UBC CERTIFICATE IN
EQUITY, DIVERSITY, AND INCLUSION
PROGRAM HANDBOOK

Contact Us

UBC CERTIFICATE IN EQUITY, DIVERSITY, AND INCLUSION

Centre for Equitable Systems Design

Extended Learning

The University of British Columbia

Musqueam Traditional, Ancestral, and Unceded Territory

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We acknowledge that the UBC Point Grey campus is situated on the traditional, ancestral and unceded territory of the Musqueam people.
indigenous.ubc.ca/indigenous-engagement/musqueam-and-ubc/

Contents

Program Overview

LAND ACKNOWLEDGEMENT

We respectfully and humbly acknowledge that the UBC Certificate in Equity, Diversity, and Inclusion (EDI) is an initiative of UBC Extended Learning in Vancouver, British Columbia, which is located on the traditional, ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam) people.

Through this program, we commit to supporting learners in developing skills and strategies to collaborate across racial differences to co-create justice-centered, anti-racist, equitable and inclusive communities and workplaces.

PROGRAM VISION AND MANDATE

The pervasive and systemic nature of racism, violence and injustice toward Indigenous, Black and People of Colour (IBPOC) in Canada and around the world is ingrained in the very building blocks of our societies.

While our organizations and communities readily recognize the economic benefits of diversity and inclusion, there are many gaps when it comes to addressing issues of inequities, racism and injustice. Hence, there is an urgent need for transformative work within workplaces to move from optics and performative gestures, to comprehensive action and critical change.

This UBC Certificate in Equity, Diversity, and Inclusion program supports UBC's commitments in the Strategic Equity and Anti-Racism (StEAR) Framework to build capacity, deepen understanding and create change through learning opportunities for staff, faculty and the wider community. The courses that make up the program offer practical and relevant education that will lead to sustainable results and organizational culture change.

All courses in this program are developed by racialized members from a range of sectors and backgrounds, and centre and amplify the voices, perspectives and lived experiences of racialized people. The courses provide models, theories, case studies and tools, and encourage the application of lessons learned via practical solutions and strategies for working and living equitably in different contexts.

PROGRAM APPROACH AND OBJECTIVES

The UBC Certificate in Equity, Diversity, and Inclusion encourages a critical approach to equity, inclusion and anti-racism. It requires participants to relate the learning in the courses to their own understanding of identity, power and privilege, along with their experiences working within their organizational settings.

The program offers racialized perspectives, develops critical skills, knowledge and awareness in learners, and provides concepts, tools and strategies to support the development of anti-racist and equitable perspectives that translate into actionable change.

The core program objectives require that participants:

- understand colonial realities, power and privilege, and how they manifest and affect racialized members of our communities and organizations

- learn to facilitate and support anti-racist and anti-oppression practices and strategies within organizational settings

- develop skills and strategies to build equitable workplaces and respond effectively to racism and injustice.

Elective courses develop these core competencies for different applications and focus on the following themes:

- Eradicating racism within workplaces

- Engaging in organizational equity and inclusion

- Understanding white supremacy and addressing white privilege

- Responding to Indigenous-specific racism

- Dealing with anti-Black racism

- Disrupting unconscious biases and microaggressions

- Decolonizing pedagogy and appreciating social justice

- Negotiation and conflict

- Inclusive teams

- Engaging in diversity and inclusion initiatives in organizations

- Exploring intersectionality and identity.

WHO IS THIS PROGRAM FOR?

This program serves the needs of learners interested in addressing racism and engaging in anti-oppression and systemic change within organizations, including:

- managers, executives and leaders

- human resource practitioners

- organizational development specialists

- healthcare and community service professionals

- educators, administrators and student service personnel

- community development workers

- independent consultants, corporate trainers and counsellors.

WHAT THIS PROGRAM OFFERS

The UBC Certificate in Equity, Diversity, and Inclusion emphasizes practical skills for people who want to learn more about anti-racism, social justice, equity and decolonization, and who are interested in applying this learning to transform their contexts. Reach a higher level of awareness and effectiveness in addressing issues of inequity, racism and discrimination in various contexts.

The program offers:

A flexible program format

- You may complete the full program from wherever you are by selecting courses that are available in a 100% online format.

- The learning schedule allows you to take the program part-time or more intensively.

- Many of the courses can be taken as standalone courses or as part of the certificate.

- Small group sizes maximize opportunities for contribution and feedback.

A rich curriculum of experiential courses

- Experiential learning methods incorporate varied activities to accommodate different learning styles.

- A balance of theory and practice supports cognitive, interpersonal and practical skills development.

- Program electives provide an opportunity for specialization.

- Assignments build on individual experience and expertise.

- You receive individualized coaching and feedback from accomplished facilitators.

- References, materials and tools support ongoing learning.

- Courses offer a venue for networking and alliance-building with other professionals.

Program Courses and Dates

The courses for the UBC Certificate in Equity, Diversity, and Inclusion program were developed by the UBC Extended Learning Centre for Equitable Systems Design in collaboration with educators, activists and practitioners who identify as Indigenous, Black and People of Colour. These professionals have worked around issues of racism and inequities in various contexts and across sectors.

This part-time program consists of **one required course** and **electives** chosen from specialized micro courses, and diversity and inclusion (D&I) courses.

Required courses total 15 hours. Each micro course is 15 hours long, and each D&I course is about 40 hours long. To graduate, you must complete at least **170 hours of courses**.

All courses are 100% online and facilitator supported.

REQUIRED COURSE

This required course can be taken at any point in the program:

- Anti-Racism Strategies for the Workplace

ELECTIVE COURSES

Elective courses can be taken at any point in the program. You choose from a combination of micro courses on specific topics, and longer diversity and inclusion courses.

COURSE TITLE	FORMAT	HOURS
REQUIRED COURSE		
Anti-Racism Strategies for the Workplace	100% online	15 hours
ELECTIVE MICRO COURSES		
Dismantling Barriers to Inclusion Within Organizations	100% online	15 hours
Addressing Power, Privilege and Systems	100% online	15 hours
Organizational Equity and Inclusion: A Strategic Roadmap	100% online	15 hours
Countering Biases and Microaggressions	100% online	15 hours
Understanding Intersectionality and Identity	100% online	15 hours
Decolonizing and Creating Culturally Responsive Pedagogy	100% online	15 hours
ELECTIVE D&I COURSES		
Identity and Intergroup Relations	100% online (6 weeks)	40 hours
Transforming Intercultural Conflict	100% online (6 weeks)	40 hours
Thriving in Diverse Teams	100% online (7 weeks)	40 hours
Leadership in Intercultural Contexts	100% online (6 weeks)	40 hours
Engaging Diversity and Inclusion in Organizations	100% online (7 weeks)	40 hours

COURSE SCHEDULES

Online micro courses usually start Tuesdays, and D&I courses usually start Thursdays.

HOURS AND EXPECTATIONS

For each course, be prepared to spend approximately seven hours per week completing learning activities, including readings, assignments, posting and responding to online group discussions, and other projects.

For online courses, expect to log in a minimum of three times a week. You will certainly benefit from more frequent access.

If you're working or studying full-time, we recommend you take one course at a time.

ELIGIBILITY INFORMATION

To accommodate learners from a variety of backgrounds in the UBC Certificate in Equity, Diversity, and Inclusion program, we have broad criteria and request that you ensure you can meet the following requirements:

• Post-secondary education and/or extensive life experience

• Fluency in English, including good written and verbal communication skills

• The academic, interpersonal and communication skills to support active participation in this dynamic program

• Approximately seven hours a week to spend on each course

• Able to access the minimum technology requirements as outlined in this handbook

Program Information

TO START THE PROGRAM

All of the courses in this program are open for registration to anyone at any time. There is no requirement to take the full certificate program.

To have courses you complete apply toward the certificate, we ask you to write a 500-word letter of intent communicating your interest in the program, your expectations, and personal and career goals. Your letter of intent provides us a record that you are pursuing the certificate. Please email your letter of intent to edi.exl@ubc.ca.

Please note you're responsible for tracking your progress toward completing the 170 hours of course work.

COURSE REGISTRATION AND PAYMENT

You can register and pay for courses online.

PROGRAM FEES

The minimum cost to complete the program, including the certificate graduation application fee, is $5,195. Total program fees depend on the electives you choose.

Course fees range from $425 for a micro course to $1,295 for an elective diversity and inclusion course. Other course fees vary and earlybird rates are available for all courses. The certificate graduation evaluation fee is $275.

Course fees are in Canadian dollars and are subject to change. Fees may be paid by Visa®, Visa® Debit, Mastercard®, American Express®, money order or certified cheque.

ACCESSING YOUR ONLINE COURSES

When you register for a course, we will send you an email with course dates and details, and instructions for logging into and accessing your course. UBC Extended Learning maintains records of course completion and we will notify when you have completed the requirements for your course.

ONLINE LEARNING

Courses in the UBC Certificate in Equity, Diversity, and Inclusion feature peer learning and are discussion based. Participants respond to weekly assigned questions and readings, and relate what they have read to their own experiences, by posting to an online discussion board where everyone has access to each other's postings. Participants' responses to each other and to the course facilitator are the basis of weekly discussions.

You are not required to disclose beyond your comfort level, but you should be prepared to discuss and reflect upon your own equity, diversity and inclusion lived experiences, and share your learning with other participants and your facilitator.

The process of taking part in the courses with peers from diverse backgrounds and experiences, fosters respectful and inclusive conversations around challenging topics and in itself is an experience in inclusion and equity.

ONLINE PARTICIPATION GUIDELINES

UBC Extended Learning's online learning courses and programs are designed, developed and delivered in 100% online format. Our courses are based on adult learning principles, which state that adult learners:

- are self-directed
- show a keen interest in personal and professional development
- are motivated to learn
- bring prior learning experience into the environment
- learn by doing
- require relevant and realistic problems to solve
- benefit from specific and timely feedback from the learning community.

Our goal is to help foster a positive learning experience. To this end, you're expected to be present online, and to become part of the learning community by contributing to the online discussion forums and participating in any interactive aspects of the course/ program. In some cases, this contribution is subject to formal assessment; the specific grade attributed to this part of your course is outlined in the course overview.

In addition to this formal (graded) participation, you can also contribute a presence in your course by paying attention to the following points:

- Logging into your online course at least three times a week to ensure you are receiving updates and messages
- Posting a personal profile, and keep it updated as the course progresses
- Using good etiquette when posting messages online
- Managing your time effectively so that you give yourself time to reflect on postings from your peers
- Using professional language in all of your online correspondence
- Remembering that peer-to-peer learning is one of the benefits of online learning; don't rely on your online facilitator to provide all the answers.

FACILITATORS AND EDUCATORS

Courses in the UBC Certificate in Equity, Diversity, and Inclusion are facilitated by experienced educators, practitioners and experts associated with the Centre for Equitable Systems Design. Online facilitators are hired for their experience in particular topics.

PHILOSOPHY OF TEACHING AND LEARNING

The facilitator's role is to support and challenge participants with the intention of fostering critical thinking, and deepening and broadening the learning process beyond one's current knowledge, awareness and perspectives. Participants are expected to respond to and engage with the facilitator and other participants in the group using communication skills based on dialogue rather than debate.

DIALOGUE VS DEBATE

DELIBERATIVE DIALOGUE	DEBATE
Collaborative	Oppositional
Common ground	Points of divergence
Listening to find meaning	Listening to find flaws
Listening to find agreement	Listening to find points to argue
Openness to being wrong	Determination to be right
Weighing alternatives	Winning
Assumes that others have pieces of the answer and all can find it together	Assumes there is a right answer and someone has it
Involves concern for the other person	Involves countering others
Seeks not to offend or alienate	Belittles or deprecates others

Reference: Buchanan, Anne and Mary O'Neill (2001). Inclusion and diversity: Finding common ground for organizational action. A Deliberative Dialogue Guide. Canadian Council for International Co-operation (CCIC).

Everyone's participation in these discussions affects the learning of everyone else. Posting on time and engaging with other people's work every week is key to one's success and to the richness of the course for others.

TECHNOLOGY REQUIREMENTS

In order to participate in the UBC Certificate in Equity, Diversity, and Inclusion program, you will need to have access to a computer, an email account and the internet with an up-to-date web browser.

We host and manage courses on [Canvas learning management software](#). Please ensure you have the technology requirements needed to support Canvas before registering for courses. You should also have the technology to watch videos, listen to audio, and download and read PDF files.

ASSESSMENT METHODS

You are assessed in individual courses according to University of British Columbia guidelines to ensure successful acquisition of required skills and concepts. Assessment is based on satisfactory completion of required assignments and on participation in course discussions. Assignments are graded as complete/incomplete by online facilitators.

The UBC Certificate in Equity, Diversity, and Inclusion uses a competency-based evaluation process, monitored by the facilitator of each course. Required competencies for each course are described in course materials, and reinforced by the instructors, facilitators and moderators.

GRADUATING FROM THE PROGRAM

You are awarded the UBC Certificate in Equity, Diversity, and Inclusion when you complete 170 hours of course work, which includes one required course of 15 hours plus at least 155 hours of elective courses, and submit a 700-word synthesis paper.

You track your courses and hours on your own. You don't need to inform us of what courses you are taking or when, as long as you are taking eligible courses. However, we ask you to complete the 170 hours of course work within **three years** of submitting your letter of intent. We can grant extensions under exceptional circumstances.

To request to graduate from the program:

1. Complete the graduation request form and pay the $275 non-refundable graduation evaluation fee.

2. Include a 700-word synthesis paper.

In the synthesis paper, we ask you to list all the courses you have completed, and discuss how you have applied or will apply your learning from these courses in your life and in your workplace and/or community.

When we receive your graduation request form and synthesis paper, we'll provide you a timeline for evaluation. We then issue you a UBC Certificate in Equity, Diversity, and Inclusion if you successfully complete all program requirements.

CHANGES TO CURRICULUM

The learning objectives, subject areas, topics, speakers and assignments that make up the program may change over time to reflect the needs of program participants, new work in the field of equity, diversity, and inclusion and the best use of university resources. The program may also change in duration, number of instructional hours or requirements for completion. As the curriculum changes, the total cost of the program may also change to reflect the actual costs of program delivery.

To receive the UBC Certificate in Equity, Diversity, and Inclusion, you must complete the required courses and instructional hours that are compulsory as of the **date you are admitted** to the program. As the certificate program evolves, participants who have completed courses that are subsequently removed from the program curriculum will receive credit for those courses.

In the event of major program changes, participants will be notified of options for completing under old or new program requirements.

Program Policies

LIMITED ENROLMENT

Some equity, diversity and inclusion courses have limited enrolments. We encourage you to register early.

WITHDRAWAL AND CANCELLATION POLICIES

You have up to seven business days prior to a course start date to receive a 100% refund, less a $50 administration fee. Or, you can transfer your registration free to another equity, diversity and inclusion course without an administration fee.

We don't issue refunds or offer transfers to other courses if you cancel your registration within seven business days of a course start date, or if you withdraw from a course once it begins.

We may sometimes cancel courses due to insufficient enrolment or other reasons. If this occurs, we will send you a full refund automatically. We don't guarantee that a particular course will be offered at a particular time.

ACADEMIC INTEGRITY

UBC Extended Learning is committed to academic integrity and takes academic misconduct seriously. Penalties for cheating, plagiarizing or other academic misconduct may include dismissal from the program or course with a failing grade and no refund of fees. For more information, view UBC's policy on scholarly integrity.

CENTRE FOR ACCESSIBILITY

Any participant with diverse needs requiring services or support, please contact the Centre for Accessibility. Should you require accessibility-related accommodations for your course, please contact us six weeks before the certificate start date or as earliest as possible. UBC Extended Learning works to create an inclusive learning environment in which all participants can achieve success.

PROFESSIONAL CONDUCT

UBC Extended Learning fosters positive learning environments that respect the diversity of individuals and applies standards in keeping with appropriate conduct in professional workplaces. Participants are expected to adhere to professional standards of behaviour in both in-class and online environments. In particular, the ability to work respectfully in a team environment and with other participants, instructors and staff is essential.

In its sole discretion, UBC Extended Learning reserves the right to require a participant to withdraw from a program at any time for unsatisfactory professional conduct in its sole discretion. In such cases there will be no refund of fees.

USE OF INFORMATION TECHNOLOGY

Participants must abide by the [Acceptable Use and Security of UBC Electronic Information and System](#).

Administration

UBC EXTENDED LEARNING
PROGRAM STAFF

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Lisa MacVicar, Coach, Advisor and Consultant
and UBC Certificate in Diversity and Inclusion
alumna

Olumide Akerewusi, Founder and CEO
of AgentsC Inc.

About UBC Extended Learning

UBC Extended Learning has been offering education in intercultural communication since 1995 and in diversity and inclusion (D&I) for more than 10 years. This UBC Certificate in Equity, Diversity, and Inclusion continues in that tradition of interdisciplinary approaches, and offers a combination of micro courses and longer D&I courses to meet an increasing demand for robust and flexible education in this area.

We believe that learning is a continuous, lifelong endeavour. Education — at any stage of life — should be flexible, innovative and accessible.

Together, we provide outstanding learning opportunities, bringing UBC excellence in academics, teaching and research to the communities we serve, and strengthening UBC's contribution to society, industry and government.