



AFIN8081

Professional Development in Banking and Finance

Session 1, In person/Online-scheduled-weekday, North Ryde 2022

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>	6
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6

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

Guy Schofield

guy.schofield@mq.edu.au

Keith Woodward

keith.woodward@mq.edu.au

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.

General Assessment Information

Late submissions of assessments

Unless a Special Consideration request has been submitted and approved, no extensions will be granted. There will be a deduction of 10% of the total available assessment-task marks made from the total awarded mark for each 24-hour period or part thereof that the submission is late. Late submissions will only be accepted up to 96 hours after the due date and time.

No late submissions will be accepted for timed assessments – e.g., quizzes, online tests.

Table 1: Penalty calculation based on submission time

Submission time after the due date (including weekends)	Penalty (% of available assessment task mark)	Example: for a non-timed assessment task marked out of 30
< 24 hours	10%	10% x 30 marks = 3-mark deduction
24-48 hours	20%	20% x 30 marks = 6-mark deduction
48-72 hours	30%	30% x 30 marks = 9-mark deduction
72-96 hours	40%	40% x 30 marks = 12-mark deduction
> 96 hours	100%	Assignment won't be accepted

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

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Case Analyses</u>	30%	No	Refer to iLearn
<u>Participatory Task</u>	30%	No	Refer to iLearn
<u>Professional Self Reflection</u>	40%	No	Week 13

Case Analyses

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 15 hours

Due: **Refer to iLearn**

Weighting: **30%**

Most weeks have a case assignment that students are required to work on before and during their class. Students are required to submit their Case Analysis Note, contribute to team and in-class discussions and provide peer review. Each week's Case Assignment is equally weighted.

On successful completion you will be able to:

- 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.
- Investigate and critically analyse ethical and professional practice issues and challenges related to financial markets, financial services and financial management.
- 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.
- 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.

Participatory Task

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 15 hours

Due: **Refer to iLearn**

Weighting: **30%**

Ongoing in-class and/or online activities e.g. exercises, mini-case discussions, problem-solving challenges, presentations, quizzes, forums, etc. Each week's task is equally weighted.

On successful completion you will be able to:

- 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.

- Investigate and critically analyse ethical and professional practice issues and challenges related to financial markets, financial services and financial management.
- 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.
- 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.

Professional Self Reflection

Assessment Type ¹: Reflective Writing

Indicative Time on Task ²: 35 hours

Due: **Week 13**

Weighting: **40%**

Students have a take home paper containing essay style questions requiring reflection on both the content and application of the activities completed and knowledge gained throughout the session.

On successful completion you will be able to:

- 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.

¹ If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

² Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

Delivery and Resources

Delivery Format and Other Details	<p>Classes and teams</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 the stated deadline for completion and are essential preparation for your contributions to the class.</p> <p>Classes are typically between two and three hours in duration. Attendance at your enrolled class is required. Team participation in activities is an essential part of the learning process. 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.</p> <p>The timetable for classes can be found on the University web site at: https://timetables.mq.edu.au/2022/</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> <p>You will need a working PC and if attending remotely a working camera and adequate network connection.</p>
Recommended Readings	<p>Recommended texts, on the Library Reserve Reading list, that you may wish to consult include:</p> <ul style="list-style-type: none"> • <i>A Matter of Trust: The Practice of Ethics in Finance (2017)</i> by Paul Kofman, Claire Payne • <i>Ethics in finance 3 Ed</i> by John R. Boatright. Malden, Mass., Malden, Mass.: Blackwell Publishers. • <i>Working Ethically in Finance: Clarifying Our Vocation (2015)</i> by Anthony Asher • Grace, D., & Cohen, Stephen. (2010). <i>Business ethics / Damian Grace & Stephen Cohen. (4th ed.)</i>. South Melbourne, Vic.: Oxford University Press Australia & New Zealand.
Inherent requirements	<p>Inherent requirements are the essential components for a student to successfully achieve the core learning outcomes of a course or program. For more information see https://students.mq.edu.au/study/course/requirements</p> <p>The content of this unit guide provides specific requirements such as attending online classes with a suitable device and working in small groups.</p>

Unit Schedule

Please refer to iLearn.

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au). 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](#)
- [Assessment Procedure](#)
- [Complaints Resolution Procedure for Students and Members of the Public](#)

- [Special Consideration Policy](#)

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

To find other policies relating to Teaching and Learning, visit [Policy Central \(https://policies.mq.edu.au\)](https://policies.mq.edu.au) and use the [search tool](#).

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: <https://students.mq.edu.au/admin/other-resources/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

Academic Integrity

At Macquarie, we believe [academic integrity](#) – honesty, respect, trust, responsibility, fairness and courage – is at the core of learning, teaching and research. We recognise that meeting the expectations required to complete your assessments can be challenging. So, we offer you a range of resources and services to help you reach your potential, including free [online writing and maths support](#), [academic skills development](#) and [wellbeing consultations](#).

Student Support

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

The Writing Centre

[The Writing Centre](#) provides resources to develop your English language proficiency, academic writing, and communication skills.

- [Workshops](#)
- [Chat with a WriteWISE peer writing leader](#)
- [Access StudyWISE](#)
- [Upload an assignment to Studiosity](#)
- [Complete the 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

Macquarie University offers a range of [Student Support Services](#) including:

- [IT Support](#)
- [Accessibility and disability support](#) with study
- Mental health [support](#)
- [Safety support](#) to respond to bullying, harassment, sexual harassment and sexual assault
- [Social support including information about finances, tenancy and legal issues](#)

Student Enquiries

Got a question? Ask us via [AskMQ](#), or contact [Service Connect](#).

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.