

CENTRAL MICHIGAN UNIVERSITY

COURSE SYLLABUS

This course has been scheduled as a **Hybrid course**. The instructor and students will meet at the designated center/location for a stated number of class sessions and contact hours. Additional required interactions and activities will take place virtually throughout the course, as outlined by the instructor. Please review this syllabus carefully for the specific meeting dates and times and the specified online activities.

All students must wear a face covering or mask and maintain social distancing while attending face-to-face classes. Face masks/coverings are required in all public spaces on campus. **

****HyFlex:** Be sure you have read the communications from the CMU Coronavirus Information Center <https://www.cmich.edu/coronavirus/Pages/default.aspx> including the information regarding keeping social distance in the classroom, self-screening, and the requirement to wear a face covering inside CMU buildings (which includes the classroom). You may join the course in the classroom (Rowe Hall) as indicated on the syllabus, or via the live simultaneous WebEx broadcast that will take place on this link <https://cmich.webex.com/meet/ross1lf>. You will be given credit for participating either way. If you do decide to join via WebEx instead of the classroom, you are expected to be ready to participate via your camera, microphone and the Chat function.

Instructor: Dr. Larry F. Ross

Office: Rowe 206

Office Phone: 989-774-7297

E-Mail Address: ross1lf@cmich.edu

Office Hours/Availability: MW 2:00-3:00; T 4:30-5:30 & by appointment

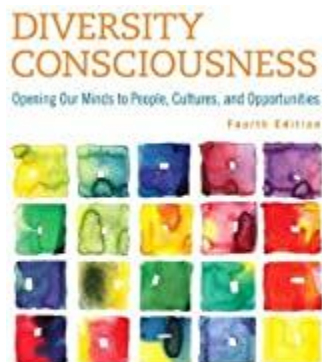


I like to keep an open-door policy while in Rowe. Therefore, feel free to come into my office if the door is open. If my door is closed, please take no offense in that I am probably hiding because I have something essential that I need to complete. Also, feel free to call or email! I do not bite.

Academic Biography:

Dr. Ross holds a Doctor of Strategic Leadership and Certificate of Advanced Graduate Studies (30 hours above the master's level) in Organizational Leadership from Regent University, Virginia Beach, Virginia. He also has a Master of Arts in Sociology from Southern Illinois University - Edwardsville, Illinois, and a Bachelor of Science degree in Liberal Arts from the University of The State of New York, Albany, New York. As an author, Dr. Ross has published a host of articles and four (4) books centered on leadership and sociology. He has extensive experience in conducting research and analysis for publication. Retired U.S. Army military intelligence officer and Federal civilian service, he has held various managerial and executive positions. Assigned to the Master of Science in Administration Degree Program at Central Michigan University, Dr. Ross teaches a host of classes. Dr. Ross has been associated with CMU for 12 years.

Identifying Information



Richard D. Bucher

Course: MSA 604
Course Title: Administration, Globalization, and Multiculturalism
EPN: 22385571
Term: Fall 2020
Location: **Face-to-face (F2F) (Rowe Hall 229) and Live WebEx**
Note: WebEx and F2F will be going on at the same time!
Course Dates: 10/6 – 11/24/2020
Course Days and Times: Tuesdays, 5:30 to 8:20 pm
Prerequisites: None

The rationale for the Course Level:

This course is a required course specifically designed for graduate students in the MSA program. It is placed at the graduate level to reflect the social and intellectual maturity required to integrate and synthesize knowledge and apply it to real-world situations. This is a rigorous course in which students will demonstrate an advanced understanding of the complexities of globalization and its implications for organizations.



Blackboard:

Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you before the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser, and enter <https://blackboard.cmich.edu/webapps/login/>. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the “login” button to enter Blackboard and then the link to the appropriate course to enter the course’s Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at <https://blackboard.cmich.edu/webapps/login/>.

Textbooks and Instructional Materials

Butcher, R. D. (2015) *Diversity consciousness: Opening our minds to people, cultures, and opportunities* (4th ed.). Boston, MA: Pearson

Required: Yes



Course Description

Focuses on theoretical and applies concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations. This course may be offered in an online format.

[Please click on the video to get an idea of diversity and inclusion!](#)

Student Learning Course Objective Goals and Objectives

Upon successfully completing this course, the student will be able to:

1. Demonstrate an advanced understanding of the complexities of globalization and its implications for organizations.
2. Explain how variables related to diversity and culture interact to shape the perceptions of individuals within society and organizations.
3. Compare fundamental concepts, principles, and theories relevant to understanding cultural differences and similarities in the world of work.
4. Analyze and interpret the effects that variables related to diversity and culture have on the administrative process and apply this analysis to the effective strategic planning and administration of global and multicultural organizations.
5. Develop the knowledge and skills necessary to be an effective administrator and/or worker in a culturally diverse workplace.
6. Evaluate the role of organization policies, practices, design, and structure in facilitating diversity management strategies.

Methodology

Lectures, discussions, small group activities/work, one final major paper, and several smaller papers are incorporated into the course. More detailed information will be provided during the first class session.

Course Outline/Assignments

The course will begin on Tuesday, October 6, 2020, and end on Tuesday, November 24, 2020. Please make sure you review course materials for more details. **Note: The course outline, while complete, may be modified slightly at the discretion of the instructor.**

Always remember that this is just another walk in the park. Therefore, you can do this! Many have done this before you.

Week	Assignment and Due Dates	Topic(s)/Readings/Tasks
0		Getting started! Read the syllabus and review other helpful materials
1 10/6	F2F/Live WebEx Tuesday 5:30-8:20pm Discussion Board 1 Participation! Group A (F2F)! Group B (Live WebEx)	Read Chapters 1-2 Diversity Overview and Diversity Consciousness and Success
2 10/13	F2F/Live WebEx Tuesday 5:30-8:20pm Interview Paper: Submit your choice of topic for approval. Sunday, October 18, 2020	Read Chapter 3 Personal and Social Barriers to Success
3 10/20	F2F/Live WebEx Tuesday 5:30-8:20pm Personal Roadmap Paper – Sunday, October 25, 2020 Discussion Board 2 Participation! Submit Chapter Group Presentations, if applicable	Read Chapter 4 Developing Diversity Consciousness
4 10/27	Mid-term Essay F2F/Live WebEx Tuesday 5:30-8:20pm	Mid-term Essay
5 11/3	F2F/Live WebEx Tuesday 5:30-8:20pm Discussion Board 3 Participation! Interview Paper Questions Due – Sunday, November 8, 2020	Read Chapters 5-6 Communicating in a Diverse World; Social Networking
6 11/10	F2F/Live WebEx Tuesday 5:30-8:20pm	Read Chapters 7-8 Teamwork; Leadership
7 11/17	F2F/Live WebEx Tuesday 5:30-8:20pm Discussion Board 4 Participation!	Read Chapters 9 Preparing for the Future
8 11/24	F2F/Live WebEx Tuesday 5:30-8:20pm Interview Paper Final Submission Due – Tuesday, November 24, 2020	Closing No assignments are accepted after Tuesday, November 24, 2020, at 11:59 PM EST.

Criteria for Evaluation

Evaluation:

Final Project – Topic Submission	50
Final Project – Interview Questions	50
Final Project - Paper	200
Discussion Board – 4 Forums at 25 pts each!	100
Personal Roadmap Paper	200
Chapter Group Presentations	200
Mid-term Essay	100
Participation	100
Total	1000



Late Assignments:

Late assignments receive zero credit unless pre-approved by the professor. All examinations must be taken on the scheduled dates unless other arrangements have been made with the professor before the scheduled dates.

Make-ups and Rewrites:

There will be no extra-credit assignments or extra-credit work accepted at any time during this course unless specifically approved by the professor.

Attendance Policy:

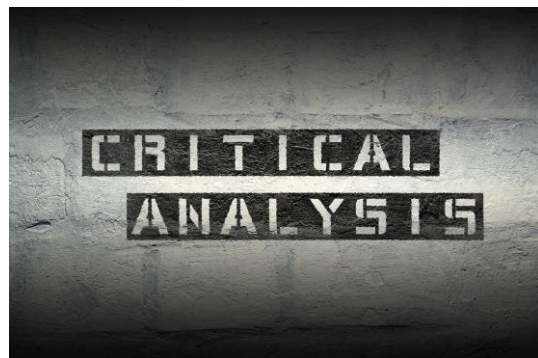
Attendance, demonstrated in task participation, is mandatory to be able to contribute in a timely manner to course learning experiences. There will be no exceptions to this policy.

Class Participation

A student’s course participation grade will be based on the professor’s assessment of the quality of the participant’s constructive contributions to the learning experiences during all activities in the course.

Grading Scale:

- 94-100 A
- 90-93 A-
- 87-89 B+
- 84-86 B
- 80-83 B-
- 77-79 C+
- 74-76 C
- <74 E



Expectations

Attendance and Participation:

Students are expected to attend all class sessions for the full time. Absences due to personal choice will impact the grade received for the course.

You are expected to participate in the course with me and group members by reading assigned material(s), supplying comments during discussions in a timely fashion, and participating in the group project. Students are expected to effectively maintain e-mail communication and check the Course Website at levels that ensure appropriate awareness of course requirements and expectations - no exceptions.

Contact the instructor via email if there are any questions if there is a concern that cannot wait. Phone meetings can be arranged as required.

Expect many different instructional methodologies, including technology-based instruction, online discussion forums and presentations, chat sessions, video lectures, and web-based resource access.

Be familiar with the current software protocols for interactive online activities.

Lively discussions make for exciting learning. It is expected that students will demonstrate mutual respect to one another during discussions. Given the passion that surrounds specific administrative issues, care should be taken to stay to the point at hand. Under no circumstances will personal demeaning discourse be acceptable.

Netiquette:

This is the communication courtesy code. All members of the class are expected to follow rules of common courtesy in all e-mail messages, threaded discussions, and chats. Respect each other in the discussion board and chat sessions.

Following are a few tips for appropriate communications and “etiquette.”

- 1) Use a descriptive subject line that reflects the topic.
- 2) Use your name in all correspondence.
- 3) Avoid abbreviations.
- 4) Use spell check before posting comments.
- 5) Use a positive and scholastically cheerful tone.
- 6) Use upper and lower case letters. All uppercase means you are shouting.
- 7) Write in short paragraphs; this makes things easier for the readers.
- 8) Understand that inappropriate communications will result in a lower overall grade.

Instructor Responsibilities and Expectations:

As your instructor, I will serve as your educational guide, learning partner, and industry resource. My goal is to help students succeed, and my expectation is that mutual respect, responsibility,

and proactive communications are essential. Throughout this course, I encourage student questions, resource sharing, and course feedback.

Students can expect the following of this instructor:

- 1) Instructor contact information is listed in the course syllabus. You may contact me anytime by e-mail. If a conversation is needed, please note availability and a phone meeting will be arranged at a mutually agreed upon time.
- 2) I will respond to e-mails within 24 hours on Mondays through Fridays and within 36 hours on the weekend unless there are situations beyond my control, e.g., loss of electrical power.
- 3) Evaluations will be conducted, and grades will be posted promptly. All grades will be posted on Blackboard. Feedback and progress notes will be provided on Blackboard with the assignments and e-mail as needed.
- 4) Evaluations will be completed for individual assignments within three business days of the deadline unless there are situations beyond my control, e.g., loss of electrical power.
- 5) Discussion board will be evaluated at the end of each week for that week's topic questions. Discussion board grades will be posted by the following Tuesday. The evaluation will be based on the discussion board guidelines and rubric listed above.
- 6) Chat participation will be evaluated and posted within 24 hours of each week's chat session. Students are required to participate in four chat sessions.
- 7) All announcements, including updates, will be posted in the announcement section of Blackboard. All course materials, task lists, updates, supplemental readings, assignments, and related resources will be posted on Blackboard.

Academic Integrity:

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism, and other forms of dishonest or unethical behavior, is prohibited. A breakdown of actions that constitute academic dishonesty is presented in the CMU Bulletin (<https://bulletins.cmich.edu/>).

Student Rights and Responsibilities:

Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at <https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx>.

Make me Proud!

Support Services and other Requirements

Library Services

CMU offers you a full suite of library services through the University Library. Reference librarians will assist you in using research tools and locating information related to your research topic. The library's Documents on Demand office will help you obtain copies of the books and journal articles you need. Check out the library website at <https://www.cmich.edu/library/Pages/default.aspx> for more information.

Writing Center

The CMU Writing Center is a free service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. For additional information and to submit work, visit <https://www.cmich.edu/colleges/chsbs/Centers/WritingCenter/Pages/default.aspx>.

ADA

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact the Student Disability Services office in Park Library 120, telephone (989) 774-3018 and TTY (989) 774-2568 or sds@cmich.edu. Please see additional ADA information and forms at <https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx>

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

