TAS 3110—Diversity, Ethics, and Collaboration DB
Three Semester Hours 02/18

PREREQUISITES:

University Requisite: None

COURSE OVERVIEW:

This course covers components of developing healthy relationships, particularly in the workplace. The course focuses on developing the individual as an ethical worker, on developing relationships with others to focus on teamwork, and on developing understanding of diversity in order to value the advantage it brings to work and life. In today's culturally diverse world, positive human interactions are key to success.

METHODS OF COURSE INSTRUCTION:

All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:

In this course, an option exists to use e-mail to submit your lesson assignments. Your assignment will be returned to you either as an e-mail attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:

Kotter, J. and Rathgeber, H. (2005). *Our Iceberg is Melting: Changing and Succeeding Under any Conditions.* St. Martin's Press: New York. [ISBN: 9780312361983]

NUMBER OF LESSONS:

The course has six lessons. These lessons include:

- Lesson 1: Reflection on Values, Ethics, Communication, Character
- Lesson 2: Conflict Resolution Graphic
- Lesson 3: Media Analysis
- Lesson 4: Reflection on Text
- Lesson 5: Compare and Contrast Change Models
- Lesson 6: Video on Diversity

TYPES OF WRITING ASSIGNMENTS:

To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, etc.

Handwritten assignments are acceptable for some assignments, but the preferred method is a typed assignment, double-spaced using 12-point font and one-inch margins. As with all assignments, good grammar and standard written English are essential.

GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted assignments as follows:

Lesson 1: Reflection on VECC	200 points
Lesson 2: Conflict Resolution Graphic	100 points
Lesson 3: Media Analysis	200 points
Lesson 4: Reflection on Text	100 points
Lesson 5: Comparison & Contrast on Models	200 points
Lesson 6: Diversity Video	200 points
Total	1,000 points

Note: Lesson 6 has an alternative assignment for those without access to technology.