submit a request within the required timeline, will receive a grade of zero on the Midterm.
- General: Please do not include picture attachments, only pdf. Note: As communicated on March 13, 2020, Senate Executive has waived until further notice the requirement for students to submit an Attending Physician's Statement in support of a request for deferred standing or petitions.

Group Work

This course puts great emphasis on group work (35%) since group work is a contemporary work design in the real business world. Accordingly, students will form a group of approximate 5 members (randomly assigned), depending upon the size of the class. Please be advised that each group member is responsible for the group process and dynamics. Instructor will be involved in group issues only if

necessary. In addition, students are not allowed to switch groups after the groups have been finalized. Last 2 sessions will be the group presentations.

Group presentation (20%): The purpose of the group presentation is to help students to develop case analysis and presentation skills. Therefore, all group members are required to do the presentation. Each group will be randomly assigned one of three cases.

There is no required format for the presentations. Clarity and creativity are keys. As you are assigned to a case, your analysis should be **limited** to the case materials. No additional research is necessary nor recommended. By one day prior to your presentation, your group is **required** to give the instructor the outline of your presentation (no required format). Details of group work will be posted on eclass.

Group critique (5%): details will be announced separately on eclass.

Case Study (10%): An important learning outcome is the capability of applying the knowledges, skills and concepts into the practice so as to resolve live cases. By doing so, case study (weighted 10%) is to help students bridge between the class and the real business world. A group approximately of 5 students (randomly assigned and different with group presentation) will complete this assignment by observing and identifying issue (s) related to diversity and inclusion in their life, and come up with solution (s) to address those issues by applying the knowledge learned from the class.

CLASS PARTICIPATION

Class participation is weighted 10% of your final grade. As class participation is essential for learning processes, the outcome of remote learning truly depends upon your participation. **Class participation is not about attendance, but rather your contribution to class discussion.** Specifically, the course puts great emphasis on discussion of the course materials. Class participation is evaluated on a regular basis. The instructor will evaluate students' participation based on quantity and quality. Good quality of participation is one that can stimulate in-depth, meaningful discussion. On the other hand, a repetitive comment or simply summary of the materials would be considered as the modest participation. If students have any difficulty in participating in discussion, they should contact the instructor as soon as possible to discuss how to help them to engage in the class discussion. There are three main components of class participation: Learning objective illustration (2%), lead case discussion (2%), and session on-going participation (6%). All components, except online discussion forum (see below), are evaluated on a 10-point scale. Details will be posted separately on eclass.

FINAL EXAM

Date and time: The exam will take place during the formal examination period (**April 14-28, 2021**) for the semester. Date and time will be published by the Registrar's Office. Expected duration: TBD.

Format and coverage: The final exam will test your understanding and application of course content. This is a timed, online exam. Further information will be provided.

Conflict exams for final exams are handled through the Registrar's Office.

Students seeking religious accommodations or alternate exam provisions are expected to follow York University policies and guidelines regarding advance notice and procedures (see pages 7-8).

DEFERRED FINAL EXAMS

- Deferred standing for the final exam might be granted to students who are unable to write their final examination at the scheduled time or to submit their outstanding course work on the last day of classes.
- Deferred standing requests for final exams in HRM courses should follow the procedure and registration outlined here: <https://shrm.laps.yorku.ca/students/deferred-exam-request/>.
- ALL deferral concerns should be addressed to the main office (lapsshrm@yorku.ca).

Note: As communicated on March 13, 2020, Senate Executive has waived until further notice the requirement for students to submit an Attending Physician's Statement in support of a request for deferred standing or petitions

Weekly schedule and due dates on the course website

RELEVANT UNIVERSITY REGULATIONS

ACADEMIC HONESTY & INTEGRITY

Academic Honesty: Students are reminded to maintain standards of academic integrity to the highest extent possible. Common examples of breaches of academic honesty and integrity include cheating, plagiarism, falsification, and aiding and abetting others in such activities. Please familiarize yourself with the meaning of academic integrity at York by completing the interactive on-line Tutorial for students at: <https://spark.library.yorku.ca/academic-integrity-what-is-academic-integrity/>

Suspected breaches of academic honesty will be investigated and pursued; significant penalties will be applied when a breach has been found to have occurred.

Following these simple rules will help you avoid breaches of academic honesty:

- Complete your work well in advance of the deadline
- Write your entire work yourself (each and every word!) from the ground up
- DO NOT: “consult” others or search online for “ideas”
- DO NOT use tutoring or editing services to prepare your work

The Faculty of Liberal Arts and Professional Studies considers breaches of the Senate Policy on Academic Honesty to be serious matters. As per the Policy, “The Senate Policy on Academic Honesty is an affirmation and clarification for members of the University of the general obligation to maintain the highest standards of academic honesty”. Please familiarize yourself with York’s Senate Policy Academic Honesty: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>

Turnitin: To promote academic integrity in this course, students will normally be required to submit their written work through Turnitin (via the course eClass) for a review of textual similarity and the detection of possible plagiarism. In so doing, students will allow their material to be included as source documents in the Turnitin.com reference database, where they will be used only for the purpose of detecting plagiarism. The terms that apply to the University’s use of the Turnitin service are described on the Turnitin.com website.

SUPPORT

Getting support when you need it: Following is a selection of resources (academic and non-academic):

- LA&PS Student Resources: <https://going-digital.laps.yorku.ca/student-resources/>
- Learning Skills Services: <http://lss.info.yorku.ca/>
- Learning Commons: <http://learningcommons.yorku.ca/>
- Writing Centre: <http://writing-centre.writ.laps.yorku.ca/>
- ESL Open Learning Centre: <http://eslolc.laps.yorku.ca/>
- Student Accessibility Services: <http://accessibility.students.yorku.ca/>
- Student Counselling & Development: <https://counselling.students.yorku.ca>
- Mental Health and Wellness at York: <http://mhw.info.yorku.ca/>
- Sexual Violence Response & Support: <http://thecentre.yorku.ca/>
- Community Safety: <https://safety.yorku.ca/>
- Office of Student Community Relations: <http://oscr.students.yorku.ca/>
- York International: <https://yorkinternational.yorku.ca/> (see special COVID-19 tab)

- My Online Services: <https://myonlineservices.students.yorku.ca/>
 - Manage your Academic Record: <http://myacademicrecord.students.yorku.ca/>
 - Additional LA&PS student resources: <http://laps.yorku.ca/student-resources/>
- For important sessional dates, please refer to: <http://registrar.yorku.ca/enrol/dates/>

Academic Accommodation for Students with Disabilities: Accommodation and support for students with learning, mental health, physical, sensory, or medical disabilities is guided by the principles laid out in [York's Policy on Academic Accommodation for Students with Disabilities](#):

Students who seek such accommodation for their academic studies must be registered with Student Accessibility Services. This office arranges for academic accommodations and provides support to students with documented disabilities on the Keele Campus. Registered students will receive a Letter of Accommodation (LOA), outlining the nature and recommendation of their accommodation. To register with Student Accessibility Services, visit <https://accessibility.students.yorku.ca>.

Once registered with Student Accessibility Services, students are responsible to arrange for their accommodation in advance and in a timely fashion, based on the accommodations suggested in their letter of accommodation. Accommodations provided shall be consistent with the guidelines established in York's policy, preserving the academic integrity of the curriculum and the academic standards of courses and programs.

- Exams, when relevant: If you are registered with Accessibility Services and are seeking alternate exam accommodation (including extra time on a timed online examination), please inform your Course Director ASAP, but no later than three (3) weeks (21 days) before the scheduled examination date. Please attach your LOA (Letter of Accommodation) to the request. If the accommodation is provided through the Alternate Exam office, please follow the timeline and procedures of that office in a timely fashion (<https://altexams.students.yorku.ca/request-an-alternate-exam>). Any requests to reschedule an alternate exam must be submitted promptly to the Course Director (please do not include picture attachments). In all cases it is the student's responsibility to proactively address a missed or alternate exam situation.
- Other components and aspects, when relevant: Please inform the Course Director of your accommodation letter as soon as possible. Please note that sufficient notice is needed so that reasonable steps for accommodation can be discussed.

Accommodations provided shall be consistent with and supportive of the integrity of the curriculum and of the academic standards of programs or courses.

Religious Accommodation: York University is committed to respecting the religious beliefs and practices of all members of the community and making accommodations for observances of special significance to adherents.

Students seeking religious accommodation should pursue their request in timely fashion. For deadlines and additional information on religious accommodation, please visit: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>.

Grading Scheme and Feedback Policy: For more information on the Grading Scheme and Feedback Policy, please visit: <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>

Reappraisals: After course grades have been released, students may, with sufficient academic grounds, request that a final grade in a course be reappraised (which may mean the review of specific pieces of tangible work). Non-academic grounds are not relevant for grade reappraisals; in such cases, students are advised to petition to their home Faculty. Reappraisals of final course grades (including final exams viewing) should be done through the main office of the School of HRM. Tangible work may include written, graphic, digitized, modeled, video recording or audio recording formats, but not oral work. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed.

Services for Mature and Part-time Students: The Atkinson Centre for Mature and Part-time Students (ACMAPS) maintains and strengthens York University's ongoing commitment to welcome and to serve the needs of mature and part-time students. For further information and assistance visit:

<http://acmaps.info.yorku.ca/>