

## WLLC 3010 Global Diversity

5 Week 2 summer session: June 23 - July 25, 2025

This course is delivered 100% online and asynchronously

### Instructor Contact

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**Office Hours:** By appointment, on Zoom

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### Communication Expectations:

The best way to reach me is via email. Please avoid using canvas to email me; rather, send an email directly to [Caroline.Najour@unt.edu](mailto:Caroline.Najour@unt.edu). I respond within 24 hours on weekdays, and on Monday, when email is sent after 5 pm on Friday. The main communication tools used will be emails and announcements on Canvas. Please make sure you check your UNT email every day.

Installing the Canvas app on your mobile device is also a good idea. To avoid missing anything, make sure your notifications are set up on Canvas.

If you have questions about the course, please use the General question discussion area or Q&A forum (it is located in the Introduction module). Depending on the nature of the questions, either me or your classmates will answer them.

If you have personal questions or concerns, please send me an email.

### Online etiquette:

We do not see each other when we communicate online asynchronously, but that does not mean there is no one on the other side of the screen. Please be courteous with your professor and with each other when writing emails or discussion posts. The professor reserves the right to delete any offending posts.

You can consult CLEAR's webpage that provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips)

(<https://clear.unt.edu/online-communication-tips>)

### Welcome to UNT!

As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation. UNT's full Non-Discrimination Policy can be found in the UNT Policies section of the syllabus.

### Course Description

This is a WLLC course in English. It focuses on cultural differences in several parts of the world, essentially (but not only) in countries where the languages taught at the WLLC Department are spoken. Some topics studied include, for example, space and time, symbols, gestures, power relationships, and high/low context.

### Course Structure

This course is 100% online and asynchronous (you do not connect at a specific time). There are 5 weeks that you will have to work through. We will work on two modules per week. For each module, you will answer a survey that prepares you for the content of the course. You will have readings and/or videos to watch as well as discussions and/or assignments/quizzes to complete. You can refer to the calendar at the end of this syllabus and you can also see the assignments due dates in the Canvas calendar. You need to complete all the items in each module in the order they appear to be able to move forward. Each module also needs to be completed to be able to move on to the next one.

### Course Prerequisites or Other Restrictions

There are no prerequisites for this course. Make sure though that you know how to use Canvas (you can watch the videos in the Start Here section of the course).

### Course Objectives

By the end of this course, students will be able to:

1. Identify different cultures and cultural practices
2. Reflect on their own culture
3. Determine why cultural misunderstandings might occur
4. Develop skills and strategies to be able to avoid awkward situations in culturally diverse business or personal settings

## Materials

All the material will be available on Canvas.

## Teaching Philosophy

The course will tackle two modules every week. Students are expected to organize their time, work autonomously and respect the deadlines.

## Course Technology & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- [Microsoft Office Suite](#)
- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

### Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Posting to discussion boards
- Opening and/or printing PDF files (printing is optional)

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UNT Help Desk:** [UNT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm) (<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 330

**Walk-In Availability:** Monday - Friday: 8am-9pm (CST)

**Telephone Availability:**

- Monday–Thursday: 8 a.m.- 9 p.m. (CST)
- Friday: 8 a.m.- 5 p.m. (CST)
- Saturday–Sunday: 11 a.m.- 3 p.m. (CST)

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Here are some general guidelines:

- Treat your instructor and classmates with respect in any communication online or face-to-face, even when their opinion differs from your own.
- Speak from personal experiences. Use "I" statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual's experiences.

- Use your critical thinking skills to challenge other people's ideas, instead of attacking individuals.
- Avoid using all caps while communicating digitally. This may be interpreted as "YELLING!"
- Be cautious when using humor or sarcasm in emails or discussion posts as tone can be difficult to interpret digitally.
- Avoid using "text-talk".
- Proofread and fact-check your sources.
- Keep in mind that online posts are permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## Course Requirements

<b>Assignment</b>	<b>Percentage of Final Grade</b>
<b>Preparation Surveys</b>	5%
<b>Quizzes</b>	20%
<b>Assignments</b>	20%
<b>Discussions</b>	40%
<b>Final Exam</b>	15%
<b>Total Points Possible</b>	100%

## Grading Scale

A = 90-100%  
 B = 80-89.9%  
 C = 70-79.9%  
 D = 60-69.9%  
 F = 50-59.9%

**Late Work:** I strive to maintain fairness for everyone, so I cannot accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student emails the professor ([Caroline.najour@unt.edu](mailto:Caroline.najour@unt.edu)) asking for an extension on a specific assignment at least 6 hours prior to its due date or has a [university-excused absence](#) and provides documentation within 48 hours of the missed deadline.

**Turn-around Time:** My goal is to return graded work to you within three days of the due date.

**Grade Disputes:** If you have concerns about a grade, please wait 24 hours before reaching out. Use this time to review the assignment details and reflect on the quality of the work you turned in. If you still believe there is an issue, email me to schedule a meeting (as I cannot discuss grades over email). Bring specific examples to our meeting that support your case. If you miss your scheduled meeting or don't contact me within five days of receiving your grade, you forfeit the right to dispute.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

## Course Policies

### Attendance Policy

In an online course, "attendance" means having an online presence. You thus need to submit your work and show that you are there virtually speaking. Please communicate with me immediately if you are not able to submit your assignments.

### Late Work

I will not accept late work in this course. All work turned in after the deadline will receive a grade of zero unless the student emails the professor ([Caroline.najour@unt.edu](mailto:Caroline.najour@unt.edu)) asking for an extension on a specific assignment at least 6 hours prior to its due date or has a [university-excused absence](#) and provides documentation within 48 hours of the missed deadline.

### Examination Policy

You have the right to review your notes while you are doing an assignment or taking a test.

If you encounter internet problems during an exam or assignment, please take a screenshot immediately (a whole screenshot showing the date and time on your computer, not a cropped image or a picture) of the issue and send it to me right away. You might want to change browsers, log back into Canvas, and start over. If the issue persists, you may then also contact the Student Helpdesk and document the remedy ticket number before contacting me again.

The **final exam** will be a big quiz, a mix of questions from the semester quizzes as well as new questions (essay questions, true/false, and multiple choice). It will be available to you one week before it is due. It must be submitted by **Saturday, July 26, 2025 (11:59pm)**.

### Assignment Policy

Please do not wait until the last minute to complete your assignments. As stated above, if you are experiencing difficulties with your Internet connection or else, take a whole screenshot and send it to me.

There will not be any opportunities for extra credit in this course.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Homework

The homework will consist of:

- Questions to be answered weekly in the form of a survey
- Readings (note taking is important and will be useful for the final exam)
- Watching videos (YouTube clips) and taking notes
- Discussion forums
- Quizzes or assignments

Class material becomes available every Saturday for the following week. For example, the Module 3 and 4 material and assignments will be available on Saturday before the module 3 and 4 week starts. Assignments will no longer be available after their due date.

### Surveys

Surveys will prepare you for the upcoming module material. You complete the survey before you start reading and watching the corresponding module's material.

### Quizzes

Questions will be about the readings, as well as the videos.

### Discussions

Discussions will consist of a particular situation involving specific cultural items and behaviors. You not only post your own discussion, but also have to answer at least one classmate's post.

### Assignments

### Final

*The final exam will be a bigger quiz, a mix of thirty questions from the semester quizzes as well as new questions (essay questions, true/false, and multiple choice). The final exam will be optional for students having earned 90 or above in the course prior to the final.*

### Instructor Responsibilities and Feedback

I want you to succeed in my class, and I will give you clear assignment instructions. However, if something is not clear, please contact me via email, or make an appointment with me to meet via Zoom.

Here are some tips on how to succeed in this class:

- Check out this website with tips: <http://success.unt.edu>
- Get organized by printing out the calendar and having it handy
- Enter the deadlines in a planner or set up alarms on your phone
- Meet the deadlines/Submit your assignments on time (assignments close after the deadline, so you won't be able to submit late)
- Do the readings and watch the videos to be prepared for the quizzes
- Take notes
- Ask questions (do not fall behind!)
- Make an appointment to meet with me.
- Establish goals for yourself and be involved in your own learning
- Be resilient

I am available to answer any questions you might have, and I usually answer emails pretty quickly, but please do not wait until the last minute to ask for help.

### Syllabus Change Policy

This syllabus is subject to change as the professor sees fit. All changes will be announced ahead of time and posted on Canvas.

### UNT Policies

#### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. You can collaborate with your classmates outside of class and discuss the material, explain some concepts to each other, but do not copy from each other. Please make sure the work you submit is **your own**. If you take information from the Internet, cite your source (provide the web link).

#### ODA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

#### Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

#### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

### Important Notice for F-1 Students taking Distance Education Courses

#### Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

## Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

## Academic Support & Student Services

### Student Support Services

#### Mental Health

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

### Academic Support Services

- Academic Resource Center (<https://clear.unt.edu/canvas/student-resources>)
- Academic Success Center (<https://success.unt.edu/asc>)
- UNT Libraries (<https://library.unt.edu/>)
- Writing Lab (<http://writingcenter.unt.edu/>)

## Calendar

Module 1 (Week 1) What is culture? <b>June 23- 25</b>	<ul style="list-style-type: none"><li>• Read<ul style="list-style-type: none"><li>◦ Peterson, B. (2004). Cultural Intelligence, pp. 16-27</li></ul></li><li>• Watch<ul style="list-style-type: none"><li>◦ What does culture mean to you?</li><li>◦ The Cultural Iceberg</li></ul></li></ul>
Tuesday	Preparation Survey 1
Wednesday	Discussion 1 and Quiz 1
Module 2 (Week 1) Specific Vocabulary <b>June 26- 28</b>	<ul style="list-style-type: none"><li>• Read<ul style="list-style-type: none"><li>◦ Geert Hofstede</li></ul></li><li>• Watch<ul style="list-style-type: none"><li>◦ videos on power distance, etc.</li></ul></li></ul>
Friday	Preparation survey 2
Saturday	Discussion and Quiz

Module 3 (Week 2) Time and Space <b>June 30 - July 2</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ Persing Managing in Polychronic Times</li> <li>◦ Understand personal space across cultures</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ Proxemics</li> <li>◦ Personal space</li> </ul> </li> </ul>
Tuesday	Preparation survey 3
Wednesday	Discussion 3 and Quiz 3
Module 4 (Week 2) Language and Culture <b>July 3 - 5</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ Chapter 1 of Language and Culture by Claire Kramsch</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ TED Talk and Gestures across cultures</li> </ul> </li> </ul>
Friday	Preparation survey 4
Saturday	Discussion 4 and assignment 4
Module 5 (Week 3) Japan <b>July 7 - 9</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ The influence of high/low-context culture and power distance on choice of communication media</li> <li>◦ Hofstede Insights – Japan</li> <li>◦ Saving face</li> <li>◦ Non-verbal communication in Japan</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ Japanese gestures</li> </ul> </li> </ul>
Tuesday	Preparation survey 5
Wednesday	Discussion 5 and assignment 5
Module 6 (Week 3) France <b>July 10 - 12</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ Evaluating Performance and Providing Negative Feedback</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ Are the French rude?</li> </ul> </li> </ul>
Friday	• Preparation survey 6
Saturday	• Discussion 6 and assignment 6
Module 7 (Week 4) Italy <b>July 14 - 16</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ The cultural dimension of Italian leadership</li> </ul> </li> </ul>
Tuesday	Preparation survey 7
Wednesday	Discussion 7 and assignment 7

Module 8 (Week 4) The United Arab Emirates <b>July 17-19</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ Face and Form</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ Personal space</li> </ul> </li> </ul>
Friday	Preparation survey 8
Saturday	Discussion 8 and assignment 8
Module 9 (Week 5) Stages of cultural awareness <b>July 21-23</b>	<ul style="list-style-type: none"> <li>• Read <ul style="list-style-type: none"> <li>◦ Cultural shock and adaptation</li> </ul> </li> <li>• Watch <ul style="list-style-type: none"> <li>◦ Cultural adjustment while abroad</li> <li>◦ Studying abroad: culture shock</li> </ul> </li> </ul>
Tuesday	Preparation survey 9
Wednesday	Discussion 9
<b>Final Exam</b> Submit by <b>Saturday, July 26, 2025</b> (11:59pm).	Review all the concepts we have learned this semester