

**City University of Hong Kong****Information on a Course  
offered by Department of Applied Social Sciences  
with effect from Semester A in 2013/2014****Part I**

Course Title:	Diversity and Inclusion in Workplace
Course Code:	SS5835
Course Duration:	One semester
No. of Credit Units:	3
Level:	P5
Medium of Instruction:	English
Medium of Assessment:	English
Prerequisites:	Nil
Precursors:	Nil
Equivalent Courses:	Nil
Exclusive Courses:	Nil

**Part II****Course Aims**

The aim of this course is to provide students with an understanding of the changing demographic makeup of the workforce and changing work environment; and to develop their ability to analyse and reflect on legal, policy and organizational changes undertaken to reduce discrimination, promote equality, manage diversity and embrace inclusion in workplace to enhance its productivity and effectiveness.

**Course Intended Learning Outcomes (CILOs)**

Upon successful completion of this course, students should be able to:

<b>No.</b>	<b>CILOs</b>	<b>Weighting</b>
1.	Identify the changing nature and context of work as well as demographic makeup of the workforce;	20%
2.	Distinguish diversity management from anti-discrimination, equal employment opportunity, affirmative action and inclusion in legal, policy, and organizational practices;	30%

3.	Recognize, respect and respond positively to workplace inequality and diversity in class, gender, ethnicity, disability, age, and sexual orientation, etc.; and	30%
4.	Apply skills in strengthening teamwork and leadership performance in diverse workplace.	20%

### Teaching and learning Activities (TLAs)

*(Indicative of likely activities and tasks designed to facilitate students' achievement of the CILOs. Final details will be provided to students in their first week of attendance in this course)*

CILO No.	TLA1	TLA2	TLA3	TLA4	Hours / course (if applicable)
CILO 1	√	√	√		
CILO 2	√	√	√		
CILO 3	√	√	√	√	
CILO 4	√	√	√	√	

#### TLA1: Lecture

Major concepts and theories of inequality and diversity in workplace are to be delivered in lectures supplemented by PowerPoint presentation, video, online and printed materials. Specific nature of discrimination in workplace will be reviewed with equality and inclusion practices in local and international context explained. Positive attitude and skills are to be developed in tackling diversity in workplace.

#### TLA2: Discussion and Case study

In addition to class and small group discussions to solicit students' input and feedback on diversity issues covered, case study will be used for in-depth discussions to help students to recognize, respect and respond positively to workplace diversity and inclusion practices.

#### TLA3: Group Project

Students will work in groups on selected or current topics of interest for investigation and make presentations in class. Critical comments on legal, policy and organization practice initiatives with local relevance will be encouraged.

#### TLA4: Presentation by Guest Speaker

Corporate/institute speaker may be invited to introduce the state of art in diversity and inclusive policy and management to the students. Equality campaigners may also be invited to share their struggles and achievements on workplace diversity and inclusion.

## Assessment Tasks/Activities

(Indicative of likely activities and tasks designed to assess how well the students achieve the CILOs. Final details will be provided to students in their first week of attendance in this course)

CILO No.	Type of Assessment Tasks/Activities	Weighting	Remarks
CILO 1-4	AT1: Group Presentation	25%	
CILO 1-4	AT2: Term Paper	50%	
CILO 1-4	AT3: Class Discussion	10%	
CILO 1-2	AT4: Quiz	15%	

### AT1: Group Presentation

Students will do group presentations in class on chosen topics for investigation on diversity and inclusive issues and management. Presentation will be less than one hour each and other students are involved in peer assessment of their presentations. Students are encouraged to give critical comments on policy and practice initiatives with local relevance in their presentations.

### AT2: Term Paper

Students will write an individual term paper of 2500 to 3000 words on workplace inequality and diversity initiative and practice relevant to the course. Prior consultation with the lecturer is encouraged.

### AT3: Class Discussion and Case Study

Students will do discussion and case study analysis in class and make report back of their groups' discussion. Students' ability to recognise, respect and respond positively to workplace diversity issues will be developed.

### AT4: Quiz

A quiz of 1 hour will be made in class between lectures 4-7 on key concepts, theories and materials covered in lectures and assigned readings on inequality and diversity issues in workplace to encourage them to study for the course.

## Grading of Student Achievement

Refer to Grading of Courses in the Academic Regulations for Taught Postgraduate Degrees.

Letter Grade	Grading criteria in relation to CILOs
A+ A A-	Strong evidence of original thinking and capacity to analyse and synthesize workplace inequality and diversity concepts and issues; superior grasp of legal, policy, organization and community initiatives; and evidence of extensive knowledge base of changing work context and issues.
B+ B B-	Evidence of grasp of workplace inequality and diversity issues, some evidence of critical capacity and analytic ability to understand the legal, policy and practices of diversity and inclusion; and evidence of familiarity with literature on local and international practices.
C+ C C-	Student who is profiting from the university experience in contact with local inequality and diversity issues and practices; and ability to develop solutions to simple problems of diversity and inclusion in workplace.
D	Sufficient familiarity with the subject matter of workplace inequality

	and diversity to enable the student to progress without repeating the course.
F	Little evidence of familiarity with the workplace inequality and diversity; weakness in critical and analytic skills in grasping the concepts and practices; and show no evidence in reviewing literature and local data.

### Part III

#### 1. Keyword Syllabus

##### 1.1 Changing work nature and setting

Changing nature and context of work and workforce demography;

##### 1.2 Workplace inequality and diversity issues

Cultural assessment of class, gender, racial/ethnic, age, disability, and sexual orientation inequality issues in workplace; Diversity and inclusive initiatives, anti-discrimination, equal employment opportunity, affirmative action, diversity and inclusive gateway and pathway issues, policies and management practices; and

##### 1.3 Diversity and inclusive practice

Multicultural leadership and teamwork skills; Recognise, respect and positive responses to legal, policy, organization and community diversity and inclusive initiatives and practices.

#### 2. Recommended Reading

##### Essential Texts

Bell, M.P. (2012). *Diversity in organization* (2<sup>nd</sup> ed.). Australia: South-western Cengage Learning.

Brief, P. (ed.) (2008). *Diversity at Work*. Cambridge: Cambridge University Press.

Canas, K. A., & Sondak, H. (2008). *Opportunities and challenges of workplace diversity: Theory, cases and exercises*. Upper Saddle River, N.J.: Pearson/Prentice Hall.

Kumar, S. & Manfredi, S. (2012). *Managing equality and diversity: Theory and practice*. Oxford: Oxford University Press.

Mor-Barak, M.E. (2011). *Managing diversity: Toward a globally inclusive workplace* (2<sup>nd</sup> ed.). Los Angeles: SAGE.

Roberson, Q. M. (2006). Disentangling the meanings of diversity and inclusion in organizations. *Group & organization management*, 31, 212-236.

Stockdale, M. S., & Crosby, F. J. (2004). *The psychology and management of workplace diversity*. Malden, MA: Blackwell.

Thomas, R. R. Jr. (2006). *Building on the promise of diversity: How we can move to*

*the next level in our workplaces, our communities, and our society.* New York: American Management Association.

### **Supplementary Texts**

Cassell, C. M., & Biswas, R. (2000). Managing diversity in the new millennium. *Personnel Review*, 29, 268-273.

Clegg, S. R., Hardy, C., Nord, W. R., & Lawrence, T. (2006). *The SAGE handbook of organization studies*. London: Thousand Oaks.

Cox, T. H., Jr. (1994). *Cultural diversity in organizations: Theory, research and practice*. San Francisco, CA: Berrett-Koehler.

Janssens, M., & Zanoni, P. (2005). Many diversities for many services: Theorizing diversity (management) in service companies. *Human Relations*, 58, 311-339.

Johnston, W. B., & Packer, A. H. (1987). *Workforce 2000: Work and workers for the twenty-first century*. Indianapolis, Ind.: Hudson Institute.

McLaughlin, M. E., Bell, M. P., & Stringer, D. Y. (2004). Stigma and acceptance of persons with disabilities: Understudied aspects of workplace diversity. *Group & Organization Management*, 29, 302-333.

Silver, H. (1994). Social exclusion and social solidarity: Three paradigms. *International Labour Review*, 133, 531-578.

Sowell, T. (2004). *Affirmative action around the world: An empirical study*. New Haven: Yale University Press.

Squires, J. (2005). Is mainstreaming transformative? Theorizing mainstreaming in the context of diversity and deliberation. *Social Politics*, 12, 366-388.

Thomas, D. A., & Ely, R. J. (1996). Making differences matter: A new paradigm for managing diversity. *Harvard Business Review*, 74, 79-90.

Tomei, M. (2003). Discrimination and equality at work: A review of the concepts. *International Labour Review*, 142, 401-418.