

Commerce 1MA3 Introduction to Marketing Fall 2026 Course Outline

Marketing Area DeGroote School of Business McMaster University

COURSE OBJECTIVE

This course introduces the conceptual underpinnings and operational facets of marketing with a primarily consumer (as opposed to industrial) focus.

Antirequisite(s): IBH 2AA3 and COMMERCE 2MA3

INSTRUCTOR AND CONTACT INFORMATION

Section C01 **Professor Ayush Suri**

Instructor
suria@mcmaster.ca
Office Hours:
Wednesdays 2:30 pm – 4:00 pm
Please book by email in advance.

Section C02 **Professor Rehan Khan**

Instructor
khanr137@mcmaster.ca
Office Hours:
Fridays 11:30 am – 1:00 pm
Please book by email in advance.

Teaching Assistants

Teaching assistant information will be posted on Avenue.

Course website: <http://avenue.mcmaster.ca>

COURSE ELEMENTS

Credit Value: 3	Leadership: Yes	IT skills: Yes	Global view: Yes
Avenue: Yes	Ethics: Yes	Numeracy: Yes	Written skills: Yes
Participation: Yes	Innovation: Yes	Group work: Yes	Oral skills: Yes
Evidence-based: Yes	Experiential: Yes	Final Exam: Yes	Guest speaker(s): No

COURSE INFORMATION

Lectures: 3 hours x1/week

Course Delivery Mode: In-person

COURSE DESCRIPTION

Marketing is a core business function: it is the process by which individuals and organizations get what they need or want by creating and exchanging goods, services or anything of value with others. You will be introduced to the marketing environment and the forces (namely social, economic, regulatory, competitive, and technological) that affect decision-making. As well, the importance of global marketing and ethical decision-making will be reviewed.

During this course, students will learn about the 4Ps of marketing: product, price, promotion, and place. The philosophy of the course is: *fundamentals, today*. While the focus will be on the fundamentals of marketing (i.e. theory), integrated throughout the course you will be exposed to tools, strategies, and industry examples of how those fundamentals are applied today. Marketing is rapidly changing with the advent of new technologies and changing expectations, how best a business can adapt to those changes may dictate their future success.

The fundamentals and recent concepts learned over the term will be integrated in your group work submissions. This exposure will give you an appreciation of Marketing as it is really practiced, and it will be the foundation for future marketing courses. It is through this group work that you will develop and experience some of the course elements such as participation, leadership, numeracy, oral skills, written skills, and IT skills.

LEARNING OUTCOMES

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

1. Understand the principles, techniques, and terms used by marketing practitioners;
2. Formulate a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis as it applies to your chosen industry and venture, within the Canadian marketplace;
3. Write business reports that integrate your research and analysis;
4. Apply ethical principles and practices in marketing research; and
5. Develop your time management, organization, communication (both oral and written), and research skills while working in a team.

COURSE MATERIALS AND READINGS

Required:

There is a required textbook for this course. It is titled MARKETING, 2026 Release – by Grewal, Levy, Lichti and Ling. This Fall, our course will be participating in the Immediate Access Program through the Campus Store. Through the Immediate Access program, you will receive the required textbook for our course in a digital, rather than print, format on the first day of class. You will be able to access the materials through Avenue to Learn. If you prefer a print version of the textbook, you can purchase it through Connect as part of the program.

The textbook, MARKETING (ISBN: 9781264879861), includes access to Connect with Smartbook for 12 months:

In partnering with the Campus Store to participate in this Immediate Access program, bookstore staff have been able to negotiate special pricing for the e-text and Connect. **The price will be \$85.95.** This is a significant savings in the required course materials for this course. As part of the Immediate Access program, the cost of the required textbook will be due in your student account after the add/drop date for the course (**September 18th, 2026**).

* You will need access to Connect which will be used for Smartbook and Class Activity assignments (see the section on Connect on page 6). If you purchase a secondhand textbook, you must still obtain a valid Connect access code to complete required coursework.

* See the accompanying file detailing the price you will pay and associated access that you will receive.

COURSE OVERVIEW AND ASSESSMENT

Course Expectations

1. Attendance: It is our expectation that you attend **every** class. Regularly attending class has been found to correlate with success in this course and success in the Commerce program.
2. Although the perception of Marketing is that it is heavily qualitative, the reality is that there is a great deal of theoretical concepts and quantitative analysis that inform the practice and understanding of Marketing. Such concepts are better understood when students actively keep up with the core material, engage in dialogues, question the theoretical concepts, and participate in class activities and related group work. Time will be allocated to optimize this learning approach.

3. Group Work: From the beginning, we will develop groups of 5 students, that will work together for the semester. You will work as a group on several assignments and on two written reports which are core requirements of the course.
4. You will also learn best if you read the course materials before they are covered in class. To motivate you to read the course materials in advance and aid in your learning, you are expected to complete the required Smartbook assignments prior to the material being covered in class (see the section below on Connect Smartbook). Reading the assigned chapter(s), week by week, is strongly conducive to success in this course.

Learning results from lectures, online class activities, group work, and out-of-class preparation. All work will be evaluated on an individual basis except for the marketing report (report one and report two) where group work is mandated. Group members will share the same grade adjusted by the Peer Evaluation process. No extra assignments will be considered for this course. Your final grade will be calculated as follows:

Components and Weights

In-class test	First class of Week 4, 30 minutes duration	5%
Midterm exam	Friday, November 13, 2026: 7:00 PM – 9:00 PM	20%
Final exam cumulative	Date and schedule to be finalized by Office of the Registrar	30%
Team Contract	Due September 25, 2026 (mandatory)	0%
Concept Approval	Due by October 9, 2026 at the latest (mandatory)	0%
Report One	Tuesday, October 27, 2026	12%
Report Two	Tuesday, November 24, 2026	13%
Class Activities	Class exercises and activities administered through Connect. Lowest activity grade will be dropped at the end of the semester.	8%
Smartbook	Assignments to be completed prior to attending class. Administered through Connect/Smartbook. See below for additional information and deadlines.	7%
Attendance	Attendance taken through TopHat. See below for additional information on how attendance is graded.	5%
Total:		100%

NOTE: The instructor reserves the right to modify these weightings during the semester; dates are tentative.

NOTE: Any student who does not sign the team contract will receive a grade of 0% on the two group reports. Any group that does not submit the Concept Approval form will not receive a grade for Report One and Report Two of the group project.

NOTE: The Team Project must be submitted online through Avenue. The Team Project is due by 4:00 PM EST on the due date. No extension will be approved for this component. A 25% penalty will apply to any late report within the first 24 hours following the deadline; after this the mark will be zero.

NOTE: The use of a McMaster standard calculator is allowed during examinations in this course. <https://secretariat.mcmaster.ca/app/uploads/2019/06/Undergraduate-Examinations-Policy.pdf>

Grade Conversion

At the end of the course your overall percentage grade will be converted to your letter grade in accordance with the following conversion scheme.

LETTER GRADE	PERCENT	LETTER GRADE	PERCENT
A+	90 – 100	C+	67 – 69
A	85 – 89	C	63 – 66
A-	80 – 84	C-	60 – 62
B+	77 – 79	D+	57 – 59
B	73 – 76	D	53 – 56
B-	70 – 72	D-	50 – 52
		F	00 – 49

Commerce 1MA3 MSAF Policy

Once your MSAF is approved, the student must:

1. Consult and follow the table below for missed work
AND
2. Immediately follow up with your instructor regarding your MSAF

Course Component	Result after MSAF is submitted to instructor's email and Approved
In-class Test (5% of final grade)	5% is added to the value of the final exam
Midterm Exam (20% of final grade)	20% is added to the value of the final exam. If no MSAF is approved for a missed midterm, a score of 0% will be recorded as the midterm grade.
Class Activities (Each activity worth ~1% of final grade)	Students will have the option to either have the 1% added to the value of the other Class Activities or to receive a 48-hour extension on the original deadline.
Smartbook (Each chapter worth ~.6% of final grade)	Students will have the option to either have the .6% added to the value of the other Smartbook chapters or to receive a 48-hour extension on the original deadline.
Attendance	Attendance for the duration of the MSAF will be counted as present.

NOTE: The McMaster Student Absence Form (MSAF) will **not** be accepted for your group assignment.

NOTE: Missed Final Exams will follow McMaster University's [undergraduate examination policies](#). Refer to your home faculty's website for your faculty specific policies and procedures. Commerce students may review the DeGroote School of Business' policy [here](#).

COURSE DELIVERABLES

This course will be delivered in-person. Please refer to your section's A2L page throughout the semester for any new details relating to content delivery. Review the Course Schedule and complete any assigned work (e.g., Connect chapter, reading the textbook chapters) before class. Common courtesy is expected throughout the term.

Arrive to the lectures **on time**. Stay focused on course content. Do not be distracted by your devices. If there are any announcements to be made, they will be made at the beginning of each class.

In-class test (5%) - Individual

During the first class of week 4, an in-class test will take place. This test will be 30 minutes in duration and will cover the first two chapters of the course. This test will give students practice with university level questions and guide expectations on what to expect for the exams during the rest of the term. Further details regarding the date of the in-class test will be shared by your instructor.

Exams (50%) - Individual

Exams consist of theory and application-based questions. The exam will cover course content that includes material from the textbook, readings, class lectures, class activities and class discussions. The mid term exam will cover the first half of the course (exact chapters will be confirmed on Avenue), and the final exam will be cumulative. Attending class and active participation with class activities will be critical to fully understand concepts.

The midterm and the final exam are both two hours in length and will be in-person. Other exam details will be communicated in class.

Connect: Smartbook and Class Activities (15%) - Individual

Throughout the term you will be required to complete a series of assignments through an online platform provided by McGraw Hill called Connect. There will be two different types of assignments you will complete (Smartbook and Class Activities).

Through the Immediate Access Program, you will have access to Connect starting the first day of class. You will be able to access Connect through Avenue to Learn. Connect is a Web-based learning solution that includes Smartbook. Smartbook is a digital version of the course textbook. It contains the same content within the textbook. Unlike a typical eBook, Smartbook actively tailors that content to each learner's needs by continually adapting to provide the optimal study path for each learner.

Within Smartbook, you are encouraged to complete at least eleven chapters throughout the term by each deadline. Chapters 1 to 3 are due Monday September 21 (11:59 p.m.). After this, correctly answer all of the chapter specific questions by the Monday night before the chapter is scheduled to be covered in class (as per the Course Schedule on Page 17 of this document; *i.e.*, *Chapter 7 is covered the week of September 29 and you would complete the Chapter 7 Smartbook by Monday September 28*), no later than 11:59 p.m.

You will earn a total of 7% of your final grade if you complete all the questions by the deadlines. Partial marks (based on the correct percentage completed by the deadline) are possible. For incorrectly answered questions, the system will generate additional questions until it is satisfied that you are knowledgeable on the concept. That is, for Smartbook you are being marked only on completion and not accuracy (there are no marks deducted for wrong answers, marks are only awarded for correct answers). For optimal results, work ahead and be sure to schedule sufficient time for this work. Refresh your page regularly. **At the end of the semester, your lowest 4 chapter marks from Chapters 4-16 will be dropped. This will happen automatically, and you do not need to contact your instructor for this to occur.** While you are not required to complete every chapter for a complete Smartbook grade, for optimal learning we recommend that you complete every chapter of Smartbook.

Class activities will be worth a total of 8% of your final grade. Throughout the semester, you will also be required to complete assignments in Connect. It will be difficult to navigate on a smart phone, therefore **a laptop or desktop is preferred and recommended** for the completion of these assignments. These assignments will open right after class ends and will stay open for a total of 24 hours (E.g., Opens on Tuesday at 2:30 p.m. after class, and closes on Wednesday at 2:29 p.m.). At the end of the semester, your lowest class activity grade will be dropped. This will happen automatically, and you do not need to contact your instructor for this to occur.

Attendance (5%) – Individual

Regularly attending class has been found to correlate with success in this course and success in the Commerce program. During each class, a Top Hat code will be shared by the instructor with the students. Students who are in the classroom will enter that code into the Top Hat platform to verify their attendance in class for that day. At the end of the semester, you will be graded on attendance as follows:

- Attended 6 classes or roughly 50% of classes = 2.5/5 marks or 50%
- Attended 8 classes or roughly 70% of classes = 4/5 marks or 80%
- Attended 10 classes or roughly 85% of classes = 5/5 marks or 100%

We will be using Top Hat (<https://tophat.com>) for recording class attendance. For instructions on how to download the Top Hat app, please refer to Top Hat's [Student's Getting Started Guide online](#).

Important Notes on Attendance Tracking:

- It is your responsibility to ensure your attendance is recorded correctly. You can verify this by checking your Top Hat grade book after each class.
- If you believe there is an error in your attendance record, you must email your **Teaching Assistant** within **3 business days** of the class in question. Requests submitted after this period will **not** be considered, and no retroactive changes will be made.

Getting Started: Enrolling into your course:

Do **not** enrol into the Top Hat course directly. To enrol correctly into your course, you must first go to our Avenue to Learn course shell for Commerce 1MA3, click on Content, and then click on the Top Hat folder. Please note you cannot create a Top Hat account or enroll in the course through the mobile applications, you must use a web browser.

Pressing the Top Hat link in our Avenue to Learn course shell directly will also ensure you are enrolled into the correct course section of Commerce 1MA3 in Top Hat.

Once you have clicked the Top Hat link in Avenue to Learn, you will be directed to Top Hat automatically (turn off any pop-up blockers). You will have the option to either create a student account or log in to an existing Top Hat account. If you are signing up for Top Hat the first time, please use your official school email address and use a web browser to complete the process.

Important! Use your McMaster University issued email address to create your Top Hat account.

Please note you cannot create a Top Hat account or enroll in the course through the mobile applications. You may see the message "Account not active or Additional Materials Required" when attempting to enrol in the Top Hat Course via the mobile app. To resolve this, please first enrol on a web browser (Google Chrome or Firefox is recommended for the best experience).

Once you have successfully linked your Avenue to Learn and Top Hat account, you may log-in and access Top Hat directly using the mobile application.

Group Work (25%) - Group

You will form a group of five students to complete a semester-long group project in which your group develops a **new product or service for Canadian consumers** and builds a marketing plan for it. Think of your group as the founding team of a new venture. The project has two parts. Part 1 identifies an unmet consumer need, develops and selects a concept that addresses it, and assesses whether the concept is viable. Part 2 builds the marketing strategy for that concept: segmentation, targeting, positioning, and the marketing mix. Treat both parts as one connected marketing plan.

You are expected to contribute consistently and equally to group work. Groups can meet in person or virtually using a variety of communication tools and platforms. Note the Citation Guide, which is based on the Chicago Manual of Style, 18th edition. The use of an alternate citation style (e.g., MLA or APA) will result in a zero grade for the assignment.

A. Team Contract (0%)

When creating your mandatory Team Contract, follow the content and formatting requirements posted on Avenue. Take the Team Contract seriously, as it sets out the group's expectations throughout the term. Your contract should also state how the group will use generative AI (which tools, for what purposes, and how use will be recorded) so that all members share the same expectations.

B. Concept Approval (0%) – due Week 5

Submit the one-page Concept Approval Form (posted on Avenue) by the end of Week 5, identifying the unmet consumer need your group has researched and the concept you intend to pursue. A TA will mark the form and return feedback approximately one week after the deadline. The instructor may ask you to revise a concept that is not new, is not B2C, is not feasible, is too similar to another

group's, or falls outside the constraints below. Any change of concept after approval must itself be approved by a TA and documented in your Idea Development Record. The deadline for concept changes is one week before the Part 1 due date; after that, no changes will be entertained.

Constraints on your concept

Your product or service must:

- be sold primarily to consumers (B2C) in the Canadian market;
- be new – not currently available in Canada in that form. A meaningful improvement on an existing offering is acceptable if you can clearly state what is different and why consumers would care. A copy of an existing product with a new name is not acceptable;
- be feasible with existing (or near-term) technology and launchable within roughly three years;
- operate in an industry you can define by NAICS code, with at least three identifiable competitors or substitute solutions that consumers currently use to address the need;
- be legal to sell in Canada and appropriate for a classroom setting. The following categories are excluded: cannabis; gambling and betting; tobacco, vaping and nicotine products; firearms and weapons; pornography and sexually explicit products or services; and any other concept the instructor judges inappropriate or likely to distract from the marketing focus of the assignment. A concept may not duplicate a business that a group member already operates.

We will discuss what makes a strong concept in class.

C. Report One (12%) – Opportunity Identification and Situation Analysis

Part 1 answers the question: **is there a real consumer need here, and is our concept a viable way to meet it?** The report is formatted using the following sections:

- i. Introduction
- ii. The Unmet Consumer Need
- iii. Ideation and Concept Selection
- iv. Industry and Competitive Context
- v. SWOT Analysis of the Concept
- vi. Conclusion: Viability Assessment

Part 1 also requires two appendices: **Appendix A – Idea Development Record** and **Appendix B – AI Use Statement**. See the Part 1 Guidelines.

D. Report Two (13%) – Marketing Strategy: STP and the Marketing Mix

Part 2 builds on the same concept (as modified by your Part 1 conclusions) and contains:

- i. Introduction
- ii. Segmentation
- iii. Targeting
- iv. Positioning
- v. Marketing Mix Strategy: Product, Place, Promotional and Pricing strategy
- vi. Conclusion

Part 2 also requires **Appendix B – AI Use Statement**.

Use of Generative AI in the Group Project

Students may use generative AI in this project for brainstorming, idea generation, critique, outlining, and editing their own work, within the assessment guidelines set out below and in the Part 1 and Part 2 Guidelines, so long as the use of generative AI is disclosed in the AI Use Statement and, where AI-generated text is quoted, cited following the citation instructions in the Citation Guide. Use of generative AI outside the stated uses, or without disclosure or citation, will constitute academic dishonesty. It is the student's responsibility to be clear on the limitations for use and on the expectations for disclosure, citation and reference, and to meet them. This statement follows McMaster's Guidelines on the Use of Generative AI in Teaching and Learning ("Some Use Permitted").

Recommended tool. McMaster's Guidelines direct students to institutionally supported tools, and the university holds an enterprise license for Microsoft Copilot. All students are encouraged to use **Microsoft Copilot signed in with their MacID**, which University Technology Services describes as running in protected mode, meaning conversation data is not used to train the model. Other tools may be used, but Copilot is the university-supported option. Do not enter personal, health, or other sensitive information into any generative AI tool.

Permitted. Your group may use generative AI tools (e.g., ChatGPT, Microsoft Copilot, Claude, Gemini) to: brainstorm and generate candidate ideas; critique, question, and stress-test your own ideas and arguments; suggest search terms, data sources, and types of evidence to look for; explain course concepts; and improve the clarity of text your group has written. One of the most useful and productive ways to use these tools in this project is **targeted brainstorming** – feeding the tool your own research and constraints, generating many alternatives, and then challenging and narrowing them. Section 3 of the assignment package explains what this looks like.

Not permitted. Generative AI may not be used to: write the report's analysis or sections in place of your group's own work; supply statistics, facts, quotations, or sources that you have not verified by locating and reading the original source; or complete the Team Contract, Group Logs, Concept Approval Form, or peer evaluations. Any AI-generated text that you include verbatim must be quoted and cited according to the Citation Guide.

Disclosure is mandatory. Every submission must include an AI Use Statement (Appendix B) signed by all group members, even if the statement is "no generative AI was used." Consistent with McMaster's guidelines, undisclosed use of generative AI in this project is academic misconduct and will be dealt with under the Academic Integrity Policy. Fabricated sources or statistics – whether produced by AI or otherwise – are also academic misconduct.

Using AI is optional. Groups are graded on the quality of their thinking and evidence, not on whether they used AI. A group that brainstorms without AI and documents its process well can earn full marks on every criterion.

Marking Scheme for Both Parts

Each group will receive a grade out of a maximum of 25% [Part 1 – 12%; Part 2 – 13%] of their final grade for these reports. At the Instructor's discretion, group members may be required to evaluate their personal performance and the performance of every individual in the group. Working in a group can be simultaneously rewarding and challenging both in a university and work setting. Group membership gives experience in managing group dynamics, workflow and output. It is not unusual in

practice that some group members contribute more than others. Contribution can be weighted through peer evaluation, the mechanism of which will be outlined by the Instructor in class.

Part 1 [to a maximum of 12% of final grade]

Component	Weight
Introduction and Conclusion (Viability Assessment)	15%
Unmet Consumer Need Research	15%
Ideation and Concept Selection (including Appendix A – Idea Development Record and documented AI use)	10%
Industry and Competitive Context	20%
SWOT Analysis	25%
Format/Clarity, Referencing, and AI Use Statement	15%

Part 2 [to a maximum of 13% of final grade]

Component	Weight
Introduction and Conclusion	5%
Component 1 – Segmentation / Targeting / Positioning (logical and relevant as drawn from previous research and analysis)	25%
Component 2 – Marketing Mix (Product 13%, Price 12%, Place 12%, Promotion 8%)	45%
Strategic Coherence (unmet need → target market → positioning → marketing mix)	10%
Format/Clarity, Referencing, and AI Use Statement	15%

The two parts are designed to help students develop expertise in: [a] identifying consumer needs and extracting relevant conclusions from research; [b] generating, evaluating and selecting a new product concept, including the intelligent and transparent use of generative AI as a thinking tool; [c] analysing a concept's competitive market position and macroenvironment; and [d] applying course concepts to develop a strategic marketing plan for a new offering. Part 2 assesses what the student has learned during the course – application, communication, and recommendation, as well as creative thought.

Report Formatting

All submitted group work must be typed (except for the Group Log), include a Title Page, and reflect the formatting expectations. Specific requirements for your submissions (e.g., Title Page, Team Contract, Concept Approval Form, and Reports) will be discussed in class and you are expected to incorporate these requirements (refer to Avenue for formatting guidelines, Team Contract format, Group Log format, Appendix A and B templates, and peer evaluation format).

Page limits. The body of each report is limited to 10 pages, double-spaced, NOT including the title page, table of contents, appendices, endnotes, or bibliography. Appendix A (Idea Development Record) is limited to 3 pages (single-spacing and tables permitted). Appendix B (AI Use Statement) has no page limit. Other appendices may be included but the report must stand on its own without them; markers are not required to read appendix material beyond A and B.

Referencing

The Citation Guide (based on the Chicago Manual of Style, 18th edition) outlines how to format course reports. You are required to use this document as it is the only acceptable format, and you will be graded accordingly. For example, a report with footnotes will not be marked, as the required format uses endnotes. Reports should have both endnotes and a Bibliography section.

Guide: <http://library.mcmaster.ca/sites/default/files/businesscitation.pdf>

Every factual claim, statistic, and quotation must be traceable to a source you have located and read. If a generative AI tool pointed you to a source, cite the source, not the AI. If you quote AI-generated text directly, cite it as AI-generated content following the Citation Guide (Chicago Manual of Style, 18th edition). McMaster's general guidance on citing and acknowledging generative AI is available from McMaster Libraries at <https://libguides.mcmaster.ca/cite-gen-ai>; where it differs from the Citation Guide, follow the Citation Guide.

Group Logs

After each team meeting, complete a Group Log entry in the format posted on Avenue, recording the members present, decisions made, and each member's contributions. Keep your Group Logs current; they inform the instructor's view of progress and contribution over the term and will be reviewed if peer evaluation results are disputed.

Penalties

A penalty will be applied to reports for any of the following: (1) missing Group Logs; (2) incomplete Group Logs; (3) a missing Title Page; (4) a missing or unsigned Appendix B – AI Use Statement; (5) a missing Appendix A – Idea Development Record (Part 1); (6) exceeding the page limits.

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.

Students who have concerns about the course content, evaluation methods, or delivery should first reach out to the course instructor. If your concern remains unresolved after speaking with the instructor, you may then reach out to the Marketing Area Chair, Professor Mandeep Malik for further consideration.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work” and the link below;

<http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

NOTES:

- The McMaster Student Absence Form (MSAF) will **not** be accepted for your group assignment.
- It is University policy that examination results cannot be changed if an examination was written while sick or under the influence of a crisis or compassionate situation. In such situations, speak directly with your Academic Advisor before any deadlines so that you can explore next steps.
- *Non-Commerce students must follow the Missed Course Work protocols outlined by their home faculty and program office.

GENERATIVE AI

Students may use generative AI in this course in accordance with the guidelines outlined for each assessment, and so long as the use of generative AI is referenced and cited following [citation instructions](#) given by McMaster University’s Library. Use of generative AI outside assessment guidelines or without citation will constitute academic dishonesty. It is the student’s responsibility to be clear on the limitations for use for each assessment and to be clear on the expectations for citation and reference and to do so appropriately.

ACADEMIC INTEGRITY

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. **It is your responsibility to understand what constitutes academic dishonesty.**

Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university.

For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/), located at <https://secretariat.mcmaster.ca/university-policies-procedures-guidelines/>

The following illustrates only three forms of academic dishonesty:

- plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
- improper collaboration in group work.
- copying or using unauthorized aids in tests and examinations.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster’s use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. e-mail, Avenue to Learn (A2L), web pages, TopHat, MS Teams, etc.). Students should be aware that, when they access the electronic components of a course using these elements, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course.

The available information is dependent on the technology used. Continuation in a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the [Code of Student Rights & Responsibilities](#) (the “Code”). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students’ access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

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

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the [RISO](#) policy. Students should submit their request to their Faculty Office ***normally within 10 working days*** of the beginning of term in which they anticipate a need for accommodation or to the Registrar's Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

EXTREME CIRCUMSTANCES

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

RESEARCH USING HUMAN SUBJECTS

All researchers conducting research that involves human participants, their records or their biological material are required to receive approval from one of McMaster's Research Ethics Boards before (a) they can recruit participants and (b) collect or access their data. Failure to comply with relevant policies is a research misconduct matter. Contact these boards for further information about your requirements and the application process.

McMaster Research Ethics Board (General board): <https://reo.mcmaster.ca/>

Hamilton Integrated Research Ethics Board (Medical board): <http://www.hireb.ca/>

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in Commerce 1MA3 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.

PLACES TO GET HELP WITH YOUR WORK

Attend class regularly as this will contribute to a stronger academic performance in this course and contact your Instructor if you have any concerns. In addition to *Connect* (online textbook resources), there are other resources and activities that you can consider to achieve your academic goals.

i) Research: Innis Library, Online Tutorials, and Course Guide

Innis Library staff can provide research assistance. Additional resources include online tutorials that illustrate how to efficiently search databases (<https://libguides.mcmaster.ca/?b=s>) and the course research guide, Finding Canadian Business Information <https://libguides.mcmaster.ca/commerce1ma3>.

ii) Student Success Centre: <http://studentsuccess.mcmaster.ca/index.php>

The Student Success Centre offers academic skills workshops that assist with the development of many academic and life skills. When on the site, you may also learn more about the academic support programs provided by the Student Success Centre that include skill development, learning effective strategies and resource support.

iii) Create a Study Group

A study group may contribute to a more productive studying experience. The study group should not replace individual studying as its value is to enhance what you have already (independently) learned and provide guidance on areas to focus on for additional independent studying.

Commerce 1MA3 – Course Schedule Introduction to Marketing

Week #	Topics	Source	Due/ Other Topics
1 Sept.8	Course Intro Overview of Marketing	Course outline Chapter 1	
2 Sept.15	Strategic Planning in Marketing	Chapters 2	Final names of group members – September 17
3 Sept.22	Marketing Environment	Chapter 3	Team contract due
4 Sept.29	Marketing Research	Chapter 7	In-class Test on Chapters 1-2
5 Oct.6	Consumer Behavior Segmentation, Targeting, and Positioning	Chapter 4 Chapter 6	
	Oct 12 – Oct 18 Mid-term recess		
6 Oct.20	Developing New Products	Chapter 8	
7 Oct.27	Product, Branding, and Packaging	Chapter 9	Report 1 due October 27
8 Nov.3	Services Marketing Pricing Concepts and Strategies	Chapter 10 Chapter 11	
9 Nov.10	Distribution Channels Multichannel and Retail Marketing	Chapter 12 Chapter 13	Midterm November 13, 7:00 pm- 9:00 pm
10 Nov.17	Integrated Marketing Communications	Chapter 14	
11 Nov.24	Promotion and Personal Selling	Chapter 15	Report 2 due November 24
12 Dec.1	Digital Marketing	Chapter 16	
13 Dec.8	Review for Final Exam		