YORK U

UNIVERSITÉ
UNIVERSITY

FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF HUMAN RESOURCES MANAGEMENT

AP/HRM4481 N

EQUITY, DIVERSITY AND INCLUSION IN THE WORKPLACE
WINTER 2021 – GENERAL COURSE OUTLINE[1]

Check the course website throughout the term for details and updates

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WELCOME TO THE ORGANIZATIONAL COMMUNICATION!

Pandemic-times, with remote work arrangements, physical distancing and the use of protective masks have clearly emphasized how much we rely on communication in our work and daily lives, and how much this communication is affected by the conditions of interaction.

We spend time most of our workday communicating, in one way or another... Can we do it better? (hint: yes... ☺).

*This course provides an overview of main theories and concepts on organizational communication with a focus on applying the principles to our own communication. **Though activities and assignments, this course is intended to provide you with a safe space to experiment and improve on your own persuasive communication skills**.*

- *Be **prepared** to connect online during our scheduled time (**Fridays, 11:30am-2:30pm***), with your **microphone** on and **camera** on. (* more exact times will be posted on the course's eClass)*   **⊙Live Session**
- *Be **prepared** to interact with your classmates, **deliver mini presentations**, and **receive/provide constructive feedback**. Please note that some presentations will be submitted **pre-recorded**, and some in **real-time** when we meet.*
- *Be prepared to discuss and critically examine our reading materials (our course discussions and activities rely on your advance preparation of the assigned readings...).*
- *Be prepared to work with a group of classmates on group assignments / project.*

Please note that regular attandance and engagement in the course synchronous sessions is expected. When planning for this course consider budgeting sufficient time for preparation on individual work and presentations as well as time to work with your group outside the live sessions.

If you have any concern with your performance, or ability to complete the course successfully, please contact Dr. Ophir earlier in the course rather than later.

*We are all responsible to create and maintain **a safe learning environment** in the course – during synchronous sessions, , 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

If you have any concern with your performance, or ability to complete the course successfully, please contact me earlier in the course rather than later. I look forward to meeting you on-line and having a meaningful learning experience.   Ron ☺

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[1] This outline is subject to change as deemed necessary by the Course Director.

MORE ABOUT THE COURSE

The course is built into several content modules, with activities and submission deadlines throughout the term. The modules, readings, expected activities/submissions and deadlines will be posted in the full outline and updated on the course website throughout the term.

This course includes regular synchronous components within our scheduled time. **Specific times will be provided through eClass** (the 3-hour block will be organized with breaks and small group interactions; the breakdown may vary by week). 💻**Live Session**

This class is highly dependent on class/group discussions and non-verbal cues in communication. As part of the course activities, each student will present several times (with video on) and discuss their presentation with other students.

To ensure the privacy and wellbeing of all students, as well as the ability to create and maintain a safe environment for cordial and productive sessions:

- We will all login using Passport York authentication ("Sign in with SSO" option in Zoom).
- All of us are expected to have their video/camera ON (most of the time) and audio/micophone available (OFF when they are not talking).
- Please note that presentations will be recorded for the sole use of feedback and discussion, with password protection. Sharing the recordings or using them for any other purpose is prohibited. Otherwise, discussions within the sessions will not be recorded by the instructor; Recording of the session by others by any means is not permitted).
- Participants that cannot be identified by the host/instructor will be removed from the session.

Please consider your learning space, possibly ensuring that your background is not distracting (positioning yourself against a wall or using the background feature).

Please contact Dr. Ron **ASAP** if using video is of concern so we can discuss (ophir@yorku.ca).

COURSE 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**.

SECTION INFORMATION

Course Director:	**Professor Ron Ophir**
Email:	ophir@yorku.ca
Delivery mode:	Remote (including synchronous content)　💻**Live Session**
Timing of synchronous content:	Fridays, 11:30am-2:30pm (Toronto Time) (check website for specifics)
Virtual Office Hours:	Check course website
Course Web Site:	eclass.yorku.ca (Moodle)

Have a safe, productive and fun term!

IMPORTANT NOTES

▸ **Take care of yourself**: https://www.yorku.ca/health/mental-health-resources-during-covid-19/
▸ **Communication with the Course Director**: Please include your full name, student number, and the **course/section enrolled in**. Needless to say, proper conduct of behaviour is expected.
  o   If responding to an eClass email announcement, please ensure to replace the recipient address with my email (ophir@yorku.ca), or else the message will not be delivered to me.
▸ **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 forward one March 14th, 2am.
  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

WHAT TO EXPECT

This section of the course is offered in a **REMOTE** format, where all content is accessible through the course website. We will have weekly **synchronous** content ("live" through zoom). Internet access will be required for full access to course resources. All course content and activities will be provided on-line. This course has no in-person or on-campus activities/exams. Check for regular updates:

Synchronous Content ("Live") (on Zoom) (check eClass for schedule)	Regular "live" meetings/activities (synchronous) on **zoom** will be provided in this course within the designated timeslot for the course (Fridays 11:30am-2:30pm). Please consult the course website for specific weekly times/information.
Asynchronous Content	Other course content in this course is designed for **independent learning**; however, activities, participation and other deliverables have **deadlines**.
Submission deadlines	There are **weekly/regular submission deadlines** for activities and assignments on **eClass**. Please note that a significant part of course activities include interaction and discussion **with classmates**; therefore, mutual respect is expected to ensure meeting of deadlines. No extensions.
Textbook	Check out the course eClass at the start of the term.
Exams	Exams in this course will be **timed** and delivered at designated times during the course on **eClass**. Students are expected to be available to write the exams as scheduled. Reliable Internet connection and device are required.
Virtual Office Hours	Pre-scheduled virtual office hours times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

- - Weekly schedule and due dates on the course website - -

Keep up with York U updates: https://yubettertogether.info.yorku.ca/category/students/

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://uit.yorku.ca/student-services/
- 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.

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

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 Service**s. 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 recommended accommodation that would be appropriate. To register with Student Accessibility Services, visit https://accessibility.students.yorku.ca.

Once registered with Student Accessibility Services, **students are responsible to provide their LOA to the course director (professor/instructor) at the start of the term or as soon as it becomes available**. Please note that sufficient notice is needed so that reasonable steps for accommodation can be discussed. 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.

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). Most quiz/test/exam support requires that the student book a minimum of 3 weeks in advance.

Note: Students registered in programs at York's Glendon Campus should contact Accessibility, Well-Being and Counselling at Glendon (https://www.glendon.yorku.ca/counselling/) regarding supports and services.

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/