



# AFIN8081

## Professional Development in Banking and Finance

Session 1, Weekday attendance, North Ryde 2020

*Department of Applied Finance*

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#### **Disclaimer**

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## General Information

Unit convenor and teaching staff

Unit Convenor

Guy Schofield

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Contact via Refer to ilearn

Refer to ilearn

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Credit points

10

Prerequisites

Admission to MFin or (admission to MBkgFin and (30cp at 6000 level) or (10cp at 8000 level))

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.

## 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:

**ULO1:** Interpret what is meant by professionalism in the banking and finance industry and relate it to the focus on the importance of ethics and trust and to recent events in the sector.

**ULO2:** Investigate and critically analyse ethical and professional practice issues and

challenges related to financial markets, financial services and financial management.

**ULO3:** Reflect and evidence the impact career development activities have had in supporting and preparing them to transition from university to a career in the finance and banking sector.

**ULO4:** Demonstrate professional communication skills appropriate to context and audience in a range of tasks and display team problem-solving capabilities in assigned case application activities.

## Assessment Tasks

### Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

## General Assessment Information

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.

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.

## LATE 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 special consideration 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 special consideration is made and approved. No submission will be accepted after solutions have been posted.

## 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.

## Delivery and Resources

### Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: [https://ask.mq.edu.au/account/pub/display/unit\\_status](https://ask.mq.edu.au/account/pub/display/unit_status)

<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>	<b>Classes and teams</b> 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 contributions to the class.  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 should ensure that you are able to commit and attend your assigned class as much of the learning comes from in-class activities 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.  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>  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.

<b>Recommended Readings:</b>	Recommended texts, on the Library Reserve Reading list, that you may wish to consult include: <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>	These will be provided on iLearn as required.
<b>Inherent requirements:</b>	<p>Inherent requirements are the essential components of a course or program necessary for a student to successfully achieve the core learning outcomes of a course or program. Students must meet the inherent requirements to complete their Macquarie University course or program. For more information see <a href="https://students.mq.edu.au/study/my-study-program/inherent-requirements">https://students.mq.edu.au/study/my-study-program/inherent-requirements</a>.</p> <p>The content of this unit guide provides specific requirements such as attending classes with a suitable device and working in small groups.</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.*)

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 \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central).

## 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)

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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

## 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](http://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.

