ORGL 4342-Leading Diverse and Inclusive Teams

COURSE SYLLABUS

Term:	Spring Term II	**Year:**	2024

INSTRUCTOR INFORMATION

Instructor Name:	Danya Casey
Office Phone:	n/a
A&M Commerce Email Address:	Danya.Casey@tamuc.edu
Instructor Notes:	Spring Term II: ORGL43422CW: Leading Div and Inc Teams

Office Location: Online/Remote
Office Hours: Virtual by Appointment
Preferred Form of Communication: Email
Communication Response Time: 24 Hours or Less
(Grading of assignments is typically not completed in 24 hours or less)

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER) and/or materials that are available through the Waters Library. All materials are embedded within the course or are accessible via the Internet or accessible through the Waters Library resource portal. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the Internet for use with assignments in this class.

ORGANIZATIONAL LEADERSHIP PROGRAM DESCRIPTION

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

COURSE DESCRIPTION

This course examines diversity and inclusion at the individual, group, and organizational levels. Students will apply concepts, tools, and strategies to help them promote diversity and inclusion among teams. Topics include leadership efforts to ensure diversity and inclusion efforts across gender, race, ethnicity, socioeconomic class, culture, generations, and others. Course also emphasizes cross-cultural competence for leaders in modern organizations. Students will develop and improve the knowledge and skills needed to lead diverse, inclusive, and multidisciplinary teams in modern organizations.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

- Define terms and concepts common to leadership, diversity, inclusion, and teamwork
- Understand why leading diverse and inclusive teams is important in modern organizations
- Describe the knowledge, skills, and behaviors required to provide effective diversity leadership
- Identify strategies for managing diverse teams in organizations
- Apply ethical decision-making concepts to situations impacting diversity and inclusion
- Examine how bias can limit the ability to lead diverse groups
- Evaluate an organization's existing approach to leading diversity and inclusion
- Create a personalized diversity action plan

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three-semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a seven-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content should be read and reviewed. All required assignments must be completed.
Please contact the instructor by email for any assistance.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor for any assistance.

ASSESSMENT

Students must achieve 80% or higher on the required posttests and culminating project to demonstrate competency and pass the course. Both parts of the project will be assessed using an assigned rubric.

REQUIRED VS. OPTIONAL ASSIGNMENTS

Pretests- Required activity that <u>does not count toward your final grade</u>. Everyone is required to complete each pretest **(6 total)**. The purpose of these pretests is to provide a baseline understanding of your knowledge in the unit. Passing the pretests with 80% or above, demonstrating your understanding of the learning concepts, you may move through the material or go directly to the required posttest. If you do not make at least 80% on a pretest, I encourage you to through work through the learning objective content before attempting the posttest.

Unlimited Quizzes – Optional activity that <u>does not count toward your final grade</u>. Quiz completion allows you the opportunity to test your knowledge and identify areas that you will need to revisit in preparation for the posttest. Quizzes do not calculate into your final grade, but they will greatly enhance your chances of passing the posttests.

Posttests – Required activity that <u>does count toward your final grade</u>. Everyone is required to complete each posttest **(6 total)**. Each posttest has a listed and enforced time limit. You will have three (3) attempts per posttest to achieve an 80% or higher score. If you do not make at least an 80% on the posttest for each

learning objective, then you will not successfully pass the course (Grade = F). The posttests total 600 points toward your final grade. These posttests are due by the last day of Week 7 (Friday) by 11:59 PM CST.

Culminating Project - Required activity that does count toward your final grade. The final project will assess your knowledge of course content. There are two required parts (written & video) that total 200 points toward your final grade (100 points each). Both parts of the project will be assessed using the assigned rubrics. Both parts are due by the last day of Week 7 (Friday) by 11:59 PM CST.

Final Grade - Once an 80% or higher is achieved on each posttest and the culminating project, you will receive a numerical score/grade for the course. This score/grade will be based upon the average scores of the seven posttests and culminating project (800 possible points).

GRADING SCALE
A = 90%-100%
B = 80%-89%
F = 79% or Below

GRADING MATRIX

The following items will be used to calculate the final grade in the course.

Item	**Worth**
Posttest (1)	100 points
Posttest (2)	100 points
Posttest (3)	100 points
Posttest (4)	100 points
Posttest (5)	100 points
Posttest (6)	100 points
Project Part I: Written	100 points
Project Part II: Video	100 points
Total	**800 Points**

Acceleration Process
Students enrolled in CBE courses in the College of Innovation and Design are permitted to accelerate from one CBE course to another during a seven-week academic term under certain conditions. The request to accelerate from one course to another must be initiated by the student upon successful completion of currently enrolled CBE courses. Students are responsible for maintaining communication with faculty and their assigned advisor(s) throughout the acceleration process. Students who fail a course or who drop/withdraw from a CBE course are not eligible for acceleration. Student may only request permission to accelerate in one course at a time. Request to accelerate is initiated and completed by 5:00 PM CST on the fifth Friday of the seven-week academic term.

Process
1. Student completes all required coursework in their CBE course(s) with grade of “A” or “B.”
2. Student receives emailed verification from the assigned instructor that the course has been satisfactorily completed (Grade of A or B only).
3. Student contacts assigned advisor to provide proof of completion and discuss eligibility for acceleration into another course.

TECHNOLOGY REQUIREMENTS LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

LMS Requirements:
View the Learning Management System Requirements Webpage.

LMS Browser Support:
Learn more on the LMS Browser Support Webpage.

YouSeeU Virtual Classroom Requirements:
Visit the Virtual Classroom Requirements Webpage.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the Brightspace Support Webpage.

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

All emails from students should include:

- Course name and subject in the subject line (ex. ORGL 4342 – Posttest)
- Salutation
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty
13.99.99.R0.03 Undergraduate Student Academic Dishonesty Form Graduate Student Academic Dishonesty Form

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in Policy 13.99.99.R0.03 for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Use of Artificial Intelligence

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce, Velma K. Waters Library Rm 162,
Phone (903) 886-5150 or (903) 886-5835
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services

Counseling Center

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886- 5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information, or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police at 903-8865868 or 9-1-1.

COURSE OUTLINE

Learning Objectives and Competencies	Assignments
LO1: Define terms and concepts common to leadership, diversity, inclusion, and teamwork.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
LO2: Understand why leading diverse and inclusive teams is important in modern organizations.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
LO3: Describe the knowledge, skills, and behaviors required to provide effective diversity leadership.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
LO4: Identify strategies for managing diverse teams in organizations.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
LO5: Apply ethical decision-making concepts to situations impacting diversity and inclusion.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
LO6: Examine how bias can limit the ability to lead diverse groups.	Pretest (required) Reading Material Videos Quiz (recommended) Posttest (required)
NOTE: The culminating project consists of two parts that will be assessed using an assigned rubric. Part I consists of a written assessment of an organization's DEI approach. Part II is a Personalized Diversity Action Plan video (5-7 Minutes).	Project - Parts 1&2 (required)