



Course Syllabus
SEMESTER
School of Business, Hospitality Management and Public Safety

Course Name:	Workplace Diversity
Course & Section Number:	BUS222-XXX
Meeting Day(s) & Time(s):	
Credits:	3
Contact Hours:	3
Instructor's Name: *	
Office Hours & Location:	
On-line Office Hours:	
OCC Phone:	
OCC Email: *	
Additional Contact Information:	N/A

*Please use only Owens email for course communications.

Catalog Description:

Workplace diversity is examined from multiple facets: race, culture, age, ethnicity, physical capabilities, women's issues, etc. A wide variety of laws covering the rights and privileges of employees are also covered.

Prerequisites/Co-Requisites: None

Course Materials:

Textbook: Title: Diversity in Organizations (4th ed.) Bell, M. P., & Leopold, J. (2021), Cengage Learning.

What You Will Learn in the Course

Learning Objectives:

The student will:

1. Discuss the various laws regarding Equal Employment Opportunity.
2. Review the elements of an Affirmative Action Plan.
3. Discuss what constitutes sexual harassment.
4. Identify the signs of discrimination.
5. Identify the EEO guidelines for supervisors and managers
6. Discuss the employer's role in developing and communicating EEO policy.
7. Discuss and review the impacts of the ADA on business.
8. Define and discuss key pieces of labor legislation.
9. Differences in small group, public, and organizational communication.
10. Define diversity.
11. Define and discuss diversity issues.
12. Building teams in diverse organizations.
13. Managing conflict in diverse organizations.
14. Executive leadership in diverse organizations.
15. Learning change in diverse organizations.

Student Learning Outcomes:

Students will:

Outcome	Where Assessed
1. Define diversity in business contexts and illustrate its relevance through diversified workplace examples.	Chapters 1-16 Discussions 1-7 Assignments Diversity Paper
2. Examine various diversity-related challenges and articulate inclusive approaches to address them.	1-7 Assignments Diversity Paper
3. Evaluate leadership styles and apply inclusive leadership practices suited for diverse organizational contexts.	1-7 Assignments Diversity Paper
4. Plan change initiatives, incorporating diversity considerations and stakeholder engagement in diverse organizational settings.	Chapters 1-16 Discussions 1-7 Assignments Diversity Paper
5. Identify signs of discrimination.	1-7 Assignments

Institutional General Education Competencies:

As a student at Owens Community College, you will take General Education courses as part of your degree program. While specific to the General Education courses, will be reinforced in many of your degree program major courses and may be measured in your capstone course(s) and others as identified.

Competency	Where Assessed
Communicate effectively	Chapters 1-16 Discussions Diversity Paper
Act with professional responsibility	1-7 Assignments Diversity Paper
Demonstrate sensitivity to others' beliefs and values	Chapters 1-16 Discussions 1-7 Assignments Diversity Paper
Think analytically, critically, and creatively.	Diversity Paper

Academic Support

Disability Services Resource Center: If you have a disability or acquire one, you may be entitled to receive reasonable accommodations intended to assure you an equal opportunity to participate in and benefit from the program. To receive more information or to register for accommodations, please contact the Disability Resource Center at 567-661-7007, email disability@owens.edu, visit <https://www.owens.edu/disability/>, or stop by College Hall 124.

Tutoring Services: Owens Community College offers academic tutoring and assistance in a variety of subjects including: accounting, computing, economics, mathematics, science, and writing. For more information go to: <https://www.owens.edu/successcenters/>.

Counseling Services: Counseling Services provides assistance to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. If you feel you may benefit from this service, please contact them at counselingservices@owens.edu. More information is at <https://www.owens.edu/counseling/>.

Campus and Community Connections: The Center for Campus and Community Connections (College Hall 123) is a walk-in office created to provide retention support through resource stability initiatives and community connections. Go here for more information: <https://www.owens.edu/connection/> or contact connections@owens.edu

Owens Library: The Owens Library offers two locations (Toledo and Findlay) as well as online resources. For more information visit <https://www.owens.edu/library/>.

Students can find more information on campus resources, student support, student life, and security at this [link](#).

General Information

Student Code of Conduct: All students are expected to follow Owens Community College's [Student Code of Conduct](#), which includes academic honesty, encompassing plagiarism. See the [Board Policy](#) for more information.

Anti-Discrimination and Harassment & Title IX/Sexual Misconduct: All students, faculty, and staff are expected to follow Owens Community College's [Anti-Discrimination and Harassment Policy](#) and the College's [Title IX Policy](#)/Sexual Misconduct Procedures and Guidelines. The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments.

Religious Accommodations: A student seeking an accommodation for an absence permitted under Ohio's Testing Your Faith Act must provide the instructor with a written email notice with the specific dates for an absence, and must do so not later than fourteen (14) days after the first day of instruction. Alternative accommodations are not retroactive, and no academic penalty will be imposed for an absence under the policy*. The request for an alternative accommodation will be kept confidential. Students with questions about a religious accommodation under Ohio's Testing Your Faith Act may contact the College's Office of Academic Affairs:

provost@owens.edu

The policy may be found on the Owens website: [3358:11-2-63 Accommodation](#) for a Student Absence for the Observance of Religious Beliefs and Practices Policy

Document Collection: Throughout the semester, your instructors may ask for a variety of assignments including tests and/or quizzes for student learning of institutional general education competencies or program assessment. Please save all your class materials until the end of the semester.

Classroom Admittance: OCC classes shall only be attended by the officially registered OCC students or perspective students, instructor of record, guest lecturer, or substitute. Visitors are not permitted to be in the classroom and should not be invited to attend or participate in the class. See [FERPA](#) regulations for more information.

Use of AI Tools: This course permits you to use artificial intelligence (AI) tools, such as chatbots, text generators, paraphrasers, summarizers, or solvers, to get guidance on assignments, as long as you do so in an ethical and responsible manner. Essentially, you can think of these tools as ways to help you learn but not to entirely create work for assignments like discussion board posts, essays, presentation slides, and so on. AI is more like your tutor or TA, not a replacement for your independent thinking.

This means that you must:

- Not use AI tools to replace your own thinking or analysis or to avoid engaging with the course content.
- Cite or explain any AI tools you use. Provide the name of the AI tool, the date of access, the URL of the interface, and the specific prompt or query you used to generate the output.
- Be transparent and honest about how you used the AI tool and how it contributed to your assignment. Explain what you learned from the AI tool, how you verified its accuracy and reliability, how you integrated its output with your own work, and how you acknowledged its limitations and biases.

You are accountable for any mistakes or errors made by the AI tool. Always check and edit the

output before submitting your work. If you discover any inaccuracies or inconsistencies in the output after submission, notify the instructor immediately and correct them as soon as possible. Using AI tools in an unethical or irresponsible manner, such as copying or paraphrasing the output without citation or transparency, using the output as your own work without verification or integration, or using the output to misrepresent your knowledge or skills, is considered a form of academic dishonesty and will result in a zero grade for the assignment and possible disciplinary action. If you have any questions about what constitutes ethical and responsible use of AI tools, please consult with the instructor **before** submitting your work.

NOTE: Some instructors will also list specific acceptable and unacceptable uses or include a statement like “All written assignments, projects, and exams must be completed independently.”

Student Responsibilities & Instructor Expectations

Student Responsibilities:

1. Each student will submit assignments and homework through the Blackboard using Microsoft Word or Rich text format.
2. Turn in all assignments when scheduled.
3. When using the Internet, people can sometimes cheat without even realizing it. You must be aware of what constitutes plagiarism and cheating. Owens Community College defines plagiarism as:
 - Work copied verbatim from an original author without proper credit.
 - Work copied with only a few words altered from the original without proper credit being given.
 - Answers copied from another's test paper.
 - You can be given an “F” for the paper, or class and even expelled from school if you are caught cheating or plagiarizing someone else's work.

Personal Introductions:

Personal Introductions discussion board will be open the first week of class to allow you to introduce yourself to your classmates and to the instructor. Please respond to **two** other classmates' introductions (addressing them by name) for full credit on this assignment. Personal Introductions discussion board is located under the *Week 1 module* on Blackboard.

Discussion Board Assignments:

There will be 16 discussion board assignments in total. The discussions on various chapters will assist in your learning and understanding of diversity. Therefore, I will post questions and/or cases from a chapter to be answered by you to get the discussion started, you must then respond to each other (please respond to each other by name). To receive full points, your response should be a complete thought (1 - 2 paragraphs) and respond to **two** other student's postings. Responses to your classmates' initial posts should be 3-5 sentences. I agree or I like your post, are not substantive responses. Discussion links are available under the weekly modules on Blackboard.

Assignments:

Questions are located under the *weekly modules* on Blackboard. To answer these questions and receive full points you must answer them in detail. This means using information you learned from the chapter to explain your answers. The answers should be at least one page and no more than two pages for each case. They **must be** completed and turned using Microsoft Word with your name and assignment as the name of the file. Content, grammar, spelling, and punctuation are graded.

Diversity Paper:

INDIVIDUAL PAPER

You are to write a four-page paper on the diversity/inclusion plans of various companies/organizations. You will research and give a brief synopsis on at least four (4) companies' diversity/inclusion plans and how their content meets or doesn't meet the standard of those set forth in our textbook.

Make-up Policy:

Make-up exams will be given only at the discretion of the instructor, and *only* upon submission of a verifiable reason for missing the exam. A "reason" means extraordinary circumstances beyond the control of the student.

Please Note: DATE is the last day students can drop the course without receiving an official letter grade. Please consult with your academic advisor prior to end of semester to review options.

Grading Timeline:

Assignments that are submitted by the due date will be graded and returned/recorded in the grade center within 1 week. Assignments that are submitted after the due date may take up to 2 weeks before I am able to grade it

Course Participation and Communication:

- Dedicated and persistent participation is necessary to achieve the expected goals from this online course. Often, web courses can be more demanding than traditional courses because the student must read, comprehend the chapter material, use critical thinking and time management skills to accomplish the course goals satisfactorily. Student participation is crucial to success, so check e-mail, announcements, messages, assignments, and all other Blackboard areas regularly.
- For communication, you can e-mail me at EMAIL. Be sure to sign your email with your full name. Also, include the course number and section in the subject line. I will do my best to respond to your emails within 24 hours on weekdays and within 48 hours on weekends
- Problems with online participation or software should be directed to the Owens Computer HELP desk at 567-661-7120, and email/text me immediately to discuss and resolve the situation.

How Grades are Determined and Major Assignments

Evaluation Measure The grade points for the areas of work are as follows.	Student Learning Outcomes Assessed	Value
Self-Introduction and Responses		30 points
Discussion Boards (16 @ 20 points each)	1,4	320 points
Assignments (7 @ 50 points each)	1-5	350 points
Diversity Paper	1,2,3,4	200 points
Total		900 points

The final course grade is to be computed using the following weights.

Evaluation Measure	Value	Student Learning Outcome Assessed
Self-Introduction and Responses	3%	
Discussion Boards (16 @ 20 points each)	36%	1,4
Assignments (7 @ 50 points each)	39%	1-5
Diversity Paper	22%	1,2,3,4

Grading Scale:

Percentage of Possible Points	Grade	Points
90-100%	A	810-900
80-89%	B	720-809
70-79%	C	630-719
60-69%	D	540-629
Below 60%	F	0-539

Important Dates to Remember (for 16-week classes): SEMESTER	
DATE	Semester Begins
DATE	Last day to ADD 16-week classes (w/o faculty signature)
DATE	Last day to DROP (100% refund)
DATE	Last day to DROP (60% refund)
DATE	Last day to DROP (50% refund)
DATE	Exam Week
DATE	Last Day of Classes
DATE	Last Day to Drop Course Without a Letter Grade
DATE	Commencement

Tentative Class Assignments:

Due Dates	Assignment Due
End of Week 1	Discussion Board Personal Introductions and Responses
End of Week 2	Chapter 1 Discussion
End of Week 3	Chapter 2 Discussion Chapter Assignment #1

End of Week 4	Chapter 3 Discussion
End of Week 5	Chapter 4 Discussion Chapter 5 Discussion
End of Week 6	Chapter 6 Discussion Chapter Assignment # 2
End of Week 7	Chapter 7 Discussion
End of Week 8	Chapter 8 Discussion Chapter Assignment #3
End of Week 9	Chapter 9 Discussion
End of Week 10	Chapter Assignment #4 Chapter 10 Discussion
End of Week 11	Chapter Assignment #5 Chapter 11 Discussion
End of Week 12	Chapter 12 Discussion Chapter 13 Discussion
End of Week 13	Chapter Assignment #6 Chapter 14 Discussion
End of Week 14	Chapter 15 Discussion Chapter Assignment #7

End of Week 15	Chapter 16 Discussion
Final Exam Week Final Due Date	Diversity Paper Due on DATE

Disclaimer: The instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course. Please note that while unlikely, there is a possibility courses might need to change the delivery method due to external issues like public health concerns, weather issues, etc. If this happens, the college will communicate any changes via email and/or other communication methods.