



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

**Carleton University
Sprott School of Business
BUSI 2208 F
Winter 2020
Introduction to Marketing**

Instructor: Cheryl Volesky

Office: TBA

Office Hours: Email me to book an appointment

Class: Monday 8:35 a.m. to 11:25 a.m., Tory Building 446

Email: cheryl.volesky@carleton.ca (preferred contact method)

Course Coordinator (Winter 2020): Lindsay McShane

Pre-requisites & precluded Courses: Precludes additional credit for BUSI 2204.
Prerequisite(s): BUSI 1004, ECON 1000 and one of BUSI 1701, PSYC 1002, and SOCI 1005. Restricted to students enrolled in B.Com. or B.I.B.

COURSE DESCRIPTION FROM UNDERGRADUATE CALENDAR:

Overview of the marketing function within the firm. Introduction to key marketing concepts and principles; business environment analysis, strategic decision making (segmentation, targeting, positioning), marketing mix planning (product, price, place promotion). Analysis of marketing problems using cases and major project. [0.5 credit]

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;
- ❑ facilitate the development of basic research and communication skills necessary to marketing decision-making and a successful career in marketing;
- ❑ provide an opportunity to begin developing the analytical and implementation skills needed for effective decision making; and
- ❑ provide the opportunity to develop teamwork skills and group leadership skills

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 is: Lamb, C.W., Hair, J.F., McDaniel, C., Boivin, M., Gaudet, D. and Shearer, J. (2019) *MKTG, Fourth Canadian Edition*. Toronto: Nelson Education. ISBN: 978-0-17-672368-2; ISBN: 0-17-672368-4

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.

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.'

Rescheduling of Classes: In case of class cancellation due to inclement weather or other unforeseen circumstances, an announcement will be posted on cuLearn as soon as possible.

Email Policy

The most efficient way to reach the professor is through email. According to Carleton University policy, your school email (your @cmail) must be used. Please note that messages coming from other accounts like hotmail and gmail, will not be responded to. It is also essential that you **indicate BUSI 2208F in the subject line** as I am teaching more than one course. I do not respond to student emails over the weekend and as this is a Monday class, please keep this in mind. During the regular week, the instructor will endeavor to answer your emails within 48 hours and within 24 hours during assignments and exam periods. I will not respond to questions which have already been asked and answered during class time.

Recording or Videotaping Policy

Students are NOT permitted to audio or video record any portion of the class lectures, nor are you permitted to make digital images of the lecture slides. If you believe that you need this type of accommodation, please make a formal request through the Paul Menton Centre.

Cellular Phone Usage Policy

The use of cellular phones is not permitted in this class. It is disruptive to the professor and other class members. If you carry a phone to class, please ensure that it is turned off; if your cell phone rings during class, you may be asked to leave the class and not return. 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. Please do not use your laptop for any other purposes (e.g., surfing, emailing, etc.) which can be distracting to you and to those around you.

Course Material Sharing Policy

Student or professor materials created for this course (including presentations and posted notes/slides, 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).

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. Short exercises may be integrated into the course lectures and discussions. 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. Attendance, participation & professional conduct*	5%
2. Partial Marketing Plan Analysis (group)	15%
3. Full Marketing Plan Report (group)	25%
4. Midterm Exam (multiple choice)	20%
5. Final Exam	35%
6. Bonus Marks	<u>2%</u>
Potential Total (not a guarantee)**	102%

*Your attendance, participation and professional conduct grade may be adjusted downward due to unprofessional conduct such as coming to class late, working on non-course related material, texting and talking during presentations/lectures. Attendance can be verified at any point during the class. You may forfeit your class participation marks if you are present for only part of the class.

Please Note: To pass this course, students must achieve

(i) a minimum grade of 50% on the final exam,

(ii) a minimum grade of 50% on both the Initial Marketing Plan Analysis &

(iii) a minimum grade of 50% on the Final Marketing Plan Report.

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 Initial Marketing Plan Analysis
- Minimum grade of 50% on the Final Marketing Plan Report
- 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 Attendance

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 professor will keep track of class participation which will count for 5% of your final grade. You are encouraged to keep a record of your own participation. Please note that attendance at the library information session is mandatory; failure to attend these classes will result in a reduction of your participation grade. The information shared in the library session is essential for completion of marketing plan. Missing the first class means that you will not be present when students form groups to work together on the marketing plan analysis and report worth 40% of your final grade. Failure to attend this class will limit your options in terms of who you can work with.

Attendance will be taken at any time at each class. Arriving to class late or leaving during a class (except in extenuating circumstances and after informing the professor) is impolite and distracting for the instructor and your fellow students and disruptive of the learning environment. This behaviour is unprofessional and poorly regarded in the work and school environment.

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 maybe prosecuted for academic fraud.

2 & 3. Initial Marketing Plan and Final Marketing Plan

A major take away from this course is the ability to construct a marketing plan. You will have the opportunity to practice this skill twice during the semester, both times as part of a group that you form. Both group assignments – the Initial Marketing Plan and the Final Marketing Plan Report are to be based on the case, “**Zarr Tech: Next Steps for a Growing Business**” (Ivey Publishing Case No: 9B19A06). This case can be downloaded via the library’s online reserve system.

To access materials placed on reserve for this course, login to cuLearn and select this course. Look for the ‘Library Reserves’ block on the right-hand side. Click on ‘view course in Ares’. Locate the case study in the list of items put on reserve. Click ‘view item’. If you are accessing the system from off-campus, you will be asked to login using your MyCarletonOne credentials. Once you have done this, you should have access to the case.

To access the case, go to the course cuLearn page. On the left-hand side, you will see an option to “view my course in Ares”. This will take you to the case, which has been available via Ares.

A grading rubric for each of these assignments will be posted on cuLearn. **You should expect to spend a considerable amount of time and effort on this assignment, so plan your time wisely.**

***It is mandatory to submit a Group Contract by January 20th in order to receive a grade on the written projects. This contract must address all of the required points listed in the Group Contract document on CuLearn.**

****A Declaration of Academic Integrity (also found on Culearn) signed by all group members is also required for BOTH written projects.**

4 & 5. Midterm and Final Exams:

The multiple-choice midterm exam will be held during regular class time. Each question will have no more than 4 alternatives. There will not be any deductions made for incorrect answers. 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. If you miss the midterm exam, you may make arrangements to write a make-up exam provided that you provide me with supporting documentation, for example, a formal medical note in case of illness or a police report or funeral announcement in the case of family emergencies. In all cases, you must provide such documentation in a timely manner, e.g., before the exam is debriefed in class (see class schedule for dates).

If you require a medical certificate you are required to use or provide the information demanded in: https://carleton.ca/registrar/wp-content/uploads/med_cert.pdf

The final examination will be held during the formal exam period (**April 13-April 25, 2020**). 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 as travelling and vacationing are not acceptable reasons to miss an exam. The final exam will be based on all topics covered (in class and in the readings) with the heavy emphasis on the material covered after the midterm. The format of the final exam will be discussed in class. You must pass the final exam (minimum 50%) in order to pass the course.

6. Potential Bonus Marks

As a student enrolled in BUSI 2208, you are eligible to participate in behavioural research in exchange for bonus credit in this course. You will receive 1% bonus credit for each hour of participation in a research study, up to a potential maximum of 2%. Any bonus credit earned will be added to your final grade at the end of the term. Sign-up for studies is managed via the Sprott SONA research registration system, located at <https://sprott.sona-systems.com/>. All students registered in this course will receive an email from “Sprott Research Study Sign-Up System” sprott-admin@sona-systems.net at the beginning of the term, containing the user ID and password that they can use to sign in. In addition to registering to take part in studies, you can use the SONA system to track your participation and ensure that your bonus credit is recorded. If you have questions, please email: behaviourlab@sprott.carleton.ca for more information.

****IMPORTANT NOTE:** We do not guarantee that a full 2% bonus credit will be available. Due to variations in research schedules, the number of studies offered each term will vary. In addition, since space in some studies may be limited and certain studies may only be available for a limited time, you are encouraged to register for studies as soon as they become available.

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 and the Group Contract.

Group Peer Evaluation

A group grade will be assigned. When the final report is turned in, each group member will turn in a group evaluation individually. These evaluations may influence the individual grades assigned in the group projects. The evaluation form with detailed instructions is available at the course website. You are required to submit a peer evaluation in order to receive a grade on the final report.

LATE PENALTY:

All assignments are due at the beginning of class. Once the lecture starts, your assignment is late. Consequently, it is highly risky to leave the printing of reports until just before class. 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 deadline extension will be given for group assignments.**

INABILITY TO COMPLETE AN ASSIGNMENT OR WRITE THE MIDTERM EXAM DUE TO ILLNESS:

The situation of students who cannot contribute to the group marketing plan assignments due to certified illness or family emergency will be dealt with on an individual basis.

For all occasions that call for a medical certificate you must use or furnish the information demanded in: https://carleton.ca/registrar/wp-content/uploads/med_cert.pdf

CLASS SCHEDULE:

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

Session /Date	Topics	(R) Readings /	Deliverables
1 Jan.06	- Course Administration Overview - An Introduction to Marketing - Composition of Teams for Group Assignments	Ch. 1	Group Formation – submit members' names to Instructor by email
2 Jan.13	- Marketing Environment, Social Responsibility, and Ethics - Strategic Planning for Competitive Advantage	Ch. 2 Ch. 3	Grading rubric for Initial Marketing Plan
3 Jan. 20	Library Information Session (mandatory) in our classroom - Read case prior to coming to class	R: Case – ZARR TECH: Next Steps for a Growing Business	Due in class: Hard copy of group contract - failure to submit will result in a 3% penalty to your final grade
4 Jan. 27	- Consumer Decision Making - Segmentation, Targeting and Positioning	Ch. 6 Ch. 8	
5 Feb.03	- Marketing Research - Business Marketing	Ch. 5 Ch. 7	
6 Feb. 10	- Midterm Examination – in class		
Feb. 17	- NO CLASS- Reading Week		
7 Feb. 24	- Product Concepts - Developing & Managing Products	Ch.10 Ch.11	ZARR TECH: Initial Case Analysis Due
8 Mar. 02	- Services and Non-Profit Organizations - Marketing Plan Rubric Review		Chapter 12
9 Mar. 09	- Pricing - Integrated Marketing Communications		Chapter 13 Chapter 16
10 Mar. 16	- Advertising, PR and Direct Response - Sales Promotion and Personal Selling		Chapter 17 Chapter 18

11	-	Social Media Strategies	Chapter 19
Mar. 23	-	Marketing Channels and Supply Chains	Chapter 14

12	-	Retailing	Chapter 15
Mar. 30	-	Course Wrap-up	Hard Copy: Group Marketing Plan Project due with Academic Integrity Form and Peer Evaluation Form

ACADEMIC REGULATIONS, ACCOMMODATIONS, PLAGIARISM, ETC.

Academic Regulations: 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/>

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.

Grades

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 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 in 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: <https://carleton.ca/registrar/academic-integrity/>.

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website:

carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

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're 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/support-services/>

Be in the know with what's happening at Sprott: Follow @SprottStudents and find us on Facebook SprottStudents Sprott.

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, it would be easier to respond to your inquiries if you would send all email from your Carleton 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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