



Equal Opportunity Institute Executive Summary

The Office for Equal Opportunity sponsors this certificate program in conjunction with the Center for Student Leadership, Ethics and Public Service and the Division of Human Resources. The Equal Opportunity Institute is designed to meet the following objectives:

- a) increase individual knowledge of equal opportunity issues;
- b) develop skills necessary to effectively cope with increasingly diverse working and learning environments;
- c) enhance professional development of participants (both employees and students) through the individual application of knowledge; and
- d) improve the overall campus climate through the collective shift in knowledge, attitudes and behaviors.

The Institute is open to all university employees and students, and to the general public. Certain individuals are targeted for participation, such as supervisors, student leaders, Personnel Representatives, Unit Affirmative Action Officers and Contacts, and others who work with equal opportunity issues. Participants from other higher education institutions, industry, and Centennial Partners are also welcome to participate for a nominal registration fee. Participants completing all Institute requirements will receive 3.0 Continuing Education Units, which are recognized by the International Association for Continuing Education and Training.

The content of the Institute consist of three required workshops and seven electives. Required workshops include:

- a) Equal Employment Opportunity/Affirmative Action
- b) Americans with Disabilities Act
- c) Unlawful Discrimination and Harassment Prevention

Electives address such topics as protected class status, affirmative action, and diversity. The choice of electives is based upon articulated goals developed by the participants with the assistance of professional staff in the Office for Equal Opportunity. The Diversity Awareness Profile, an assessment instrument designed to assess and increase self-awareness about discriminatory behaviors and attitudes, is used in developing each participant's goals and educational plan. Completion of the program takes roughly one academic year and follows a plan that is developed by the participant, the immediate supervisor (for employees) and staff in the Office for Equal Opportunity.

The program is evaluated to measure the success at which program objectives are met. An advisory group consisting of professionals from the University and community meets periodically to review the program, evaluate its effectiveness and make recommendations for improvement.