Dear Hybrid BUS 126 Students,

Welcome to the hybrid section of the BUS 126 Managing Workplace Diversity at College of the Canyons. My name is Valerie Garcia and I will be your instructor for this course. This orientation letter will give you an overview of the course and of the required time commitment that is necessary to succeed in this class. Please email me with any additional questions prior to the commencement of the class and I will respond within 48 hours.

**Course Information**

**Course description**

This course is designed to help you examine the effects of increasing diversity in the workplace, including the benefits and challenges to management and staff presented by diversity of gender, race, ethnicity, national origin, sexual orientation, and other differences or similarities.

**Course objectives**

1. Describe the fundamental elements of workforce diversity.
2. Compare and contrast the various theories of workforce diversity.
3. Discuss the legislative history of workforce diversity.
4. Explain the historical roles of gender, major ethnic/racial groups, and sexual orientation in the workplace.
5. Appraise the impact of gender, membership in a major ethnic/racial group, and sexual orientation on education, employment, and earnings.
6. Create strategies regarding how individuals and organizations can effectively manage diversity in the workplace.
7. Explain the impact of diversity on work and the modern family.
8. Analyze the role of gender, ethnicity, race, age, sexual orientation, disability, and religion in creating a diverse workforce.
9. Discuss the use and legality of weight and appearance in making employment decisions.
10. Synthesize the various components of diversity into a comprehensive diversity management plan.
COURSE MATERIALS (REQUIRED TEXT)

Required Text

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<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Edition</th>
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<tbody>
<tr>
<td>Myrtle Bell</td>
<td>Diversity in Organizations</td>
<td>2\textsuperscript{nd} or 3\textsuperscript{rd} edition</td>
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<tr>
<td></td>
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<td>no need for access code</td>
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ADDITIONAL INFORMATION AND RESOURCES

Reading

Students are expected to read and study the entire textbook. Reading assignments will be given weekly (approximately two chapters per week and at least one case study) and adjusted as needed. Students are expected to complete reading assignments and homework prior to attending class and to bring the textbook to class. However, all assigned content is fair game for exam and quiz questions, even if it has not been discussed in the classroom.

Participation

Student participation is critical to enhance the educational experience. Participation includes contributing to discussion boards, class discussions, group case analysis, video case analysis, homework and other assigned activities, active listening, showing respect to classmates and instructor and being punctual. If you are not present, you are not participating.

Attendance

Due to the nature of this course, regular attendance is crucial for successful completion. Absent for any reason, for one more time than the class meets in one week, may be dropped from the class according as per the college catalog.

Internet

You will need to have a reliable internet and email access. All assignments will be uploaded into Canvas. Please sign into Canvas prior to the first class meeting. If this is your first time signing into canvas use your MyCanyons Username (example: jdsmith) Password is student. Makes sure to change your password when your first sign in. It does take 24 to 48 hours for your access after you have registered. If you need help please email cvsupport@canyons.edu or phone 661-362-3344. You can download office 365 from your my canyons email account. You will need to sign in several times a week to complete assignments, quizzes and discussion boards.
ASSIGNMENTS AND EXAMS

Exams:
Exams may consist of multiple choices, fill-in the blanks, matching and essay questions based on material from the textbook, class discussions and supplemental materials. Most exams except for the final will be taken on line. The final will be in class.

Assignments:
Assignments will be uploaded to Canvas. You will need to be able to upload a word doc and/or a pdf file. You will also need to be able to scan a document and/or upload a picture into Canvas. To be successful in this course you will need to be self-disciplined and organized to make sure all deadlines are met. If this is your first Hybrid/online course, it is recommended to take Counseling 070 (Becoming a Successful Distance Learning Student). This is a one unit course designed to improve your success in online courses.

Ethics- It is an absolute requirement that we treat EACH OTHER with respect and confidentiality. This does not mean we have to agree with each other, but we “DO” have to respect one another.

Please let me know if you have any additional questions.
Valerie Garcia, MBA
Business Adjunct Instructor
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