



## DIVERSITY EQUITY AND INCLUSION MANAGEMENT PROGRAM

### PROJECT PAPER AND COURSE REQUIREMENTS

The Diversity, Equity, and Inclusion Management Program is designed based on the Adult Learner model pioneered by Malcolm Knowles. Participants are expected to apply their knowledge and experience as a practitioner to actively engage in dialogue with their industry colleagues and subject matter experts. Quizzes that review course content will be given during each session to participants.

**Class Attendance:** Attendance at all sessions and the completion of all coursework assignments is required. If you are unable to attend a class due to extenuating circumstances it is your responsibility to contact the PDTI Chair and/or /AAAED leadership to notify them of your absence 24 hrs. prior to the session commencing. Participants are responsible for reviewing the course materials missed and completing the quiz given for the missed session.

**Project Proposal:** A project proposal must be submitted by **June 29th**.

The project must be on a current issue/concern, program, or initiative that you would like to address in Diversity Equity and Inclusion to be implemented at an institution, agency, company, community, organization, private practice. The paper should include the application and integration of the key concepts from the classes in the DEI program (See below for additional required content).

- The content of the paper should include the following:
- An overview of the project Objectives/Deliverables
- Current review of the literature
- The application of the DEI course content, e.g., foundational information, applicable policies, regulations, and laws
- Strategies implemented
- Insights gained
- Key takeaways
- Resources utilized
- Changes you would implement if you had the opportunity to do so

The paper will be reviewed and graded. Participants must receive a grade of B or above to receive the DEI Certificate of Completion. The length of the paper should be a minimum of five pages and not to exceed seven pages (double spaced). The total score obtainable for the paper is one hundred points and based on the following criteria:

- Objectives/Deliverables 0-20pts.
- Application of Diversity Management Course Content 0-20pts.
- Strategies Implemented 0-20pts.
- Foundational Information, Policies, Laws, and Regulations 0-20pts.
- Key Takeaways 0-20pts.

Late submissions of the final paper will result in 5 pts deducted per day late.



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### **Class Presentation:**

On June 27<sup>th</sup> you will present your final paper to your classmates in an open forum format to allow for a discussion about your paper, questions, sharing of key takeaways, and strategies implemented.

Papers must be submitted **on July 27<sup>th</sup> at 5pm (EST)** to Wanda Malden, [pditchair@aaaed.org](mailto:pditchair@aaaed.org).

### **Post Class Check In:**

After the completion of the course there will be an opportunity for participants to provide updates on the progress of their DEI program and or initiative researched in their paper to former classmates and AAAED Leadership. With the consent of class participants contact information will be shared. The purpose of the check-in is to provide continual support, networking, and resources to class participants from colleagues and AAAED leadership.