



# Inclusion Champion Certificate Program

## Table of Contents

Program Overview .....	3
Learning Outcomes .....	3
ICCP Framework .....	4
Certification Requirements .....	5
Course Descriptions .....	6
Core Courses Descriptions.....	6
Elective Courses Descriptions .....	7
Engagement Opportunities.....	9
Reflection of Knowledge and Application .....	9
Completion of Program.....	10
FAQ's .....	11

## Overview of Program

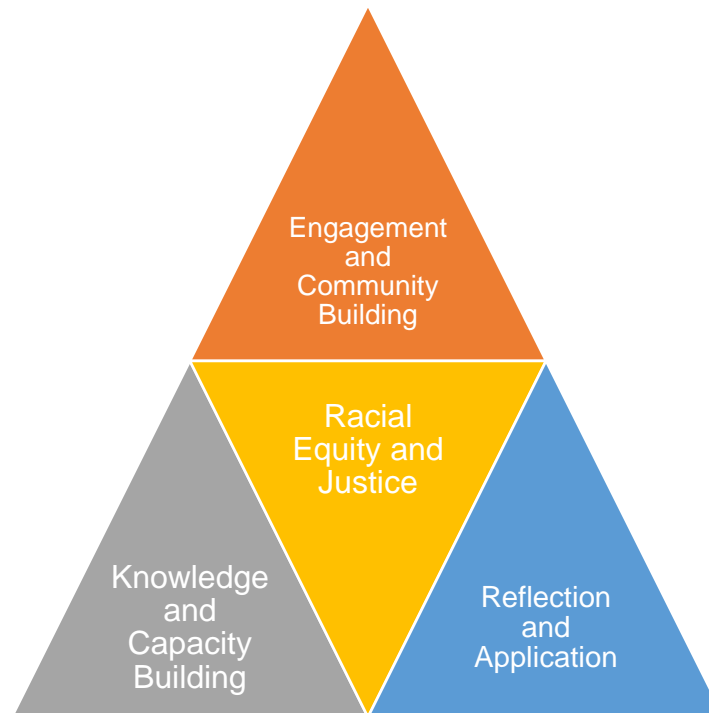
The CSUF Inclusive Champion Certificate Program (ICCP) supports the Titans Together: Striving for Justice, Equity, and Inclusion initiative by adding to the options for campus-wide education and awareness regarding racial equity and justice. The ICCP is a certificate program that all members of the CSUF community can participate in as a means to learn tools for becoming a 'Champion of Inclusion' on campus. ICCP courses provide opportunities for self-reflection, increase cultural competency and awareness, and offers tangible application to participants' current campus roles. All participants that complete the required coursework will be acknowledged at the end of the academic year to celebrate their accomplishment and dedication to inclusion at CSUF.

### Learning Outcomes

Participants of the Inclusion Champion Certification Program will:

- Learn shared definitions of common diversity, inclusion, and equity language.
- Understand foundational knowledge of equity practices as it relates to racial equity in their role on campus.
- Engage in practical opportunities to expand their cultural awareness and those around them.
- Gain skills necessary to embed equity-minded practices to their everyday work.
- Build community through learning communities and engagement opportunities.

# Inclusion Champion Certificate Program Framework



The framework seeks to help participants understand themselves, their role on campus, and how to leverage their sphere of influence to impact positive change through racial equity and justice at CSUF.

## **Knowledge and Capacity Building Objectives**

- Learning opportunities to help participants gain foundational knowledge and understanding of racial equity
- Learning opportunities to enhance the skills in advocating for racial equity

## **Engagement and Community Building Objective**

- Programs/Events that help participants deepen their understanding of lived experiences as it relates to racial equity
- Provide an opportunity for participants to connect the knowledge gained in workshops/trainings to lived experiences

## **Reflection and Application Objective**

- Exercise for the participant to share how they have connected their learning to the engagement components of the framework  
Action planning for participants to connect the ICCP program to their work and role on campus

## Certification Requirements

Course Category	Courses	ICCP Framework
<b>Core Courses</b> All courses in this category must be completed	Diversity, Inclusion, and Equity 101	Knowledge and Capacity Building
	Allyship 101	
	Titans Together: An Introduction to Racial Equity at CSUF	
<b>Elective Courses*</b> Participants select <u>five courses</u> from this category to complete	Safer Space Training	Knowledge and Capacity Building & Engagement and Community Building
	Undocu Ally Training	
	Vet Net Ally Training	
	Engaging Religion and Worldviews	
	Generational Diversity	
	Gender Identity and Pronoun Use	
	Inclusive Customer Service	
	Supporting Transgender Employees at CSUF	
	Emotional Intelligence in Cross-Cultural Communication	
	Navigating Workplace Diversity Conflict	
Religious Accommodations in the Classroom		
FDC Inclusive Certificate		
<b>Engagement Programs*</b> Participants select <u>two programs</u> to attend	Racial Healing Circles	Engagement and Community Building & Reflection and Application
	Critical Conversations	
	Titan Table Talk Series	
	Titans Together Speaker's Series	
	One Book, One CSUF Discussions and Programs	
<b>Application and Reflection</b>	Submit reflection essay for final certification completion (see rubric in appendix A)	Reflection and Application

\*The courses and engagement programs listed are not exhaustive. There are many trainings, workshops, and programs on campus that can count towards ICCP. Please review the ICCP Framework or reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu).

## Course Descriptions

The course and program requirements for ICCP include educational and engagement opportunities from the Office of Diversity, Inclusion, and Equity Programs as well as other campus partners. The Core Course descriptions are all listed below and offered multiple times throughout a semester. The Elective Courses are provided by many of our campus partners and are offered periodically throughout the academic year.

The following is a non-exhaustive list of Elective Courses and Engagement Programs. If you find a workshop/training or program on campus that aligns with the objective and framework of ICCP or wish to include workshop/training to the ICCP, please reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to inquire if you can utilize that opportunity for your certification. All ICCP offerings will be included in the DIEP monthly newsletter.

**Core Courses Descriptions-** All courses must be completed.

- **Diversity, Inclusion, and Equity 101 (1.5 Hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

We hear the terms diversity, inclusion, and equity used all the time. Sometimes these terms are used interchangeably. The purpose of this training is to provide shared language on what these terms mean and how you can put them into action as a member of the Titan Family to better our community. This class will also introduce the concept of privilege groups and how it might impact individual experiences on campus.

- **Allyship 101 (1.5 Hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

Becoming an effective ally is more than just listening to others talk about their traumatic experiences as a person belonging to a marginalized group. It is more about solidifying a course of action that helps you commit to eradicating those injustices. This workshop describes the concept of allyship in action related to combating social injustice on our campus and in our local and national communities. Participants will learn ways to be an ally against various forms of social injustice, interrupt negative discourse on social identity difference, and advance their allyship efforts into a space of solidarity. Participants will leave the session with tools and resources on translating their allyship into solidarity and action.

- **Titans Together: An Introduction to Racial Equity Module (1.5 Hours)**

*Facilitated by: Titans Together Facilitators*

This foundational module will allow participants to understand racial equity better, particularly as it relates to CSUF, through the lens of history, self-awareness, and interpersonal relationships. The curriculum was developed by a task force representing faculty, staff, and student voices to ensure that the content is relevant and impactful for all campus community members.

## **Elective Courses Descriptions- Five Courses must be completed.**

Elective courses are training and development opportunities that increase the knowledge for participants on the topics of diversity, inclusion, and equity. Elective courses enhance a participant's personal growth, builds on an inclusive workplace/classroom, and increases cross-cultural understanding.

### **Inclusive Workplace**

- **Gender Identity and Pronoun Use (1.5 hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

This training will provide foundation information on gender, gender identity, and biological sex and highlight the difference between gender identity and sexual orientation. The training will provide best practices on how to incorporate pronoun usage in your day to day work and interactions that help foster a space for inclusivity and learning.

- **Inclusive Customer Service (1 hour)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

The way we interact with our customers goes a long way in creating a safe and inclusive environment. This training will discuss ways to engage our community members with your services to be safer and more welcoming to all. Participants will discuss how different cultural norms affect customer service and how to best engage with different cultural norms while still providing quality service.

- **Supporting Transgender Employees at CSUF (1 hour)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

CSUF is committed to fostering a workplace that is inclusive of every Titan on campus. In efforts to keep this commitment, a "Supporting Transgender Employees" resource guide was created to provide best practices supporting transgender and gender non-conforming employees who wish to transition at their workplace. This training will walk through different parts of the guide, how to use it, and provide scenarios to talk through situations in which the guide can be useful.

- **Engaging Religious and Worldview Diversity on Campus (2 hour)**

*Facilitated by: Jessica Moss, Lecturer, Department of Sociology*

As a diverse campus, CSUF is responsible for providing safe spaces for students, faculty, and staff. Becoming aware of and engaging with religious and worldview diversity is key to creating a campus culture that is not just accommodating but respectful and inclusive of diverse identities. This session will provide participants opportunities to reflect on personal worldview identity, as well as perceptions towards others. The goal is to start a conversation that will allow us to build a safe, respectful, and inclusive campus.

- **Navigating Workplace Diversity Conflict (1.5 hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

Even the best performing teams encountered conflict. It's how you handle conflict when it arises that keeps the team productive and cohesive. This training will provide some foundation information on conflict and then focus on diversity-related conflicts due to perceptions, generalizations, and stereotypes of different social identities (i.e., race, gender, sexual orientation, etc.) The training will end with some scenario-based trainings for participants to engage in dialogue and practice skills to handle conflict.

## **Inclusive Classroom**

- **Engaging Beyond Diversity: Fostering a Classroom of Inclusion (1.5 hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

CSUF boasts a diverse student population, and creating a safe and welcoming learning environment will help ALL students feel like they can succeed and reach their potential. This training will provide an overview of the CSUF campus community, diversity and inclusion practices, and suggestions for inclusive classroom practices. This training is recommended for anyone who teaches any courses.

## **Personal Growth**

- **Emotional Intelligence in Cross-Cultural Interactions (1.5 hours)**

*Facilitated by: The Office of Diversity, Inclusion and Equity Programs*

Emotional intelligence is the awareness and management of your own emotions and others. This training will provide information on ways to develop emotional intelligence and how it applies to leadership and cross-cultural interactions.

- **Group Identity Based Ally Trainings \***

- *Safer Space Training* – Two-part series on LGBTQ cultural competency and allyship (2 hours each) [Facilitated by: LGBT Queer Resource Center, Diversity Initiatives Resource Center]
- *Undocu Ally Training* – Two-part series on supporting Undocumented students (2 hours each) [Facilitated by: Titans Dreamers Resource Center, Diversity Initiatives Resource Center]
- *Vet Net Ally Training* – Cultural Competency Training on working veteran students (4 hours) [Facilitated by: Veterans Resource Center]

\*Each ally training will provide an ally sticker for office doors and windows upon completing the training or series.

## **Online Learning Platforms**

Participants can utilize online learning platforms such as LinkedIn Learning or webinars hosted by external organizations (i.e., CSU's Got Talent, professional associations, etc.) to fulfill the elective requirement. Participants can choose **ONE** relevant online learning module to count towards an elective course for ICCP. Please ensure that the objective of the online learning module aligns with the objects of ICCP.



## Engagement Opportunities

Participants are required to attend TWO unique\* engagement programs to receive credit for ICCP. Engagement opportunities are any program or event where the objective aligns with the ICCP Engagement and Community Building objective of programs that help participants connect the knowledge gained from trainings/workshops and connect them to lived experiences. Below are some suggestions on where to find engagement opportunities on campus. This list is not exhaustive. If you're unsure whether an event meets the requirements, send an email with the program's title and a brief description to [diversity@fullerton.edu](mailto:diversity@fullerton.edu).

- Titans Together Initiative
- DIEP Programs
- DIRC Programs
- VRC Programs
- WARC
- MSI
- DSS Programs
- FDC Inclusion Certificate

\*Unique programs refer to two programs that are different in purpose, topic, and objective.

If you have a program that aligns with the ICCP Framework, please submit them to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to be included in the DIEP Monthly newsletter.

## Reflection of Knowledge and Application

The main goal of ICCP is to provide opportunities for participants to translate knowledge and community into action. After completing the workshops/trainings and engagement programs, ICCP participants must submit a reflection essay on their experience answering the following prompts:

- How has the knowledge you gained from ICCP impacted your personal and professional life?
- How do you plan to utilize the knowledge and experiences you gained from ICCP to improve equity and inclusion at CSUF?

Participants are able to submit the Reflection and Application Essay in any written language. If a participant needs an accommodation for the written essay, please contact [diversity@fullerton.edu](mailto:diversity@fullerton.edu).

## Completion of Program

The ICCP completion requirements are as follows:

- Completion of **all Core Courses**
  - DEI 101
  - Allyship 101
  - Titans Together: Introduction to Racial Equity Module
- Completion of **FIVE elective courses**
  - Elective courses can be found in the DIEP newsletter, along with education opportunities with a variety of campus partners.
  - If you find an elective course that meets the ICCP framework and it is not listed in the DIEP monthly newsletter, reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to confirm.
- Attendance at **TWO unique engagement programs**
  - Engagement programs should align with the ICCP framework and can be found through DIEP or other campus partners.
  - If you find an engagement program that meets the ICCP framework and it is not listed in the DIEP monthly newsletter, reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to confirm.
- Application and reflection essay
  - Submit answers the following prompts with at least 600 words per prompt:
    - How has the knowledge you gained from ICCP impacted your personal and professional life?
    - How do you plan to utilize the knowledge and experiences you gained from ICCP to improve equity and inclusion at CSUF?

Upon completion of the certification requirements, submit the [ICCP Completion Log](#) to [diversity@fullerton.edu](mailto:diversity@fullerton.edu). The Office of Diversity, Inclusion, and Equity Programs will confirm receipt and completion of courses, programs, and reflection prompts.

## FAQ's

**Q:** What is ICCP?

**A:** ICCP is the Inclusion Champion Certificate Program and is housed in the Office of Diversity, Inclusion, and Equity Programs to promote equity-minded practices on campus through knowledge, community, and reflection. For more information, see the program overview and ICCP Framework.

**Q:** Who can receive an ICCP certificate?

**A:** Anyone at CSUF – faculty, staff, students, and on-campus community partners

**Q:** I took some of these courses already. Can I use those towards this ICCP?

**A:** Only courses completed Spring 2020 and after can be counted towards the ICCP certificate. Trainings/workshops evolve to meet the needs of our campus. To ensure that our participants are getting the most relevant knowledge for our community, ICCP will only accept trainings and programs from Spring 2020.

**Q:** Is there a timeframe to receive the certificate?

**A:** All trainings and courses can be counted towards the certificate for two academic years. For example, if you took your first course towards the certificate in Spring of 2020 then that course can count towards your certification until Spring 2022. If a course exceeds two academic years, you will have to re-attend the training or program. This ensures that all participants have received the most up-to-date and relevant information for our campus community.

**Q:** I see other trainings/workshops that meet the ICCP framework that wasn't in the DIEP newsletter, can I take those courses as electives?

**A:** Yes, there are many education opportunities that exist on our campus to help build equity-minded practices and understanding. If you find another training/workshop that meets the ICCP framework, reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to confirm that course as one of your electives.

**Q:** I see other engagement programs that meet the ICCP framework that wasn't in the DIEP newsletter, can I take those courses as electives?

**A:** Yes, there are many engagement opportunities that exist on our campus to help build equity-minded practices and understanding. If you find an engagement opportunity that meets the ICCP framework, reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to confirm that course as one of your engagement program requirements.

**Q:** I work for an office/department that provides trainings/workshops and programs that align with the objectives and ICCP framework. How can I get my trainings/workshops and programs included in ICCP?

**A:** It is our goal to include as many educational and engagement opportunities as possible that meet the criteria for ICCP. If you have more opportunities for our campus, reach out to Cecil Chik at [cchik@fullerton.edu](mailto:cchik@fullerton.edu) to inquire about listing your trainings/workshops and/or programs.

**Q:** I forgot what date I took one of my trainings. Can I still get credit for it even if I don't put down a date?

**A:** All the trainings and workshops facilitated by DIEP are listed in the Employee Training Center (ETC). A staff member from the Office of Diversity, Inclusion, and Equity Program (DIEP) can help confirm attendance dates for those ICCP courses in ETC. However, ETC is only available to employees (faculty, staff, administrators, and student employees) and only include trainings/workshops. We recommend filling out the [ICCP Completion Log](#) as you meet program requirements. Courses facilitated by areas outside of DIEP may not be in ETC. Contact facilitators for non-DIEP sessions to confirm a date.

**Q:** I finished! Now what?

**A:** If you have completed all the required the components of the ICCP, fill out the [ICCP Completion Log](#) located at the end of this course catalog and submit it along with your reflection prompts to [diversity@fullerton.edu](mailto:diversity@fullerton.edu).

**Q:** What's the different between an elective course and an engagement program?

**A:** An elective course seeks to increase knowledge while the main purpose of an engagement program is to connect knowledge learned in the core and elective courses to lived experiences. For example, a module on pronoun usage and how to incorporate in the classroom is an elective course. A panel discussion where transgender and non-binary panelists discuss their experiences in the workplace would be an engagement program, where participants can take knowledge from their pronoun use module and connect it to lived experiences of transgender and non-binary individuals in the workplace.

**Q:** Can I submit my essay in a language other than English?

**A:** Yes, to ensure that all participants have an equitable chance to complete the certificate program. Participants are able to submit their essays in a language that they are most comfortable expressing their experience and reflection.

**Q:** I require an accommodation to complete the ICCP Certificate. Will I still be able to participate?

**A:** Yes, please reach out to [diversity@fullerton.edu](mailto:diversity@fullerton.edu) to discuss any accommodations that you might need to fully participate in the program.

