



AFIN881

Professional Development in Banking and Finance

S1 Day 2017

Dept of Applied Finance and Actuarial Studies

Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	3
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	6
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	7

Disclaimer

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General Information

Unit convenor and teaching staff

Unit convenor

Guy Schofield

guy.schofield@mq.edu.au

Contact via Refer to iLearn

Refer to iLearn

Refer to iLearn

Lecturer

Justine Fowler

justine.fowler@mq.edu.au

Contact via Refer to iLearn

Refer to iLearn

Refer to iLearn

Lecturer

Clare Hurst

clare.hurst@mq.edu.au

Contact via Refer to iLearn

Refer to iLearn

Refer to iLearn

Angela Chow

angela.chow@mq.edu.au

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 develop their networking and communication skills to present and represent themselves as finance professionals. In addition, students will develop their critical thinking skills through exploration of different sources of information required in the finance profession, from a variety of international, governmental and commercial organizations.

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:

Describe the main financial institutions and explain the various roles and career pathways available in finance

Explain what is meant by professionalism and discuss the need for ethics in finance

Explain the role of: a personal skills inventory, goals and networking in career development

Summarise aspects of good communication and describe characteristics of an effective job application

Identify elements of an effective presentation and sources of financial information that might be used in a financial presentation

General Assessment Information

This course will involve a number of group activities and public speaking. 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 4.

Assessment Tasks

Name	Weighting	Hurdle	Due
Job Application	30%	No	Week 8
Presentation	30%	No	Allocated weeks
Final exam	40%	No	University exam period

Job Application

Due: **Week 8**

Weighting: **30%**

Students respond to a job advert by making an application for a position. This is an individual task. Instructions will be posted on iLearn.

On successful completion you will be able to:

- Describe the main financial institutions and explain the various roles and career pathways available in finance
- Explain the role of: a personal skills inventory, goals and networking in career development
- Summarise aspects of good communication and describe characteristics of an effective job application

Presentation

Due: **Allocated weeks**

Weighting: **30%**

Students will be formed into groups. Each group will be allocated a case topic. The group will research the topic, prepare a report and present it to the class (20 minutes including 5 minutes for discussions) in their allocated week. The report will be a combination of notes and presentation slides. These will be submitted through Turnitin and a hard-copy will be handed-in to the lecturer in the allocated week. The presentation will be graded based on content and delivery. Every student must participate in the group presentations and report so that individual student contribution to the group presentations and report can be identified. Each member of a group will be required to complete an assessment of the contributions of individual members. Depth of research, relevance of contents to the topic, organisation of ideas and students' ability to give the audience insights - to engage, inspire, persuade, and energise the audience. 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 disruption of studies is made and approved. No report submission will be accepted after the group's presentation.

On successful completion you will be able to:

- Explain what is meant by professionalism and discuss the need for ethics in finance
- Summarise aspects of good communication and describe characteristics of an effective job application
- Identify elements of an effective presentation and sources of financial information that might be used in a financial presentation

Final exam

Due: **University exam period**

Weighting: **40%**

This will be a take home report. This will require a critical analysis and report on a set topic. Submission will be via Turnitin. Further details on the timing and format of the final exam will be available on iLearn.

On successful completion you will be able to:

- Describe the main financial institutions and explain the various roles and career pathways available in finance
- Explain the role of: a personal skills inventory, goals and networking in career development
- Summarise aspects of good communication and describe characteristics of an effective job application

Delivery and Resources

Lecture times

Students are required to enrol in one three-hour class per week and attend the class in which they are enrolled. See details from the timetable.

Learning and teaching strategy

Face-to-face

Classes will typically consist of lectures followed by workshop activity. Lectures are used to set the scene and show how the topic fits into the overall unit of study aims. Workshops activities are essential for helping address any misunderstandings and to apply concepts to more difficult problems. Participation is strongly encouraged so students can check their understanding of concepts.

Much of the class time will involve group work. Students will be randomly assigned to groups of around five students during week one.

Print

There is no textbook for the unit. Important handouts can be downloaded from the unit's iLearn site. This will include readings drawn from C. Viney, Financial Institutions, Instruments and Markets, McGraw-Hill, Eighth edition, 2015. Please check iLearn for required weekly readings.

Unit Schedule

Acad. Week/Date	Topic
Week 1	Introduction and financial systems overview
Week 2	Employment opportunities in finance
Week 3	Professionalism and ethics in finance
Week 4	Career management
Week 5	Job applications
Week 6	Interview skills
Week 7	Presentation skills
Week 8	Presentations and accessing finance data
Week 9	The workplace
Week10	Assessment centres
Week11	Presentations
Week12	Presentations
Week13	Professional bodies

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central](#). Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy <http://mq.edu.au/policy/docs/gradeappeal/policy.html>

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <https://staff.mq.edu.au/work/strategy->

[planning-and-governance/university-policies-and-procedures/policies/special-consideration](#)

In addition, a number of other policies can be found in the [Learning and Teaching Category](#) of 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/support/student_conduct/

Results

Results shown in *iLearn*, 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.

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 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

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.

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

- Describe the main financial institutions and explain the various roles and career pathways available in finance
- Explain what is meant by professionalism and discuss the need for ethics in finance
- Explain the role of: a personal skills inventory, goals and networking in career development

Assessment tasks

- Job Application
- Presentation
- Final exam

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

- Describe the main financial institutions and explain the various roles and career pathways available in finance
- Explain what is meant by professionalism and discuss the need for ethics in finance
- Explain the role of: a personal skills inventory, goals and networking in career development
- Summarise aspects of good communication and describe characteristics of an effective job application
- Identify elements of an effective presentation and sources of financial information that might be used in a financial presentation

Assessment tasks

- Job Application

- Presentation
- Final exam

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

- Explain what is meant by professionalism and discuss the need for ethics in finance
- Explain the role of: a personal skills inventory, goals and networking in career development

Assessment task

- Final exam