



AFCP8002

Professional Practice

AFC term 2, Weekday attendance, City 2020

Department of Applied Finance

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	4
<u>Unit Schedule</u>	6
<u>Policies and Procedures</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

Alison Belot

alison.belot@mq.edu.au

Contact via Email

Paul Marevich

paul.marevich@mq.edu.au

Credit points

10

Prerequisites

(Admission to MAppFin or MAppFin(Adv)) and (AFCP801 or AFCP8001) and (ECFS866 or AFCP8003) and (ECFS867 or AFCP8004) and (ECFS868 or AFCP8005)

Corequisites

Co-badged status

Unit description

Students will integrate and apply their knowledge and skills to issues and cases that simulate professional practice in finance. Students will reflect on their roles as practitioners in the finance industry and further develop their professional identity. Critical analysis skills will be utilised to evaluate, synthesise and provide reasoned responses to issues arising in financial practice. Students will undertake research in applied finance and will be challenged to critically reflect on current issues via the preparation and presentation of a major research report. Personal communication, negotiation and collaborative skills will be further developed. This unit will be undertaken towards the end of the program of study.

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: Apply research principles and methods as used in contemporary professional practice in applied finance.

ULO2: Evaluate and synthesise established knowledge and apply professional

judgement to current issues in applied finance practice.

ULO3: Demonstrate advanced critical, analytical and integrative thinking as applied to contemporary and ethical issues in applied finance.

ULO4: Communicate effectively using a variety of forms to diverse audiences.

ULO5: Collaborate effectively with colleagues in order to address contemporary issues in applied finance.

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

To pass this unit (requires a Mark of 50 or better) the student must pass the Research Project.

Information - Extension Requests / Penalties

Proposal for Research Project (15%)

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 incurs a 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved.

Late submissions will be accepted up to 96 hours after the due date and time.

Note: Applications for Special Consideration must be made within 5 (five) business days of the due date and time.

Refer to MAFC Program Rules at <https://mafcstudents.mq.edu.au/> for information on the University's [Special Consideration Policy](#).

Final Proposal for Research Project (10%)

Students who do not submit this task by the due date and time receive a result of zero. This penalty does not apply when an application for Special Consideration has been made and approved.

Note: Applications for Special Consideration must be made within 5 (five) business days of the due date and time.

Refer to MAFC Program Rules at <https://mafcstudents.mq.edu.au/> for information on the University's [Special Consideration Policy](#).

Developing Professional Skills (25%)

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 incurs a 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved.

Late submissions will be accepted up to 96 hours after the due date and time.

Note: Applications for Special Consideration must be made within 5 (five) business days of the due date and time.

Refer to MAFC Program Rules at <https://mafcstudents.mq.edu.au/> for information on the University's [Special Consideration Policy](#).

Research Project (50%)

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 incurs a 20% penalty). This penalty does not apply for cases in which an application for Special Consideration is made and approved.

Late submissions will be accepted up to 96 hours after the due date and time.

Note: Applications for Special Consideration must be made within 5 (five) business days of the due date and time.

Refer to MAFC Program Rules at <https://mafcstudents.mq.edu.au/> for information on the University's [Special Consideration Policy](#).

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

CLASSES

Face-to-Face Teaching: Approximately 22 hours.

Webinar: Approximately 2 hours.

Timetable: Detailed timetable for classes are on the Centre's website at www.mafc.mq.edu.au

Consultation Times:

Students who wish to contact any of the teaching staff may do so through:

- The unit's iLearn site, in relation to general queries (so that all students may benefit); or
- Individual consultation with the lecturer by email in the first instance, if necessary.

REQUIRED AND RECOMMENDED TEXTS AND/OR MATERIALS

This unit introduces students to a type, and range, of literature different to that covered in the balance of the degree. There are no textbooks which cover the scope of this course, however the course notes and supplementary material will provide a broad overview of the literature, which you will need to explore as part of the various assessment tasks. Some useful books which cover some aspects of the professional skills domain are listed below, and are considered useful material.

- David Maister, Charles H. Green and Robert M. Galford, **The Trusted Advisor**, Simon and Schuster, 2004 [available as ebook]
- John S. Hammond, Ralph L. Keeney and Howard Raiffa, **Smart Choices**, Broadway Books, 2015 (Reprint) [available as kindle version via Amazon]
- Barbara Minto, **The Pyramid Principle**, Financial Times – Pitman Publishing, 1987

Lecture Notes:

- Available electronically via iLearn.

Assumed Knowledge:

- This unit is designed to be undertaken towards the end of a student's program of study. Familiarity with the broad range of applied finance is therefore assumed.

Assumed Access:

- Access to a computer with word processing, PowerPoint and internet capability is assumed, as is general computer literacy.

TECHNOLOGY USED AND REQUIRED

Unit iLearn Site:

- Found by logging on to iLearn ilearn.mq.edu.au, then clicking on **AFCP8002 Professional Practice**.
- This is where you will find links to forums, downloadable resources and other important pages.
- The forum allows you to communicate with other students and lecturer(s) and may provide supplementary material.
- You are requested to post your questions to the forum at least 24 hours prior to the

assignment submission date. Questions posted after that time may not be answered.

Please try to not leave your questions to the last few days.

Important Notice:

- It is important that you familiarise yourself with the unit's iLearn site.
- Students should check the unit's iLearn site regularly (including prior to all lectures) and look for updates and distribution of materials (including case studies) related to the unit or assessments and, if relevant, participate in forum discussions.

Unit Schedule

Coronavirus (COVID-19) Update

The unit schedule/topics and any references to on-campus delivery below may no longer be relevant due to COVID-19. Please consult [iLearn](#) for latest details, and check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

TOPIC 1: INTRODUCTION

Topics:

1. Unit overview
2. Weekend schedule
3. Changing environment

Readings:

Nil

TOPIC 2: THE TRUSTED ADVISOR

Topics:

1. The trusted advisor
2. Becoming a trusted advisor

Readings:

Ch 2: "What is a Trusted Advisor" and Ch 8: "The Trust Equaion" from **The Trusted Advisor** by David H. Maister, Charles H. Green and Robert M. Galford, Simon & Schuster, 2004

TOPIC 3: RESEARCH METHODS FOR APPLIED FINANCE

Topics:

1. Introduction
2. Data sources and literature review
3. Evaluating the quality of available material
4. Assessment tasks

Readings:

“Are today’s CFOs ready for tomorrow’s demands on Finance?”, McKinsey & Company, 2016.

“Do investment banks have incentives to help clients make value-creating acquisitions?”, John McConnell, *Journal of Applied Corporate Finance*, Volume 26 Number 3 Summer 2016 103-118.

“The real effects of share repurchases”, Heitor Almeida, Vyacheslav Fos, Mathias Kronlund, *Journal of Financial Economics* 119 (2016) 168-185.

TOPIC 4: LAW – INTRODUCTION TO PRINCIPLES FOR BUSINESS

Topics:

1. Sources of law
2. Types of law
3. Law in practice
4. Useful to know (laws)
5. Case studies

Readings:

Law: A Very Short Introduction, by Raymond Wacks, 2nd Edition, Oxford University Press, 2015

TOPIC 5: ETHICS IN FINANCE

Topics:

1. Sources of law
2. Moral theories
3. “Right vs. Right” and “Right vs. Wrong”
4. Why do good people choose “wrong”?
5. “Reasons and rationalisations”
6. Practice

Readings:

Nil

TOPIC 6: PROBLEM SOLVING AND DECISION MAKING

Topics:

1. Problem solving and decision making models
2. Key steps in the process
3. Decision making general issues
4. Formalised decision making process
5. Case study

Readings:

Ch 8: "Questioning the Problem Solving Process" from **The Pyramid Principle** by Barbara Minto, Financial Times – Pitman Publishing, 1987

Ch 1: "Making Smart Choices" and *Ch 2 "The Problem"* from **Smart Choices** by John S. Hammond, Ralph L. Keeney and Howard Raiffa, Broadway Books, 2015 [Reprint]

TOPIC 7: NEGOTIATION

Topics:

1. Negotiation frameworks
2. Preparation phase
3. Conducting the negotiations
4. Case study

Readings:

"Six Habits of Merely Effective Negotiators" by James K. Sebenius, Harvard Business Review, April, 2001

Ch 5: "Planning a negotiation" from **The Financial Times Essential Guide to Negotiations: How to Achieve Win-Win Outcomes** by Geof Cox, Pearson, 2012

TOPIC 8: COMMUNICATION STRATEGIES

Topics:

1. Background
2. Types of communication
3. Effective communication
4. Gaining support
5. Communication styles
6. Framework for communications strategy

7. Case study

Readings:

Ch 16: “Investor Communications” from **The Cornerstones of Corporate Finance**, by Tim Koller, Richard Dobbs and Bill Huyett, Wiley, 2011

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 or if you are a Global MBA student contact globalmba.support@mq.edu.au

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 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

If you are a Global MBA student contact 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/.

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.