DOANE UNIVERSITY

Course Syllabus

Course Information

HRE 170

Human Relations Training

1 Credit Hours

Online - Asynchronous

Instructor Information

Jean Kilnoski

Email Address: jean.kilnoski@doane.edu

If you need to contact me directly, I prefer that you email me. Please allow 24 hours for me to respond to emails Monday through Friday and 48 hours on the weekend.

Communicating With the Instructor

When questions arise throughout the course, please check the Course Syllabus for an answer before contacting me.

Technology Help

If you have a question about the technology used in the course, please contact the Doane University Service Center for assistance; their contact information is listed later in the syllabus. If third-party tools are utilized in the course, please contact them directly.

Course Details

Catalog Description

This online, self-paced course reviews information for teaching students in a diverse society. Students successfully completing this course will: 1.) demonstrate an understanding of the values, lifestyles,

contributions and history of a pluralistic society; 2.) recognize biases and 3.) identify the impact of biases in education and society.

Course Prerequisites

Doane faculty or staff status and permission of the Dean of the College of Arts & Sciences

Course Textbook and Materials

No textbook is required for this course.

Required Technology

Canvas

Learning Objectives and Course Outline

Course Objectives

By the end of the course, you will be able to:

1. Identify the values, lifestyles, contributions and history of a pluralistic society.
2. Recognize dehumanizing biases including racism, prejudice, and sexism.
3. Identify the impact of biases in education and society.

Course Outline

Module	Topic	Assessments & Activities	Aligned Objectives
1	Pluralistic Society	Knowledge Check (Practice Quiz) Reflection: Pluralistic Society Quiz: Pluralistic Society	1. Define a pluralistic society 2. Describe the history of pluralism in the U.S. 3. Identify the difference between diversity and pluralism. 4. Examine Americans' views on diversity.
2	Influence of Values and Beliefs	Knowledge Check (Practice Quiz) Reflection: Influence of Values and Beliefs Quiz: Influence of Values and Beliefs	1. Explore aspects of the culture and values of Native Americans. 2. Explore aspects of the culture and identity of African-Americans.

Module	Topic	Assessments & Activities	Aligned Objectives
			3. Explore data about LGBTQ students' experiences and key findings about LGBTQ Americans.
3	Identifying Bias	Knowledge Check (Practice Quiz) Reflection: Unconscious Bias Quiz: Identifying Bias	1. Examine the concept of "white privilege." 2. Define implicit or unconscious bias 3. Explore evidence of implicit bias.
4	Examining Bias in Education	Knowledge Check (Practice Quiz) Reflection: Recognizing Bias in Education Quiz: Bias in Education	1. Identify specific examples of dehumanizing biases that may be present in instructional materials, including sexism, racism, prejudice, and discrimination. 2. Explore the impact of bias in educational environments. 3. Examine the impact of dehumanizing bias on interpersonal relationships.
5	Building Respect for Individual Rights and Human Dignity	Knowledge Check (Practice Quiz) Reflection: Building Respect for Individual Rights and Human Dignity Quiz: Building Respect for Individual Rights and Human Dignity	1. Identify strategies to foster equity, diversity, and inclusion in course development and instructional materials. 2. Identify practices that promote inclusive interpersonal interactions that respect each student's individual rights and human dignity. 3. Examine strategies to create favorable experiences for individuals in educational environments.

Course Requirements

This is an online course, and there will **not be any face-to-face class sessions**. All communications, submissions of assignments, course interactions, and posting of grades will utilize Canvas LMS (https://doane.instructure.com). You must have a **reliable internet connection** throughout the course.

Attendance/Participation

Attendance in an online course means logging into Canvas regularly and participating in all the activities posted in the course. In addition, check your Doane University email account regularly, as I may send important information about the course.

Class Preparation

Preparation for class means reading the assigned readings and reviewing all information required for that module. You should plan to work on this course every day. Regular engagement is expected for online courses.

Netiquette Guidelines

At heart, netiquette (etiquette for the Internet) is simple, including good manners and business courtesy. Some of it may seem basic, but some infringements can result in major problems for others or create an unintended insult to another user. The guidelines are adapted from Virginia Shea's *The Core Rules of Netiquette* (1994). Please review the [Netiquette Guidelines](#) in the Student Resource Center for more information.

Computer Requirements

To successfully use Canvas, please refer to Doane University's [minimum computer requirements](#). This also includes:

- Reliable computer and internet connection
- A web browser (Chrome or Mozilla Firefox)
- Adobe Acrobat Reader (free)
- Word processing software—Microsoft Word or Google Docs
- Webcam and mic*

*A webcam is optional for privacy purposes during video conferencing and recording.

Campus Network or Canvas Outage

When access to Canvas is not available for an extended period of time (greater than one entire evening - 6 pm until 11 pm), you can reasonably expect that the due date for assignments will be changed to the next day.

Access to Course

You can access the course in Canvas starting from the first day of the course and for 15 days after the term ends. If you need access beyond those 15 days, you must submit a request with a valid reason, which the administration must approve.

Academic Integrity

Fundamental to our mission, core values, and reputation, Doane University adheres to high academic standards. Students of Doane University are expected to conduct themselves in a manner reflecting personal and professional integrity. Disciplinary actions may be taken against students whose academic behavior is not congruent with the expectations of the University. Students are responsible for adhering to the standards detailed in this policy. Not being familiar with these standards does not mean that the students will not be accountable for adherence to them. Additional details on the Academic Integrity policy for violating academic integrity are published in the undergraduate and graduate catalogs. Please review Doane University's Academic Integrity Policy.

Course Grading

Submitting Assignments

Unless otherwise communicated to me, all assignments must be submitted via Canvas. Each assignment will have a designated place to submit your work. All materials, assignments, and deadlines are subject to change without prior notice. You are responsible for staying in touch with me and reviewing the course site, including Announcements, regularly to learn about changes to assignments or due dates.

Grading Scale

Assignment of letter grades is based on a percentage of points earned. The letter grade will correspond with the following percentages achieved. All course requirements must be completed before a grade is assigned.

A 100 to 94%	**C** < 77 to 74%
A- < 94 to 90%	**C-** < 74 to 70%
B+ < 90 to 87%	**D+** < 70 to 67%
B < 87 to 84%	**D** < 67 to 64%
B- < 84 to 80%	**D-** < 64 to 61%
C+ < 80 to 77%	**F** < 61 to 0%

Assignment & Assessment Feedback

Please allow 1-3 days for feedback on assignments. Be sure to review all of my feedback, as this will help you reflect on what you have learned while receiving suggestions for improvement.

Support and Services

Technical Support

If you need technical assistance, please access the [Self-Service Portal](). The help desk can be reached at 402-826-8411 or by email at helpdesk@doane.edu.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act of 1990, professional disability specialists and support staff at Doane University facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. Doane University staff coordinate student transitions from high schools and community colleges, conduct in-service training for faculty and staff, enable the resolution of accessibility issues, conduct community outreach, and facilitate collaboration among Doane University staff on disability policies, procedures, and accommodations.

Title IX Requirements: Mandatory Reporting

At Doane, all university employees, including faculty, are considered Mandatory Reporters. As a Mandatory Reporter, I am required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator and, thus, cannot guarantee confidentiality. This means that if you tell me about an incident of sexual harassment, sexual assault, domestic violence, dating violence, stalking, and/or other forms of prohibited discrimination, I have to share the information with the University's Title IX Coordinator. My report does not mean that you are officially reporting the incident. This process is in place to ensure you have access to and are able to receive the support and resources you need. Please visit the [Campus Advocacy, Prevention, and Education (CAPE) Project]() for additional information, including confidential resources.

Anti-Harassment Policy

Doane University, referred to as the "University," is committed to providing all University community members with a safe and non-discriminatory learning, living, and working environment. This policy addresses the University's responsibilities under Title IX, the Violence Against Women Reauthorization Act of 2013, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"). More information is published in the [Student Handbooks]().

Instructional Technology Accessibility and Privacy Policies

[Technology accessibility and privacy policies](#) are available on the Student Resource Center within the Canvas LMS.

Syllabus Addendum & Disclaimer

I (the instructor) view the course syllabus as an educational contract between myself and each student. Every effort will be made to avoid changing the course schedule, but unforeseen events may make syllabus changes necessary. I reserve the right to make changes to the syllabus as deemed necessary. Students will be notified promptly of any syllabus changes via email or course site announcements. Please check your Doane University email and the course site announcements often.

Syllabus Changes

The instructor and Doane University reserve the right to change this course syllabus. All students will be notified of any changes.

Syllabus Addendum

Each student is responsible for knowing the policies, resources, and expectations specified in the [Doane Syllabus Addendum](#).