

MF610A
Career & Professional Development for Finance Professionals
Fall 2021 Course Outline

Master of Finance
DeGroote School of Business
McMaster University

COURSE OBJECTIVE

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.

INSTRUCTOR AND CONTACT INFORMATION

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

COURSE ELEMENTS

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

COURSE DESCRIPTION

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

LEARNING OUTCOMES

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

Required:

None

Optional:

None

COURSE OVERVIEW AND ASSESSMENT

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

GRADE COMPONENT	WEIGHT	DESCRIPTION
Deliverable 1: Coaching Appointment	High Pass/Pass/Fail	Student will attend assigned coaching appointment to review resume progress 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 participated in and record a mock interview on the video bio recruiter platform, to be reviewed and marked by the instructor.

COURSE DELIVERABLES

Assignment #1 – Coaching Appointment

Students must attend a mandatory coaching appointment to discuss their future career and internship plans. This appointment will take approximately 20 minutes. Students must show the instructor evidence that they have been working on their resume up to this point. In this appointment, students must:

- Show evidence that they have begun work on their resume
- Come prepared with at least 2 questions/topics they would like to discuss related to their future career and/or internship plan
- Actively engage in the coaching appointment with the instructor
- **Students are responsible for booking the coaching appointment in OscarPlus.**

Due Date: Last day to attend Oct 15th, 2021

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: October 22nd 2021

Assignment # 3 – Mock Interview

You will be required to complete and record your mock interview using Video bio Recruiter. You will receive access and further information on how to complete during class.

Due Date: Individuals will receive direction on how to book an appointment. **Last possible day to complete will be November 12th 2021**

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. **For online class, you will be required to have your first and last name on your zoom profile.**

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

GRADING SCALE

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

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

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. 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.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

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/>

ACADEMIC INTEGRITY

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.

AUTHENTICITY/PLAGIARISM DETECTION

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.

COURSES WITH AN ON-LINE ELEMENT

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.

ONLINE PROCTORING

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.

CONDUCT EXPECTATIONS

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.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

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 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.

COPYRIGHT AND RECORDING

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.

EXTREME CIRCUMSTANCES

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.

RESEARCH USING HUMAN SUBJECTS

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/>

ACKNOWLEDGEMENT OF COURSE POLICIES

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.

COURSE SCHEDULE

FINANCE 610A
Career & Professional Development for Finance Professionals
Fall 2021 Course Schedule

Week	Date	Session Topic
1	Sept 14 th CO1 Sept 15 th CO2	Career Assessment and Intro to Finance
2	Sept 21 st CO1 Sept 22 nd CO2	Resume and Cover Letter
3	Sept 28 th CO1 Sept 29 th CO2	Assigned Coaching Sessions – Deliverable – No Class
4	Oct 5 th CO1 Oct 6 th CO2	Assigned Coaching Sessions – Deliverable- No Class
5	Oct 12 th CO1 Oct 13 th CO2	Assigned Coaching Sessions – Deliverable- No Class
6	Oct 19 th CO1 Oct 20 th CO2	Interview Skills
7	Oct 26 th CO1 Oct 27 th CO2	Capital Markets Overview – Marquee Group
8	Nov 2 nd CO1 Nov 3 rd CO2	No Class
9	Nov 9 th CO1 Nov 10 th CO2	Recruitment and Networking
10	Nov 16 th CO1 Nov 17 th CO2	No Class
11	Nov 23 rd CO1	How to be successful working virtually

	Nov 24 th CO2	
12	Nov 30 th CO1 Dec 1 st CO2	No Class
13	Dec 7 th CO1 Dec 8 th CO2	Course Wrap Up/ Alumni Panel
14	Dec 14 th CO1 Dec 15 th CO2	Q&A Period