



SEMINAR OUTLINE

COURSE NUMBER	DPS 59016 1901
COURSE NAME:	Creating a Respectful Workplace
INSTRUCTOR:	Paul Carrick
INSTRUCTOR CONTACT:	p.carrick@uwinnipeg.ca
DATES AND TIME:	May 25, 2019 1 Saturday, 9:00 a.m. – 5:00 p.m.
SEMINAR MATERIALS:	Materials to be distributed during the seminar.

SEMINAR DESCRIPTION:

Learning to provide a practical guide and tools for creating and sustaining an environment where people want to work; a workplace where every employee is treated with mutual respect and where diversity is valued

LEARNING OUTCOMES:

- Ability to facilitate employee understanding and agreement of what constitutes respect in the workplace
- Ability to recognize and respond appropriately to incidents of disrespect
- Ability to value diversity by recognizing potential and building on strengths

NEXUS:

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication

DISCLAIMER:

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

This workshop/seminar is graded on the basis of Pass – Fail. A minimum attendance of 75% is required to receive a Pass.

Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

PARTICIPATION:

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Please refer to the [Student Handbook](#) on the UWinnipeg PACE website for academic regulation policy information.

These policies are intended to provide general academic information. **It is the students' responsibility to read the academic policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.** The PACE Handbook contains important information regarding academic disciplinary policies and processes, appeals, code of conduct, and graduation.

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

Letter Graded	Percentage	GPA	
A+	96-100	4.50	<u>Pass/Fail</u>
A	91-95	4.00	P Pass
A-	83-90	3.75	F Fail
B+	75-82	3.50	<u>Non-Graded</u>
B	70-74	3.00	CP Certificate of Participation (75% Attendance)
C+	66-69	2.50	NC No Certificate of Participation
C	57-65	2.00	<u>Special Designations</u>
D	50-56	1.00	I Incomplete
F	<50	0.00	TC Transfer Credit
			S Standing

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.