MFIN610A

Career & Professional Development for Finance Professionals

Fall 2023 Course Outline

Master of Finance

DeGroote School of Business

McMaster University

Course Objective

This weekly career development course is designed to equip MFin students with the career tools necessary to successfully participate in job search for summer and new grad recruitment. Students will engage in weekly lectures and interactive career activities as well as assignments to develop their personal brand, job tailored resume and cover letter, and interviewing and networking skills in preparation for recruitment.

Facilitator and Contact Information

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| **Section 1:** |
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| Richard Dam |
| <mailto:damr@mcmaster.ca> |
| Office: DSB 104 |
| Office Hours: 8:30am – 4:30pm |
| Tel: (905) 525-9140 x 26650 |
| Time: Tuesday 2:30PM |

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Learning Outcomes

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

* Identify short term career goals
* Articulate their personal brand
* Tailor resume and cover letter to job descriptions
* Understanding of various types of interview questions and approach to responses
* Understanding of the summer job search at DeGroote

Course Overview and Assessment

Requirements of MFin 610A is as follows:

* *Mandatory attendance to all sessions*
* *Completion and successful evaluation of deliverables*
* *Any missed work or late submissions will be handled by exception. Extensions will be at the discretion of the facilitator and program administrator.*

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| Activity | Delivery | Description | Tool(s) |
| **Lecture Core Content / Live Lectures** | In Class | 1.5 hour live sessions opportunity to elaborate on content, present challenges, engage discussion |  |
| **Group Discussions** | In Class | Group Activity and Discussions |  |

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| --- | --- | --- |
| 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: Cover Letter** | **High Pass/Pass/Fail** | Completed Cover Letter will be submitted to Avenue to Learn |

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 are responsible for booking the coaching appointment in OSCARplus**

**Due Date**: **September 29th, 2023**

## 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 15th, 2023**

## Assignment #3 – Cover Letter Submission

Resume: You will be required to submit your cover letter 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 13th, 2023**

## 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

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:

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| --- | --- | --- | --- |
| **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 our 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/app/uploads/Academic-Integrity-Policy-1-1.pdf) 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.](http://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*](https://secretariat.mcmaster.ca/app/uploads/Code-of-Student-Rights-and-Responsibilities.pdf) (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](https://sas.mcmaster.ca/) (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*](https://secretariat.mcmaster.ca/app/uploads/Academic-Accommodations-Policy.pdf) 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](https://secretariat.mcmaster.ca/app/uploads/2019/02/Academic-Accommodation-for-Religious-Indigenous-and-Spiritual-Observances-Policy-on.pdf) 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 2023 Course Schedule

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| Week | Date | Session Topic |
| **1** | Sept 12th | **Introduction to Finance**  *Action: Book Mandatory Intro Session with Relationship Manager* |
| **2** | Sept 19th | **Personal Branding & Introduction to Resume**  *Action: Book Mandatory Intro Session with Relationship Manager*  *Action: Book Resume Review* |
| **3** | Sept 26th | **Introduction to Cover Letter DUE DATE: Coaching Session September 29th**  *Action: Book Mandatory Intro Session with Relationship Manager*  *Action: Book Resume Review* |
| **4** | Oct 3rd | **Building Your LinkedIn Profile**  *Action: Book Resume Review* |
| **5** | Oct 10th | **Job Search Strategies & Job Description Review**  **DUE DATE: Resume Submission A2L October 15th**  *Action: Book Resume Review*  *Action: Cover Letter Review* |
| **6** | Oct 17th | **No Class**  *Action: Cover Letter Review* |
| **7** | Oct 24th | **No Class**  **DUE DATE: Update LinkedIn Profile + Post Oct 29th**  *Action: Cover Letter Review* |
| **8** | Oct 31st | **Tailoring the Resume and Cover Letter to the Job Description**  *Action: Cover Letter Review* |
| **9** | Nov 7th | **Experiential Learning #1: Intro to a Case Study DUE DATE: Cover Letter Submission A2L November 12th** |
| **10** | Nov 14th | **Experiential Learning #2: Case Presentations** |
| **11** | Nov 21st | **Experiential Learning #3: Case Presentations** |
| **12** | Nov 28th | **Networking and Recruitment** |
| **13** | Dec 5th | **No Class** |
| **14** | Dec 12th | **No Class** |