

Course Outline: Fall 2023



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

Course Instructor: Lisa Violo

Instructor Email: violole@yorku.ca

Class Location: BC 322

Course website: <http://eclass.yorku.ca>

Office Hours: Weekdays by appointment

COURSE READINGS:

Various articles assigned by the Professor, which will be available on the course website.

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, 66 credits including AP/ADMS 2400 3.00 and AP/HRM 2600 3.00. 2) for BCOM students AP/ADMS 2400 only. 3) for other students, a grade of C+ or better in AP/HRM 2600 3.00 and AP/ADMS 2400 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 professional coaching such as life, career 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 (Pairs)	30%
TOTAL	100%

COURSE ASSESSMENT DETAILS

Class Participation: Students are expected to attend every class, including the first 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 online. In-class participation activities will also count towards the class participation grade.

Online Quizzes: Every week, there will be an online quiz to test on weekly readings (10 questions or fewer per quiz). The quiz question formats will include 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 or a very reliable WIFI internet connection. No grade adjustments will be made if internet connection cuts out during your quiz. Quizzes will be open on Wednesdays from 7:00am to 10:00pm – you may take your quiz at any point during that window.

Group Coaching Workshops: Students will be assigned into groups by the third class. Each group will select a coaching topic and conduct a group coaching workshop with the class. All students in the group must take part in designing and delivering the coaching workshop. Further details are posted on the course website.

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 for this issue. One 45-minute coaching session per partnership must take place each assigned week. Time will be provided in class for some coaching sessions, others must be held outside of class. Your pair will submit a final coaching paper at the end of term to evaluate your coaching experience. Further details are posted online.

COURSE PROTOCOL

Course commitment: 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, attend every class and contribute verbally during every class meeting. Your course colleagues expect you to attend class on-time and prepared. Otherwise, your counterpart(s) may be unable to participate in class activities, which impacts their grades in the course. If you are late for class or miss class without at least 3 hours advanced notice and instructor approval, you will not receive participation grades for that class.

Assessment Deadlines: Assignments should be submitted digitally via the course website by the deadline provided. Late assignments will not be accepted and will result in a grade of zero. Exceptions for extreme circumstances such as severe illness and family emergency will be dealt with on a case-by-case basis. If approved, the missed grade weighting will be added to another element of the course. If you are ill, have the doctor that first-hand witnessed your symptoms complete the Attending Physician’s statement. Submit this fully completed form within 48 hours of missing work.

Assignment formatting and citation style: The final paper should follow the formatting and citation guidelines listed on the document named “Formatting Guidelines for all Assignments” (on the course website). ***Formatting instructions that are not followed will lead to grade deductions.***

Assignments and grading: Assignments will be returned roughly two weeks after submission or less. Contact me to discuss questions about grading, or grading errors, but grades are not negotiable.

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.

Academic Integrity: All works submitted must be original. Use of external assistance including Artificial Intelligence is not permitted. Please be reminded of York University’s policies with respect to academic integrity. Violations of academic integrity are considered very serious and will be investigated in accordance with policy. The policy can be found at: <https://secretariat-policies.info.yorku.ca/policies/academic-honesty-senate-policy-on/>