



# AFIN881

## Professional Development in Banking and Finance

S1 Day 2019

*Department of Applied Finance*

### 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>	6
<u>Policies and Procedures</u>	7
<u>Graduate Capabilities</u>	9

#### 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

Unit convenor and teaching staff

Unit convenor & Lecturer

Guy Schofield

[guy.schofield@mq.edu.au](mailto:guy.schofield@mq.edu.au)

Contact via Email

E4A-4 Eastern Road 277

Refer to iLearn

Lecturer

Clare Hurst

[clare.hurst@mq.edu.au](mailto:clare.hurst@mq.edu.au)

Contact via Email

E4A-4 Eastern Road 528

Refer to iLearn

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 gain a further appreciation of their personal strengths and the relevance to their job applications. Students will develop their resume and their interview skills. Focus will also be placed on networking and communication skills to present and represent themselves as finance professionals. This will include an appreciation of navigating through the politics of a modern large firm. In addition, students will develop their critical thinking skills. Much of the unit is 'experiential' working in groups in role-play settings including an assessment centre activity which is becoming an increasingly popular part of a firm's recruitment process.

## 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:

Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance

Demonstrate an awareness of professional and ethical challenges in banking and finance including in financial markets, financial services and financial management

Identify and reflect on your aptitudes, goals, networking activities and professional development plans

Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem solving capabilities in the assigned case application activities

Illustrate what is meant by an organisation's culture and the practical approaches to bringing about change

## General Assessment Information

This Unit involves a number of team activities, public speaking, reading a number of Cases and essay writing. 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.

Assessment criteria for all assessment tasks will be provided on the unit iLearn site. Please note that these are **subject to change** so please refer to iLearn for latest details including the task, marking rubrics and deadlines. You must attend your enrolled class.

### 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 zero for the task, except for cases in which an application for Special Consideration is made and approved. A class quiz is an example of a task in this category.
- **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 Special Consideration is made and approved. No submission will be accepted after solutions have been posted.

Where a Special Consideration application is approved, the student may be offered an alternative assessment or may receive a mark based on the percentage mark achieved by the

student in one or more other assessment tasks, at the Unit Convenor's discretion.

A number of assessment tasks require you to complete tasks on iLearn and through Turnitin. Please make sure you allow time in case you have technical problems. Technical problems including late submission, non-completion of tasks or incorrect format are not an acceptable excuse and may result in your receiving a mark of zero.

If your submission in iLearn is successful you should receive a confirmation certificate. You may wish to take a screenshot of this for your records. For additional confirmation of your successful submission, you can refresh the screen and should then be able to open and see 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. 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 may wish to take a screen shot of your submitted quiz for your records.

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.

## Originality

All work must contain original work or if other information sources are used in the preparation of the report these must be acknowledged appropriately. Failure to observe such requirements could result in a claim of plagiarism.

Plagiarism is a serious breach of the University's rules and carries significant penalties. You must read the University's practices and procedures on plagiarism. These can be found in the Handbook of Undergraduate Studies or on the web at: <http://mafcstudents.mq.edu.au/student-administration/program-rules/program-rules-online-version/plagiarism/>

The policies and procedures explain what plagiarism is, how to avoid it, the procedures that will be taken in cases of suspected plagiarism, and the penalties if you are found guilty. Penalties may include a deduction of marks, failure in the unit, and/or referral to the University Discipline Committee.

## Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Class Quizzes</u>	30%	No	Refer to iLearn
<u>Case Analyses</u>	50%	No	Refer to iLearn

Name	Weighting	Hurdle	Due
<u>Professional Profiles</u>	20%	No	Refer to iLearn

## Class Quizzes

Due: **Refer to iLearn**

Weighting: **30%**

**Task Description:** Most classes will commence with an in-class online quiz. Refer to iLearn to confirm the classes that have a quiz and their administration. **Type of Collaboration:** Individual questions followed by team questions **Submission:** Online in class **Format:** Online **Length:** Refer to iLearn **Inherent Task Requirements:** Cognition **Late Submission:** Refer to iLearn  
On successful completion you will be able to:

- Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance
- Demonstrate an awareness of professional and ethical challenges in banking and finance including in financial markets, financial services and financial management
- Identify and reflect on your aptitudes, goals, networking activities and professional development plans
- Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem solving capabilities in the assigned case application activities
- Illustrate what is meant by an organisation's culture and the practical approaches to bringing about change

## Case Analyses

Due: **Refer to iLearn**

Weighting: **50%**

**Task Description:** Some classes will require you to work on an assessed case. Refer to iLearn to confirm: which weekly classes have an assessed case activity, their submission method and administration. **Type of Collaboration:** Individual and team **Submission:** Refer to iLearn **Format:** Refer to iLearn **Length:** Refer to iLearn **Inherent Task Requirements:** Cognition, Communication & Behavioural **Late Submission:** Refer to iLearn

On successful completion you will be able to:

- Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance
- Demonstrate an awareness of professional and ethical challenges in banking and finance including in financial markets, financial services and financial management
- Demonstrate professional communication skills appropriate to context and audience in a

range of tasks and display team problem solving capabilities in the assigned case application activities

- Illustrate what is meant by an organisation's culture and the practical approaches to bringing about change

## Professional Profiles

Due: **Refer to iLearn**

Weighting: **20%**

**Task Description:** This task requires you to make a number of submissions related to your professional profile. See iLearn for further details. **Type of Collaboration:** Individual

**Submission:** Turnitin **Format:** Refer to iLearn **Length:** Refer to iLearn **Inherent Task**

**Requirements:** Cognition, Communication & Behavioural **Late Submission:** Refer to iLearn

On successful completion you will be able to:

- Identify and reflect on your aptitudes, goals, networking activities and professional development plans
- Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem solving capabilities in the assigned case application activities

## Delivery and Resources

<b>Required Text:</b>	Materials will be provided under each of the week headings in iLearn.
<b>Unit Web Page:</b>	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.
<b>Technology Used and Required:</b>	<b>Device</b> You will need to bring a device to all classes; one that can connect to internet applications such as iLearn (e.g., PC, Apple Mac, Tablet or Smart Phone). If you do not have a device it is your responsibility to secure a loan device from the University. You will need a device to complete class quizzes and failure to complete a quiz will result in a mark of zero.

<b>Delivery Format and Other Details:</b>	<p><b>Classes and teams</b></p> <p>This Unit uses a team based learning approach. This approach requires that you prepare for class. Pre-class activities may take six hours or more before class and are essential preparation for your contributing to class.</p> <p>Classes are typically between two and three hours in duration. Attendance at your enrolled class is compulsory. Team participation in activities is an essential part of the learning process. The team-based learning approach adopted by this unit recommends diverse teams. Students will be assigned to teams of between 4-6 people that are fixed for the session. You are asked to complete a survey by week one to better understand your experiences to try to ensure you are allocated to a diverse team. This survey will be available in the KickStart module. You must attend your allocated class.</p> <p>The typical format for each class topic will be (note durations are approximate):</p> <table border="1" data-bbox="347 510 1423 846"> <tr> <td>6.0 hours</td><td>individual pre-class homework preparation including selected readings, videos and Case Analysis Note submission</td></tr> <tr> <td>0.5 hour</td><td>in-class quiz (individual and then in assigned team)</td></tr> <tr> <td>2.5 hours</td><td>In-class application activity (e.g., case study or role play) and review</td></tr> <tr> <td>3.0 hours</td><td>Individual post-class Peer Review on one randomly assigned Case Analysis Note from another student</td></tr> </table> <p>You should ensure that you are able to commit and attend your assigned class as much of the learning comes from in-class activity that cannot be addressed via ECHO video recordings (even where they are available). The Lecturer has the discretion to adjust the mark allocated to each team member where the Lecturer determines the participation of team members is not equal. Non-participation may mean a mark of zero.</p> <p>The timetable for classes can be found on the University web site at: <a href="http://www.timetables.mq.edu.au/">http://www.timetables.mq.edu.au/</a></p> <p>We recognise that there will be a mix of prior work experience. Lecturers will suggest services offered for those seeking support in areas not covered in this unit such as resumes and job interview skills.</p>	6.0 hours	individual pre-class homework preparation including selected readings, videos and Case Analysis Note submission	0.5 hour	in-class quiz (individual and then in assigned team)	2.5 hours	In-class application activity (e.g., case study or role play) and review	3.0 hours	Individual post-class Peer Review on one randomly assigned Case Analysis Note from another student
6.0 hours	individual pre-class homework preparation including selected readings, videos and Case Analysis Note submission								
0.5 hour	in-class quiz (individual and then in assigned team)								
2.5 hours	In-class application activity (e.g., case study or role play) and review								
3.0 hours	Individual post-class Peer Review on one randomly assigned Case Analysis Note from another student								
<b>Recommended Readings:</b>	<p>Recommended texts, on the Library Reserve Reading list, that you may wish to consult include:</p> <ul style="list-style-type: none"> <li>• A Matter of Trust: The Practice of Ethics in Finance (2017) by Paul Kofman, Claire Payne</li> <li>• Ethics in finance 3 Ed by John R. Boatright. Malden, Mass., Malden, Mass.: Blackwell Publishers.</li> <li>• Working Ethically in Finance: Clarifying Our Vocation (2015) by Anthony Asher</li> <li>• Grace, D., &amp; Cohen, Stephen. (2010). Business ethics / Damian Grace &amp; Stephen Cohen. (4th ed.). South Melbourne, Vic.: Oxford University Press Australia &amp; New Zealand.</li> </ul>								
<b>Other Course Materials:</b>	<p>These will be provided on iLearn as required.</p>								

## Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)
- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)

- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Undergraduate students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

## Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@mq.edu.au)

## Supplementary Exams

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

[http://www.businessandconomics.mq.edu.au/current\\_students/undergraduate/how\\_do\\_i/disruption\\_to\\_studies](http://www.businessandconomics.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](http://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](https://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto:globalmba.support@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/](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

- Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance
- Demonstrate an awareness of professional and ethical challenges in banking and finance including in financial markets, financial services and financial management
- Identify and reflect on your aptitudes, goals, networking activities and professional development plans
- Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem solving capabilities in the assigned case application activities
- Illustrate what is meant by an organisation's culture and the practical approaches to bringing about change

### Assessment tasks

- Class Quizzes
- Case Analyses
- Professional Profiles

## 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

- Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance
- Identify and reflect on your aptitudes, goals, networking activities and professional development plans
- Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem solving capabilities in the assigned case application activities

### Assessment tasks

- Class Quizzes
- Case Analyses
- Professional Profiles

## 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

- Illustrate what is meant by professionalism and critically analyse the focus on ethics and trust in the context of recent events in banking and finance
- Demonstrate an awareness of professional and ethical challenges in banking and finance including in financial markets, financial services and financial management
- Illustrate what is meant by an organisation's culture and the practical approaches to bringing about change

## **Assessment tasks**

- Class Quizzes
- Case Analyses