



AFIN8081

Professional Development in Banking and Finance

Session 1, In person-scheduled-weekday, North Ryde 2023

Department of Applied Finance

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General Information

Unit convenor and teaching staff Damian Bridge damian.bridge@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 Assessment Submission Penalty (written assessments)

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Unless a *Special Consideration* request has been submitted and approved, a 5% penalty (of the total possible mark) will be applied each day a written assessment is not submitted, up until the 7th day (including weekends). After the 7th day, a grade of '0' will be awarded even if the assessment is submitted. Submission time for all written assessments is set at 11.55pm. A 1-hour grace period is provided to students who experience a technical concern.

For any late submissions of time-sensitive tasks, such as scheduled tests/exams, performance assessments/presentations, and/or scheduled practical assessments/labs, students need to submit an application for Special Consideration.

Assessment Tasks

Name	Weighting	Hurdle	Due
<u>Participatory Task</u>	30%	No	Most Weeks - See ILearn
<u>Case Analyses</u>	30%	No	See ILearn
<u>Professional Self Reflection</u>	40%	No	Week 13

Participatory Task

Assessment Type ¹: Participatory task

Indicative Time on Task ²: 15 hours

Due: **Most Weeks - See 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.

Case Analyses

Assessment Type ¹: Case study/analysis

Indicative Time on Task ²: 15 hours

Due: **See 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.

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 and Resources

Required Text	Materials will be provided on iLearn.
Unit Web Page	You are required to access a device (e.g. computer) and the internet at various times in completing this unit, download course material available on the learning management system (iLearn), and to complete assessment tasks.
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 - typically before classes of the week - 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 compulsory. 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: http://www.timetables.mq.edu.au/</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>Recommended Readings</p>	<p>Recommended texts, on Legnano, that you are encouraged to consult :</p> <ul style="list-style-type: none"> • A Matter of Trust: The Practice of Ethics in Finance (2017) by Paul Kofman, Claire Payne • Ethics in finance 3 Ed by John R. Boatright. Malden, Mass., Malden, Mass.: Blackwell Publishers. • Working Ethically in Finance: Clarifying Our Vocation (2015) by Anthony Asher • Grace, D., & Cohen, Stephen. (2010). Business ethics / Damian Grace & Stephen Cohen. (4th ed.). South Melbourne, Vic.: Oxford University Press Australia & New Zealand.
<p>Inherent requirements</p>	<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 https://students.mq.edu.au/study/my-study-program/inherent-requirements.</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>

Unit Schedule

Week Commencing	Week	Topic	Topic Outline
20 February	1	Finance and Society-moral challenges	<ol style="list-style-type: none"> 1. Understand how the Unit is structured and its main objectives 2. Critically analyse the focus on ethics and trust in the context of recent events in banking and finance
27 February	2	Ethics at Work	<ol style="list-style-type: none"> 1. Demonstrate an awareness of professional and ethical challenges at work 2. Critically analyse the focus on ethics and trust 3. Understand ethical philosophies and apply ethical framework
6 March	3	Professionalism in Finance	<ol style="list-style-type: none"> 1. Articulate what is a professional and the relevance to finance
13 March	4	Values	<ol style="list-style-type: none"> 1. What are your values and why does it matter? 2. Identify and reflect on your values, interests and personality in relation to your career 3. Identify and reflect on your skills and strengths 4. Identify skills required for relevant roles in Banking & Finance 5. Identify your skill gaps and create a development plan to close them 6. What are your values and why it matters
20 March	5	Virtual Internship	<ol style="list-style-type: none"> 1. Demonstrate an ability to reflect and learn from experiences

27 March	6	Management	<ol style="list-style-type: none"> 1. What are some of the moral challenges of being a manager in finance 2. Demonstrate an awareness of professional and ethical challenges in financial management 3. Evaluate the role of leaders in ethical leadership 4. Identify and develop strategies to manage conflicts of interests
3 April	7	Ethical Reasoning and Finance	<ol style="list-style-type: none"> 1. How to apply moral reasoning in practice 2. Apply ethical philosophies and apply ethical frameworks 3. Identify and develop strategies to manage conflicts of interests
24 April	8	Networking	<ol style="list-style-type: none"> 1. How can you build your network and why does it matter? 2. Understand the importance of networking and strategies for how to grow and nurture your own professional networks 3. Analyse and evaluate professional profiles to identify and apply effective personal branding strategies 4. Create a LinkedIn profile and elevator pitch to effectively present your in-person and online professional branding
1 May	9	Communications	<ol style="list-style-type: none"> 1. How to get your message across 2. Demonstrate professional communication skills appropriate to context and audience in a range of tasks 3. Apply storytelling ideas to your communication 4. Identify the logical structure of communication
8 May	10	Organisations	<ol style="list-style-type: none"> 1. How to be effective in an organisation 2. Demonstrate an ability to influence and persuade 3. Explain what is meant by political savvy 4. Evaluate the ethical challenges posed to organisations in implementing AI 5. Discuss the ethical challenges of responding to cybercrime
15 May	11	Governance	<ol style="list-style-type: none"> 1. What is Governance and how to apply professional codes in finance? 2. Explain the need for corporate governance 3. Discuss possible unintended consequences of incentive schemes 4. Explain the role of and apply codes of conduct 5. Analyze the growing focus on ESG, and possible regulatory responses
22 May	12	Finding the Right People	<ol style="list-style-type: none"> 1. Who are the right people for a role 2. Understand the purpose of an interview and strategies for successful preparation 3. Demonstrate and reflect upon the professional communication skills appropriate to an interview setting and context 4. Apply your understanding of the STAR technique to answer a behavioural interview question
29 May	13	Self Reflection	<ol style="list-style-type: none"> 1. Self reflection take home paper

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 Advocacy](#) provides independent advice on MQ policies, procedures, and processes

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.