



AFIN881

Professional Development in Banking and Finance

S2 Day 2017

Dept of Applied Finance and Actuarial Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	4
<u>Delivery and Resources</u>	8
<u>Unit Schedule</u>	9
<u>Policies and Procedures</u>	12
<u>Graduate Capabilities</u>	14
<u>Changes since First Published</u>	15

Disclaimer

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

General Information

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Credit points

4

Prerequisites

Admission to MBkgFin and 12cp at 600 level or above

Corequisites

Co-badged status

Unit description

This unit prepares students for the transition to a career in banking and finance. Students will examine the banking and finance industry, analysing the various roles, career pathways and professional associations available to finance professionals. Students will develop their networking and communication skills to present and represent themselves as finance professionals. In addition, students will develop their critical thinking skills through exploration of different sources of information required in the finance profession, from a variety of international, governmental and commercial organizations.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at <https://www.mq.edu.au/study/calendar-of-dates>

Learning Outcomes

On successful completion of this unit, you will be able to:

Identify and demonstrate your aptitudes, goals, networking activities and career development plans.

Use professional communication skills appropriate to context and audience in a range of tasks.

Demonstrate professional judgement and display problem solving capabilities in a team setting.

Identify and assess knowledge, skills and attributes needed in the workplace.

Explain emerging issues relevant to a professional in the banking and finance industry and the role of leadership in addressing these issues.

General Assessment Information

These assessment tasks are summarised below. Please note that these are subject to change so please refer to iLearn for latest details including: the task, marking rubrics and due dates.

This course will involve a number of group activities and public speaking. Please use the first few weeks of these activities as an indicator of whether you are progressing satisfactorily in the unit. If you are having difficulties, please see the Unit Convenor and consider withdrawing before the census date on Friday of week four.

Group participation in activities are an essential part of the learning process. The Lecturer has the discretion to adjust the mark allocated, where the lecturer determines the participation of a group member is not equal. Non-participation means a mark of zero for some or all assessment tasks. In determining participation the Lecturer will consider factors including: peer review and attendance at seminars.

Assessment criteria for all assessment tasks will be provided on the unit iLearn site.

Late assessment submission

- **Tasks 10% or less** – No extensions will be granted. Students who have not submitted the task prior to the deadline will be awarded a mark of 0 for the task, except for cases in which an application for disruptions to studies is made and approved.
- **Tasks above 10%** - No extensions will be granted. There will be a deduction of 10% of the total available marks made from the total awarded mark for each 24 hour period or part thereof that the submission is late (for example, 25 hours late in submission – 20% penalty). This penalty does not apply for cases in which an application for disruption of studies is made and approved. No submission will be accepted after solutions have been posted.

A number of tasks require you to complete tasks on iLearn and through Turnitin. Please make sure you allow time in case you have technical problems. Late submission or non completion of tasks due to technical problems are not an acceptable excuse.

If your submission is successful you should receive a conformation certificate. It is a good idea to take a screenshot of this. Also just to make sure that the technology has worked you can refresh the screen and be able to open your submission.

After completing an online quiz, you must click "submit" before exiting the online quiz to ensure that the answers are processed and marked by iLearn. Otherwise, you will not receive any marks. In the past, some students have claimed to have submitted quizzes but that the system has lost them, most likely confused different quizzes. If you think you lost a quiz the IT staff will look into it, but if they cannot find anything in the system we cannot give you any marks. You are encouraged to take a screen shot of your submitted quiz if you don't have faith in iLearn.

It is the responsibility of students to view their marks for each within session assessment on iLearn within 20 working days of posting. If there are any discrepancies, students must contact the unit convenor immediately. Failure to do so will mean that queries received after the release of final results regarding assessment marks (not including the final exam mark) will not be addressed.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Case</u>	30%	No	23 Oct 2017 5PM
<u>Employment profile</u>	30%	No	3 Oct 2017 5PM
<u>Assessed coursework</u>	30%	No	See table below
<u>Quizzes</u>	10%	No	Random weeks

Case

Due: **23 Oct 2017 5PM**

Weighting: **30%**

Students will be work in their groups for this case task. The group will propose a current topic to cover for their case. The topic selected should be in the recent news and relevant to a professional leader in the banking and finance industry.

The topic will require data analysis and together with other evidence allow you and your group to provide a recommendation / position of your opinion. A good topic will allow the group to showcase its ability to analyse and communicate - to tell a story using data and pictures. More details will be provided in iLearn.

Required

1. Group Presentation using a single PowerPoint poster slide (e.g., uses pictures not words). This poster is to be uploaded via iLearn by the due date. (10%).
2. Individual Group members complete a report on a particular aspect of their chosen topic. Students are to select a materially different aspect to report on within their group's chosen topic. This is an individual task. Upload via iLearn by the due date.(15%)
3. Individual Group members peer review on iLearn by the due date. *This feedback will be used to consider allocate marks to individual team members.* (5%)

On successful completion you will be able to:

- Use professional communication skills appropriate to context and audience in a range of tasks.
- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Explain emerging issues relevant to a professional in the banking and finance industry and the role of leadership in addressing these issues.

Employment profile

Due: **3 Oct 2017 5PM**

Weighting: **30%**

Required

1. Create a LinkedIn profile and join AFIN 881 Professional Development in Banking and Finance Group. If students prefer not to create a LinkedIn profile then students can choose to create a word document formatted like LinkedIn. Submission via LinkedIn or Turnitin. (5%)

2. Share a relevant article, or write your own, and share it with the group. Submission via LinkedIn or Turnitin. (5%)
3. Post on iLearn a short video answer to the following: what are your short-term career goals, identified skill gaps and plans for closing them. (10%)
4. Post on iLearn a short video answer to the following: a behavioural question relating to your use of communication skills during the course. (10%)

On successful completion you will be able to:

- Identify and demonstrate your aptitudes, goals, networking activities and career development plans.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Identify and assess knowledge, skills and attributes needed in the workplace.

Assessed coursework

Due: **See table below**

Weighting: **30%**

This unit requires students to engage and participate in the weeks when no seminar is offered as well as in seminars. The assessed coursework set out in the table below details the specific tasks that are to be completed by students in addition to seminar activities across the 13 weeks. Please see iLearn for the due date and time.

Week due

Seminar

Activity

Contribution to assessment

2

No

a.Critical thinking exercise completed on iLearn.

6%

3

Yes

b.Ethical scenario short answer questions completed on iLearn and actively contribute to discussion forum on iLearn.

4%

6

Yes

c. Complete careers quiz on iLearn.

2%

7

Yes

d. Complete interview quiz on iLearn.

2%

8

Yes

e. Complete communication quiz on iLearn.

2%

10

Yes

f. Complete quiz and contribute to the discussion forum on Corporate/Business culture on iLearn.

4%

11

No

g. Complete the Leadership quiz on iLearn.

4%

12 Yes h. Present your prepared elevator pitch in role play without referring to notes. This is an individual task. 6%

On successful completion you will be able to:

- Identify and demonstrate your aptitudes, goals, networking activities and career development plans.
- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Identify and assess knowledge, skills and attributes needed in the workplace.

Quizzes

Due: **Random weeks**

Weighting: **10%**

There will be four random quizzes relating to your preparation for class during the semester each worth a maximum of 2.5%. The quiz questions can be on any topic covered up to and including that week. Questions will require you to draw on content from the previous seminars and set activities. Therefore, you are strongly advised to complete all set readings/activities prior to class.

The quiz will commence at the beginning of the class. The questions will be read out in class. No repeat of the question or time extension is provided for late arrival. Students write their response in class to the short question and then your paper will be collected. This is an individual activity and test conditions apply during the in class quiz. Students who miss the test, talk, cheat, disrupt class or otherwise fail to comply with test rules will be awarded zero marks.

On successful completion you will be able to:

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- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Explain emerging issues relevant to a professional in the banking and finance industry and the role of leadership in addressing these issues.

Delivery and Resources

Learning and teaching strategy

This Unit has a number of seminars that are held on campus. These seminars are typically two hours in duration though some are three hours. Group participation in activities are an essential part of the learning process. Attendance at the seminars is compulsory and participation is assessed. Peer review will be an aspect of this assessment. You are required to get involved in seminar discussion and debate.

You will be assigned to groups of around four students during week one and a group leader will be selected. You are required to be an active member of your group. Where group members feel a group member is not making a sufficient contribution, they must contact that student directly via MQ email outlining the group's concern. Reply must be via MQ email. These emails are to be included as evidence if somebody is not contributing to the group's work and this will be taken into account when I consider what action to take. Other factors that will be taken into account include the situation where:

- a student has been contacted by members of their group and that student fails to respond despite repeated attempts
- a student frequently does not attend class. Attendance give groups the opportunity to discuss their case

If a student is having problems which prevent their contributing to their group they should discuss this at the earliest opportunity with their group and if this is not possible discuss it with me. The UC reserves the right to award a zero mark if a student is deemed to not be making a sufficient

contribution.

Where there is a seminar there is also often an online study which usually takes around one hour to complete. Each week's online material on iLearn will show what tasks are to be completed before the seminar and which are to be completed after the seminar. You must complete assigned tasks before coming to class so that you can participate in group discussions.

The Unit has a few weeks that are delivered online and the elapsed time for these weeks is around three hours. You must complete these activities and the associated quizzes during the scheduled week.

The timetable for classes can be found on the University web site at: <http://www.timetables.mq.edu.au/>

Required and Recommended Texts and/or Materials

There are no prescribed texts for this unit however materials will be provided under each of the week headings in iLearn.

Unit Web Page

You are required to access a computer and the internet at various times in completing this unit, to download course material available on the learning management system (iLearn) and to complete assessment tasks.

Additional resources

These will be provided on iLearn.

Unit Schedule

Please note that these are subject to change so please refer to iLearn for the latest details including: the task, marking rubrics and due dates.

Week	Topic and illustrative activities
1	<p>Introduction (Seminar)</p> <ul style="list-style-type: none">• Introduction, program learning outcomes, unit learning outcomes.• Groups appoint a group leader.• Presentation and group discussion on working in groups. <p>Self study</p> <ul style="list-style-type: none">• Complete online activities for the week.

2

Critical thinking (No seminar complete online)

Critical thinking is the ability to think clearly and rationally about what to do or what to believe. It includes the ability to engage in reflective and independent thinking. The ability to think critically is a core skill required in a finance professional.

Self study

- Complete online activities for this week.
- Review and complete a critical thinking exercise provided in this week's section on iLearn.

3

Professionalism and Ethics in Finance (Seminar)

- What do we define as professional skills.
- What is ethics.
- Framework for evaluating ethical dilemmas.
- Ethics case studies.

Self study

- Complete online activities for this week.

4

Values and aptitudes (No seminar complete online)

- **What does success look** like to you? - Discovering your own values.
- Skills and Strengths.
- Application of your personal skills inventory and reflective journal in identifying your aptitudes, goals, networking activities and career development plans.
- Psychometric tests.

Self study

- Complete online activities for this week.
- Start on your employment profile task.

5

Career Management: Professional Brand and Networking (Seminar)

Key elements of a professional's personal brand? How do you manage your own personal brand? How can networking help you manage your career.

Self study

- Complete online activities for this week.
- Progress your employment profile task including:
 1. Using the resources on iLearn to create your own LinkedIn profile and join the AFIN881 LinkedIn group.
 2. Review a number of LinkedIn pages and identify a 'good' LinkedIn page. Identify 5 reasons why you believe the page to be 'good' and upload on iLearn the link to the page and your 5 reasons why it is 'good'.

6

Interview skills (Seminar)

- Interview an employee to identify underlying issue(s).
- Understand unconscious bias at work.
- Cross Cultural awareness - EQ and adaptability, audience awareness e.g bamboo ceiling and intergenerational considerations.
- Interview etiquette.
- Interviews and activities in Banking and Finance.

Self study

- Complete online activities for this week.
- Complete quiz - 10 questions.

7

Job application (Seminar)

- Resumes.
- Selection criteria.
- Careers support.
- The process: how employers determine a need, how they evaluate applicants and how they make an offer and induct the new recruit.
- Diversity and gender.

Self study

- Complete online activities for this week.
- Complete careers quiz - 10 questions.

8

Communication and Presentation skills (Seminar)

- Presentation and discussions on presentations.
- Audience awareness.
- Communications - choosing your language.
- Persuasion / influence.
- Communication technologies.

Self study

- Complete online activities for this week.
- Complete quiz - 10 questions.

9

Assessment Centres (Seminar)

- Lecture and group work on an increasingly popular aspect of the recruitment process.

Self study

- Elevator pitch: review online resource and complete your two minute elevator pitch to present in week 12. This is an individual task and you lodge your script in Turnitin.
- Case: work on your group case.

10	<p>Corporate/Business Culture (Seminar)</p> <ul style="list-style-type: none">• Analyse the various organisation structures employed in the Industry and evaluate the “politics of organisations”.• Explain how organisation norms and culture lead to expected firm specific behaviours and influence organisational policies.• Critique roles and relationships in teams in different cultural, social and workplace contexts.• Corporate culture and business etiquette with specific reference to Australian context.• Political savvy.• Activities with customers and other business relationship. <p>Self study</p> <ul style="list-style-type: none">• Complete online activities for this week.• Complete quiz and contribute to the Discussion Forum on iLearn.
11	<p>Leadership (No seminar complete online)</p> <p>All successful organisations and businesses need effective leaders. The leadership of effective and well trained leaders is paramount to an organisation's business success. Leaders are invaluable when it comes to formulating and communicating new strategic directions, as well as communicating with and motivating employees to increase dedication to organisational goals.</p> <p>Self study</p> <ul style="list-style-type: none">• Review the personal stories of effective business leaders presented in videos, as well as readings relating to the key skills identified as relevant to leadership success, provided in this week's iLearn.• Based on the materials reviewed complete the quiz for this week on iLearn.
12	<p>Elevator pitch (Seminar)</p> <p>Present your prepared one page script in role play without referring to notes. Refer to iLearn for further details as we may combine weeks 12 and 13 so we have a mix of presentations and pitches in both weeks.</p>
13	<p>Current strategic business issues (Seminar)</p> <p>All group's present their single PowerPoint poster.</p> <p>Audience feedback on group effectiveness in ensuring we are well versed in a current strategic business issue facing banking and finance leaders (present and aspiring). All not presenting complete feedback forms and submit.</p>

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): <http://www.mq.edu.au/policy/docs/disr>

[ption_studies/policy.html](#)

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration>

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in [eStudent](#). For more information visit ask.mq.edu.au.

Supplementary Exams

Information regarding supplementary exams, including dates, is available at:

http://www.businessandeconomics.mq.edu.au/current_students/undergraduate/how_do_i/disruption_to_studies

Student Support

Macquarie University provides a range of support services for students. For details, visit <http://students.mq.edu.au/support/>

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module for Students](#)
- [Ask a Learning Adviser](#)

Student Services and Support

Students with a disability are encouraged to contact the [Disability Service](#) who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the [Acceptable Use of IT Resources Policy](#). The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Identify and demonstrate your aptitudes, goals, networking activities and career development plans.
- Use professional communication skills appropriate to context and audience in a range of tasks.
- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Explain emerging issues relevant to a professional in the banking and finance industry and the role of leadership in addressing these issues.

Assessment tasks

- Case
- Employment profile
- Assessed coursework
- Quizzes

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Identify and demonstrate your aptitudes, goals, networking activities and career development plans.
- Use professional communication skills appropriate to context and audience in a range of tasks.

Assessment tasks

- Case
- Employment profile
- Quizzes

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Identify and demonstrate your aptitudes, goals, networking activities and career development plans.
- Demonstrate professional judgement and display problem solving capabilities in a team setting.
- Identify and assess knowledge, skills and attributes needed in the workplace.
- Explain emerging issues relevant to a professional in the banking and finance industry and the role of leadership in addressing these issues.

Assessment tasks

- Employment profile
- Assessed coursework

Changes since First Published

Date	Description
26/07/2017	Changed wk 9 to a seminar and reduced detail in the schedule.