



MGMT 339 ADE

DIVERSITY IN ORGANIZATIONS

Late Fall 8-Week 2025/2026

10-20-2025 - 12-13-2025

Course Information

Location: Online

Credit Hours: 3.00

Catalog Description: Successful inclusion is the outcome sought from good diversity management. Students will develop interpersonal skills needed to manage varying diverse work groups and the impact of cultural factors influencing behavior. Students will understand the business case for diversity leading to better problem solving. ♦ Prerequisite: MGMT 230.

Proctored Exams: None

Required Materials

Diversity in Organizations

Authors: Bell/ Leopold

Publisher: Cengage Learning US

Format: e-Text no POD (VS)

Edition: 5

Required (R) or Optional (O): R

Textbook Information

Columbia College provides required textbooks and supplies for undergraduate and graduate courses through [Columbia College's Textbook Program](#). Most textbooks are provided either as an eText linked in the course or as a physical text shipped directly to you. Other instructional materials may be provided in the course Content area.

eText Information: If a course uses an eText, it will be available directly in the course on or before the first day of class. More information about how to use the VitalSource platform, including offline access to eTexts, can be found in the course.

Physical Course Materials: If your course requires a physical textbook or other course materials such as a lab kit, it will be shipped automatically to the address on file with the College. The delivery date will depend on your registration date and shipping location. Please refer to confirmation emails sent from Columbia College for more details on the shipping status.

Returns: If you drop the course or the course is canceled, you are responsible for returning any physical course materials shipped to you. To initiate a return, visit [MBS Bookstore](#) to generate a free return label. You must return materials from dropped courses before 21 days of the package shipped date or 14 days after the class start date, whichever is later. All items must be received in original condition with shrink wrap intact. Bundled items must be returned with all components. Failure to return items from a dropped or cancelled course will result in a charge to your account for all unreturned items.

Note: If you opt out of having your books provided as part of Columbia College's Textbook Program, you are responsible for purchasing your own course materials. You are expected to have the required textbooks and supplies; failure to do so may impact your ability to successfully complete coursework.

Recommended eTexts are available for purchase directly from VitalSource.com.

Technology Requirements

Participation in this course will require the basic technology for all online classes at Columbia College:

- A computer with reliable Internet access
- A web browser
- Acrobat Reader
- Microsoft Office or another word processor such as Open Office
- Access to a webcam and microphone is required to complete any exams proctored virtually. Additionally, a current Chrome or Edge browser is required to complete any virtual proctored exams through Integrity Advocate.

You can find more details about standard [technical requirements](#) for our courses on our site.

Course Learning Outcomes

1. Describe the diverse workplace and changing demographics in the workplace including global implications.
2. Describe how prejudice, bias, unconscious bias, stereotyping, and discrimination affect individuals and an organization.
3. Differentiate among the myths and realities of diversity.
4. Compare and contrast the multicultural aspects of the modern workforce.
5. Describe the major characteristics of diverse groups within the workforce.
6. Summarize the characteristics of an inclusive organizational culture.
7. Evaluate the organizational benefits of diversity and inclusion.

8. Explain how to work with people from other backgrounds including global implications.

Grading Scale

Grade	Points	Percent
A	900 - 1000	90 - 100%
B	800 - 899	80 - 89%
C	700- 799	70 - 79%
D	600 - 699	60 - 69%
F	0 - 599	0 - 59%

Grading Weights

Assignment Category	Points	Percent
Discussions (8)	200	20%
Assignments (6)	480	48%
Quizzes (6)	120	12%
Exams (2)	200	20%
Total	1000	100%

Schedule of Due Dates

Assignment	Points	Due
Week 1		
Introduction Discussion	N/A	Thursday/Sunday
Discussion 1	25	Thursday/Sunday
Assignment 1	80	Sunday
Quiz 1	20	Sunday
Week 2		
Discussion 2	25	Thursday/Sunday
Assignment 2	80	Sunday

Assignment	Points	Due
Quiz 2	20	Sunday
Week 3		
Discussion 3	25	Thursday/Sunday
Assignment 3	80	Sunday
Quiz 3	20	Sunday
Week 4		
Discussion 4	25	Thursday/Sunday
Midterm Exam	100	Sunday
Week 5		
Discussion 5	25	Thursday/Sunday
Assignment 4	80	Sunday
Quiz 4	20	Sunday
Week 6		
Discussion 6	25	Thursday/Sunday
Assignment 5	80	Sunday
Quiz 5	20	Sunday
Week 7		
Discussion 7	25	Thursday/Sunday
Assignment 6	80	Sunday
Quiz 6	20	Sunday
Week 8		
Discussion 8	25	Thursday/Saturday
Final Exam	100	Saturday

Assignment Overview

Instructional Materials

Each week, you will read at least one chapter from the required text. In addition, short lectures are provided with multimedia embedded to reinforce the main concepts of each lesson. Both required and supplemental materials are available in the Instructional

Materials topics located in the Content area of the course. All readings, lectures, and multimedia should be reviewed prior to attempting any assignments or assessments during each week.

Discussions

Discussions in this course are intended to help guide you through the content and think critically about how the topic applies to organizational diversity. Therefore, your participation and positive engagement in this course are fully expected.

Introduction Discussion

There is an ungraded introductory discussion in Week 1 to allow you to get to know each other. The initial post is due by Thursday, 11:59 pm CT; peer replies are not required but are encouraged.

Weekly Discussions

Each week you will have one discussion worth 25 points each. The initial post is due on Thursdays by 11:59 pm CT with responses due by 11:59 pm CT on Sundays, except in Week 8 when they are due on Saturday. A grading rubric is provided in the course.

Initial Post: Initial discussion posts must respond in-depth to the prompt of at least 250 words. Initial posts are due by 11:59 pm CT on Thursday of each week. Students must post first prior to reviewing their classmates' posts.

Response Posts: Each discussion requires you to respond to two other students' initial post. Response posts must be at least 100 words each and contribute to the discussion in a meaningful way. A quality response will go beyond "I liked it" or "good post" by adding further information, respectfully offering a different viewpoint, providing an original example or personal experience, or asking a question. Response posts are due by 11:59 pm CT on Sunday of each week, except in Week 8, when response posts are due by 11:59 pm CT on Saturday..

Dropbox Assignments

These assignments will cover various topics to increase your self-awareness of issues related to diversity in organizations. Assignments may ask you to conduct outside research or synthesize information from the textbook.

The course has six assignments (one in Weeks 1, 2, 3, 5, 6, and 7). You will submit each assignment to the assigned Dropbox. Submissions are due by 11:59 pm CT, Sunday of the assigned week. The titles of each of the assignments are listed here, and a description is provided below in the course outline.

- Writing Assignment #1 - Unconscious Bias
- Writing Assignment #2 – Equal Employment Opportunity
- Writing Assignment #3 – Addressing Racism
- Writing Assignment #4 – Gender Discrimination
- Writing Assignment #5 – Working Women
- Writing Assignment #6 – Managing Generations

*Indicates an item that will be a part of the Digital Marketing Suite Final Submission

Assignments should be a minimum of 500 words in length and formatted using 12-point, Times New Roman font and double-spaced with 1-inch margins. The most current edition of the APA format should be used to cite sources when the assignment requires outside research.

Each submission is worth 80 points, and a separate grading rubric for each assignment is provided in the course. You are allowed to see your Turnitin originality report after submission.

Quizzes

In this course, you will have six quizzes to assess how thoroughly you have understood the material presented in the readings assigned for the week.

Each quiz is taken through the Quizzes area of the course by the assigned due date. During the assigned week, the quiz opens on Wednesday at 12:01 am CT and closes on Sunday at 11:59 pm CT, except for Week 8, due on Saturday.

The quizzes are not proctored and will consist of 10 multiple-choice questions. Each quiz will have a time limit of 30 minutes with two attempts, with the highest grade standing. Each quiz is worth 20 points.

Exams

In this course, you will have two exams to assess how thoroughly you have understood the material presented in the Instructional Materials, readings, and class discussions. The exams are not proctored.

Each exam is to be taken through the Quizzes area of the course by the assigned due date. The exams open on Wednesday at 12:01 am CT and close at 11:59 pm CT on Sunday of the assigned week, except in Week 8, when the exam is due by 11:59 pm CT on Saturday.

Exams are 100 points total consisting of 25 multiple-choice questions each worth 2 points each and another 10 short answer questions that are worth 5 points each. There is a 75-minute time limit with one attempt. The clock starts running when the student first accesses the exam.

The Midterm Exam opens on Monday at 12:01 am CT of Week 4 and closes on Sunday at 11:59 pm CT. The Final Exam opens on Wednesday at 12:01 am CT of Week 8 and closes on Saturday at 11:59 pm CT.

Columbia College Policies and Procedures

The policies set forth in the [Policy Library](#) are the current official versions of College policies and supersede and replace any other existing or conflicting policies covering the same subject matter. For more information on policies applicable to students, see Student Policies. For more information on policies applicable to the entire Columbia College community, see College-Wide Policies.

Students are expected to read and abide by the College policies. Policies of particular interest to students include, but not limited to the following:

- Graduate Grading Policy
- Undergraduate Grading Policy
- Registration Policy and Procedures
- Withdrawal Policy
- Alcohol and Other Drugs Policy
- Family Educational Rights and Privacy Act (FERPA)

Academic Integrity and Plagiarism

Students are responsible for knowing and abiding by the [Academic Integrity Policy and Procedures](#) and may not plead ignorance of this policy as an excuse for academic misconduct. To ensure academic integrity, all papers submitted to this course are subject to review by Turnitin for textual similarity and detection of AI-generated writing. By taking this course, students agree that all submitted papers may be included in the [Turnitin.com](#) reference database for the purpose of detecting plagiarism. This service is subject to the Terms and Conditions of Use posted on the [Turnitin.com](#) site.

Artificial Intelligence (AI) Usage

Students are allowed to use advanced automated tools on assignments in this course if instructor permission is obtained in advance. Unless given permission to use those tools, each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Disability Resources

If you have a disability that requires an accommodation, please speak with the instructor and consult the [Student Accessibility Resources](#) office. Student Accessibility Resources staff will determine appropriate accommodations and will work with your instructor to make sure these are available to you. To find additional information, see our [ADA and Section 504 Policy for Students](#).

Notice of Non-Discrimination and Equal Opportunity

The College has a process through which students, faculty, staff and community members who have experienced or witnessed incidents of discrimination, harassment, or retaliation on the basis of protected status, can report their experiences to a College official. For more information, see our [Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure](#).

Title IX and Sexual Harassment

The College is committed to addressing the issues of discrimination and sexual harassment in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed. For more information, see the [College's Title IX and Sexual Harassment Policy](#).

Attendance Policy

Students are required to attend courses in the course delivery modality for the section they registered and participate in instructional activities. Location staff and instructors are required to record attendance by modality. Students are responsible for assuring accuracy. It is the students' responsibility to contact their instructor or location staff should they find any discrepancy in their records. Non-attendance may negatively impact a student academically and financially.

Course due dates are based on Central Time Zone. Requirements for each modality are detailed below. Students can see the modality of the course section they are registered

for under Approved Course Locations on their course plan in MyPortal.

For Online courses, attendance includes:

1. Submitting an academic assignment
2. Taking or submitting an exam
3. Participating in an online forum about an academic matter.

For more information, please see [Student Attendance Policy](#).

Late Assignment Policy

An online class requires regular participation and a commitment to your instructor and your classmates to regularly engage in the reading, discussion and writing assignments. Although most of the online communication for this course is asynchronous, you must be able to commit to the schedule of work for the class for the next eight weeks. You must keep up with the schedule of reading and writing to successfully complete the class.

- No points will be awarded for late discussion posts.
- Late assignments, quizzes, or exams will not be accepted without prior approval by the instructor. Extenuating circumstances of late work must be requested before the deadline. Acceptance of late assignments is at the discretion of the instructor.
- No work may be submitted after the last day of the course.

Student Conduct Policy

All Columbia College students, whether enrolled in a land-based or online course, are responsible for behaving in a manner consistent with Columbia College's [Student Conduct Code](#) and [Acceptable Computing Use Policy](#). Students violating these policies or any other College policy will be referred to the office of Student Affairs and/or the office of Academic Affairs for possible disciplinary action. The Student Code of Conduct, the

[Student Behavioral Misconduct Policy and Procedures](#), and the Acceptable Computing Use Policy can be found in the Policy Library at ccis.edu/policies. The adjunct faculty member maintains the right to manage a positive learning environment all students must adhere to the conventions of online etiquette when enrolled in a course with an online component.

Stafford Library

Online databases are available at library.ccis.edu. You may access them using your CougarTrack login and password when prompted.

Technical Support

If you have problems accessing the course or posting your assignments, contact your instructor, the Columbia College Technology Solutions Center, or the D2L Helpdesk for assistance. If you have technical problems with the VitalSource eText reader, please contact VitalSource. Contact information is also available within the online course environment.

- Columbia College Technology Solutions Center: help.ccis.edu, 800-231-2391 ex. 4357
- D2L Helpdesk: helpdesk@d2l.com, 877-325-7778
- VitalSource: support@vitalsource.com, 1-855-200-4146

Tutoring Services

Free academic help in a variety of subjects is available to all Columbia College students on campus and online.

The Academic Achievement Center, including the Seabrook Writing Center, Bruce Math Center, and Tutoring Services, is available for academic help, both remotely for students from all locations and in person for students on the Columbia campus. Students can meet one on one with AAC staff virtually over Zoom for writing help in any subject, and

for help with specific course content in math, chemistry, accounting, computer science, biology, physics, finance, ASL, and more. Students can also submit writing content for review and comments by Writing Center staff.

Columbia College also provides real-time online tutoring and homework help for many course subjects, including Math, English and Writing. You are encouraged to take advantage of these free services provided by the College as needed. You can access these resources through the Resources menu in the navigation bar of your D2L Brightspace course.