

Course Outline: Fall 2020



Session Dates: Thursdays 11:30 a.m. to 2:30 p.m.

Course Instructor: Lisa Violo

Instructor Email: violole@yorku.ca

Class Location: Online via Moodle and Zoom

Course website: moodle.yorku.ca

Office Hours: Weekdays 10am-5pm by appt.

TECHNICAL REQUIREMENTS

Students will require access to a laptop or desktop computer with Zoom video conferencing downloaded. They will also require Moodle to access course documents. Here are useful links for student computing, resources and help:

[Student Guide to Moodle](#)

[Zoom@YorkU Best Practices](#)

[Zoom@YorkU User Reference Guide](#)

[Computing for Students Website](#)

[Student Guide to eLearning at York University](#)

REQUIRED COURSE TEXT:

TBD (To Be Determined)

COURSE DESCRIPTION

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: 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 of C+ or better in AP/HRM 2600 3.00.

COURSE OBJECTIVES

Here is a sampling of what students will achieve upon successful completion of this course:

- ❖ Identification of the core concepts of executive coaching and each stakeholder's role in the process including organizations, coaches and coachees
- ❖ An ability to work with at least five tools, techniques and assessments used by successful coaches
- ❖ An understanding of other forms of coaching such as life, career, sports and more
- ❖ An understanding of factors used by organizations to source, hire, maintain, and evaluate coaches

COURSE ASSESSMENT WEIGHTINGS

Class Participation (Individual)	15%
Online Quizzes (Individual)	25%
Coaching Workshops (Group)	30%
Coaching Partnership Term Paper (Individual)	30%
TOTAL	100%

COURSE ASSESSMENT DETAILS

Class Participation: Students are expected to attend every class. Each student is responsible to verbally contribute every week to class discussion at least twice in a meaningful way. Meaningful participation demonstrates that you have completed the readings. If you are unsure how to contribute meaningfully, please ask the instructor and review the class participation guideline chart posted on Moodle. From time-to-time, there may also be in-class participation activities and participation activities posted on Moodle that count towards class participation.

Online Quizzes: Every week, there will be a Moodle quiz online to test on weekly readings (10 questions or fewer per quiz). The quiz questions formats will be multiple choice, true/false and matching. The quizzes must be completed individually. The time limit to complete each quiz will be 1-2 minutes per question on the quiz depending on the type of question. Once you launch the quiz, it must be completed – you cannot return to it later. To ensure that you are not kicked out of the quiz, please use a wired internet connection. No grade adjustments will be made if a wireless connection is used and it cuts out during your quiz.

Group Coaching Workshops: Students will be assigned groups of 4-5 by the third class. Each group will select a ‘Group Coaching’ topic and a date to conduct a group coaching session to the class. All students in the group must take part in designing the session and coaching during the session. Details are posted on Moodle.

Coaching Term Paper: Each student will be assigned a role; coach or client. Each client will choose a topic for which they would like to be ‘coached’. Next, a coach and client will partner-up and work together all semester on ‘coaching’ through the client’s issues. One 45-minute coaching session per partnership must take place each week. Time will be provided in class for about half of these coaching sessions, the rest must be held outside of class. A final coaching term paper will be submitted at the end of term to evaluate your coaching experience. Although the coaching sessions throughout the term are conducted in pairs, the final coaching reflection papers are submitted individually.

COURSE PROTOCOL

Course meetings: This course depends on remote teaching and learning. There will be no in-person interactions or activities on campus. All scheduled course sessions will be held live online via video conferencing on Zoom.

Course elements: This is a highly interactive course. It will include class participation, readings, written papers, online activities and group coaching. It requires students to remain current with their assigned work and contribute verbally during every session.

Assessment Deadlines: All assignments must be submitted online through our Moodle course website by the deadline listed on the class schedule. Late assignments will not be accepted and will result in a grade of zero.

Assignment formatting & report citation style: All written assignments should follow the formatting and citation guidelines listed on the document named “Formatting Guidelines for all Written Assignments”. This document can be found on Moodle underneath the course outline. ***There will be grade deductions for instructions that are not followed.***

Email correspondence: All emails sent to course instructor must include the student’s full name and course name. Anonymous emails will not receive a reply.