



MKT 529 01W: Marketing Strategy & Decision Making Spring Semester, 2020

Instructor Information:

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Communication Response Time: Within 24 hours except during weekends

Dr. Alma Mintu-Wimsatt (aka Dr. M.), William L. Mayo Professor and Professor of Marketing, received her Ph.D. in Marketing from the University of Kentucky in 1990. Dr. M. joined TAMU-Commerce in 1992. Since joining TAMU-C (then ETSU), Dr. M. has been recognized both in research and teaching. She is listed as among the top 10 most cited researchers at TAMUC. Dr. M. is a recipient of the William L. Mayo Professorship and a Citation from the Joseph H. Lauder Institute of Management and International Studies, The Wharton School and The School of Arts and Sciences, University of Pennsylvania. Of her many accomplishments, Dr. M. is most proud of being the runner up in the 2016 Access Capon Distinguished Teaching Competition from the Society of Marketing Advances; Paul W. Barrus Distinguished Faculty Award for Teaching from TAMUC and H.M. Lafferty Distinguished Faculty Award for Scholarship and Creative Activity from TAMUC. Dr. M. was also named in the 2004 Texas Monthly's Guide to Texas Colleges & Universities as one of the best instructors to take at TAMU-C.

Online Platform:

Browser for D2L: Firefox or Chrome

To get started, you will need your campus-wide ID (CWID) and password to log into the course. Log-in to myLeo student portal and from the top menu ribbon select Apps (2nd tab). Scroll down and click on MyLeo Online (D2L Brightspace). If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at (903) 468-6000 or helpdesk@tamuc.edu. If you have not already done so, please go ahead and test your login to the system and report any problems to the e-mail listed below.

Once you are logged-in your D2L account, scroll to the bottom to find "My Courses." If you are having technical difficulties with any part of Brightspace (D2L), please contact Brightspace Technical Support at 1-877-325-7778 or click on the Live Chat or click on the words "click here" to submit an issue via email.

Academic Honesty Policy:

All students are required to read, sign (electronically - meaning that you type out your name) and date TAMU-C's Academic Honesty Policy (or AHP). The ADP will be e-mailed to you as an attachment by Dr. Mintu during the first day of class. It is also available for download under Week #1 tab. The AHP has to be returned immediately during the first week of class. Be sure to

upload the signed copy to your AHP as the designated assignment. Do not email your submission to me. Refer to the end of the syllabus on “How to...”

Course Description & Objectives:

This course focuses on the study of marketing problems. Problem areas to be studied include market and profitability analysis, marketing planning, strategy, and control. The course will also examine the key parts of a marketing strategy. The issues such as conflicting strategic objectives, particularly under risk and uncertainty, will be evaluated and decision making processes will be studied.

The course has the following primary objectives:

1. To think strategically about marketing and its role in the organization.
2. To understand how key marketing concepts, such as customer segmentation, are applied in developing a business strategy.
3. To integrate product management, price offerings, distribution channels and marketing communications into a cohesive strategic marketing plan.
4. To expose students to real world strategic practices and companies with innovative strategies.

Student Learning Outcomes:

Upon completion of the course, students should:

- 1) Have a solid understanding of the elements of a sound marketing strategy.
- 2) Be able to integrate marketing concepts to real world strategic applications;
- 3) Be cognizant of business challenges within the context of marketing strategy; and
- 4) Be exposed to innovative marketing strategy practices.

IMPORTANT NOTE:

There seems to be a STRONG belief among some students that web-based classes are easier than traditional face-to-face classes. This is not true at all – especially in Dr. Mintu’s class!!! For this MKT 529 course, you will find that the schedule we will follow is quite rigorous; a degree of structure has been established; students are expected to keep up with the course’s requirements; and, the exams are challenging.

All deadlines are absolute and no extra credit is available. A detailed syllabus is provided for your direction. Students are strongly advised to keep a hard copy of this syllabus handy at all times. E-mail Dr. Mintu (preferred) or use the Virtual Office for additional questions you may have.

Please read and review this syllabus carefully. *If you think that the set-up of this specific course will not work with your own schedule/style, please reconsider your enrollment.* Since you have been forewarned, please do not email me during the course to 'complain' about the schedule. If you intend to drop this course, please make sure that all administrative requirements for dropping are completed. Otherwise, if your name appears in the class roster at the time grades are to be submitted - you will receive an "F."

Textbook:

Title: Marketing Strategy & Competitive Positioning

AUs: Graham Hooley, Nigel Piercy, Brigitte Nicoulaud and John Rudd
 Publisher: Pearson
 ISBN: 978-1-292-01731-0 (print)
 Edition: 6th (2017)

Business magazines such as Forbes and Bloomberg Businessweek will also prove to be very beneficial. The library will have these business magazines. Specifically for Bloomberg Businessweek (formerly known as Business Week) and Forbes articles, if you are searching using their website - Businessweek.com & Forbes.com, note that dates/title may vary from the citation provided in your syllabus. However, if you use the library's electronic database - then the provided citation should be accurate.

Marketing News and Marketing Management are published by the American Marketing Association (AMA) and accessed using our library's database. If you do not access these journals using the library, membership will be required by AMA. Harvard Business Review and Harvard Business Review Digital Articles are also available in our library's database. By utilizing the library's database, you will NOT have to pay to get a copy of articles referenced in your syllabus. Dr. Mintu has included the library link in your D2L tab for easy access.

If you encounter library-related issues (especially for students accessing the library database from abroad), please contact the librarian whose name is indicated below. However, do not expect that Sarah will be at your beck and call. Extend her professional courtesy by giving her some lead time to assist you. I do not respond to students who ask that I send them a copy of the article.

Ms. Sarah H. Northam
 Research & Instruction
 TAMU-Commerce Libraries
 Sarah.Northam@tamuc.edu
 (903) 886-5714

COURSE SCHEDULE: A detailed course schedule has been provided for your convenience. Be sure to follow carefully. All deadlines will be strictly followed unless otherwise announced.

Week	Dates	Chapters/Due Dates
Week #1	Jan. 30- Feb. 1	Introduction – All About you! Discussion <ul style="list-style-type: none"> • Post your personal introduction in Discussion • Post any questions/clarification in Discussion <p>Discussion will close by 11:30 p.m. on Feb. 1</p>
		MARKETING STRATEGY
Week #2	Feb. 2- Feb. 5	Chap. 1: Market-Led Strategy Management Chap. 2: Strategy Marketing Planning

		<p>Discussion:</p> <ul style="list-style-type: none"> Porter (1996), “What is Strategy?” Harvard Business Review, November-December, 1996, pp.61-eoa [end-of-article]. Lego builds new dimension with digital vision (Textbook, p. 25). <p>Discussion will close by 11:30 p.m. on Feb. 5</p>
Week #3	Feb. 9- Feb. 12	<p>Chap. 17: Corporate Social Responsibility & Ethics Chap. 3: The Changing Market Environment</p> <p>Case Study #1: “Amazon Flexes its Washington Muscles,” Bloomberg Businessweek, March 11, 2019, pp. 32-eoa.</p> <p>Case Study #1 due by noon CT on Feb. 11</p> <p>Discussion:</p> <ul style="list-style-type: none"> Hafenbraedl and Waeger (2018), “Most Executives Believe in the Business Case for CSR: So Why Don’t They Invest More in It?” Harvard Business Review Digital Articles, Sept. 12, 2018, pp.17-eoa. Amazon Flexes its Washington Muscles,” Bloomberg Businessweek, March 11, 2019, pp. 32-eoa. <p>Discussion will close by 11:30 p.m. on Feb. 12</p>
		COMPETITIVE ANALYSIS
Week #4	Feb. 16- Feb. 19	<p>Chap. 4: Customer Analysis</p> <p>Discussion:</p> <ul style="list-style-type: none"> ‘Rethinking Disneyland for the Chinese Family,’ “Bloomberg Businessweek, July 13-19, 2015, pp.18-eoa. <p>Discussion will close by 11:30 p.m. on Feb. 19</p>
Week #5	Feb. 23- Feb. 26	<p>Chap. 5: Competitor Analysis Chap. 6: Understanding Organizational Resource Base</p> <p>Marketing Strategy Analysis - Part 1</p> <p>Marketing Strategy - Part 1 due by noon CT on Feb. 25</p> <p>Discussion:</p> <ul style="list-style-type: none"> Marketing Strategy – Part 1 “The Once But Not Future Burger,” Bloomberg Businessweek, May 4-10, 2015, pp.14-eoa. <p>Discussion will close by 11:30 p.m. on Feb. 26</p>

MIDTERM	Mar. 1- Mar. 3	Chaps. 1, 2, 3, 4, 5, 6, 17 and articles Available: Mar. 1- Mar. 3 until noon CT
Spring Break	Mar.8- Mar. 11	ENJOY!
		IDENTIFYING CURRENT & FUTURE COMPETITIVE POSITIONS
Week #6	Mar. 15- Mar. 18	Chap. 7: Segmentation & Positioning Principles Discussion: <ul style="list-style-type: none"> • Nestle refines its arsenal in the luxury coffee war, (Textbook, pp.186-eoa). • McGrath (2009), “Why a Good Cup Holder is Hard to Find,” Harvard Business Review Digital Articles, Jan. 20, 2009, pp.2-eoa. <p>Discussion will close by 11:30 p.m. on Mar. 18</p>
Week #7	Mar. 22- Mar. 25	Chap. 9: Selecting Market Targets Discussion: <ul style="list-style-type: none"> • “At Hasbro, Little Girls Become a Big Market,” Bloomberg Businessweek, March 3, 2014, pp. 23-eoa. <p>Discussion will close by 11:30 p.m. on Mar. 25</p>
		COMPETITIVE POSITIONING STRATEGIES
Week #8	Mar. 29- April 1	Chap. 10: Creating Sustainable Competitive Advantage Marketing Strategy Analysis - Part 2 Marketing Strategy - Part 2 due by noon CT on Mar. 31 Discussion: <ul style="list-style-type: none"> • Marketing Strategy – Part 2 <p>Discussion will close by 11:30 p.m. on April 1</p>
Week #9	April 5- April 8	Chap. 11: Competing Through the Marketing Mix Chap. 12: Competing Through Innovation Discussion: <ul style="list-style-type: none"> • “From the Four Ps to the Four Why’s,” Marketing News, September, 2015, pp.40-eoa. • Abbosh, Savic and Moore (2019), “What Sets the Most Effective Innovators Apart,” Harvard Business Review <p>Discussion will close by 11:30 p.m. on April 8</p>
Week #10	April 12-	Chap. 13: Competing Through Superior Service & Customer Relationships

	April 15	<p>Chap. 15: Strategic Alliances</p> <p>Case Study #2: Proserpio and Zervas (2018), “Study: Replying to Customer Reviews Results in Better Ratings,” Harvard Business Review Digital Articles, Feb. 14, 2018, pp.2-6.</p> <p>Case Study #2 due by noon CT on April 14</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Case Study #2 • UPS and FedEx turn focus on consumer behavior (Textbook, pp.426-6). <p>Discussion will close by 11:30 p.m. on April 15</p>
		IMPLEMENTING THE STRATEGY
Week # 11	April 19-April 22	<p>Chap. 16: Strategy Implementation & Internal Marketing</p> <p>Marketing Strategy Analysis - Part 3</p> <p>Marketing Strategy - Part 3 due by noon CT on April 21</p> <p>Discussion:</p> <ul style="list-style-type: none"> • Favaro (2015), “Defining Strategy, Implementation and Execution,” Harvard Business Review Digital Articles, March 31, 2015, pp.2-6. • Marketing Strategy – Part 3 <p>Discussion will close by 11:30 p.m. on April 22</p>
FINAL	April 26- April 28	Chaps. 7, 9, 10, 11, 12, 13, 15, 16 and articles Available: April 26 to April 28 at noon CT

Time Zone Used:

We will be using Central Standard Time as the default for opening and closing times/dates/deadlines. Please make the necessary adjustments if you are in a different time zone.

Class Time:

Student access to D2L for Spring, 2020 will start 1/30. This is a default setting beyond the control of Dr. Mintu.

You will note that specific dates have been designated as our class time. This is an asynchronous course that will open during specific times of the week. With the exception of Week #1, our typical class time starts at 12:00 a.m. CT on Sundays and ends at 11:30 p.m. CT on Wednesdays. It is each student’s responsibility to regularly log-in during the designated discussion dates. Refer to the Course Schedule above for more details.

Classroom Dynamics:

You will find a Week tab or module that corresponds with the above Course Schedule. Each module will contain a Lecture tab for each topic and the Discussion Board.

LECTURE:

For each Week, notes are available under the Lecture tab. You can access these notes at the start of the class. The lecture notes will contain the discussion questions for posting purposes as well as the case analysis questions for submission purposes. Since you have early access, this will give you plenty of time to look at the questions and conduct some additional research, if you so desire.

DISCUSSION:

Articles for each discussion cycle have been assigned per Week. Discussions will revolve around these materials. Posting for discussion purposes will be open/allowed on specified dates (see Course Schedule). For example, Week #2 will be open Feb. 2nd from 12:00 a.m. to Feb. 5th at 11:30 p.m. With the exception of Week #1, discussion will take place on a Sunday-Wednesday cycle. After all deadlines, discussions will be locked and can be viewed on a "Read Only" basis.

The discussion cycle works very well. Please *carefully* note your Course Schedule for discussion and submission deadlines. There will be no discussion posting extensions or make up. Also, review the *How to Guide* included at the end of your syllabus.

CASE SUBMISSIONS:

All case submissions are due by NOON CT on designated dates. Case questions for the analysis can be found under Lecture.

All cases will be uploaded under the Activities tab then scroll to "Assignments." Each case has to be properly uploaded following the designated Case #. Review the *How to Guide* included at the end of your syllabus.

MARKETING STRATEGY ANALYSIS SUBMISSIONS:

All marketing strategy submissions are due by NOON CT on designated dates. The scope of the analysis can be found under the Marketing Strategy tab.

All Parts (Parts 1/2/3) of the marketing strategy analysis will be uploaded under the "Activities" tab (scroll to "Assignments"). Each part has to be properly uploaded following the designated Part #. Review the *How to Guide* included at the end of your syllabus.

Participation:

This MKT 529 course is going to be discussion-driven. The discussion forum will comprise your participation grade. It is intended to help students interact with each other and learn from each other's opinions/insights including Dr. Mintu's. The objectives of the forum are to create critical and sophisticated discussion on relevant as well as interesting topics.

Just like in traditional face-to-face classes, online MKT 529 students are expected to effectively communicate their ideas and opinions in class. A total of 50 points are available for your discussion grade to be determined by Dr. Mintu at the end of the semester (usually posted the day before you take your final exam). However, as the semester progresses (typically around

Midterm), you will receive an email from Dr. Mintu on making inquiries regarding the status of your participation grade.

Those who do not comply with the participation requirement will receive an email at the end of each discussion cycle (i.e., Subject heading: Non-compliant Minimum Posting Requirement). Please note that your discussion grade is "weighted" like your exams. There is NO MAKE-UP for missed discussion postings.

What is the posting requirement for MKT 529? Based on your assigned chapter/article/case, you are expected to have at least 3 different postings. First, you are expected to answer at least 3 of the discussion questions found in under the Lecture tab. Second, you will respond to *at least 2* postings made by Dr. Mintu and/or your classmates. Dr. Mintu will interact/add other queries throughout the duration of the discussion cycle as well. The minimum posting requirement will not apply for Week #1. There is absolutely no make-up for missed postings.

At the end of all discussion cycles, you will receive a Feedback email collating important points based on the week’s discussion. Many have found the Feedback email beneficial.

POSTING REQUIREMENT: The MINIMUM requirement is as follows:

Posting #1 – Answer at least 3 topic questions found at the end of your Lecture notes – Use **START A NEW THREAD**;

Posting #2 - Interact during the discussion cycle either by responding to your colleagues' and/or Dr. Mintu's postings – Use **REPLY TO THREAD** or **REPLY**;

Posting #3 - Interact during the discussion cycle either by responding to your colleagues' and/or Dr. Mintu's postings – Use **REPLY TO THREAD** or **REPLY**.

Grading rubric: 50 points

Disengaged	Acceptable	Commendable	Completely Engaged
Student doesn't fulfill the minimum requirement	Student fulfills the minimum requirement	Student answers more than 3 discussion questions & interacts more than twice per discussion cycle	Student provides substantive contributions & actively engaged <i>throughout</i> each discussion cycle
< 35 points	35 points	36-44 points	45-50 points

The quality of your postings, the number of answered questions and sub-thread responses posted per Week throughout the term will determine how close to 50 points a student can obtain.

It is critical that students read ALL the postings for each topic. This will ensure that you are engaged in class. Also, it will help ensure against anyone plagiarizing your work.

IMPORTANT POSTING RULES:

- 1) Postings may be a few sentences or a couple of paragraphs in length. The key to a quality post is that it provides clear analysis and insights into the topic or questions. Dr. Mintu carefully reads each of your postings and may respond directly to you regarding your comments.
- 2) Posting during ‘one seating’ or ‘one log-in’ will not be sufficient in this course. The key to participation is logging and posting often *throughout* the discussion cycle. Carefully read the rubric to maximize credit.
- 3) In the past, Dr. Mintu has encountered plagiarism among students (copying each other’s postings). Please note that TAMU-C has explicit rules regarding plagiarism and will be subject to penalties. Students are advised to carefully read everyone’s postings to ensure that no one has plagiarized your answer.
- 4) Students with very FEW or NO SUBSTANTIVE postings will not receive any credit. Refer to the end of the syllabus on “*How to...*”
- 5) Proof read your postings - eliminate any offensive references, poor sentence syntax, misspelled words, etc. Keep errors to a minimum.
- 6) No make up is provided for missed discussion postings. Students who fail to comply with the minimum requirement will receive an email from Dr. Mintu.
- 7) Be sure to cite references (APA style) when utilized.
- 8) Have a sense of humor.
- 9) Dr. Mintu will be very much engaged in all discussions. She expects the same from her students. At the end of each posting cycle, you will receive a Feedback e-mail summarizing the week's discussion.

Case Study:

For each assigned case, questions will be provided for students to analyze and submit. Case analysis questions will be different from the discussion questions. These case questions can be found under the Lecture tab for the designated Week. For example, Case Analysis Questions for Case Study #1 can found in Week #3’s Lecture tab and due Feb. 11th by noon CT. All deadlines are absolute and no late papers will be accepted.

Each student will be required to submit a 1-page (page restriction will be strictly observed) single-spaced type-written case analysis (TEXT only, not including references or title page). The Q&A (Question & Answer) format is required in organizing your analysis/submission. Those who do not follow the Q&A format will be penalized (0 pts. for ‘Organization’ – see rubric below). Text written after the 1st page will not be read nor graded. References should be included in a separate page, if utilized. To guide you in your case analysis, be sure to read the appropriate chapters and/or assigned readings. The discussion questions (for posting purposes) will also help you frame your analysis. Each case study is worth 15 points.

Cases will be evaluated base on the following:

- (1) Use of research facts to validate your recommendations/suggestions - 6 points
- (2) Integration of previous and/or current chapters' concepts into the analysis. - 6 points
- (3) Organization of analysis contents – 3 points

To submit your analysis, be sure to upload your work using the designated Assignment. Refer to the end of the syllabus on “*How to...*” Check the schedule for deadlines - cases are due by

NOON Central Time of the due date as indicted in your Course Schedule. No late submissions!
 Dr. Mintu will typically have your cases graded and comments available by the end of the week.

Grading Rubric: 15 points

	Needs Improvement	Proficient	Exemplary
Use of existing case facts	Student did not effectively use case information in the analysis. 0-2 points	Student identified & utilized some case information in the analysis. 3-4 points	Student identified & effectively utilized relevant case information in the analysis. 5-6 points
Integration of relevant concepts	Student did not demonstrate the ability to integrate current/ previous concepts in the analysis. 0-2 points	Student identified & related some concepts currently/ previously discussed in the class. 3-4 points	Student identified & effectively integrated concepts currently/ previously discussed in class. 5-6 points
Organization	Student did not follow Q&A format/instructions, not organized, and/or not cohesive in answering the required questions. 0-1 point	Student used Q&A format, was somewhat organized and cohesive in answering the required questions. 2 points	Student use Q &A format, was clear, organized & cohesive in answering the required questions. 3 points

IMPORTANT CASE SUBMISSION RULES:

- 1) Be sure to type and save your case submissions in Word document form (using Office 2016 or earlier) – limit of 1 text page is to be strictly followed.
- 2) Submit your case analysis using the assignment # designation (i.e., Case Study #1). Proper case submission process is critical to ensure timely grading. Failure to assign proper assignment association will result in significant delays OR your case submission may NOT be graded! Refer to the end of the syllabus on “How to...”
- 3) Required format – Use the Question and Answer (Q&A) format. This will ensure that you have effectively answered all the questions and Dr. Mintu does not overlook any of your responses. If using references, make sure it is properly cited APA referencing style.
- 4) All case submissions have to be in Word 2016 format or earlier. Any work submitted that cannot be opened/read by Dr. Mintu will NOT be graded and awarded a zero.

Exams:

There will be two exams in this class: Midterm & Final. Please note that the Final is NOT a comprehensive exam. Each exam is worth 50 points. The time limit for each exam is 90 minutes. Exams are due on the date and time noted in your Course Schedule. All deadlines are absolute.

The exams will cover all chapters, articles and cases. Sample questions and exam guidelines will be provided a few days prior to the Midterm.

The exam will be comprised of two parts:

10 items - True/False (but you need to justify your "false" answers) (20 points)

4 essay questions (30 points)

Marketing Strategy Analysis:

To complete your MS Program, a comprehensive exam is required and embedded in the MKT 529 curriculum. The marketing strategy case analysis will serve as your comprehensive exam requirement.

A course-specific marketing strategy has been developed by Dr. Mintu and 2 colleagues for the purposes of this course. The hypothetical company is called Bicycles R Us (BAU). In addition to focusing on marketing strategy, the material will also require students to analyze and integrate the BAU’s financial information to the strategy in order to determine what can be done to improve the company’s operating income.

There are 3 parts of the analysis that you will conduct on BAU: Parts 1, 2, & 3. The scope for each part marketing strategy analysis and the relevant questions are presented in detail under the Marketing Strategy tab. Submission of each part have been tailored to coincide with the course’s pace and material coverage. The Course Schedule, denoted in red, specifically indicates the deadline of each submission. For example, Part 1 is due by noon CT on Feb. 25th. All deadlines are absolute and no late papers will be accepted.

WRITTEN SUBMISSION: A 3-4 page 12-pt font single-spaced TEXT will be required for each part of the Marketing Strategy Analysis (Parts 1, 2 & 3). Each student will submit a copy on the due date as designated in your Course Schedule. The cover page, table of contents, appendix and bibliographic references (use APA style) do not count as part of the 'text.' Each Part will be worth 25 points.

Grading rubric: 25 points

Criteria	Needs Improvement	Proficient	Exemplary
Content	Submission lacks depth and analytical substance in per the scope and breadth outlined under the Marketing Strategy tab.	Submission had some depth & analytical substance per the scope and breadth outlined under the Marketing Strategy tab.	Submission provided a thorough analysis per the scope and breadth outlined under the Marketing Strategy tab.

	0-5 points	6-8 points	9-10 points
Integration	The student shows no or minimal evidence of his/her ability to incorporate and/or apply the appropriate concepts in the analysis submitted.	The student shows some initiative in his/her ability to incorporate and/or apply the appropriate concepts in the analysis submitted.	The student is able to effectively demonstrate the ability to incorporate and/or apply the appropriate concepts in the analysis submitted.
Organization	Parts 1/2/3 did not comply with nor provided the required format per syllabus.	Parts 1/2/3 complied with the required format but some sections were not effectively discussed.	Part 1/2/3 complied with the required format and all questions thoroughly discussed.
	0-5 points	6-8 points	9-10 points
	0-2 points	3-4 points	5 points

Grade Components:

Two exams -	100 points
2 cases -	30
Discussion/participation -	50
Marketing Strategy Analysis 3 Parts-	75
TOTAL -	255 points

Assignment of letter grades will be as follows:

A (90%)	229-255
B (80%)	203-228
C (70%)	177-202
D (60%)	151-176
F (<60%)	Less than 151

Class Communication:

Always check the "Course Announcements" posted by Dr. Mintu. These announcements will be dated, so you will be aware of any changes.

All questions and/or comments regarding the class should be directed to Dr. Mintu as soon as possible via e-mail. In case of an emergency, call her on the cell number indicated at the top of your syllabus. Dr. Mintu REGULARLY checks her e-mail – so you can expect a prompt response. **Dr. Mintu will respond to your e-mails within 24 hours, except during the weekends.**

Dr. Mintu believes in keeping in constant contact with her students. Deadline and reminder e-mails will be sent out regularly. Therefore, each student should always check his/her e-mail account.

What to expect from Dr. Mintu:

Be cognizant of the fact that I am a stickler for schedules and deadlines. Like most of you, I have a life outside MKT 529 and the only way I can balance everything is to follow a regimented schedule.

- 1) Dr. Mintu grades ALL your submissions herself. Typically, your submissions will receive her Feedback (i.e., grades/comments) by the end of each week, unless otherwise noted.
- 2) Dr. Mintu will also send (constant) reminders regarding the upcoming class schedule and Unit discussion feedback – check your email regularly. All deadlines are absolute!
- 3) Always check the “Course Announcement” section (main student screen). Dr. Mintu updates this page on a regular basis.
- 4) One of Dr. Mintu’s pet peeves is students who ask questions that can be answered if the said student had read the syllabus carefully. So, be sure to read your syllabus carefully.

Student Code of Conduct:

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<http://www.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette

<http://www.albion.com/netiquette/corerules.html>

Academic Integrity:

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

Graduate Student Academic Dishonesty 13.99.99.R0.10

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Netiquette – Student Guidelines:

Netiquette is the new way of defining professionalism through online communication. Students who violate proper Netiquette will be administratively dropped by Dr. Mintu from the course.

Student Guidelines for the class:

- Do not dominate any discussion.
- Do not use offensive language.
- Never make fun of someone's ability to read or write.
- Use simple English.
- Use correct spelling and grammar.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion.
- Be aware of the University's Academic Honesty Policy.
- Think before you push the "Send" button.
- Do not hesitate to ask for feedback.

TAMUC Attendance:

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice:

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry:

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law

enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web URL:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Technology Requirements:

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

HOW TO GUIDE – D2L for MKT 529

As the class familiarizes itself with D2L, here are some basic guidelines that will help you fulfill the requirements for MKT 529.

How do I find MKT 529 in D2L?

Log-in to myLeo portal. Click on the D2L icon. Once in D2L, scroll to the bottom of the homepage to My Courses or click on the ‘thumbnail’ icon on the top right hand of the homepage.

How to upload assignment submissions?

Go to the Activities tab (top of the page). Scroll to Assignment. You will find the submission folder for each Case. Click on the appropriate case folder. To upload, click on Add a File. Be sure to hit the ‘Submit’ button.

How to upload the Academic Honesty Policy?

Go to the Activities tab. Scroll to Assignment. Click on Academic Policy. You will find the blank PDF for you to download and sign. To upload the signed PDF, click on Add a File. Be sure to hit the ‘Submit’ button.

How do I participate in the discussion?

Be sure to pay close attention to the deadlines. There is no make up for missed postings.

A Discussion module or tab is assigned per Unit. Click on the appropriate Unit [see Course Schedule] and its corresponding Discussion.

- If starting a new thread, click on the “Start a New Thread’ button. Compose a title and your contents.
- If responding to an existing thread, click on the title of the thread then click on ‘Reply to Thread.’
- If responding to an existing reply – use the “reply” button found within the text box of the posting you are replying.

What do I need to do to comply with the minimum posting requirement?

Posting #1 – Assignment question – Use START A NEW THREAD;

Posting #2 - Interact during the discussion cycle either by responding to your colleagues' and/or Dr. Mintu's postings – Use REPLY TO THREAD or REPLY;

Posting #3 - Interact during the discussion cycle either by responding to your colleagues' and/or Dr. Mintu's postings – Use REPLY TO THREAD or REPLY.

Where do I find my exams?

Scroll down and click on Other Grade Requirements tab (after Week #11).

Where do I find my exam grades and how do I view my exam in its entirety?

To find grade - Click on the Grades tab at the top left hand of your course page.

To view exam - Click Class Progress; Click on Quizzes; Click Details; Click on Attempt 1
Then the quiz/test will pop up.