



**Carleton University  
Sprott School Of Business  
BUSI 2204A  
Fall 2017  
Basic Marketing**

Last updated on Aug 3, 2017

**Instructor:** Kaleem Mahmood

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**Office Hours:** by appointment, please email.

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**Teaching Assistant:** N/A

**Teaching Assistant Email:** N/A

**Course meets:** Wednesdays, 8:35 am to 11:25 am, Location: UC 231

**Pre-requisites & precluded Courses:**

Precludes additional credit for BUSI 2208.

May be used for credit in B.Com. or B.I.B. if completed prior to admission.

Prerequisite(s): Have priority given to students enrolled in B.I.D., B.P.A.P.M., Minor in Business, Minor in Entrepreneurship, Management Concentration in Engineering, or B.C.S. (Business Stream).

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**COURSE DESCRIPTION**

Basic problems and practices in marketing. Marketing planning tools and strategies of firms.

## **COURSE OBJECTIVES**

The main objectives of this course are to introduce students to the basic marketing concepts, methods and terminology, and to enable you to develop an understanding of marketing's role in modern organizations, on the one hand, and in the Canadian economic and social framework, on the other. The course will:

- examine the role of marketing and review its theoretical justification;
- introduce the main concepts, principles, and terminology of marketing;
- study environmental forces in markets and the behaviour of consumers within them;
- familiarize participants with the main elements of marketing strategy;
- outline the characteristics of marketing strategies in different application contexts; and
- provide an opportunity to begin developing the analytical and implementation skills needed for effective decision making in marketing and other management disciplines.

In addition, the course is designed to provide you with an opportunity to develop basic research and communication skills necessary to marketing decision-making and a successful career in marketing. As an introductory course, it will present a comprehensive overview of the entire marketing process. Other courses offered in the Marketing area will allow you to pursue your interests in more depth.

## **REQUIRED RESOURCES:**

### **The required textbook**

Lamb, CW, Hair, JF, McDaniel, C., Kappor, H., Shearer, J., Boivin, M., and Appleby, R. (2016) *MKTG, Third Canadian Edition*. Toronto: Nelson Education.

ISBN: 978-0-17-653091-4

ISBN: 0-17-653091-6

A hardcopy of the text is on reserve in the university library.

## **COURSE NORMS:**

### **Use of cuLearn**

This course uses cuLearn, Carleton's learning management system. To access your courses on cuLearn go to <http://carleton.ca/culearn>. For help and support, go to <http://carleton.ca/culearn/students>. Any unresolved questions can be directed to Computing and Communication Services (CCS) by phone at 613-520-3700 or via email at [ccs\\_service\\_desk@carleton.ca](mailto:ccs_service_desk@carleton.ca).

The course cuLearn website contains all the pertinent course information. This site will be the primary source for course announcements and distribution of materials including assignments, supplemental readings, etc. Grades will be posted to cuLearn as soon as they become available. In line with Sprott policy, it is your responsibility to check your grades by clicking on ‘Grades.’ In case of class cancellation due to inclement weather, an announcement will be posted on cuLearn as soon as possible.

### **Email Policy**

The best way to contact the instructor is to send him an email via cuLearn. If you wish to send him an email directly, please add “BUSI 2204A” in your email’s subject line. In keeping with Carleton University policy, your @cmail accounts must be used for any enquiries which involve confidential student information (e.g., about grades or health issues). The instructor does not respond to student emails over the weekend. During the week, the instructor will endeavor to answer your emails within 48 hours; you should not expect an immediate response. He will also not answer by email questions that have already been asked and answered in class. Please use the cuLearn course Forum (discussion board) to ascertain whether your classmates can assist you.

### **Recording or Videotaping Policy**

Students are not permitted to make any unauthorized recordings or video of lectures.

### **Cellular Phone Usage Policy**

The use of cellular phones is not permitted in this class. It is disruptive to the instructor and other class members. If you carry a phone to class, please make sure it is turned off. If your cell phone rings during class, you will be asked to leave the class and not return that day. If an emergency situation requires you to keep your cell phone turned on, please discuss this with the instructor prior to the class.

### **Laptop Usage Policy**

Laptop use in class is allowed for activities related to the class only. Do not use your laptop for any other purposes (e.g., surfing, emailing, etc.) which can be distractions to you and to those around you. Inappropriate use of your laptop in class will be noted and will affect your participation grade.

### **EVALUATION CRITERIA:**

To accomplish the course objectives several learning methods are utilized. You are strongly encouraged to participate in class discussions, which are the best vehicle to fully express your ideas and to let others benefit from them. A case analysis will help develop and test your decision-making and communication abilities. Short cases and/or other exercises may also be integrated into the course lectures and discussions. A comprehensive

project will give you the opportunity to probe and report on a marketing situation that is of particular interest to you (and your group members) and to present and defend your ideas in a public forum during the project presentation. An in-class midterm exam and a final examination will help you consolidate the knowledge acquired throughout the course. The evaluation criteria are summarized as follows:

1. Class Participation (Individual)	7%
2. Marketing News Bites (Individual, 2 submissions in total)	8%
3. Marketing Plan Project (Group)	30%
Written report	25%
Presentation	5%
4. Midterm Exam	25%
5. Final Exam	<u>30%</u>
Total	100%
*Bonus Marks	2%

**NOTE: To pass this course, students must achieve**

- (i) a minimum grade of 50% on the final exam, and
- (iii) a minimum grade of 50% on the group project.

**Satisfactory In-term Performance**

- The criterion/criteria and the standard(s) for Satisfactory In-term Performance are as follow(s):
  - Minimum grade of 50% on the total grade for the group project (presentation + written report = total grade).
  - Minimum grade of 50% on the final exam
- Unsatisfactory In-term Performance in this course will lead to:  
Failure in this course (regardless of the performance at the Final exam or final project) Yes  No

## **1. Class Participation:**

Your engagement and participation are necessary for learning and success. Class participation is equivalent to professionals' participation in meetings. It is, therefore, considered important to success in this course. Mere attendance does not count towards full class participation. Effective participation implies active and continuous contribution to class proceedings on the part of students in the form of raising or answering questions, commenting on issues raised by the instructor or other students, or bringing to the attention of the class relevant items of interest from the media or personal experiences. The instructor will take attendance and keep track of student participation at each class. You are also required to keep a record of your own participation.

It is a serious violation of academic integrity to ask someone to sign an attendance sheet for you or to sign an attendance sheet for others. Students who violate this regulation will automatically fail the course.

Arriving to class late or leaving during a class (except in extenuating circumstances and after informing the instructor) is rude to the instructor and your fellow students and disruptive of the learning environment. Such behaviour is not appreciated in any situation or organization, including this classroom and will affect your class participation mark.

A deduction of 1% of your final grade may be imposed for each missed class (except for library and group presentation sessions, even if your absence is due to late registration). Please note that attendance at the library information session and during the classes when the final group projects are being presented is mandatory; failure to attend these classes will result in a reduction of your participation grade. The penalty is 3% per week missed (e.g., your final grade will be reduced by 3% for each missed week).

## **2. Marketing News Bites:**

You are required to find a recent article or story about marketing in a newspaper or business magazine (published on or after Aug 1, 2017). A written summary that illustrates the topic of interest in the course and its marketing implications should be submitted as per the class schedule. The detailed guideline will be posted on cuLearn.

## **3. Marketing Plan Project:**

A major take away from this course is the ability to construct a marketing plan. You and your group members will find a company to work with to complete a full marketing plan. A grading rubric for the assignment will be posted on cuLearn.

## **4 & 5. Midterm and Final Exams:**

The midterm exam will be held during regular class time. The midterm will be based on the textbook chapters and all lectures and materials covered in class up to the date of the midterm. The format of the exam will be discussed in class prior to the exam.

The final examination will be held during the formal exam period. The exact date and time will be announced later in the term. Students are advised to take final exam dates into consideration prior to making any travel arrangements. The final exam will be based on all topics covered (in class and in the readings) during the term, with emphasis on the latter part of the course. The format of the final exam will be discussed in class. **Please note: students must achieve a minimum of 50% on the final exam to pass the course.**

**\*Bonus Marks:**

Students have the opportunity to earn bonus credit in this course through one of two means: 1) participation in research studies at the Sprott School of Business, OR 2) participation in skill development workshops offered by the Centre for Student Academic Support.

*Research Studies:* If you choose to participate in research studies being conducted by Sprott faculty, some of these studies may be conducted online, while others will require you to go to the Behavioural Lab in 1723 Dunton Tower. Students will receive a 1% bonus credit for each hour of participation in a study, up to a maximum of 2%. This credit will be added to your final grade at the end of the term.

*Skill Development Workshops:* This course has been registered in the Incentive Program offered through the Centre for Student Academic Support (CSAS). CSAS Skill Development Workshops are designed to help students cultivate and refine their academic skills for a university environment. To earn up to 2% bonus marks you are expected to attend up to 2 workshops throughout the term. You may, of course, attend as many sessions as you like, but the maximum bonus credit is 2%.

Skill Development Workshops for the Fall 2017 term will be available starting September 18<sup>th</sup>, 2017 and must be completed by **December 8<sup>th</sup>, 2017** to receive credit for the Incentive Program. This credit will be added to your final grade at the end of the term. To see the complete Skill Development Workshop schedule, please visit mySuccess via Carleton Central. You can also view your CSAS Skill Development Workshop attendance history at any time by logging into mySuccess. In addition to the CSAS Skill Development Workshops hosted on campus, CSAS offers several online workshops. If you are interested in participating in an online workshop, you can enroll through the CSAS website: [carleton.ca/csas](http://carleton.ca/csas).

Finally, please review the Incentive Program participation policies. You can find more information about these policies here: [carleton.ca/csas/incentive-program/](http://carleton.ca/csas/incentive-program/). If you have any questions related to the Incentive Program or the CSAS Skill Development Workshops, please contact the Centre for Student Academic Support at [csas@carleton.ca](mailto:csas@carleton.ca) or [613-520-3822](tel:613-520-3822).

**MISSED CLASSES:**

Students should attend all classes. Topics build on each other on a weekly basis; one missed class is detrimental to understanding new material. If an absence is unavoidable, the student is responsible for obtaining any missed information (i.e., contacting classmates to copy

notes). To be fair to students that attended class, no class time or the professor's office time will be used to re-present the missed information.

### **GROUP ASSIGNMENTS:**

The intent of having group assignments is to provide an opportunity for students to learn from each other in a more intimate setting than the classroom provides. Group work does NOT consist of dividing the assignment up into parts that may be completed by individuals and then throwing those parts together into one document. That is why a certain portion of the marks for each assignment are dedicated to how the assignment reads; it should flow as one piece of writing, not a collection of individual styles. Since you are considered to be working on the entire assignment together, you are all jointly and individually responsible for any infractions of academic integrity. This means that if one of you plagiarizes or fails to cite sources, all of you will receive the same penalty. You do not have recourse to the excuse that you personally did not complete that portion of the assignment – this is GROUP work. Please keep this in mind as you complete the Academic Integrity Declaration.

### **Group Peer Evaluation**

A group grade will be assigned, but not all members in the group will necessarily receive the same grade. Each group member needs to submit a peer evaluation for each group report by the specified deadline. Students who fail to submit the peer evaluation on time will be penalized with **20%** of the value of the assignment per day. The evaluation form with detailed instruction is available at the course website.

### **LATE PENALTY:**

All assignments are due at the beginning of class. Once the lecture starts, your assignment is late. It is extremely rude to interrupt the lecture to hand your assignment in; wait until the break. Late assignments are penalized at the rate of 5% of the value of the assignment per day (e.g., an assignment worth 15 marks will be penalized 0.75 marks per day). This includes the first day. If you hand your assignment in after the lecture begins, you will lose 5%. Do NOT slide your assignment under the instructor's office door – this will result in a grade of 0 for the assignment. This course is very demanding. It is to your advantage to keep up with the required work and hand your assignments in on time. **No INABILITY TO COMPLETE AN ASSIGNMENT OR WRITE THE MIDTERM EXAM DUE TO ILLNESS:**

Students who are not able to write the midterm exam due to a certified illness will have the weight of the midterm exam added to their final examination, upon provision of the appropriate documentation at least two weeks before the final examination.

The situation of students who cannot contribute to the group case study due to certified illness will be dealt with according to the provisions of your Group Contract. Please be sure that you contribute to and are aware of the provisions outlined in your group's contract.

## **CLASS SCHEDULE:**

While every attempt will be made to keep to the schedule listed below, unforeseen circumstances may necessitate modifications throughout the semester.

**deadline extension will be given for group assignments.**

<b>Session</b>	<b>Date</b>	<b>Topics</b>	<b>(R) Readings / (A) Assignments</b>
-	Sep 6	No class – Classes start from next week	
1	Sep 13	- Course Administration Overview - An Introduction to Marketing - Composition of Teams for Group Assignments	R: Ch. 1
2	Sep 20	- Strategic Planning for Competitive Advantage - Marketing Environment, Social Responsibility, and Ethics	R: Ch. 3 R: Ch. 2 A: Construct group contract
3	Sep 27	- Consumer Decision Making - Business Marketing	R: Ch. 6 R: Ch. 7
<p><b>*Item due on cuLearn</b> Group contract</p>			
3	Oct 4	- Library Information Session - Class will meet in library room 252	
<p><b>*Item due on cuLearn</b> Marketing News Bite (#1)</p>			
4	Oct 11	- Marketing Research - Segmentation, Targeting and Positioning	R: Ch. 5 R: Ch. 8
<p><b>*Item due on cuLearn</b> Project Proposal Marketing News Bite (#1)</p>			
5	Oct 18	- Midterm Examination – in class	
6	Oct 25	<b>Reading Week – No Class</b>	
7	Nov 1	- Midterm Debrief - Pricing Decisions	R: Ch. 12

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		- Promotion Decisions	R: Ch. 15-18
<b>* Items due on cuLearn:</b> Marketing News Bite (#2)			
8	Nov 8	- Marketing Channels and Supply Chain Management - Retailing	R: Ch. 13 R: Ch. 14
9	Nov 15	- Product Concepts - Developing and Managing Products	R: Ch. 9 R: Ch. 10
10	Nov 22	- Services and Nonprofit Organization	R: Ch. 11
11	Nov 29	<b>Project Presentations</b>	
12	Dec 6	<b>Project Presentations</b>	
 <b>* Items due on cuLearn:</b> Project Report (due Dec 6) Academic Integrity Declaration (due Dec 6) Peer Evaluation (due Dec 7)			

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## **ADDITIONAL INFORMATION**

### **Course Sharing Websites**

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

### **Required calculator in BUSI course examinations**

If you are purchasing a calculator, we recommend any one of the following options:  
Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C  
(including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

### **Group work**

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

### **Academic Regulations, Accommodations, Etc.**

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

### **Requests for Academic Accommodations**

*For Students with Disabilities:*

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a

disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your ***Letter of Accommodation*** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). **Requests made within two weeks will be reviewed on a case-by-case basis.** After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website ([www.carleton.ca/pmc](http://www.carleton.ca/pmc)) for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

*For Religious Obligations:*

Students requesting academic accommodation on the basis of religious obligation should make a formal, written request to their instructors for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory event.

Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student.

Students and instructors can confirm accommodation eligibility of a religious event or practice by referring to the Equity Services website (<http://carleton.ca/equity/accommodation/religious-observances/>) for a list of holy days and Carleton's Academic Accommodation policies. If there are any questions on the part of the student or instructor, they can be directed to an Equity Services Advisor in the Equity Services Department for assistance.

*For Pregnancy:*

Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a letter of accommodation. The student must then make an appointment to discuss her needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

### **Academic Integrity**

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for

compliance at: <http://carleton.ca/studentaffairs/academic-integrity>.

### **Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

### **Centre for Student Academic Support**

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

### **Important Information:**

- Students must always retain a hard copy of all work that is submitted.
  - All final grades are subject to the Dean's approval.
  - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>
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