



**WAYLAND BAPTIST UNIVERSITY  
VIRTUAL CAMPUS  
SCHOOL OF BUSINESS**

**SYLLABUS**

1. Mission Statement: Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.
2. Course: **MGMT 5313** – VC01, Diversity Management
3. Term: Summer 2016
4. Instructor: Don Knox, PhD
5. Office Phone Number and WBU Email Address: [knox@wbu.edu](mailto:knox@wbu.edu); 806.292.7021
6. Office Hours, Building, and Location
7. Class Meeting Time and Location: Blackboard
8. Catalog Description: Research literature and value of ‘managing’ diversity with a Christian response to issues within diversity management; diversity management implications for employee and labor relations, workforce planning and development; measurement of results.
9. Prerequisites: MGMT 5309.
10. Required Textbooks and Resources:

**MGMT 5313, DIVERSITY MANAGEMENT**

<b>BOOK</b>	<b>AUTHOR</b>	<b>ED</b>	<b>YEAR</b>	<b>PUBLISHER</b>	<b>ISBN#</b>	<b>UPDATED</b>
<u>Opportunities &amp; Challenges of Workplace Diversity</u>	Canas	3rd	2014	Pearson	9780-132-95351-1	4/13/13

11. Optional Materials:

12. Course Outcome Competencies:

At the completion of this course, the student will be able to:

- Recognize the Awareness spectrum of: diversity, avoider, perpetuator, naive, fighter, and change agent
- Recognize that individuals' differences can enhance productivity
- Showcase the unique ways that some organizations are working to manage diversity and to illustrate that other organizations are limiting their diversity initiatives to legal compliance rather than to making systemic changes.
- Improve critical thinking skills by developing and applying criteria to the evaluation of an organization's diversity initiatives.
- Demonstrate an awareness and understanding of managing diversity from an individual perspective, a group identity perspective, and an organizational perspective.

### 13. Online Student Attendance Policy: (based on discussion postings)

Online Students - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner.

1. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor.
2. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements.
3. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation.
4. Any student who has not actively participated in an online class prior to the census date for any given term is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus.
5. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.:

14. Disability Statement: "In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765. Documentation of a disability must accompany any request for accommodations."

### 15. Course Requirements and Grading Criteria:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

There will be one exam – a little after mid-term worth about 7% of your grade. There will be case-studies for 51% of your grade. Attendance is 30% of your grade (attendance is monitored by the discussion board postings). An optional research paper will make up 12% of your grade. The paper must be at least 15 pages in length (reference pages, title page and abstract – do not count) and a minimum of 10 non-Internet or non-textbook sources. The paper must follow APA style guidelines and the font will be Times New Roman or Arial, 12 point.

**One very important item about sources on your paper – I will not accept Internet sources including Wikipedia or Answers.com or similar websites as a source –ever – please do not try.**

I use SafeAssignment to help me track plagiarism. I would rather you not submit a paper than plagiarize. You do not need to submit a paper to receive a grade of "B" but it is required if you wish to try for a grade of "A". Submitting a paper does not guarantee a grade of "A" or "B". If you have not taken a research methods course – I highly advise you to work with the WBU writing lab. I advise you to utilize this resource even if you have taken a research methods course. Ultimately, you and only you are responsible for what you choose to turn in for a grade. If you do not write the paper then the highest grade you can get is a "B".

There are only two choices for a paper topic: "Inclusion of Persons with Disabilities: What is a Reasonable Accommodation to All" or "Inclusion of Spirituality and Religion in the Workplace: Respecting the Rights of All"

17. Tentative Schedule: (Calendar, Topics, Assignments) – the class week ends on Saturday at 11:59:00 PM Central US time and begins at 12:01:00 AM on Monday.

1. Discussion Board – weekly and graded. Late responses, regardless of reason will not be accepted.
2. There are 17 Case Study Assignments in the Diversity text – they will be due at various times – check the assignments page for specifics.
3. The exam will be due by the end of the 11<sup>th</sup> week – it will open at the beginning of the 9<sup>th</sup> week .
4. The paper will be due at the 9<sup>th</sup> week and we will use SafeAssignment for plagiarism checking.

18. **Policies Regarding Academic Dishonesty and Plagiarism:** Assigned research papers will contain only material from sources outside the textbook. Any attempt to use an author's words or ideas and represent them as your own is plagiarism. Material that I recognize as coming from the textbook will result in severe penalty. If you use someone else's ideas, document your paper by crediting the author with a bibliographical reference. Penalties for academic dishonesty are outlined in the Wayland catalog .

19. **Other Instructor notes:** Late work is not accepted. The assignments, paper, and test will automatically "disappear" at 11:59:00 PM Central US time on the date they are due. I do not accept late discussion postings. You are graduate students and you are responsible for your actions. Everything is open from the first day of class – there is no reason not to work ahead if you know you will be out. Please understand "no late work" really means "no late work" – for any reason. Please do not ask the answer really will be "no".