

MKTG 3839

Retailing – Spring 2018



Classroom and Time:
9:30-10:45 AM: Adamson 117
This is a hybrid class~ check calendar for in-class dates

Instructor: Simone L. Lee, MBA **Phone:** 678-839-6318
Office: Miller Hall 2311 **E-mail:** simonelee@westga.edu

Office Hours*: T/Th @ 8:00 AM-9:20 AM, 11:00 AM -12:15 PM or by appointment

*Please note that office hours do not pertain to holidays or finals week and because of faculty meetings and meetings with other students- I may not be in my office, so it is important to check with me first. Scheduling appointments via email is best.

I. Textbook

Retail 101: The Guide to Managing and Marketing Your Retail Business, by Nicole L. Reyhle and Jason A. Prescott- Published by: McGraw Hill

II. Course Description

This is a study of administration and strategic planning in large and small retail firms. This course looks at the management of retail functions. The topics covered include stock planning, inventory control, markup and pricing, merchandising, retail promotion, store location, design and layout, information systems, legal and ethical issues, and international retailing.

III. Introduction

This course is designed to help the student gain an appreciation for the way retail works (SWOT). Students will gain and understand retail terminology and concepts and develop an ability to use specific retail marketing tools successfully. Students will achieve these concepts through class discussions, text, quizzes and reflections, group projects and lectures by local retailers.

IV. Pre-Requisites

The student is required to have successfully completed MKTG 3803 (Principles of Marketing).

V. Learning Goals

After completion of this course the student will be able to:

- Know what problems and opportunities face retailers. (MG 1)
- Have an understanding and familiarization with retail terminology including key retail concepts. (MG 1)
- Be able to successfully use retail tools: Retailing pricing practices and merchandising planning and ordering. (MG 2)
- Understand the basic dimensions of retailing. (MG 1)
- Have an understanding of retail administration. (MG 1)
- Understand how various factors influence consumer behavior and expenditure patterns. (MG 1)
- Understand what ethical and moral issues there are to be confronted. (LG 5)

VI. Course Format

Lecture: Lectures will cover specific topics in retail. The course schedule lists specific topics covered on each class date along with referenced book chapters. Note: There will be material covered in class that cannot be found in your book! **I post new content, information, and announcements into the**

ANNOUNCEMENT section of CourseDen, so it is important to check this section OFTEN. I also reserve the right to change the order of material presented. Material may be subject to change.

VII. Course Requirements and Conduct - Student Responsibilities:

1. Attend class, prepared to discuss and apply concepts from assigned readings. This includes having the text, handouts, and other materials readily available and well organized for class.
2. Be responsible for the readings assigned in class and in the course syllabus, whether or not the material is explicitly covered by the instructor during class.
3. Contribute to class discussions.
4. Turn in or meet all assignments on schedule.
5. Any student who misses class (or any portion of a class) is responsible for the content missed. While I am glad to assist students who may need help with a particular concept or assignment, such assistance is not designed to replace class time. Any student who misses class should take steps to get notes, assignments, copies of handouts, class schedule changes, etc. from another student(s). If additional assistance is needed, please see me during office hours. Class time is valuable and will not be used to go over material for students missing class. Class material will only be retaught/reviewed when it is judged appropriate for the class as a whole.
6. Always Engage in Academic Honesty: Students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they present for credit only the results of their own efforts. Students should be familiar with the University's policy on issues such as:
 - Plagiarism,
 - Cheating on Examinations,
 - Unauthorized Collaboration,
 - Falsification,
 - Multiple Submissions. It will be considered an act of academic dishonesty for a student to submit work done in any other class for credit toward the completion of this course.

Failure to comply with these standards will result in a zero for that portion of the grade, as a minimum sanction. Lack of knowledge of this policy is not an acceptable defense to any academic dishonesty charge.

7. Adhere to University Policies: It is your responsibility to be aware and follow all guidelines and policies as presented in the University Bulletin. This includes *and is not limited to* the "Campus Carry Legislation: HB280". Updated information can be found: www.usg.edu/hb280
8. Recognize that in addition to reading from the text and assigned readings, everything presented in class by the instructor, guest speakers or other students will be considered for inclusion on quizzes and exams.
9. Professional behavior is expected in the classroom. We follow the **WOLF PACT**. All students are expected to treat each other, the instructor, and guests with courtesy at all times. Side conversations are disruptive and inappropriate whether the instructor or another student is speaking. Comments regarding course difficulty, class dismissal time, etc. are also inappropriate. Talk to the instructor privately if you have a concern.

10. Being on time: Class starts at 9:30 AM, which means that you need to be in your seat by 9:30 AM.
11. Student Rights and Responsibilities: Please carefully review the information at the following link: [http://www.westga.edu/assetsDept/vpaa/Common Language for Course Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common%20Language%20for%20Course%20Syllabi.pdf)
The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.
12. Credit Hour Policy (3 credit hours): For approximately fifteen weeks, students in this class will generally spend 150 minutes with direct faculty instruction (either face-to-face or online) and work about 360 minutes outside of the classroom each week. This out-of-class work may include, but is not limited to, readings, assignments, projects, group work, research, and test preparation.

VIII. Course Evaluation:

1. **Exams:** No exams.
2. **Quizzes:** There will be 3 quizzes. The quizzes **cannot** be made up, **NO EXCEPTIONS.**
3. **Grading:** Your grade will be based on class participation/homework assignments/quizzes and a final group project.
I open up grades in CourseDen, so that you can see what your running average is. I WILL NOT calculate your grades for you. It is your responsibility. I will not answer questions, such as: "What do I need to make on my group project in order to get an A in class."
NOTE: If you miss 3 or more classes your final grade will be lowered by one letter grade. Class participation is a major factor in this class.

Reflections and Class Participation- **40%**

Quizzes (3)- **20%**

Team Work and Team Assignment- **40%**

A- 90-100

B- 80-89

C- 70-79

D- 60-69

F- 59-

IX. Exam and Assignment Due Date Policies:

Late assignments will not be taken unless:

- (1) there is an emergency which the student discusses with me **BEFORE** missing the assignment and
- (2) documentation of the emergency situation is provided. Students not abiding by these policies will receive a zero.

Unexcused absence: Students missing more than 3 classes may be administratively withdrawn from the course by the instructor for excess absences. Administrative withdrawals follow the same grading guidelines outlined in the registration bulletin. Since this is a hybrid class, if you have **3 or more** unexcused absences your final grade will be lowered by 1 letter grade. Any documentation for

absences must be emailed to me as soon as possible or provided to me by the next class you attend after the absence.

- Please note, that most Reflections (assignment) are based off our in-class guest lecturers. If you are NOT in class the day of the guest lecture, you cannot write a reflection and you will receive a 0. Once the lectures start, the classroom doors will be closed. So make sure you are in the class BEFORE 9:30 AM. Special circumstances will be considered on a case-by-case basis, and must be discussed with me~ with as much advanced notice as possible.

Other important information:

UWG Online Help Desk (CourseDen help)

Monday - Friday 8:00 AM - 5:00 PM

678-839-6248

online@westga.edu

or 1-855-933-UWGO (8946)

Chat With Us: <http://uwaonline.westga.edu/chat-with-us.php>

24-Hour Help for Current Faculty & Students Only Covers CourseDen (D2L) & Blackboard Collaborate

<https://D2Lhelp.view.usa.edu> (toll-free and live chat options available on this website)

Notes:

All class communications with me should be through **your MyUWG account** emailed in CourseDen or (simonelee@westga.edu) [University Policy]. The course syllabus provides a general plan for the course. However, deviations may be necessary. **It is your responsibility to stay informed of any changes, new assignments, due dates, or any other information that arises.... these announcements/information will appear in CourseDen (especially in the Announcement section), so make sure you check often!**

Please come to class on time and turn off all electronic devices that emit sounds and noises that may interrupt the class (e.g., cell phones, pagers, watch alarms, etc.). Text messaging or other forms of using cell phones for entertainment during class are not professional and will not be tolerated.

When emailing/messaging me or your classmates, professional behavior and grammar are expected. I will NOT respond to messages that do not follow this protocol.

I am here to help you. If you need to reach me, please do so via email. I will get back to you as soon as I can, please remember that I may or may not check email on the weekend, holidays, or breaks.

Please provide your name, name of the course, and your phone number in each correspondence.



Have an Awesome Semester!

Simone L. Lee, MBA

simonelee@westga.edu



The **Wolf Pact** is a commitment by the Richards College of Business family to **honesty**, **integrity**, and **professionalism**, accountability for **ethical** behavior, respect for the rights, differences and dignity of others.

The **Wolf Pact** matters because we believe these values are essential to student development; whether personal, academic, or professional. Most importantly-establishing yourself as an honest person of integrity, who acts in a professional and ethical manner- will be as important as the academic skills you learn in the Richards College of Business.