



## **EQUITY, DIVERSITY, AND INCLUSION IN ORGANIZATIONS**

**MOS 2182G 550**

### **Equity, Diversity, and Inclusion in Organizations WINTER 2021**

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*Course delivery with respect to the COVID-19 pandemic*

*Although the intent is for this course to be delivered in-person, the changing COVID-19 landscape may necessitate some or all of the course to be delivered online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will not change. Any assessments affected will be conducted online as determined by the course instructor.*

#### **CONTACT INFORMATION**

**Instructor:** Dr. Georgette Zinaty

**Email:** gzinaty@uwo.ca

**Office:** Lucas Annex, Apps House, HUC

**Office Hours:** By appointment only. See Zoom link in OWL.

**Course Website:** OWL.

#### **CLASS INFORMATION**

Monday 6:30 p.m. – 9:30 p.m.

#### **VIRTUAL OFFICE HOURS**

Office hours will be held by appointment.

#### **COURSE METHODOLOGY**

Lectures will occur during the first half of the class. The remainder of the “class time” will be devoted to engaging in discussion/activities which can be completed during the week, but **before** the next class.

The structure of the class is as follows:

1. First 1.5 hours is a lecture.
2. The remainder of the class time is devoted to engaging in discussion/activities/etc. which will be related to a key EDI topic.
3. Your participation will be evaluated.

**NOTE:** Lectures will highlight certain aspects of the chapter and elaborate on others. I DO NOT TEACH TO THE TEXT. You are responsible for the material in the chapter and the supplementary material presented during the lecture.

## **EQUITY, DIVERSITY, AND INCLUSION**

The inclusion of all people is a key commitment of this course and society more broadly. This course is a safe space of learning and aims to provide an inclusive environment for diverse peoples and ideas to inform our thinking. Diversity in thinking and in ideas is valued in society and in this course. Practices of respect of other in space and in thinking, use of preferred gender neutral language, and practices related to inclusive collaborative work are expected and will be supported in this course. Definitions of inclusion, equity, and diversity and related resources are found in an OWL link in your course.

## **OWL**

The course website on OWL will be used extensively for course announcements, content delivery, assignment submissions, and grade management. You are responsible for checking OWL and your UWO email regularly for course communications. All course assignments will be submitted through OWL and plagiarism software will be used (Turnitin).

## **IMPORTANT DATE**

Last date to a first-term half course or a first term full course (2021-2022 Fall/Winter Term) without academic penalty: **Please check with the Registrar's office**

## **CALENDAR DESCRIPTION**

An examination of the of the impact of equity, diversity, and inclusion of special identity groups in organizations. Theoretical perspectives will be examined along with practical applications.

## **COURSE OBJECTIVES**

The objectives of this course are to introduce students to issues related to equity, diversity, and inclusion in the workplace. Central concepts in this course will include considering the role of implicit bias and related provincial and federal legislation. This course also helps students to develop their academic writing skills.

## LEARNING OUTCOMES

1. To **develop** basic understanding of diversity, inclusion, and employment equity in organizations, and the opportunities and challenges that a diverse workplace presents.
2. To **develop** basic understanding of the theoretical perspectives which inform our understanding of organizational diversity issues.
3. To **increase** awareness to the experiences of members of non-dominant identity groups in the workplace, including discrimination, differential access, and treatment.
4. To **learn** about ways in which individuals and organizations address issues of equity, diversity and inclusion.
5. To **develop** academic writing and research skills.

## COURSE MATERIALS

This is a primarily open educational resources course. In an effort to promote equitable access to resources for students in this course, most of the materials will be available free online through web sites and/or the university library. Readings and resources for each class are listed in the table below. This course is a mixed media course. Materials will include readings, videos, and podcasts.

## COURSE EXPECTATIONS

1. **Attendance:** Students are expected to attend all classes.
2. **Preparation:** Readings should be completed prior to class.
3. **Contribution:** Individual contributions may consist of responding to questions; summarizing key concepts; analyzing case details; presenting relevant outside references; posing questions; or otherwise enriching the learning experience in the class.

## EVALUATION (Assignment details below)

All assignments are submitted via OWL due by midnight on the day specified below. Paper copies are not accepted.

EVALUATION	DESCRIPTION	PERCENTAGE	DUE DATE
Weekly discussion postings	Must be submitted to the appropriate discussion room the day before the new week/topic begins	5% X9 = 45%	Ongoing
Weekly readings	Interactive book, key chapters and assignments	10%	Ongoing
In-class participation	Group-based assessment	5%	Ongoing
Assignment 1: Intersectionality Learning Experience Self-Assessment	Complete Assessment online through the sidebar link. Note: Some of the tasks are completed as part of the weekly discussions.	5%	Week 3-4

Assignment 2:	Writing Services Consult	5%	Ongoing Due before March 30, 2022. These will include tutor-facilitated peer review groups.
Assignment 3:	AODA Certificate <a href="https://www.aoda.ca/free-online-training/">https://www.aoda.ca/free-online-training/</a>	5%	Due before March 30, recommend you complete by Feb 28
Assignment 4:	Final Paper	25%	April 4, 2022
Total		100%	

### **ASSIGNMENT OVERVIEW**

#### **WEEKLY DISCUSSION POSTINGS (9 X 5% = 45%)**

Contribution by each and every student is a cornerstone of any active learning experience. Class involvement augments the learning experience, increases assimilation of material and stimulates the level of class discussion. Students' contributions to this course are initiated through weekly online postings. These should be completed prior to each new week/topic.

Your responses should include references to the readings, appropriately cited, plus any other content that is requested. Your posts should not exceed 200 words. Each post is worth 5 points. The rubric for evaluating the posts is in the Discussion.

#### **INTERSECTIONALITY LEARNING EXPERIENCE MODULE (5% in total)**

In this course, you will be completing this module to learn about intersectionality and the ways which identities give advantage or oppress people in society. Components of this assignment are completed during the weekly discussions. You can complete the assessments at any time and know that you are able to reuse the components for discussion contributions.

#### **WEEKLY READINGS: (10% in total)**

In this course, you will be using an interactive book and completing key chapters, and assignments which will be found at the end of each chapter. This will be an ongoing assessment to be completed for the duration of the course.

#### **IN-CLASS PARTICIPATION: (5% in total)**

This in-class component will be graded on a continuous basis throughout the semester and it will be based on group discussions on particular topics to be presented during the lecture. You will work in groups of 2-4 students throughout the term for this component.

### **Writing Services Consult (5%)**

Writing is a key course outcome. Every student at Huron has access to writing support through the [Writing Services](#). For this assignment, you will be asked to attend a session in Writing Services, located in the Huron Library. Once you have engaged in the writing consultation, you will then consider the feedback for your final draft of the paper.

### **Final Term Paper (25%)**

Your final paper should be approximately 1500 - 2000 words and is based on an EDI topic from one of the themes/topics and areas we have discussed in our lectures, materials, and textbook covered in the class. The bulk of the paper will be in the form of a literature review drawing on 10 or more sources (at least 7 must be peer-reviewed articles and the others can be books) and the integration of the literature. Please do not include public commentary web-sites unless they are related to legislation, etc. Use APA6 for your citation formatting. Failure to do so will result in a 5% deduction on your final paper. It is submitted through OWL. You do not need a title page. You can use first or third person. Plagiarism software will be used to check for authenticity. University letter grading will be used to evaluate this work (see [Western University Grading Scale](#)).

### **AODA Certificate Completion (5%)**

You are required to complete the online AODA training. For this assignment, complete the online training and submit your certificate of completion through OWL. To access the training go to: <https://www.aoda.ca/free-online-training/>. Suggestion: This training can easily be completed prior to the due date or even on your reading week. The training includes quizzes in the online module and it takes approximately 1.5 hours to complete.

<b>ACADEMIC CONSIDERATION FOR MISSED WORK (AS PER DEAN OF FASS)</b>
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Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is 48 hours or less and the other conditions specified in the Senate policy at
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<a href="https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf">https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic_Consideration_for_absences.pdf</a> are met.
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Students whose absences are expected to last longer than 48 hours, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period),
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may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation.

**OTHER WESTERN POLICIES AND STATEMENTS APPLICABLE FOR ALL  
HURON STUDENTS**



**Appendix to Course Outlines: Academic Policies & Regulations 2021 - 2022**

**Prerequisite and Antirequisite Information**

Students are responsible for ensuring that they have successfully completed all course prerequisites and that they have not completed any course antirequisites. Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

**Pandemic Contingency**

In the event of a COVID-19 resurgence during the course that necessitates the course delivery moving away from face-to-face interaction, all remaining course content will be delivered entirely online, typically using a combination of synchronous instruction (i.e., at the times indicated in the timetable) and asynchronous material (e.g., posted on OWL for students to view at their convenience). Any remaining assessments will also be conducted online at the discretion of the course instructor. In the unlikely event that changes to the grading scheme are necessary, these changes will be clearly communicated as soon as possible.

**Student Code of Conduct**

Membership in the community of Huron University College and Western University implies acceptance by every student of the principle of respect for the rights, responsibilities, dignity and well-being of others and

a readiness to support an environment conducive to the intellectual and personal growth of all who study, work and live within it. Upon registration, students assume the responsibilities that such registration entails. While in the physical or online classroom, students are expected to behave in a manner that supports the learning environment of others. Please review the Student Code of Conduct at: <https://huronatwestern.ca/sites/default/files/Res%20Life/Student%20Code%20of%20Conduct%20-%20Revised%20September%202019.pdf>.

### **Attendance Regulations for Examinations**

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- 1) A student may be debarred from writing the final examination for failure to maintain satisfactory academic standing throughout the year.
- 2) Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Review the policy on Attendance Regulations for Examinations here: [https://www.uwo.ca/univsec/pdf/academic\\_policies/exam/attendance.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/exam/attendance.pdf).

### **Statement on Academic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf). The appeals process is also outlined in this policy as well as more generally at the following website: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/appealsundergrad.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/appealsundergrad.pdf).

### **Turnitin.com**

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

### **Statement on Use of Electronic Devices**

It is not appropriate to use electronic devices (such as, but not limited to, laptops, cell phones) in the classroom for non-classroom activities. Such activity is disruptive and distracting to other students and to the instructor, and can inhibit learning. Students are expected to respect the classroom environment and to refrain from inappropriate use of technology and other electronic devices in class.

### **Statement on Use of Personal Response Systems (“Clickers”)**

Personal Response Systems (“clickers”) may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning. Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else’s clicker in class constitutes a scholastic offence

- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence.

### **Academic Consideration for Missed Work**

Students who are seeking academic consideration for missed work during the semester may submit a self-reported absence form online provided that the absence is **48 hours or less** and the other conditions specified in the Senate policy at

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf) are met.

Students whose absences are expected to last **longer than 48 hours**, or where the other conditions detailed in the policy are not met (e.g., work is worth more than 30% of the final grade, the student has already used 2 self-reported absences, the absence is during the final exam period), may receive academic consideration by submitting a Student Medical Certificate (for illness) or other appropriate documentation (for compassionate grounds). The Student Medical Certificate is available online at

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

All students pursuing academic consideration, regardless of type, must contact their instructors no less than 24 hours following the end of the period of absence to clarify how they will be expected to fulfill the academic responsibilities missed during their absence. **Students are reminded that they should consider carefully the implications of postponing tests or midterm exams or delaying submission of work, and are encouraged to make appropriate decisions based on their specific circumstances.**

Students who have conditions for which academic accommodation is appropriate, such as disabilities or ongoing or chronic health conditions, should work with Accessible Education Services to determine appropriate forms of accommodation. Further details concerning policies and procedures may be found at: <http://academicsupport.uwo.ca/>.

### **Policy on Academic Consideration for a Medical/ Non-Medical Absence**

#### **(a) Consideration on Medical Grounds for assignments worth *less than 10%* of final grade: Consult Instructor Directly and Contact Academic Advising**

When seeking consideration on **medical grounds** for assignments worth *less than 10%* of the final course grade, and if the student has exceeded the maximum number of permissible Self-Reported absences, the student should contact the instructor directly. The student need only share broad outlines of the medical situation. The instructor **may** require the student to submit documentation to the academic advisors, in which case she or he will advise the student and inform the academic advisors to expect documentation. If documentation is requested, the student will need to complete and submit the **Student Medical Certificate**. The instructor may **not** collect medical documentation. The advisors will contact the instructor when the medical documentation is received, and will outline the severity and duration of the medical challenge as expressed on the Student Medical Certificate and in any other supporting documentation. The student will be informed that the instructor has been notified of the presence of medical documentation, and will be instructed to work as quickly as possible with the instructor on an agreement for accommodation.

#### **(b) Consideration on Non-Medical Grounds: Consult Huron Support Services/Academic Advising, or email [huronsss@uwo.ca](mailto:huronsss@uwo.ca).**

Students seeking academic consideration for a **non-medical** absence (e.g. varsity sports, religious, compassionate, or bereavement) will be required to provide appropriate documentation where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the

maximum number of permissible Self-Reported. All consideration requests must include a completed [Consideration Request Form](#). Late penalties may apply at the discretion of the instructor.

Please review the full policy on Academic Consideration for medical and non-medical absence at: [https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/accommodation\\_illness.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_illness.pdf). Consult [Huron Academic Advising](#) at [huronsss@uwo.ca](mailto:huronsss@uwo.ca) for any further questions or information.

### **Support Services**

For advice on course selections, degree requirements, and for assistance with requests for medical accommodation, students should email an Academic Advisor in Huron's Student Support Services at [huronsss@uwo.ca](mailto:huronsss@uwo.ca). An outline of the range of services offered is found on the Huron website at: <https://huronatwestern.ca/student-life/student-services/>.

Department Chairs, Program Directors and Coordinators are also able to answer questions about individual programs. Contact information can be found on the Huron website at: <https://huronatwestern.ca/contact/faculty-staff-directory/>.

If you think that you are too far behind to catch up or that your workload is not manageable, you should consult your Academic Advisor. If you are considering reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines. Please refer to the Advising website, <https://huronatwestern.ca/student-life/student-services/academic-advising/> or review the list of official Sessional Dates on the Academic Calendar, available here: <http://www.westerncalendar.uwo.ca/SessionalDates.cfm>.

You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. Note that dropping a course may affect OSAP and/or Scholarship/Bursary eligibility.

Huron Student Support Services: <https://huronatwestern.ca/student-life/student-services/>  
Office of the Registrar: <https://registrar.uwo.ca/>  
Student Quick Reference Guide: <https://huronatwestern.ca/student-life/student-services/#1>  
Academic Support & Engagement: <http://academicssupport.uwo.ca/>  
Huron University College Student Council: <https://huronatwestern.ca/student-life/beyond-classroom/hucsc/>  
Western USC: <http://westernusc.ca/your-services/#studentservices>

### **Mental Health & Wellness Support at Huron and Western**

University students may encounter setbacks from time to time that can impact academic performance. Huron offers a variety of services that are here to support your success and wellbeing. Please visit <https://huronatwestern.ca/student-life-campus/student-services/wellness-safety> for more information or contact staff directly:

Wellness Services: [huronwellness@huron.uwo.ca](mailto:huronwellness@huron.uwo.ca)  
Community Safety Office: [safety@huron.uwo.ca](mailto:safety@huron.uwo.ca)  
Chaplaincy: [gthorne@huron.uwo.ca](mailto:gthorne@huron.uwo.ca)

Additional supports for Health and Wellness may be found and accessed at Western through, <https://www.uwo.ca/health/>.

