



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES
SCHOOL OF ADMINISTRATIVE STUDIES

AP/ADMS4444 M

IDENTITY AND INCLUSIVITY IN ORGANIZATIONS: ADVANCED TOPICS WINTER 2024 – GENERAL COURSE OUTLINE¹

Posted: December 21, 2023

SECTION INFORMATION

Course Director:	Professor Ron Ophir (ophir@yorku.ca)
Delivery mode:	LECT (in person)
Day/Time:	Mondays, 9:00am-12:00noon. (First Class: January 8th. 9am)
Location:	See eClass.
Office Hours:	Check course website
Course Web Site:	eclass.yorku.ca

WELCOME!

Living in the Greater Toronto Area, we see diversity every day, we experience it (albeit differently) in our everyday lives, at work, in class, on campus and off campus. Yet, there is more than meets the eye. The purpose of this course is to develop awareness and understanding of diversity issues and inclusive practices in the workplace from perspectives of various stakeholders. Together we will explore individual identity on different dimensions, such as appearance and weight, sexual orientation, gender identity and expression, and more. The course aims to encourage life-long learning, and to challenge individual views and mindset towards diversity issues, as well as to learn best practices for leveraging diversity to achieve better organizational outcomes.

Please note that regular attendance and engagement/participation in the course is expected. When planning for this course consider budgeting sufficient time for pre-class preparation as well as time to work with your group outside the live sessions.

- Be **prepared** to interact and collaborate with your classmates (including group assignments / project).
- Be prepared to discuss and critically examine our course content through weekly journals (“personal diary”) as well as class discussions and activities that rely on your contributions (including, advance preparation of the assigned readings...).

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. 😊

*We are all responsible to create and maintain **a safe learning environment** in this course. 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

Check our course eClass website throughout the term for details and updates

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

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**. Please **respect** the confidentiality of private information, individual's remarks and personal experiences shared in this class.

IMPORTANT NOTES

- ▶ **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.
 - 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 Administrative Studies (apsas@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: Clock moves forward one hour on March 10, 2024, 2am.

CAMPUS HEALTH & SAFETY

A Community of Care Commitment:

As part of York's Community of Care Commitment, all members of the York community share in the responsibility of keeping others safe on campuses. In this class, as elsewhere on campus, our joint commitment includes:

- **Observing** health and safety regulations while on our campuses.
 - **Supporting** community well-being through healthy personal behaviours and actions.
 - Maintaining **compassion, kindness, and empathy** towards one another amid times of uncertainty and difficulty.
 - **Respecting** personal health and privacy in balance with the protection of public health., students must observe all University health and safety protocols.
- ▶ **Better Together:** <https://www.yorku.ca/bettertogether/>
 - ▶ **Kindness:** <https://oscr.students.yorku.ca/kindness>
 - ▶ **Getting Around Campus:** <https://www.yorku.ca/safety/getting-around-campus/>

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 in person class meeting. Should there be times when we cannot meet in person, a synchronous zoom option might be used (with advance notice). Hybrid option is not expected in this course (that is, it is not expected that some students attend virtually while the class is running in person on campus).

This class is highly dependent on open discussions. 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.

Please check the end of this outline for conduct expectations for instances where remote zoom meetings (such as office hours) are used.

COURSE ASSESSMENT & COMPONENT WEIGHTINGS

The following list of component and weighting is **tentative** and **will be confirmed by the start of the Winter 2024 term**.

Individual Components (55%):

Participation	15%
Personal Blog/Vlog	10%
Reading Reviews	10%
Midterm Exam	20% (in person, during classtime, date TBD)

Group Components (45%):

Article Sharing/Case Analysis	15%
Group Project	30%

Details of these components will be available in a more detailed outline on the course's eClass at the start of the term. Dates and weighting of the components may change slightly (no later than January 22, 2024).

- - weekly schedule and due dates on the course website

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WHAT TO EXPECT

Internet access will be required for live sessions and full access to course resources. Check for regular updates:



In-Person Lectures/Classes

This section of the course is offered in a **LECT** format, where classes are offered in-person (on campus). Internet access will be required for some access to course activities.



Remote Meetings (on Zoom)

Zoom might be used for group meetings, office hours, and as backup should it not be possible to conduct the class as usual in person. **Important note:** Hybrid option for the class will not be available.



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.



Required readings

Check out the course eClass at the start of the term.



Exams

Midterm exam(s) date will be provided at the start of the term. There is no final exam in this course. Exams will be conducted on campus (in person) during class time.



Office Hours

Please consult the website for information about in-person and virtual office hours availability. .

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

COMMON COURSE POLICIES

Check out common course policies for ADMS/DEMS courses on the School website:

<https://www.yorku.ca/laps/sas/academic-resources/common-course-policies/>

Including information regarding:

- Academic Accommodation for Students with Disabilities
- Religious Accommodation
- Services for Mature and Part-time Students
- and more

COURSE REAPPRAISAL POLICY

General reappraisal policies are listed in the Common Course Policies. Specific policies may be set forth and noted on the course eClass.

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 online submissions of 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.

Policy on Use of Generative AI Tools: Unless explicitly allowed in a specific activity or specific course, students are not permitted to use generative artificial intelligence (AI) in ADMS and DEMC courses. Submitting any work created through the use of generative AI tools will be considered a violation of York University's [Senate Policy on Academic Honesty](#). If you do not know whether an online resource or tool can be used in this course, please check the materials posted for your section and contact your instructor for guidance. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

SUPPORT

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

- Learning Skills Services: <https://www.yorku.ca/sclld/learning-skills/>
- Learning Commons: <http://learningcommons.yorku.ca/>
- Writing Centre: <https://www.yorku.ca/laps/writing-centre/>
- ESL Open Learning Centre: <https://www.yorku.ca/laps/eslolc/>
- Student Accessibility Services: <https://students.yorku.ca/accessibility>
- Student Counselling & Development: <https://students.yorku.ca/counselling>
- Mental Health and Wellness at York: <https://www.yorku.ca/well-being/>
- Sexual Violence Response & Support: <http://thecentre.yorku.ca/>
- Community Safety: <https://www.yorku.ca/safety/>
- Office of Student Community Relations: <http://oscr.students.yorku.ca/>
- York International: <https://yorkinternational.yorku.ca/>
- My Online Services: <https://myonlineservices.students.yorku.ca/>
- Manage your Academic Record: <http://myacademicrecord.students.yorku.ca/>
- Additional LA&PS student resources: <https://www.yorku.ca/laps/services/>

For **important sessional dates**, please refer to: <http://registrar.yorku.ca/enrol/dates/>

REMOTE LEARNING INFORMATION

CONDUCT EXPECTATIONS WHEN CONNECTING VIRTUALLY (E.G., ON ZOOM)

Should a remote synchronous meeting be required, we will follow the following practices to ensure the privacy and wellbeing of all:

- 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/microphone available (OFF when they are not talking).
- Recording of the session by others by any means is not permitted (video or transcript). Should the instructor record any meeting or class discussion, the recording would be used for instructor notes and grading only, and would not be shared with the class.
- 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 REQUIREMENTS FOR REMOTE LEARNING:

- ▶ Several platforms will be used in this course (e.g., eClass, Zoom, etc.) through which students will interact with the course materials, the course director, as well as with one another.
- ▶ Students are required to have access to minimum technology requirements to complete online activities and assignments. **Webcam/camera and microphone** will be expected for certain activities/communication.

TECHNICAL REQUIREMENTS & SUPPORT:

When meeting online or completing coursework 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 and Zoom apps) may have different/limited functionality compared to their use on a laptop or desktop.

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

- **York U’s Student Guide to eLearning:** <https://www.yorku.ca/sclt/remote-learning/>
- **Technology requirements and FAQs for eClass:** <https://lthelp.yorku.ca/95440-student-faq>
- **Student Guide to eClass:** <https://lthelp.yorku.ca/eclass>
- **Zoom meeting etiquette:** <https://lthelp.yorku.ca/zoom-students/zoom-meeting-etiquette>

Additional computing support:

- Computing for Students Website: <https://www.yorku.ca/uit/student-services/>
- 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.