

MFin610
Career & Professional Development Course
Fall 2018 Course Outline

Master of Finance
DeGroote School of Business
McMaster University

COURSE OBJECTIVE

With this course students will get a chance to prepare themselves for a career in finance.

INSTRUCTOR AND CONTACT INFORMATION

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COURSE DESCRIPTION

The first part of this course will consist of 8 sessions that will typically run 2 hours in length unless posted otherwise. You will have pre-work to complete prior to some of the sessions, and mandatory assignments to complete by the end of the term.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to complete the following key tasks:

- Understand the financial job market.
- Understand how various hiring processes function and how to get hired with financial services companies

EVALUATION

Fall term

Course Evaluation Components – Fall Term

- 1) Attend all sessions of MFin 610A.
- 2) Attend an individual resume critique meeting and submit final draft on A2L by Friday October 13th
- 3) Complete a one-on-one mock interview with your Relationship Manager by November 17th.

Components and Weights

Fall term assignments	Pass/Fail
Winter term assignments	Pass/Fail
Participation	Pass/Fail
Total	Pass/Fail

Participation

To pass this course students must participate and attend all classes. If student can not attend a class, they must provide a written note on why that is.

Conversion

At the end of the course all assignments must have been completed and passed to successfully pass this course.

Missed Classes

Students must comply with the above evaluation components to successfully pass MFin 610.

Students must be approved by the program to miss any course component. One of the following options must be utilized to remain active in the course:

- 1) Attend an alternate section if available/applicable
- 2) Submit a petition request on-line via the McMaster Student Absence Form (MSAF): <https://pinjap01.mcmaster.ca/msaf/>. Students may submit a maximum of one (1) Academic Work Missed request per term.

- 3) Submit a Petition for Relief of Missed Course Work within five business days of returning to school.
 - a. If the absence is medically related, a McMaster University Student Medical Certificate must also be submitted
 - b. Other circumstances (death in the family, jury duty etc.) must be supported with appropriate documentation

The documentation submitted will be reviewed by the Academic team. Dependent upon each individual situation, additional assignments may be substituted for the missed course work.

Please review the Graduate Examinations Policy (if applicable):

<http://www.mcmaster.ca/policy/Students-AcademicStudies/GradExamsPolicy.pdf>

Communication and Feedback

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student.

ACADEMIC DISHONESTY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity.

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at:

www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations

AUTHENTICITY/PLAGIARISM DETECTION

In this course we will be using a web-based service (Turnitin.com) to reveal plagiarism. Students will be expected to submit their work electronically to Turnitin.com and in hard copy so that it can be checked for academic dishonesty. Students who do not wish to submit their work to Turnitin.com must still submit a copy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com Policy, please go to; <http://www.mcmaster.ca/academicintegrity/turnitin/students/>

MISSED EXAMINATIONS/TESTS/CLASS PARTICIPATION

Where students miss a regularly scheduled mid-term or class participation for legitimate reasons as determined by the MFIN Program Office, the weight for that test/participation will be distributed across other evaluative components of the course at the discretion of the instructor.

Documentation explaining such an absence must be provided to the MFIN Program Office within five (5) working days upon returning to school.

To document absences for health related reasons, please provide the Petition for Relief for MFIN Missed Term Work and the McMaster University Student Health Certificate which can be found on the DeGroot website at <https://mfin.degroot.mcmaster.ca/current-students/forms/>.

Please do not use the online McMaster Student Absence Form as this is for Undergraduate students only.

University policy states that a student may submit a maximum of three (3) Medical certificates per year after which the student must meet with the Program Director.

To document absences for reasons other than health related, please provide the Petition for Relief for MFIN Missed Term Work which can be found on the DeGroot website at <https://mfin.degroot.mcmaster.ca/current-students/forms/> and documentation supporting the reason for the absence.

Students unable to write a mid-term at the posted exam time due to the following reasons: religious; representing university at an academic event; conflicts between two overlapping scheduled mid-term exams; or other extenuating circumstances have the option of applying for special exam arrangements. Such requests must be made to the MFIN Program Office at least ten (10) working days before the scheduled exam along with acceptable documentation. Instructors cannot themselves allow students to unofficially write make-up exams/tests.

Adjudication of the request must be handled by the MFIN Program Office.

If a mid-term exam is missed without a valid reason, students will receive a grade of zero (0) for that component.

Missed Final Examinations

A student who misses a final examination without good reason will receive a mark of 0 on the Examination.

All applications for deferred and special examination arrangements must be made to the MFIN Program Office. Failure to meet the stated deadlines may result in the denial of these arrangements. Deferred examination privileges, if granted, must be satisfied during the examination period at the end of the following term. There will be one common sitting for all deferred exams.

Failure to write an approved deferred examination at the pre-scheduled time will result in a failure for that examination, except in the case of exceptional circumstances where documentation has been provided and approved. Upon approval, no credit will be given for the course, and the notation N.C. (no credit) will be placed on the student's transcript. Students receiving no credit for a required

course must repeat the course. Optional or elective courses for which no credit is given may be repeated or replaced with another course of equal credit value.

Requests for a second deferral or rescheduling of a deferred examination will not be considered.

Any student who is unable to write a final examination because of illness is required to submit the Application for Deferred MFIN Final Examination and a statement from a doctor certifying illness on the date of the examination. The Application for Deferred MFIN Final Examination and the McMaster University Student Health Certificate can be found on the DeGroot website at <https://mfin.degroot.mcmaster.ca/current-students/forms/>

Students who write examinations while ill will not be given special consideration after the fact. In such cases, the request for a deferred examination privilege must be made in writing to the MFIN Program Office within five business days of the missed examination.

Special examination arrangements may be made for students unable to write at the posted exam time due to compelling reasons such as religious or representing the University at an academic event.

Students who have religious obligations which make it impossible to write examinations at the times posted are required to produce a letter from their religious leader stating that they are unable to be present owing to a religious obligation.

If a student is representing the University at an academic event and is available at an overlapping scheduled time of the test/examination, the student may write the test/examination at an approved location with an approved invigilator, as determined by the MFIN Program Office. In such cases, the request for a deferred examination privilege must be made in writing to the MFIN Program Office within ten business days of the end of the examination period.

Note: A fee of \$50 will be charged for a deferred exam written on campus and a fee of \$100 for deferred exams written elsewhere.

In cases where the student's standing is in doubt, the MFIN Program Office may require that the student with one or more deferred examination privileges refrain from re-registering until the examination(s) have been cleared.

STUDENT ACCESSIBILITY SERVICES

Students who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Academic accommodations must be arranged for each term of study. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca.

For further information, consult McMaster University's Policy for Academic Accommodation of Students with Disabilities:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf>

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request, including the dates/times needing to be accommodated and the courses which will be impacted, to their Faculty Office normally within 10 days of the beginning of term or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

POTENTIAL MODIFICATION TO THE COURSE

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check their McMaster email and course websites weekly during the term and to note any changes.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in MFin610 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

Mfin610 Career & Professional Development Course Fall 2018 Course Schedule

Fall Term

The first part of this course will consist of 8 sessions that will typically run 2 hours in length unless posted otherwise. You will have pre-work to complete prior to some of the sessions, and mandatory assignments to complete by the end of the term.

This is a two term course, students will be evaluated based on attendance, participation and deliverables. Please note that attendance for this course is mandatory in order to graduate from the program.

SESSION	TOPICS
1	<p>Resume Letter Development</p> <ul style="list-style-type: none"> Overview of writing a resume, STAR statements, tips to make your resume stand out and how to effectively market and brand yourself. <p>Cover Letter Development</p> <ul style="list-style-type: none"> Overview of writing a Cover Letter, STAR statements and how to effectively market and brand yourself through a cover letter
2	<p>Career Assessments and Intro to Finance Industry</p> <ul style="list-style-type: none"> Understanding your personality, values, skills and interests and how this relates to your job search. Overview of the finance industry and the types of jobs available to students
3	<p>Interview Skills</p> <ul style="list-style-type: none"> Tips and techniques for successful interviews, different types of interviews and role playing interview questions. Learn about common behavioural and technical questions and how to answer them.
4	<p>On Campus Recruitment</p> <ul style="list-style-type: none"> Overview of the on campus recruitment timelines and how to market yourself to employers. Learn the importance of networking and how to start building your connections.
5	<p>Business Networking</p> <ul style="list-style-type: none"> Comprehensive overview of how to successfully network, what to say when networking and the opportunity to practice networking and your elevator pitch
6	<p>Guest Speaker*</p> <ul style="list-style-type: none"> Material presented at later date.
7	<p>Guest Speaker*</p> <ul style="list-style-type: none"> Material presented at later date.
8	<p>Course Wrap Up & Alumni Speaker</p> <ul style="list-style-type: none"> Overview of how to effectively market yourself through resumes, cover letters and networking to land the job. Hear from one of our MFin alumni working in the finance industry about her journey and tips for current students.

*CPD will announce guest speakers at later date.