

**MF610A**  
**Career & Professional Development for Finance Professionals**  
**Fall 2020 Course Outline**

**Master of Finance**  
**DeGroote School of Business**  
**McMaster University**

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***COURSE OBJECTIVE***

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The first part of this course will consist of 6 specialized sessions and will typically run for 1.5 hours, unless otherwise posted. Grading will be determined on attendance and the completion of deliverables.

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***INSTRUCTOR AND CONTACT INFORMATION***

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**Section 1:**

Megan Donohue  
donohuem@mcmaster.ca  
Office: DSB 104  
Office Hours: 8:30 – 4:30  
Tel: (905) 525-9140 x 26650  
Class Location: Virtual

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***COURSE ELEMENTS***

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Credit Value: 3	Leadership: No	IT skills: No	Global view: Yes
A2L: Yes	Ethics: No	Numeracy: Yes	Written skills: Yes
Participation: Yes	Innovation: Yes	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: No	Final Exam: No	Guest speaker(s): Yes

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## ***COURSE DESCRIPTION***

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*The purpose of this course is to equip students with the necessary tools to aid in their summer and graduate employment search process. This course will consist of resume critique, interview skill building, and guest speakers*

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## ***LEARNING OUTCOMES***

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

- Resume and Cover Letter
  - Business Networking
  - Interviewing Skills
  - Job Search Skills
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## ***COURSE MATERIALS AND READINGS***

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**Required:**

None

**Optional:**

None

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## ***COURSE OVERVIEW AND ASSESSMENT***

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- *Requirements of MFin610A is as follows, mandatory attendance to all sessions, for virtual sessions it is expected students come prepared to participate*
- *Deliverables will be required to be submitted by uploading on avenue to learn*
- *Any missed work or late submissions will be handled by exception. Extensions will be at the discretion of the instructor and program administrator.*

ACTIVITY	DELIVERY	DESCRIPTION	TOOL(S)
Lecture Core Content / Live Lectures	Synch	1.5 hour live sessions opportunity to elaborate on content, present challenges, engage discussion	Zoom
Group Discussions	Both	Synch: Breakout rooms during lecture Asynch: Zoom Breakout Rooms	Zoom

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a

GRADE COMPONENT	WEIGHT	DESCRIPTION
Deliverable 1: Coaching Appointment	High Pass/Pass/Fail	Student will attend assigned coaching appointment to review resume and start developing a strategic plan to achieve career goals
Deliverable 2: Resume Submission	High Pass/Pass/Fail	Completed resume will be submitted to Avenue to Learn.
Deliverable 3: Mock Interview	High Pass/Pass/Fail	Student will attend scheduled mock interview; student will be responsible for submitting a job description of choice 2 days prior to appointment

Notification of Absence. Your final grade will be calculated as follows:

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## ***COURSE DELIVERABLES***

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### ***Assignment #1 – Coaching Appointment***

Coaching Appointment: You will be required to attend a scheduled coaching appointment to review your career goals, career tool kit components and discuss strategic planning for securing internship and employment opportunities. First Critique of resume during this coaching appointment

**Due Date:** Individuals will receive a scheduled appointment.

**Assignment #2 – Resume Submission**

Resume: You will be required to submit your resume following the prescribed template and content requirements issued during the resume session. Resumes will be submitted on avenue to learn for final grading.

**Due Date: Oct 16<sup>th</sup>, 2020**

**Assignment # 3 – Mock Interview**

You will be required to attend a mock interview with the Relationship Manager. You will select a job posting / job title for the mock interview and email the posting 2 days before your scheduled appointment.

**Due Date:** Individuals will receive a schedule appointment. Last possible day to complete will be Nov 23<sup>rd</sup>, 2020

**Participation**

Required for each session.

Name cards and class pictures are used to help give credit for your participation. You must have a name card with your **full first and last name** clearly written and displayed in front of you for every class.

Since student participation is an important component of this course, official McMaster student ID photographs will be used to ensure that each student is assessed accurately. The instructor will use the photograph to ensure the accuracy of participation marks, group work, and for identifying students for grading purposes

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**GRADING SCALE**

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For graduate courses the grade conversion scales are available through the following link:

[https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2.6.1 Averaging of Letter Grades](https://academiccalendars.romcmaster.ca/content.php?catoid=42&navoid=8734#2.6.1_Averaging_of_Letter_Grades)

MBA and Master of Finance Grading Scale:

Grade	Points	Equivalent Percentages	Pass/Fail
A+	12	90-100	P+
A	11	85-89	P
A-	10	80-84	
B+	9	75-79	
B	8	70-74	
B-	7	60-69	

F	0	59 and under	F
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### **COMMUNICATION AND FEEDBACK**

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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. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

- For Level 1 and Level 2 courses, this feedback must equal a minimum of 20% of the final grade.
- For Level 3 courses and above, this feedback must equal a minimum of 10% of the final grade.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

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### **REQUESTING RELIEF FOR MISSED ACADEMIC WORK**

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In the event of an absence for medical or other reasons, students should review and follow the Missed Term Work regulations that are outlined on the Master of Finance website;

<https://mfin.degroote.mcmaster.ca/current-students/missed-term-work/>

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### **ACADEMIC INTEGRITY**

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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. **It is your responsibility to understand what constitutes academic dishonesty.**

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.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

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### ***AUTHENTICITY/PLAGIARISM DETECTION***

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**Some courses may** use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic

dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

**All submitted work is subject to normal verification that standards of academic integrity have been upheld** (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to [www.mcmaster.ca/academicintegrity](http://www.mcmaster.ca/academicintegrity).

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### ***COURSES WITH AN ON-LINE ELEMENT***

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**Some courses may** use on-line elements (e.g. e-mail, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

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## ***ONLINE PROCTORING***

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**Some courses may** use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

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## ***CONDUCT EXPECTATIONS***

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As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

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## ***ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES***

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Students with disabilities who require academic accommodation must contact [Student Accessibility Services](#) (SAS) at 905-525-9140 ext. 28652 or [sas@mcmaster.ca](mailto:sas@mcmaster.ca) to make arrangements with a Program Coordinator. For further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](#) policy.

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

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Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office **normally within 10 working days** of the beginning of term in which they anticipate a need for accommodation 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.

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### ***COPYRIGHT AND RECORDING***

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Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

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### ***EXTREME CIRCUMSTANCES***

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The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

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### ***RESEARCH USING HUMAN SUBJECTS***

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All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.



McMaster Research Ethics Board (General board):

<https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

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***ACKNOWLEDGEMENT OF COURSE POLICIES***

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Your enrolment in Finance MFIN610A 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.

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**COURSE SCHEDULE**

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**FINANCE 610**  
**Career & Professional Development for Finance Professionals**  
**Fall 2020 Course Schedule**

Week	Date	Session Topic
1	Sept 16th 2020	<b>Career Assessment and Intro to Finance</b>
2	Sept 23rd 2020	<b>Resume and Cover Letter</b>
3	Sept 30th 2020	<b>Assigned Coaching Sessions - Deliverable</b>
4	Oct 7th 2020	<b>Interview Skills</b>
5	Oct 14th 2020	<b>Assigned Coaching Sessions/ Scheduled Mock Interviews Deliverable</b>
6	Oct 21st 2020	<b>Assigned Coaching Sessions/ Scheduled Mock Interviews Deliverable</b>
7	Oct 28th 2020	<b>Recruitment and Networking</b>
8	Nov 4th 2020	<b>Scheduled Mock Interviews - Deliverable</b>
9	Nov 11th 2020	<b>Working Virtually – Best Practices</b>
10	Nov 18th 2020	<b>Scheduled Mock Interviews - Deliverable</b>
11	Nov 25th 2020	<b>Course Wrap Up – Alumni Panel</b>