

## **INCLUSIVE LEADERSHIP**

### **MANA 7356 - ASYNCHRONOUS - SPRING 2024**

**Prof. Alejandro (Alex) Fernandez**

**Discussion Hours:** Tuesdays 7:00 – 7:30 pm ([virtual on Zoom](#))

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**OFFICE HOURS (Outside of Discussion hours):** Available via Zoom by appointment (email for appointment)

**REQUIRED TEXT** eTextbook Diversity in Organizations 4th Edition. Myrtle P. Bell, Joy Leopold, CENGAGE

### **COURSE OBJECTIVE**

Inclusive Leadership is becoming increasingly important to contemporary organizations and is likely to become even more critical as the population and workforce become more heterogeneous.

It is no longer enough for companies to say they are building a diverse workforce. Instead, companies must also ensure that they create an inclusive environment for their employees of diverse backgrounds to thrive and that their internal systems allow all employees equitable opportunities for success. This course will prepare you to enter the workforce as an inclusive leader who understands the purpose of diversity, equity, and inclusion and is equipped to create a positive impact. Students are expected to be open to learning new information about demographic groups other than their own.

This is a 14-week asynchronous course with modules that address improving your knowledge in the following areas of Diversity and Inclusion:

1. Recognize diversity and Inclusive environments.
2. Understand historical, social, group, and individual factors that influence bias and discrimination.
3. Develop skills to manage diversity-related issues in the workplace effectively.
4. Develop a personal philosophy around becoming an Inclusive Leader.
5. Develop excellent skills to interact with dissimilar others, foster inclusion, and reduce workplace bias.

### **STUDENT EVALUATION**

### Student Evaluation

REQUIREMENTS	POSSIBLE POINTS
Weekly grading includes Discussion Board posts and individual or group assignments	1600
Team Project Assignment	400
<b>Total</b>	<b>2000</b>
<b>*Total points divided by 20 will be used in the Grade Distribution table*</b>	

### GRADE DISTRIBUTION

Grade Distribution

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

### COURSE SCHEDULE:

Course Schedule

Week	Topic	Evaluation	POINTS
1 01/15	Steps to complete the Inclusive Leadership Course successfully.	1. Create an Introduction video (30 points) 2. Post: What do you understand about Inclusive Leadership? (10 points)	100

		<ol style="list-style-type: none"> <li>Complete Individual Assessment and report your score (40 points)</li> <li>Building trust Bingo (20 points)</li> </ol>	
2 01/22	Diversity and Equity	<ol style="list-style-type: none"> <li>Watch the Video Diversity, Equity, and Inclusion and respond to the Quiz Video (50 points)</li> <li>Observe Diversity in your environment (50 points)</li> </ol>	100
3 01/29	Diversity related legislation	<p><b>Capstone Project Starts</b></p> <ol style="list-style-type: none"> <li>Watch videos on diversity legislation and complete a Video Quiz (50 points)</li> <li>Complete the assignment, Effectiveness of the Legal Framework (20 points)</li> <li>Legal Vignettes Group assignment (30 points)</li> </ol>	100
4 02/05	Examining Specific Groups and Categories	<ol style="list-style-type: none"> <li>Watch the video Jane Elliott's "Brown Eyes, Blue Eyes" experiment and complete the assignment (40 points)</li> <li>Activity: Group Project Strengths and areas of improvement (60 points)</li> </ol>	100
5 02/12	Examining Specific Groups and Categories (cont.)	<ol style="list-style-type: none"> <li>Select a specific group or category you are not familiar with from readings of Week 4 or Week 5, and in 200 words, prepare a summary of that group (50 points)</li> <li>Post: Appreciate the beauty and diversity found in celebrations around the world (50 points)</li> </ol>	100
6 02/19	Intersectionality	<ol style="list-style-type: none"> <li>Watch Kimberlé Crenshaw's video and complete the Quiz (30 points)</li> <li>View the PowerPoint presentation on Intersectionality and answer the Quiz (30 points)</li> <li>Watch the Intersectionality Video and complete the Quiz (40 points)</li> </ol>	100
7 02/26	Employee Resource Groups	<ol style="list-style-type: none"> <li>View the PowerPoint presentation on Employee Resource Group and respond to the Test. (30 points)</li> </ol>	100

		2. Read Deloitte's position on Employee Resource Groups and respond to the Test (70 points)	
8 03/04	Unconscious Biases	1. Complete the assignment. Describe your significant unconscious biases and establish five steps to avoid them (60 points). 2. Complete the assignment. Exploring the Dimensions of Trust (40 points)	100
9 03/18	The benefits of Managing Diversity	1. Read the document about Diversity benefits and complete the Quiz (50 points) 2. Diversity Assignment (50 points)	100
10 03/25	Managing Diversity in Organizations	Group assignment (200 points)	200
11 04/01	The importance of Equity pay	Group assignment Income Inequality (200 points)	200
12 04/08	Inclusive Leadership	1. Complete the Academic Panel Quiz (50 points) 2. Assignment Inclusive Leadership (50 points)	100
13 04/15	Engagement and Change Management	1. Improve Employee Engagement Quiz (20 points) 2. Work Culture Video Quiz (20 points) 3. Engagement Assignment (60 points)	100
14 04/22	Laying the Foundation for Diversity	1. Individual Assessment (40 points) 2. Diversity statement (30 points) 3. Action Plan (30 points) 4. Team Project Assignment (400 points)	100

***The above schedule is tentative. The instructor reserves the right to change the topics for each module and the coverage order. To submit assignments, students should use Canvas. Additionally, it is advised to avoid using Internet Explorer, Edge, or Safari browsers. The assignments are due on Sundays at 11:59 pm CT.***

## **TEAM PROJECT ASSIGNMENT (400 Points)**

Starting January 29, you will embark on an exciting group project spanning the entire semester. This collaborative endeavor will require consistent weekly progress from all team members. Ultimately, at the end of the semester, you will showcase your accomplishments through a 10-minute video presentation and a comprehensive six-page document.

Each team member will play a crucial role in the success of this project. As part of your responsibilities, you will be assigned a specific role, which you will be responsible for completing. This ensures that all aspects of the project are thoroughly covered and adequately represented. Additionally, active participation from every team member is expected during the video presentation, allowing for a comprehensive and cohesive overview of your project's findings.

### **UNIVERSITY REQUIREMENTS:**

#### Artificial Intelligence

Unless otherwise explicitly instructed, students are not allowed to use any alternative generation tool for any type of submission in this course. Every submission should be an original composition that the student themselves wholly created for this course.

Faculty reserve the right to use Artificial Intelligence (AI) detection software to find instances of AI-generated writing in student submissions. The findings are binding and can be subject to student code of conduct, academic dishonesty, and plagiarism policies in the course. Students who use AI software to compose assignments will face disciplinary action.

#### Mental Health and Wellness Resources

The University of Houston has a number of resources to support students' mental health and overall wellness, including [CoogsCARE](#) and the [UH Go App](#). UH [Counseling and Psychological Services \(CAPS\)](#) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit [uh.edu/caps](http://uh.edu/caps), call 713-743-5454, or visit a [Let's Talk](#) location in-person or virtually. [Let's Talk](#) are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The [Student Health Center](#) offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The [A.D. Bruce Religion Center](#) offers spiritual support and a variety of programs centered on well-being.

### **Need Support Now?**

**If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text 988, or chat 988lifeline.org.**

### Career Support

If you are a business major curious about how to connect your academic experiences with a career path or job, please see the professionals in the Rockwell Career Center, as they have staff who are experts in the majors, career paths, and employers available to Bauer students. Simply go to “Bauer Career Gateway” in AccessUH (<https://accessuh.uh.edu>) to make an appointment or to review current internship and job opportunities. If you are not a business major, University Career Services has staff who specialize in the other majors on campus who can provide similar services by going to “Cougar Pathways” in AccessUH to make an appointment or review job/internship postings. The services in Cougar Pathways are available to business majors as well.

### Academic Honesty Policy

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

### Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a “responsible employee” for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

### Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400, or emailing [jdcenter@Central.UH.EDU](mailto:jdcenter@Central.UH.EDU).

### Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important

contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days, pregnancy and related conditions](#), and [disability](#).

### Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

### Resources for Online Learning

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, Blackboard, and Canvas; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact [UHOnline@uh.edu](mailto:UHOnline@uh.edu).

### UH Email

Please check and use your CougarNet email for communications related to this course. Faculty use the CougarNet email to respond to course-related inquiries such as grade queries or progress reports for reasons of FERPA. To access your CougarNet email, [login](#) to your Microsoft 365 account with your CougarNet credentials. Visit [University Information Technology \(UIT\)](#) for instructions on how to connect your CougarNet e-mail on a mobile device.

### Webcams

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on during the class and exams.

### Security Escorts and Cougar Ride

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. The security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety,

as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called “Cougar Ride” that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

### Syllabus Changes

Please note that the instructor may need to make modifications to the course syllabus. Notice of such changes will be announced as quickly as possible through CANVAS Announcements and email.