



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

AP/HRM3450 A

EQUITY, DIVERSITY AND INCLUSION IN THE WORKPLACE

S1 2024 – PRELIMINARY COURSE OUTLINE¹

UPDATED: MAY 1, 2024

Please read before committing to taking this course...

Welcome to the course! For **most** classes, we will **all** meet **in person**. At other times, we will meet “live” on zoom (synchronously). **Regular attendance and participation expected**. **Course work includes individual presentations, group presentations and peer-feedback throughout the term.**

Please be prepared to be **in class for the in-person sessions**, and **with a camera on for the live Zoom sessions**.

When connecting on Zoom, please plan to connect from a quiet space – if you are on campus, our regular classroom is available. Also, when we meet on Zoom, you should be fully available for interaction (that is, not engaged with work or other activities). Please note that course is **not** suitable for those who are not able to attend class regularly. **SEE YOU IN CLASS ON MAY 7TH FOR OUR FIRST CLASS.**

Hello and Welcome to EDI !

Matters of equity, diversity, and inclusion (EDI)... or lack thereof... are central to our daily lives and interactions. It is evident in the headlines and trending tweets and hashtags, and more so in the lived experiences of many of us. While some may take for granted that inclusion as a common value, recent events clearly remind us that prejudice, discrimination, and significant institutional barriers persist and that resistance to diversity is alive and well.

We live, learn and work in diverse environments. This diversity brings with it great opportunities as well as significant challenges. During this course will develop basic understanding of the impact of diversity on workplace experiences, employment equity and inclusion. We will learn about the basic theoretical perspectives that inform our understanding of these concepts and examine diversity and inclusion of specific identity groups.

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.

*Your contribution to class discussions and activities is critical to ensure that a diverse array of voices is heard, so that we can explore the richness of lived experiences and learn from each other. To achieve that, especially when having an open discussion about sensitive matters, we are all responsible to create and maintain **a safe learning environment** in the course – in the classroom, in discussion forums, in breakout rooms, and on-line via email, etc... All are expected to conduct themselves in a manner that is respectful of others and of themselves.*

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 ☺

Have a safe, productive and fun term!

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

SECTION INFORMATION

Course Director:	Professor Ron Ophir
Email:	ophir@yorku.ca
Delivery mode:	Most meetings in person, some meetings on Zoom.
Day & Time:	Tuesdays & Thursdays, 11:30am-2:30pm
Virtual/In-Person Office Hours:	Check course website
Classroom:	Check course website
Course Web Site:	eclass.yorku.ca

COURSE DESCRIPTION & PREREQUISITES

Provides basic understanding of diversity and inclusion practices in organizations and in the Canadian workforce. Issues of inequality and discrimination are examined through theoretical lenses that inform the practice of diversity management. The value of diversity and inclusion, and means of accommodation are explored. **Prerequisites:** AP/ADMS 2400 3.00

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.

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**.

MORE ABOUT THE COURSE

In this **blended** course, our use of weekly class times will be a combination of: (1) class meetings on campus, (2) zoom meetings (synchronous) [when not meeting on campus]; (3) group meetings and individual prep time. **We will meet on campus for our first class on May 7th.** A tentative weekly schedule is provided below, with detailed weekly schedule to be available on eClass at the start of the term.

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

REQUIRED COURSE READINGS AND TEXTS

Information to be provided closer to the start of the term on eClass (accessible via Day-1-Digital).

Have a safe, productive and fun summer term!

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 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.

COURSE EVALUATION*



To be provided in class on May 7th

Components and weightings will be confirmed no later than May 12th.

WHAT TO EXPECT

This section of the course is offered in a **BLENDED** format, which includes both in-person and on-line content/activities. Check eClass for regular updates. Some details:



On Campus Classes
("in person")
([check eClass for schedule](#))

In-person meetings (check course website for room info). We will meet **Tuesday, May 7th at 11:30am** for our first class. Updates on the schedule will be provided in the first class.



Synchronous Content ("Live")
(on Zoom)
([check eClass for schedule](#))

Some of our class meetings/activities will be "live" on **zoom (synchronous)** within the designated timeslot for the course. Reliable Internet connection and device are required. Camera and microphone on.



Asynchronous Content

While we will meet regularly, some course content in this course is designed for **independent learning / progress**. Note that activities, participation and other deliverables have **deadlines**. Reliable Internet connection and device required.



Submission deadlines

There are **regular submission deadlines** for activities and assignments. 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 eBook eClass for Day1digital access and purchase at the start of the term.



Exams

Exam(s) expected to be written in person on campus. Students are expected to be available to write the exam(s) on campus as scheduled. Online or remote exams will **not** be available.



Office Hours

Virtual office hours and/or in-person times will be available throughout the term (sign-up link on the course website). Additional times can be scheduled on request.

WEBSITE & ON-LINE MATERIALS

- ▶ The course website is on the York University eClass platform (Moodle): **eclass.yorku.ca**
- ▶ **Content:** On the main page of the course website you will find **Module sections** (e.g., Module 1), where you will find the listing of required readings, downloadable materials (e.g., PowerPoint slides), links to supplementary materials, individual activities (OA), participation activities (PA), clips and more.
- ▶ **Deadlines and progress:** The course website uses the timeline and task completion features of eClass, to assist with your monitoring of your progress.
Please pay attention to the specific deadlines: due eClass technical limitations an activity that is due by the end of the day will normally be due by 23:59 (11:59pm) or 23:55 (11:55pm).

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 profile).
 - When 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.
 - Please **check** your spam folder regularly in case it captures any of the announcements made it there.
 - ▶ **EMAIL COMMUNICATION:** When contacting Professor Ophir via email, please use the **prefix HRM3450 A** 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 A – question about chapter __ (YourName, Student ID 123456789)"
- OFFICE HOURS:** Signup for office hours times will be provided through the course website. An individual appointment can also be arranged by email (please send your schedule in that email to facilitate the scheduling). Office hours can be on zoom, phone call, or in person.

EXAMINATION POLICIES

MIDTERM EXAMINATION

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 per temporary provision approved by York U Senate, the requirement for students to submit an Attending Physician's Statement in support of a request for deferred standing or petitions has been waived until June 30, 2024.

FINAL EXAMINATION

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 per temporary provision approved by York U Senate, the requirement for students to submit an Attending Physician's Statement in support of a request for deferred standing or petitions has been waived until June 30, 2024.

IMPORTANT SCHOOL AND UNIVERSITY POLICIES & INFORMATION

KINDNESS, 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.

▶ **Kindness:** <https://oscr.students.yorku.ca/kindness>

▶ **Getting Around Campus:** <https://www.yorku.ca/safety/getting-around-campus/>

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/>

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](#).

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.

SUPPORT

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

- Learning Skills Services: <https://www.yorku.ca/sclcd/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/eslclc/>
- 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/>

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 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/>

ON LINE POLICIES & RESOURCES

ON-LINE COMPONENT: 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. 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.
- ▶ **Submissions on eClass:** Recordings of presentations, assignments and other deliverables will be submitted through eClass, including the use of Panopto and Turnitin (or equivalent). Access to a recording device (such as a smartphone, or webcam) is expected for the recording of presentations.

TECHNICAL REQUIREMENTS & SUPPORT:

When we are not meeting in person, we will be meeting 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 or device with camera and microphone are required.**

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

- **York U's Student Guide to eLearning:** <https://www.yorku.ca/scld/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.