

# Advancing Inclusion and Diversity in Workplace and Classroom

- **Use inclusive language and, in this, abstain from:**
  - Singling out a person's race, sex, ethnicity, gender, etc. when it is not relevant
  - Generalizations and stereotypes of social groups
  - Words that imply victimization (poor, sufferer, unfortunate, afflicted, etc.)
- **Stay aware of biased assumptions:**
  - Do not assume that certain accents are signs of a lack of intelligence or ability
  - Do not tie ethnicity to primary spoken language
  - Do not assume that everyone in a particular group shares the same views (e.g. political)
- **Laboratory is a diverse workplace and attracts employees from different cultures. Help incoming employees adapt and in particular:**
  - Make expectations explicit (time allocation, main person of contact, etc.)
  - Provide various venues of interaction (small group problem-solving, one-on-one discussions, group meetings)
  - Curtail the idea that seeking help is a sign of weakness

<http://fod.msu.edu/oir/teaching-diverse-populations>

<http://www.inclusion.msu.edu/Education/BiasFreeCommunication.html>



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Awareness Slides are brought to you by the Diversity Advisory Committee <https://groups.nscl.msu.edu/DAC/index.php>