PBA 565-500 Cultural Competency in Public and Nonprofit Organizations

Syllabus - Spring 2020

Department: Government

Instructor: Dr. Davis

Email: Through the course D2L email (preferred) or cindy.davis@sfasu.edu

Campus Office: Liberal Arts North 132

Campus Phone: 936-468-2424

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Pronouns: She/Her/Hers

Office Hours:

In office: Wednesday, 10am-2pm

Virtual: Monday, 12:30-2pm; Thursday 1-2:30pm [I can be contacted by email, instant messaging through the D2L system, and by cell phone (call or text) during office hours. If you text be sure to include your name. I will try to be available by Skype during my office hours as well but it is better to let me know you would like to Skype at a particular time.]

Office hours can be made by appointment if you cannot make the listed hours. Please contact me by email if you would like to set up a virtual or face to face meeting.

Course Description: This course provides students with an understanding of cultural competency and how to incorporate cultural competency into decision making and problem solving within public and nonprofit organizations. The course focuses on the practical tools of cultural competency and the impact cultural competency (and incompetency) can have on a public or nonprofit organization.

Course Justification: "Cultural Competency in Public and Nonprofit Organizations" is a 3-credit hour, fully online course over a 15-week duration. During the course students examine and
review extensive written material that addresses the same information students receive in a face-to-face lecture style course. Students are expected to engage with the learning modules for a minimum of three hours per week. Learning modules contain additional information often in video format as well as pertinent articles addressing the module topic. Online discussions with class colleagues of learning module material is required. Students are required to read two texts addressing cultural competency for public managers and administrators, complete exams over the course material, as well as a written term paper course assignment where the student engages in sound academic research. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

**Required Text:**


*Additional readings will be embedded within lessons or will be located in the Readings section of the course

**Course Requirements & Grading:**

Research and Writing Basics Assignment: 30 points

Lessons 495 Points: 11 total, worth 45 points each. Each lesson contains a set of lecture style materials in html format and some with embedded multimedia links you are expected to view and two discussion questions that you will respond to and will then reply to a fellow student’s response (you will lose points for not responding to a colleague). Lessons are available beginning on Monday morning at 8am and will close on Sunday evening at 11pm unless otherwise noted.

Two Exams 250 Points (125 points each): Each exam will contain 6 questions (5 short answer about 2-3 paragraphs, 1 essay which would be about 2-3 pages double spaced if in a word document). The exams are timed. You will have 4 hours to complete them.

Course Term Paper (225 Points): Complete a 15-20 page paper. APA format. You must submit a topic, rough draft and final draft. Additional instructions and examples of topics can be found in the Getting Started materials.
**Grading Scale:** A (1000-900 points); B (899-800 points); C (799-700 points); D (699-600 points); F (599 and below)

**Course Schedule** (Subject to change; Chapters should be read to prepare for the lesson for that week. There may be additional readings found within the lesson and some readings are located under the Readings folder in the Content section of the course. Some assignments for the week will connect to the readings so be sure to get the book and complete the readings):


Introduction to Course and Getting Started

Research and Writing Basics; Due Sun. Jan 19th


Lesson One- Introduction to Cultural Competency

Reading: Borrego and Johnson Ch. 1-2

**Week 3- Mon. Jan. 27th- Sun. Feb. 2nd**

Lesson Two- Definitions and Foundations of Cultural Competency

Reading: Borrego and Johnson Ch. 3-4

**Week 4- Mon. Feb. 3rd- Sun. Feb. 9th**

Lesson Three- Understanding Multiculturalism

Reading: Borrego and Johnson Ch. 5

**Week 5- Mon. Feb. 10th- Sun. Feb. 16th**

Lesson Four- Cultural Competencies for Leaders and Employees

Reading: Borrego and Johnson Ch. 6-8

**Week 6- Mon. Feb. 17th- Sun. Feb. 23rd**

Lesson Five- Organizational Cultural Competence Framework

Reading: Borrego and Johnson Ch. 9
Week 7 - Mon. Feb. 24th - Sun. March 1st
Lesson Six - Managing the Culturally Competent Organization
Reading: Borrego and Johnson Ch. 10

Week 8 - Mon. March 2nd - Sun. March 8th
Mid-Term Exam One; Must be completed by 11pm on Sunday March 8th

Week 9 - Mon. March 16th - Sun. March 22nd
Lesson Seven - Gender Competence in Organizations
Reading: Located in Readings section of course
Paper Topic Submission due by 11pm on Sun. March 22nd

Week 10 - Mon. March 23rd - Sun. March 29th
Lesson Eight - Issues of Race and Ethnicity
Reading: Located in Readings section of course

Week 11 - Mon. March 30th - Sun. April 5th
Lesson Nine - Orientation, Identity and Disability
Reading: Located in Readings section of course

Week 12 - Mon. April 6th - Wed. April 8th
Rough Draft of Term Paper due by 11pm on Wed. April 8th

Week 13 - Mon. April 13th - Sun. April 19th
Lesson Ten - International Collaborations
Reading: Borrego and Johnson Ch. 11

Week 14 - Mon. April 20th - Sun. April 26th
Lesson Eleven - Challenges to Cultural Competency
Reading: Borrego and Johnson Ch. 16
Week 15- Mon. April 27th- Sun. May 3rd

Final Draft of Course Term Paper due by 11pm on Sunday May 3rd

Finals Week; Monday May 4th- Friday May 8th; Exam Two; Must be completed by Friday April 8th by 5pm

Learning Objectives:

- Students should gain an understanding of the concept, skill and practice of cultural competency.
- Students should be able to develop the ability to understand and communicate across cultures in the nonprofit environment.
- Students should come to appreciate the nuances of cultural competency and what leads to cultural excellence

Program Learning Outcomes:

- Demonstrate critical reasoning and problem-solving abilities relating to the management of nonprofit organizations
- Demonstrate an understanding of the social and cultural factors that influence the management of nonprofit organizations
- Demonstrate the ability to effectively communicate, both in writing and orally, using the important terminology, facts, concepts, and theories used in the field of nonprofit management
- Demonstrate an awareness of ethical issues in nonprofit organizations, and how to use ethical reasoning to formulate decisions and promote positive organizational and professional trust
- Development of essential skills for knowledgeable leadership in the nonprofit sector

Academic Integrity: An individual’s integrity is a reflection not only on themselves, but on the reputation of their profession as well. The standards you hold in your academic career will weigh
heavily on those you retain throughout life. Your professional reputation is of the utmost importance in maintaining a positive career path. Thus, your academic integrity will be held to the highest possible standard while in this classroom. Zero tolerance will be given for academic irregularities. If I catch you violating this policy, you will be reported. If another student accuses you and there is no other evidence, you will be required to resubmit a new assignment or take a new exam. If you choose not to, you will be reported. According to the university: “Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp opens in new window”

Students with Disabilities: “To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/ opens in new window”. If modifications or accommodations are needed due to disability, please make an appointment with me as early as possible so arrangements can be made.
Classroom Policies:

- This is an online course, so you will be required to engage in self-study and self-reminders as to when assignments are due and what is required of you. We will maintain regular contact throughout the semester through D2L email. A course calendar is posted in the Introduction to Course content section, and I will post announcements when necessary.
- Make-up exams will only be allowed under exceptional circumstances. Having another exam or paper due that week is not an exceptional circumstance.
- Turn it in software is used to view all assignments. Grades are non-negotiable.
- The open exchange of ideas will be respected by all students. Respectful discussion is required. While you are allowed to express your opinions during the discussions remember that other students may have different opinions and have the right to have and express those opinions. Personal attacks are not allowed as they do not promote civilized debate (one of the main purposes of the required discussions).
- According to the university: “Withheld Grades Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.”
- “Acceptable Student Behavior. Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class
regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed."

- **Excused Absences:** In order to have your absences excused, you must provide either notification from your coach/faculty club advisor or have a notice sent from the judicial office. “Absence Notifications: Students missing classes for legitimate reasons other than University-sponsored trips may contact the Judicial Office and request an absence notification be sent to their instructors. These notifications are not excuses. They are provided as a courtesy to the student and the student’s instructor(s) and are not an evaluation of the information received by this office. Students requesting an absence notification should be prepared to give the Judicial Office their name, ID number, date(s) of the absence, reason for the absence, and a contact phone number. Students should also be prepared to offer documentation of the absence to their instructors. As per University policy Class Attendance and Excused Absence A-10, an instructor may determine the nature of satisfactory documentation.” Contact information for the judicial office is: 315 Rusk Building, 936-468-2703

**Statement on Harassment, Assault, and Discrimination**

If you encounter personal problems of any kind on or off campus, please reach out for help. This specifically includes being the victim of sexual assault, domestic violence, harassment based on sex or gender, discrimination based on race, religion, or national origin, or hate speech of any kind.

If you are the victim of any of these types of violations on campus, immediately call campus security (936-468-2608 for non-emergencies) or see the Assistant Dean of Student Affairs (Hollie Smith, Suite 3.105 Baker Pattillo Student Center, 936-468-7249) or the Title IX Coordinator (Amanda Pruitt, McKibben Building, Room 304; 936-468-8292); You may also seek out the Campus Health Clinic (On the S.E. corner of Raguet and East College Streets; 936.468.4008); the campus counseling centers (Student Counseling Services - 3rd Floor, Rusk Bldg; 936.468.2401 and the Department of Human Services Counselor Education Counseling Clinic 2100 Raguet St., Human Services and Technology Building; 936.468.1041).
Stephen F. Austin State University strives to provide an educational and work environment that affirms the rights and dignity of each individual. It is the policy of the university, in accordance with federal and state law, to prohibit unlawful discrimination on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, and veteran status. Additionally, Stephen F. Austin State University prohibits discrimination on the basis of sexual orientation, gender identity, and gender expression. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Please be aware that all SFA employees (other than those designated as confidential resources in Section 4.5 and Section 6 of the Sex-and Gender-Based Discrimination, Violence, Harassment, and Misconduct Policy 2.13) are required to report any information obtained about potential policy violation such as sexual assault, domestic violence, and stalking to the university. This means that if you tell a faculty member about a situation of gender-based discrimination, sexual harassment, and/or sexual violence or other related misconduct as outlined in Policy 2.13, the faculty member must share that information with the University’s Title IX Coordinator. If you would like to speak to a confidential resource who does not have this reporting responsibility, you can find a list of resources at www.sfasu.edu/lumberjacks-care.

Technical Support:

For D2L technical support, contact student at d2l@sfasu.edu or 936-468-1919. If you call after regular business hours or on a weekend, please leave a voicemail. For general computer support (not related to D2L), contact the Technical Support Center (TSC) at 936-468-HELP (4357) or at helpdesk@sfasu.edu. To learn more about using D2L, visit SFA ONLINE at http://sfaonline.sfasu.edu, where you’ll find written instructions and video tutorials.