SUMMER 2024 Quad 1

Meeting days: Online	Instructor title and name: JC Hurtado-Prater
Meeting times: Online	Phone: Office: 619-849-3014 Cell: 619-909-7802 (Text only please)
Meeting location: Online	E-mail: jhurtado@pointloma.edu
Final Exam: N/A	Office location and hours: Main Campus | FSB 139 | By appointment only
Additional info: N/A	Additional info: N/A

PLNU Mission

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Fermanian School of Business Mission

Character – Professionalism – Excellence – Relationships – Commitment - Innovation

As members of a vital Christian community, we strive to provide high quality business programs that equip students to make a positive impact in their workplace and community by connecting purpose to practice.

COURSE DESCRIPTION

This course examines theory, policy and practice of managing diversity and cultural dynamics within organizations. Topics include intercultural communication, inclusiveness, equity, and dimensions of diversity and culture. Emphasis is placed on cultural values and beliefs in a complex and dynamic work environment.

COURSE LEARNING OUTCOMES

The student who successfully completes this course will be able to:

1. Define key concepts surrounding diversity, cultural dynamics and inclusiveness.

2. Examine how human elements and organizations influence diversity, cultural dynamics and inclusiveness.

3. Understand the opportunities and challenges of diversity and inclusion.

4. Attain theoretical and practical competence in creating personal and organizational structures and processes for diversity and inclusion.

5. Demonstrate a strong understanding of diversity and inclusion through effective communication skills, both written and spoken)

6. Embrace a leadership perspective around diverse viewpoints with the understanding that diversity, cultural dynamics and inclusion are essential to organizational success, effective leadership, team building and conflict management.

COURSE CREDIT HOUR INFORMATION

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a **3-unit class** delivered over **16 weeks**. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 120 total hours meeting the course learning outcomes. The time estimations are provided in the module overviews.

Distribution of Credit Hours

Category	Credit Hours
Required Reading	40
Discussions	20
Assignments	60
Total Hours	120

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

NOTE: Students are responsible to have the required textbooks prior to the first day of class. Students are also encouraged to begin reading the books in preparation for the class as soon as possible.

[How to Be an Inclusive Leader, Second Edition: Your Role in Creating Cultures of Belonging Where Everyone Can ThriveLinks to an external site.](#) by Jennifer Brown. ISBN-10 = 152300200X, ISBN-13 = 978-1523002009

[The Leader's Guide to Unconscious Bias: How To Reframe Bias, Cultivate Connection, and Create High-Performing TeamsLinks to an external site.](#) by Pamela Fuller, Mark Murphy, Anne Chow. ISBN-10 = 1982144319, ISBN-13 = 978-1982144319

[The Culture Map: Breaking Through the Invisible Boundaries of Global BusinessLinks to an external site.](#) by Erin Meyer. ISBN-10 = 1610392507, ISBN-13 = 978-1610392501

Recommended (but not required)

[Blindspot: Hidden Biases of Good People Links to an external site.](#)by Mahzarin R. R. Banaj, Anthony G. Greenwald. ISBN-10 = 0345528433, ISBN-13 = 978-0345528438

Note:

1. Cite book author/editor, title, edition, publisher and date
2. For web references, use URL.
3. List any additional "recommended" materials students must have, including equipment, study guides, special calculators, personal lab or studio equipment.

ASSESSMENT AND GRADING

Student grades will be posted in the Canvas grade book no later than midnight on Tuesday of each week beginning in Week Two of this course. It is important to read the comments posted in the grade book as these comments are intended to help students improve their work. Final grades will be posted within one week of the end of the class. Grades will be based on the following:

Distribution of Points

Course Assignments	Points
Week 1 Cohort Introduction	10
Week 1 Video Reflection	50
Weekly Reading Journal + Discussion (5x30 points)	150
Weekly Video Podcast + Discussion (5x50 points)	250
Weekly 1-2 page Paper (5x30 points)	150

Mid-term Paper	80
Mid-term Presentation + Discussion	50
Final Paper	160
Final Presentation + Discussion	100
Total Points	**1000**

Standard Grade Scale Based on Percentages

A	B	C	D	F
A 93-100	B+ 87-89	C+ 77-79	D+ 67-69	F Less than 59
A- 90-92	B 83-86	C 73-76	D 63-66	
	B- 80-82	C- 70-72	D- 60-62	

Students must complete the required program hours in the major (program) from Point Loma Nazarene University with a minimum grade of "C" in each course and an overall 2.00 grade point average.

INCOMPLETES AND LATE ASSIGNMENTS

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned under extremely unusual circumstances.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Note: Consider this statement if you will permit some use of AI.

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

CONTENT WARNING

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive various types of information. In [class name], all of the class content, including that which may be intellectually or emotionally challenging, has been intentionally curated to achieve the learning goals for this course. The decision to include such material is not taken lightly. These topics include [list topics]. If you encounter a topic that is intellectually challenging for you, it can manifest in feelings of discomfort and upset. In response, I encourage you to come talk to me or your friends or family about it. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of [subject/major], and I will support you throughout your learning in this course.

TRIGGER WARNING

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive several types of information. In [class name], we will cover a variety of topics, some of which you may find triggering. These topics include [list topics]. Each time this topic appears in a reading or unit, it is marked on the syllabus. The experience of being triggered versus intellectually challenged are different. The main difference is that an individual must have experienced trauma to experience being triggered, whereas an intellectual challenge has nothing to do with trauma. If you are a trauma survivor and encounter a topic in this class that is triggering for you, you may feel overwhelmed or panicked and find it difficult to concentrate. In response, I encourage you to take the necessary steps for your emotional safety. This may include leaving class while the topic is discussed or talking to a therapist at the Counseling Center. Should you choose to sit out on discussion of a certain topic, know that you are still responsible for the material; but we can discuss if there are other methods for accessing that material, and for assessing your learning on that material. Class topics are discussed for the sole purpose of expanding your intellectual engagement in the area of [subject/major], and I will support you throughout your learning in this course.

SPIRITUAL CARE

PLNU strives to be a place where you grow as a whole person. To this end, we provide resources for our graduate students to encounter God and grow in their Christian faith. At the Mission Valley (MV) campus we have an onsite chaplain who is available during class break times across the week. If you have questions for, desire to meet or share a prayer request please email mvchaplain@pointloma.edu.

In addition, on the MV campus there is a prayer chapel on the third floor which is open for use as a space set apart for quiet reflection and prayer.

LANGUAGE AND BELONGING

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good

writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

You may report an incident(s) using the Bias Incident Reporting Form.

SEXUAL MISCONDUCT AND DISCRIMINATION

In support of a safe learning environment, if you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that accommodations and resources are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, faculty and staff are required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix.

NOTE: The following policies are to be used without changes:

STATE AUTHORIZATION (⊛ FOR FULLY ONLINE COURSES ONLY)

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on State Authorization to view which states allow online (distance education) outside of California.

PLNU COPYRIGHT POLICY ⊛

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

PLNU ACADEMIC HONESTY POLICY⊛

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or

concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Graduate Academic and General Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

During the first week of class, you will be asked to submit an Academic Honesty Verification Statement. Submitting the statement is a requirement of this course. By submitting the Academic Honesty Verification Statement, you will be verifying all assignments completed in this course were completed by you. Carefully review the Academic Honesty Statement below.

Statement: "In submitting this form, I am verifying all the assignments in this course will be completed by me and will be my own work."

PLNU ACADEMIC ACCOMMODATIONS POLICY⊛

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

COURSE MODALITY DEFINITIONS

1. In-Person: Course meetings are face-to-face with no more than 25% online delivery.

2. Online: Coursework is completed 100% online and asynchronously.

3. Online Synchronous: Coursework is completed 100% online with required weekly online class meetings.

4. Hybrid: Courses that meet face-to-face with required online components.

Face-to-Face MBA/MAOL Courses:
Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](#) for additional detail.

1- Unit Online Evening MBA/MAOL Courses:
Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Online Asynchronous Attendance/Participation Definition: Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes, but is not limited to:

- Engaging in an online discussion
- Submitting an assignment
- Taking an exam
- Participating in online labs
- Initiating contact with faculty member within the learning management system to discuss course content

Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.

3-Unit Hybrid Daytime MBA Courses:

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements. If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an "F" grade. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See Academic Policies in the Graduate and Professional Studies Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Online Asynchronous Attendance/Participation Definition: Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes, but is not limited to:

- Engaging in an online discussion
- Submitting an assignment
- Taking an exam
- Participating in online labs
- Initiating contact with faculty member within the learning management system to discuss course content

Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.

USE OF TECHNOLOGY

In order to be successful in the online or hybrid environment, you'll need to meet the minimum technology and system requirements; please refer to the *Technology and System Requirements* information. Additionally, students are required to have headphone speakers, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams requires a computer with a camera (tablets are not compatible) to complete exams online.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **on its scheduled day**. No requests for early examinations or alternative days will be approved.

COURSE SCHEDULE AND ASSIGNMENTS

<u>Note:</u> For each assignment, provide the following things:

- Description: Clear explanation of the assignment
- Requirements: Clearly identify all evaluation requirements for each assignment, including rubrics, if any, for assignments.
- Style standard: APA, Chicago, etc, if applicable.

Course Summary:

Date	Details	Due
Mon Aug 28, 2023	Quiz Academic Honesty Verification Statement	due by 11:59pm
	Discussion Topic WK1 Introduce Yourself	due by 11:59pm
	Page Week 1 Overview	to do: 11:59pm
Sun Sep 3, 2023	Assignment WK1 Video Reflection Essay	due by 11:59pm
Mon Sep 4, 2023	Page Week 2 Overview	to do: 11:59pm
Fri Sep 8, 2023	Discussion Topic WK2 Video Lecture/Podcast Discussion	due by 11:59pm
Sun Sep 10, 2023	Assignment WK2 Reading Journal	due by 11:59pm
	Assignment WK2 Weekly Reflection Paper	due by 11:59pm
Fri Sep 15, 2023	Discussion Topic WK3 Video Lecture/Podcast Discussion	due by 11:59pm
Sun Sep 17, 2023	Assignment WK3 Reading Journal	due by 11:59pm

Date	Details	Due
	Assignment WK3 Weekly Reflection Paper	due by 11:59pm
Mon Sep 18, 2023	Page Week 4 Overview	to do: 11:59pm
Fri Sep 22, 2023	Discussion Topic WK4 Midterm Presentation	due by 11:59pm
	Assignment WK4 Midterm Paper	due by 11:59pm
Mon Sep 25, 2023	Page Week 5 Overview	to do: 11:59pm
Fri Sep 29, 2023	Discussion Topic WK5 Video Lecture/Podcast Discussion	due by 11:59pm
Sun Oct 1, 2023	Assignment WK5 Reading Journal	due by 11:59pm
	Assignment WK5 Weekly Reflection Paper	due by 11:59pm
Mon Oct 2, 2023	Page Week 6 Overview	to do: 11:59pm
Fri Oct 6, 2023	Discussion Topic WK6 Video Lecture/Podcast Discussion	due by 11:59pm
Sun Oct 8, 2023	Assignment WK6 Reading Journal	due by 11:59pm
	Assignment WK6 Weekly Reflection Paper	due by 11:59pm
Mon Oct 9, 2023	Page Week 7 Overview	to do: 11:59pm

Date	Details	Due
Fri Oct 13, 2023	Discussion Topic WK7 Video Lecture/Podcast Discussion	due by 11:59pm
Sun Oct 15, 2023	Assignment WK7 Reading Journal	due by 11:59pm
	Assignment WK7 Weekly Reflection Paper	due by 11:59pm
Mon Oct 16, 2023	Page Week 8 Overview	to do: 11:59pm
Wed Oct 18, 2023	Assignment WK8 Final Paper	due by 11:59pm
Fri Oct 20, 2023	Discussion Topic WK8 Final Presentation	due by 11:59pm
Sun Oct 22, 2023	Quiz End-of-Course Evaluation	due by 11:59pm