Course ISS 2160: Cultural Diversity in the United States
COURSE SYLLABUS

Instructor: Dr. Lee-Ann Laffey
Email: Communication will be via the E-Learning Mail tool
Prerequisites: None
Credits: 3
Course Deadline: 16 weeks from each student’s enrollment date

COURSE TEXTBOOK

COURSE DESCRIPTION
Cultural Diversity in the United States offers a platform for discussing the many kinds of diversity we encounter in the United States today. This course will attempt to dispel the notion of diversity as merely a synonym for racial or ethnic issues. Through the study of diversity consciousness and training we will attempt to better understand prejudices and discrimination in the United States. As we explore various types of diversity including racial, political, sexual, gender, religious, ethnic and any others that arise from our discussions, we will examine both the positive and negative experiences that have arisen from laws, actions, cultures, feelings, and protests in the United States.

COURSE OBJECTIVES AND OUTCOMES
The first goal of this course is to dispel the myths you may have heard or experienced concerning the nature of diversity and to help you attain a working definition and understanding of what diversity means in the United States.

You will also be asked to think about the benefits of Diversity Education and Training and how this may help reduce the number of prejudicial incidents in the future. We will also identify personal and social barriers to success and how they are related to diversity. This course will also help you to better grasp multiple types of prejudice and discrimination that exist in the United States. You will also begin to understand the different types of prejudice and discrimination that existed both in the past and present in the United States and how they have impacted our world. You will also learn about cultural encapsulation, enculturation, classism, sexism and their occurrence in American workplaces and schools. Another goal of this course is to help you to better understand the power of language.
You will gain a better understanding of how communication and culture are interrelated and how miscommunication has been the cause of more than one war. You will come to know that your surroundings, race, religion, politics and ethnicity, as well as, many other factors can create barriers to effective communication. In this course we will explore different types of communication, “hot buttons” and linguistic stereotypes and how they alter our communication in a diverse world. You will also learn about effective strategies for inclusive communication, the value of a team based approach to leadership, as well as conflict management skills and the ability to think critically.

COURSE STRUCTURE

Course Outline

Module 1 Overview: An Overview of Diversity
- Lesson 1: Diversity, Diversity Consciousness and Diversity Education
- Lesson 2: Our Changing Cultural Landscape

Module 2 Overview: Diversity Consciousness and the Multiple Meanings of Success
- Lesson 1: Diverse Meanings of Success
- Lesson 2: The Price of Diversity Consciousness in the Workplace

Module 3 Overview: Understanding Social and Personal Barriers to Success
- Lesson 1: Understanding Social and Personal Barriers to Success
- Lesson 2: Hate Groups

Module 4 Overview: Developing Diversity Consciousness
- Lesson 1: Defining and Developing Diversity Consciousness in the Workplace and Education

Module 5 Overview: Communicating in a World Filled With Diversity
- Lesson 1: The Power of Language: Tools, Barriers, and Hot Buttons

Module 6 Overview: Teamwork, Leadership & Conflict Management
- Lesson 1: Teamwork & Success
- Lesson 2: Leadership & Conflict Management

Module 7 Overview: Challenges to Diversity
- Conclusion – Culminating Assignment
TECHNOLOGY REQUIREMENTS

Students must have and regularly check a valid email account for this course. Students are recommended to check their email accounts at least twice per week or more often depending on progress in the course.

By signing up for an online course, students certify that they have reliable access to a computer and the internet. In order to take these courses, students need to have a web browser, a word processing program, a program for reading Acrobat documents, and other programs for example Windows or real Media to view/hear multimedia content.

If a student does not already have these programs, many options are available including these free options:

- **Word Processing:** OpenOffice, http://www.openoffice.org
- **Acrobat Reader:** Adobe Acrobat, http://www.adobe.com

ASSIGNMENT SUBMISSIONS

**NOTE:** If you do not have Microsoft Office or other software capable of saving documents in one of the file formats identified above, you can download the OpenOffice software suite free of charge at [http://www.openoffice.org/product/](http://www.openoffice.org/product/). OpenOffice is an open-source designed office productivity suite that has comparable components to Microsoft Office. Please reference OpenOffice’s comprehensive help files for instructions in its effective use.

GRADING

**Grading Criteria**

Your course grade will be determined as follows:

1. Seven (7) Written Review Short Answer Questions - 30 points each for a total of 210 points
2. Nine (9) Internet Assignments - 30 points each for a total of 270 points.
3. Eight (8) Short Essay Assignments - 40 points each for a total of 320 points.

**Total course points: 800**

The course letter grade will be determined according to the following scale:

- A Outstanding 720-800 points (90%-100%)
- B+ Good 700-719 points (87.5%-89.9%)
- B Excellent 640-699 points (80%-87.4%)
C+  620-639 points (77.5%-79.9%)
C   Fair  560-619 points (70%-77.4%)
D+  540-559 points (67.5%-69.9%)
D   Poor  480-539 points (60%-67.4%)
E   Failure  479 points and below

The University of Florida assures the confidentiality of all your educational records in accordance with State University System Rules, State Statutes, and the Family Educational Rights and Privacy Act. **Grades are not given out over the phone.**

**Grading Standards**

Here is the meaning behind the grades I assign to your papers (you should use these statements to determine how you might work toward a higher grade):

Students will be assessed on accuracy of the factual material represented in their respective answers, as well as, creativity and detailed descriptions where applicable. Each assignment has a point value and specific requirements. To earn full credit the student must cover all points asked by the question and provide adequate supporting materials, references and details. Before answering, carefully examine what the question is asking you. If the question asks you for your opinion be sure to include reasons, experiences and backup information. For essay type questions or papers you need to create a well-organized paper with a beginning, middle and end. Be sure to start with a solid introduction and thesis statement and then support it with details and explanations that you demonstrate throughout your essay. Be sure not to be too general in your responses and be sure to cite, quote and reference any information you obtain from other sources.

**ONLINE STUDENT CONDUCT**

Students are expected to abide by the University of Florida's code of student conduct, including the rules applicable to online courses and student conduct in general.

**ACADEMIC HONESTY**

Students enrolled in Flexible Learning courses through the University of Florida are expected to perform with the highest level of academic honesty and integrity.

You are responsible for providing proper acknowledgement for any work that is not the product of your own thought; this includes published and unpublished texts and information taken from Internet sources. Failure to properly cite such material will be regarded as plagiarism.

**Plagiarism:**

“A student shall not represent as the student’s own work all or any portion of the work of another. Plagiarism includes but is not limited to:
1. Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution.

2. Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student.” Source: Regulations of the University of Florida, UF-4.041. For more information, please go to this link: Student Honor Code and Student Conduct Code: Scope and Violations

“For a violation or violations of the Honor Code, a student may receive any of the sanctions that can be imposed for Student Conduct Code violations, including but not limited to conduct probation, suspension and expulsion as well as any educational sanctions. In addition, students may receive the following:
   (a) Assignment grade penalty. The student is assigned a grade penalty on an assignment including but not limited to a zero.
   (b) Course grade penalty. The student is assigned a grade penalty in the entire course including but not limited to an ‘E’.” Source: Regulations of the University of Florida, UF-4.047.

Disability Accommodations:

The Disability Resource Center in the Dean of Students Office provides students and faculty with information and support regarding accommodations for students with disabilities. Staff at the Disability Resource Center will assist any student who registers as having a disability. Official documentation of a disability is required to determine eligibility for appropriate accommodations. The professional employees at the Disability Resource Program serve as full-time advocates for students with disabilities ensuring students have physical and programmatic access to all college programs. One of the services provided by the Disability Resource Center includes:

- Testing Accommodations
  Please click on this link for further information: DRC-Testing Accommodations

Here is the link to register with the DRC: DRC-How to Get Started

The Flexible Learning office needs to be notified of any special accommodations required by the student when they begin their course.

Course Deadline and Extension Policy:

Each student’s online course expires **16 weeks from the date of enrollment.** Although there is flexibility in completing the coursework, the course should be started as soon as the course materials are received since the 16 week period has already begun. The coursework should be submitted as it is completed. All **final** coursework needs to be completed and submitted for grading at least **2 weeks** prior to the course expiration date. Any “due dates” that may be in E-Learning in Sakai do **not** apply to the student’s course expiration date.

Each student is allowed 16 weeks to complete a course. If the time is about to expire, the student will be assigned a failing grade ("E"). If the student has made sufficient academic progress, which is defined as completing at least 50% of the course, the student may petition the instructor for a
course extension. After you have contacted your instructor for an extension, each extension request will be administratively evaluated.

**Dropping or Withdrawing From a Course:**

A tuition refund may be granted after a student submits a written request for withdrawal from a course within 30 days of enrollment. This request must be in writing and may be sent by fax or email. All requests will receive written responses. Refunds will be the amount of tuition, less $25.00 per course. If a credit card was used to pay for tuition, the refund will be in the form of credit to that card. A refund can be issued on course materials at the time of withdrawal if they are returned within 30 days of sale and are in their original condition. Allow 6 – 8 weeks for refund checks. Please call our office (1-800-327-4218) for up to date refund policies. **No refunds are granted after 30 days.** Students with disabilities who need to drop a course due to disability-related reasons are allowed to petition for additional drops. For more information, contact the [Disability Resource Center](#).

**Attention UF Students:**

- **To drop a course:** In order to drop a UF Flexible Learning course, UF students must have an Academic Advisor or Department Chair email the UF Flexible Learning office at learn@dce.ufl.edu stating that the student is approved to drop the course. Please use this link for more information: [UF Drop Policies](#)
  
  UF Students wishing to drop a UF Flexible Learning course after drop/add should contact their college advising office to see if they have a free drop remaining. If they have a free drop remaining, they have 14 weeks from the date of enrollment to drop the course, subject to applicable rules of their college and the university. This action is subject to verification that a grade has not yet been assigned.

- All full-term withdrawals must follow University of Florida policies/procedures. An approved withdrawal form must be submitted to the Dean of Student's Office for review and final approval. Students must also notify the UF Flexible Learning office of this request.
  
  Please use this link for more information: [UF Withdrawal Policies](#)

**Medical Withdrawals:**

Here is the link to start the Medical Withdrawal Process:

[Dean of Students Office Medical Withdrawal Process](#)

**Retroactive Withdrawals:**

Here is the link for retroactive withdrawal information: [Petition Information](#)
Transfers:

You may transfer from one course to another within 30 days of enrollment. This request must be in writing and sent by fax or e-mail. You will receive a receipt by mail. Any difference in tuition will be collected or refunded. There is a $50.00 transfer fee. After the transfer has taken place, the original enrollment and expiration dates still apply. The approval and signature of a dean or academic advisor is required for UF students.

Book Buy-Back Policy:

Textbooks and materials, except for ones that use an access code, that are in continued use by UF Flexible Learning and are in good condition may be repurchased at 50% of the original purchase price 30 days from completion of or withdrawal from a course. Contact UF Flexible Learning for more details at 1-800-327-4218.

How to Request a UF Transcript:

There are two ways to order a transcript:

1. The online ordering system by going to this link: Ordering UF Transcripts

2. If you cannot use the online system, please contact the UF Office of the University Registrar for instructions to mail in a request with a check or money order. They can be contacted by phone Monday-Friday, 8:00 a.m. to 5:00 p.m., at 352-392-1374. Persons with hearing impairments can call FRS # 1-800-955-8771 (TDD).

   Please check your “unofficial transcript” first, before ordering your “official transcript”, to make certain that your grade has been posted.

UF Flexible Learning Contact Information:

Email: learn@dce.ufl.edu
Phone: (352) 392-1711
Toll free: (800) 327-4218
Fax: (352) 392-6950
Website: UF Flexible Learning

Office Hours:
Monday-Friday
8:00am-5:00pm EST