



FACULTY OF LIBERAL ARTS AND PROFESSIONAL STUDIES  
SCHOOL OF ADMINISTRATIVE STUDIES

# AP/ADMS4444 M

## IDENTITY AND INCLUSIVITY IN ORGANIZATIONS: ADVANCED TOPICS WINTER 2025 – GENERAL COURSE OUTLINE<sup>1</sup>

Posted: December 20, 2024

### SECTION INFORMATION

Course Director:	Professor Ron Ophir (ophir@yorku.ca)
Delivery mode:	LECT (in person)
Day/Time:	Mondays, 9:00am-11:50am. <b>(First Class: January 6<sup>th</sup>. 9am)</b>
Location:	See eClass.
Office Hours:	Check course website
Course Web Site:	<a href="https://eclass.yorku.ca">eclass.yorku.ca</a>

### 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

<sup>1</sup> This outline is subject to change as deemed necessary by the Course Director.  
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## **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.

## **STUDENT CONDUCT IN THE LEARNING ENVIRONMENT**

All students are expected to conduct themselves in accordance with University code of conduct norms, as captured in the [Code of Student Rights & Responsibilities](#), the policy on [Disruptive and/or Harassing Behaviour in Academic Situations](#), and related policies.

York University is committed to fostering teaching and learning environments that are free of disruptive and/or harassing behaviour, physically safe and conducive to effective teaching and learning. Students and instructors are expected to maintain a professional relationship characterized by courtesy, civility and mutual respect and to refrain from actions disruptive to such a relationship. Individuals who fail to adhere to such standards and who violate University or public law may be subject to disciplinary action by the University.

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

- Weekly schedule and due dates on the course website -

## 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 on campus. In person participation is expected (no virtual or hybrid options). Should there be times when we cannot meet in person, a synchronous zoom option might be used (with advance notice). Proper online conduct is expected (see page 6).

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.

## COURSE ASSESSMENT & COMPONENT WEIGHTINGS

The following list of component and weighting is **tentative** and **will be confirmed by January 20, 2025**.

### 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 out line on the course's eClass at the start of the term. Dates and weighting of the components may change slightly (no later than January 20, 2025).

## WHAT TO EXPECT



### 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. Free access links will be made available on eClass. Also, up to three HBR cases (estimated cost \$9 US each, before taxes)



### 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 CONDUCT, HONESTY & INTEGRITY

**Academic Honesty/Integrity:** Academic integrity is a fundamental and important value of York University. To maintain a fair and honest learning environment, you are responsible for understanding and upholding academic integrity in all courses and academic activities. You are encouraged to connect with reliable [on-campus resources](#) that support your coursework and academic honesty. To better understand the serious consequences of breaching academic honesty policies, familiarize yourself with the [Senate Policy on Academic Conduct](#). **Please familiarize yourself with the meaning of academic integrity at York.** You can learn more about upholding academic integrity in your courses by exploring [Guiding Principles for LA&PS](#) and [Academic Integrity for Students](#).

Suspected breaches of academic conduct and 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

**Policy on Use of Generative AI Tools for THIS course:** **The use of generative artificial intelligence (AI) in our course is PROHIBITED.** Submitting any work created (in whole or part) through the use of generative AI tools will be considered a violation of York University’s [Senate Policy on Academic Conduct](#). Using AI apps such as ChatGPT, GPT-3, DALL-E, translation software or others to complete academic work in this course is considered a breach of academic honesty/integrity. 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.

## **COPYRIGHT & INTELLECTUAL PROPERTY**

Course materials are designed for use as part of this course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian Copyright law. **Students may not** publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Conduct](#), and/or legal consequences for copyright violations. More information: <https://copyright.info.yorku.ca/>

## **FORMS OF IDENTIFICATION (STUDENT ID)**

Photo identification must be presented at exams. ONLY the following forms are accepted:

- Physical/mobile YU-card with a photo;
- Physical/mobile YU-card without a photo plus valid passport;
- A valid physical passport (You will need to bring your physical passport. Photos or photocopies will not be accepted).
- A driver's license IS NO LONGER an acceptable form of identification for exams.

**Important Note:** Check our eClass and course notices before any exam in this course regarding any updated to the use of Mobile YU-cards for verification for our exam – devices should be completely off (turned off, not silenced or in “airplane mode”) during the exam and while in the examination hall/room.

## **SUPPORT**

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

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

## 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](mailto: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. A webcam/camera and microphone may be needed for certain communication.

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](http://www.speedtest.net)

Disclaimers:

- 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.