

AP/HRM 4485 – EXECUTIVE COACHING
Course Outline
Fall 2019
Section A

Instructor: Dr. Sabrina Deutsch Salamon
Office: Atkinson Building, Room 236
Email: sdeutsch@yorku.ca
Course website: Moodle.yorku.ca

Course overview

This course provides an overview of the theoretical bases, underlying principles and practical guidelines of executive coaching. The objective is to understand the executive coaching process, its unique challenges and goals, and its role in the HR function.

Prerequisites

Prerequisites: 1) For students in an Honours program, 78 credits including AP/ADMS 1000 3.00 and AP/HRM 2600 3.00, or 2) for other students, a grade C+ or better in AP/HRM 2600 3.00.
Course credit exclusions: None.

Students are responsible to ensure that they have the required prerequisites as stated in the course the course calendar. Students who do not have the prerequisites are at risk of being dropped from the course at any time during the course. The department will not be responsible for refunds resulting from students being dropped from a course due to a lack of the appropriate prerequisites.

Enrolment

Late enrolment is strongly discouraged. **Groups will be formed at the second week of class. If you enroll after the second week, you do so at your own risk.**

Office Hours

If you would like to discuss your progress in the course or if you need assistance with the course material, please send me an e-mail to set up an appointment. I encourage you to meet with me as soon as possible if you have any questions or concerns.

Required Course Materials

Hernez-Broome G., Boyce, L. (2011). *Advancing Executive Coaching*: Toronto, Wiley.
Additional readings are assigned throughout the term. See course website for further information.

Instructional Methods

The course combines theoretical and experiential learning through in-class exercises, class discussion, group presentations, and individual reflective assignments.

Class Code of Conduct

You are expected to contribute to the creation of a classroom climate that is supportive, inclusive and conducive to learning. Please note the following expectations:

- Attendance and preparation. Attend all classes and arrive well prepared.
- Appropriate use of laptop computers. You are encouraged to use laptops in ways that will enhance, and not detract from, your classroom experience and the experience of those around you. You should not use your phone in any way during class.
- Be courteous. Come on time and do not leave early. Do not interrupt or engage in private conversations while others are speaking and respect others' time.
- Debating ideas and expressing disagreement is encouraged while simultaneously suppressing personal attacks.
- Class discussion stays in class.
- It is inappropriate to discuss exercises with others not enrolled in your section.

Please note that violating any of the above expectations will affect your class contribution mark.

Course Evaluation

Your overall mark will be based on individual marks, group marks and peer evaluations as follows:

Individual Marks:

Class Contribution	20%	
Midterm Exam	20%	Oct 10, 2019
Final Exam	20%	Nov 28, 2019
Reflective Paper	20%	Due date: Dec 4, 2019

Group Marks:

Group Project	20%
---------------	-----

Average Peer Evaluations:

Each member will assign a weight that represents the contribution of each group member to the group such that the average weight assigned to group members is exactly 100. Note that you are not allowed to give to any team group more than 130 or less than 70. Students who fail to hand in peer evaluations on time will receive an average peer evaluation of 50.

Overall Mark = *Individual Marks* + (*Group Marks* x *Average Peer Evaluations*)

All final grades will be reviewed by the School of Human Resource Management and the School

reserves the right to modify them in order to maintain high standards

Course Evaluation Components

Individual Marks

Class Contribution (20%)

Participation is one of the best ways to learn material and get the most out of a course. You will be evaluated on your attendance, punctuality, the quality of your participation (oral and written), and the extent to which you adhere to the class code of conduct.

- Arrive on time and attend all classes. If you absolutely must be late or absent, contact me by e-mail 24 hours in advance. Failure to do so will affect your contribution mark.
- Complete all the assigned readings for each session before coming to class. Your contribution mark will be greatly influenced by the extent to which you demonstrate that you came prepared to class.
- Complete all the exercises and reflection papers assigned in class in a thoughtful manner
- Quality comments build on others' comments and contribute to moving the discussion and analysis forward. In debriefing exercises, your efforts should focus on inducing general principles from the experiences of the groups in the class.
- You are expected to contribute to the creation of a classroom climate that is conducive to learning. The extent to which you follow the class code of conduct (see p. 2) will therefore affect your contribution mark.

Please have your name clearly displayed every class (in a large, dark font so I can read it from the front of the room).

Midterm Exam, Final Exam (20% each) The exams are closed-book covering materials discussed in class (including group exercises, presentations and class discussions), as well as the relevant material in the assigned readings.

Reflective Paper (20%) Your paper will reflect on your one-on-one coaching experience with another person in the class. You will describe the process of coaching (both as a coach and a coachee), as well as your challenges and key learning from your experience. Additional information about expectations and the criteria to be used for evaluation will be discussed in class and posted on the course website.

Group Mark

Group Project (20%). Your group will select coaching related topic from the list of topics posted on the course website. You are to investigate this topic in depth, design and conduct a coaching session on it in class. Additional information about the group project and the criteria to be used for evaluation will be discussed in class and posted on the course website.

Other Useful Links

1. Religious Observance: <https://w2prod.sis.yorku.ca/Apps/WebObjects/cdm.woa/wa/regobs>
2. Grade Scheme and Feedback (Policy): <http://secretariat-policies.info.yorku.ca/policies/grading-scheme-and-feedback-policy/>
3. Student Rights and Responsibilities: <http://oscr.students.uit.yorku.ca/student-conduct>
4. Academic Accommodation for Students with Disabilities: <http://secretariat-policies.info.yorku.ca/policies/academic-accommodation-for-students-with-disabilities-policy/>
5. Academic Honesty: <http://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>
6. Deferred Standing Request for HRM courses: <http://shrm.laps.yorku.ca/students/deferred-exam-request/>
7. Counselling & Disability Services: <http://cds.info.yorku.ca/>
8. Alternate Exam/Testing Scheduling Centre: <http://altexams.students.yorku.ca/>