



BUSINESS SCHOOL
Te Kura Pakihi

MART 308 Integrated Digital Marketing

COURSE OUTLINE

Semester One, 2019

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The University of Otago's Graduate Profile

All graduates of the University of Otago are expected to have the graduate profile in the box below. Not all of that profile is expected to be included in any one paper. This paper will focus on the *italicized* items.

Graduate attributes

All University of Otago graduates will possess a deep, coherent and extensive knowledge of at least one discipline, coupled with knowledge of the fundamental contribution of research to that discipline. In addition, all Otago graduates will possess, to varying degrees, the following sets of attributes:

These attributes involve substantial affective elements:

Global perspective

Appreciation of global perspectives in the chosen discipline(s) and the nature of global citizenship

Interdisciplinary perspective

Commitment to intellectual openness and curiosity, and the awareness of the limits of current knowledge and of the links amongst disciplines

Lifelong learning

Commitment to the on-going acquisition of new knowledge and new skills, and an ability to apply these to an ever-changing environment

Scholarship

Commitment to the fundamental importance of the acquisition and development of knowledge and understanding

These attributes include those most often sought by employers:

Communication

Ability to communicate information, arguments and analyses effectively, both orally and in writing

Critical thinking

Ability to analyse issues logically, to challenge conventional assumptions, to consider different options and viewpoints, make informed decisions and act with flexibility, adaptability and creativity

Cultural understanding

Knowledge and appreciation of biculturalism within the framework of the Treaty of Waitangi; knowledge and appreciation of multiculturalism; and an ability to apply such knowledge in a culturally appropriate manner.

Ethics

Knowledge of ethics and ethical standards and an ability to apply these with a sense of responsibility within the workplace and community

Environmental literacy

Basic understanding of the principles that govern natural systems, the effects of human activity on these systems, and the cultures and economies that interact with those systems

Information literacy

Ability to apply specific skills in acquiring, organising, analysing, evaluating and presenting information, in particular recognising the increasing prominence of digital-based activity

Research

Ability to conduct research by recognising when information is needed, and locating, retrieving, evaluating and using it effectively

Self-motivation

Capacity for self-directed activity and the ability to work independently

Teamwork

Ability to work effectively as both a team leader and a team member

Paper Description and Aims

An introduction to integrated digital marketing. The emphasis is placed on digital marketing as a business philosophy, a broader view of the practice of digital marketing from a consumer viewpoint, consideration of ethical issues, and practical skills and knowledge demanded by employers that will enable graduates to embark on a professional career in the field of marketing.

Semester One

0.15 EFTS

18 points

Prerequisites: 54 200 level points

Learning Outcomes

Upon successful completion of this paper, you should be able to describe the role of information and communication technology in modern business, as it relates to marketing practice at both the strategic and tactical levels. You should also be able to plan and execute an online IMC (Integrated Marketing Communications) campaign using Google AdWords, Google Analytics, HootSuite and MailChimp, and be aware of the design principles for websites and other digital content. Finally, you should be able to use marketing analytics to guide marketing action at both the strategic and tactical levels.

Teaching Staff

You should contact the Paper Administrator, Cathie Child, if you have any administrative enquiries about the paper, e.g. tutorial changes. Lecturers and tutors are not authorised to grant extensions.

Paper Administrator

Name: Cathie Child
Office: OBS 442
Email: cathie.child@otago.ac.nz
Office Hours: Wednesdays and Fridays 13:00–14:30

Lecturer and paper coordinator

Name: Dr. John Williams
Office: OBS 434
Email: john.williams@otago.ac.nz
Office Hours: Please refer to Blackboard

Lecturer

Name: Ms. Leanne Ross
Office: OBS 418
Email: leanne.ross@otago.ac.nz
Office Hours: Please refer to Blackboard

Expectations for Staff Response Time to Email Enquiries – 9am to 5pm, Monday to Friday, email response will generally be within 48 hours. Please be aware that staff are not available to respond to emails between 5pm Friday and 9am Monday.

Course Delivery

Lecture Day/Time: Monday and Tuesday 12:00 - 12:50pm

Room: TBA

Labs Day/Time: Please refer to your eVision timetable. All labs are in NCAL (In Science III)

Every week students must attend **two 50 minute lectures** and **one 110 minute computer lab** starting in the **first** week of the semester.

Lectures present the key conceptual material and may be supported by readings.

Computer labs are interactive sessions in which students will use software and online services to implement the concepts covered in readings and lectures. Also, new and examinable material may be introduced in labs. Every second week (starting in the third week) labs will include an online test. Students will also use an online marketing simulation tool, Mimic Pro, to run a simulated advertising campaign. Part of the internal assessment grade will be derived from student performance on the simulation.

Labs begin in the **first** week of semester. You will be allocated to a lab and this will be available in eVision. Lab times will be posted on Blackboard during the before the start of the semester.

The course schedule details the dates and times of lectures and labs. Note that this schedule may change as the course proceeds. Any changes will be announced at lectures and be detailed on Blackboard.

Students are expected to prepare for and attend all classes to gain full benefit from the course

These activities should be prepared for by reviewing information detailed on Blackboard and completing any assigned readings. Students unable to attend a lecture are expected to catch up on missed material. Unless stated otherwise, all aspects of the course are examinable.

Expectations and Workload

Indicate the amount of time you expect students to spend in class, private study, preparing assignments and other activities. Typical 18-point papers total about 180 hours. [Click here to enter text.](#)

Course Learning Resources

Textbook information. Required and recommended readings (or direct students to Blackboard where these can be found – particularly if the list is extensive)[Click here to enter text.](#)

Blackboard

Blackboard <https://blackboard.otago.ac.nz/> provides you with access to course materials, class notices, and resources. Blackboard is used to email the whole class so it is important that you check your student email and *Blackboard* regularly.

Student Webmail

IMPORTANT - DO THIS NOW:

Forward your University email address to an email address that you use regularly as follows:

1. [Log into your StudentMail account](#) using your student username and password
2. Click **Cog button (top right corner) > Options**
3. Under **Account**, select the **Forward your email** shortcut under the **Short Cuts** menu on the right side of the screen.
4. Under the Forwarding heading, type in the email address you want your email to be forwarded to. You can also choose to have a copy of these emails kept on your StudentMail account, so please check the box if you would like this.
5. Click the **Start forwarding** button.

Assessment

All material presented is examinable (except where stated otherwise) by assignments and the final examination. All-important assessment information such as due dates and times, content, guidelines and so on will be discussed at lectures and, where appropriate, detailed on Blackboard. *Students are responsible for ensuring that they are aware of this information, keeping track of their own progress, and catching up on any missed classes.*

Assessment	% of final grade
1. Semester-long project using Mimic Pro, due 17:00 Friday May 17 th	20
2. Five tests, each worth 3%, in computer labs	15
3. Five software exercises, each worth 3%, in computer labs	15
4. Final exam	50

IMPORTANT: you must bring your Student ID card to the computer lab to be eligible to sit the internal assessment (online tests). Tutors will be checking IDs during the test. *If you do not have your ID on display at your desk you will not get credit for the test.*

If you cannot attend your computer lab to complete your fortnightly test, please contact the course administrator, Cathie Child, well in advance of the scheduled test.

Procedures for online tests

Internal assessment for MART 308 consists of individual online tests to be completed during tutorial times. Because of this, it is essential that students attend the tutorial to which they are assigned. If you cannot attend the tutorial to complete the test, you must contact the paper administrator, Cathie Child, **before** the scheduled time.

Here is what will happen during the tutorials:

- Find a seat so that there is an empty seat on either side of you, if possible
- Immediately log in to Blackboard and navigate to the Assignments page. The link to the test will be there. Click on it but do not start the test.
- Put your Student ID card on the desk beside you, where the tutor can see it and check that it's really you who is taking the test ;-). There should be **nothing else** on the desk. You can live without your phone for 40 minutes, can't you?
- The tutor will ask whether anyone has any questions about the material that has been covered in lectures during the last two weeks.
- When the last question has been answered, the test will begin
- Tutors will not answer any questions (relating to material covered by the test) after the test has begun
- The rules for the test are the same as those for a final examination. In particular, you may not refer to your physical notes, or any other material on your computer or phone, while the test is in progress. You must also not communicate with anyone, either in person or electronically. **Do not leave your phone or any notes etc. on your desk**, or anywhere else visible to you.
- You have 60 minutes to complete the test. However, past experience has shown that capable and diligent students will easily be able to finish the test within 15–25 minutes.
- Each test consists of 20 questions, a mixture of multi-choice and true/false.
- Questions will be presented one at a time
- You cannot go back to change your answer
- There is no penalty for incorrect answers
- After the entire MART 308 class has taken the test, it will be made available for anyone to take at any time (for revision purposes) but subsequent attempts will not contribute anything toward your grade.

Please remember that final exam conditions apply, so if a tutor observes a student breaching the conditions, their student ID number will be recorded and they will be asked to stop the test and leave the room. *No credit will be given for that test.* The student's details may also be entered into the central University system for tracking dishonest practice.

Late Assignments

Please refer to the policy at the back of this course outline.

Maori Language Policy

The University of Otago has a Māori Language Policy which promotes the use of te reo Māori by staff and students. For more detail about this policy and its procedures, go to:

<http://www.otago.ac.nz/administration/policies/otago0003239>

Commerce students who intend to present an assessment or examination in te reo Māori must write to (Manager of Student Administration, Academic Services: student.admin@otago.ac.nz), who will then inform the Head of Department (HoD). This must be done at the beginning of the paper (within the first three weeks of the semester) to allow sufficient time for suitable arrangements to be made for marking, including translation and external assessment (if necessary).

Quality Assurance

At the Otago Business School we monitor the quality of student learning and your learning experience. Your assessed work may be used for assurance of learning processes, such as evaluating the level of achievement of learning outcomes, with the aim of improving the quality of our programmes. All material used for quality assurance purposes will be treated as confidential and the outcome will not affect your grades.

Learning Outcomes

Learning Outcome	Tests	Software exercises	Mimic Pro	Final exam	Total
Understanding online advertising	✓		✓	✓	
Understanding strategic aspects of digital marketing					
Understanding content marketing	✓			✓	
Understanding social media marketing	✓			✓	
Understanding online buyer behaviour	✓		✓	✓	
Understanding marketing analytics	✓	✓		✓	
Developing familiarity with tools		✓	✓		
Total	15	15	20	50	100%
Total					100%

Grading System

The grading scheme used at Otago is:

A+	90-100	C+	60-64
A	85-89	C	55-59
A-	80-84	C-	50-54
B+	75-79	D	40-49
B	70-74	E	<40
B-	65-69		

Academic Integrity

Students should ensure that all submitted work is their own. Plagiarism is a form of academic misconduct (cheating). It is defined as copying or paraphrasing another's work and presenting it as one's own. Any student found responsible for academic misconduct in any piece of work submitted for assessment shall be subject to the University's dishonest practice regulations, which may result in serious penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases, exclusion from the University. The University of Otago reserves the right to use plagiarism detection tools.

Students are advised to inform themselves about University policies concerning dishonest practice and take up opportunities to improve their academic and information literacy. If necessary, seek advice from academic staff, or the Student Learning Centre. The guideline for students is available at this link: <http://www.otago.ac.nz/study/academicintegrity/index.html>

Further information about the Academic Integrity Policy, the Student Academic Misconduct Procedures and the Academic Integrity can be found through the links below. The Academic Integrity website in particular has a number of useful links and suggestions as to where students can get help with referencing issues.

<http://www.otago.ac.nz/administration/policies/otago116838.html>

<http://www.otago.ac.nz/administration/policies/otago116850.html>

Course Calendar

Week	Date	Topic	Instructor & reading	Labs
1	25 Feb 26 Feb	1. A day in the life of a Digital Marketer 2. What is Integrated Digital Marketing?	Guest lecturer John Williams Chapter 1	Practice test Mimic Pro intro
2	4 Mar 5 Mar	3. Overview of digital IMC 4. Adtech and the advertising economy	John Williams Chapter 7	SA1: Wordpress
3	11 Mar 12 Mar	5. Search engine marketing: organic 6. Search engine marketing: paid	John Williams Chapters 4, 5 & 6	Test 1 Mimic Round 1
4	18 Mar 19 Mar	7. Email marketing 8. Content marketing: visual design principles	Leanne Ross Chapters 2 & 8	SA2: Mailchimp Mimic Round 2
5	25 Mar 26 Mar	9. Content marketing: effective text content 10. Content marketing: effective graphical content	Leanne Ross	Test 2 Web authoring I Mimic Round 3
6	1 Apr 2 Apr	11. Social media marketing 12. Managing agency relationships	Leanne Ross Guest lecturer Chapters 9 & 10	SA3: Hootsuite Mimic Round 4
7	8 Apr 9 Apr	13. The science of online persuasion 14. Mobile marketing	Leanne Ross John Williams Chapter 3	Test 3 Google Analytics Mimic Round 5
8	15 Apr 16 Apr	15. Digital marketing analytics 16. Attribution modelling and customer journeys	Guest lecturer	SA4: Excel (graphics) Google Ads Mimic Round 6

Mid Semester Break
22-26 April

9	29 Apr 30 Apr	17. Influencer marketing 18. Strategic issues in digital marketing	Leanne Ross John Williams	Test 4 Mimic Round 7
10	6 May 7 May	19. Digital and social CRM 20. Marketing Automation	Guest lecturer Chapter 11	SA5: Excel (formulas) Mimic Round 8
11	13 May 14 May	21. Careers in digital marketing 22. Sociological aspects of digital marketing	Leanne Ross John Williams	Test 5
12	20 May 21 May	23. Analysing text data 24. Digital Marketing macro-issues	Damien Mather John Williams See Blackboard	Web authoring II
13	27 May 28 May	25. Implications of technological & social trends 26. Course review and exam preview	John Williams & guest(s) John Williams	

Note: This course is under constant development to match content with current industry needs, and some content depends on the availability of guest practitioner experts (in bold above). Consequently the scheduling of topics may change. Any changes will be notified in class and on Blackboard.

*** First week of Semester 1 is ACADEMIC WEEK 9**

Lectures end Friday 31 May

University Exam Period First Semester Begins Wednesday 5 June

Ends Wednesday 19 June

Student Learning Support and Information

Student Charter

<http://www.otago.ac.nz/about/otago005275.html>

Guidelines for Learning at Otago

<http://hedc.otago.ac.nz/hedc/wp-content/uploads/2012/12/Guidelines-for-Learning.pdf>

<http://hedc.otago.ac.nz/hedc/learning/>

Student Learning Centre

The Student Learning Centre, which is part of the Higher Education Development Centre, provides learning support, free of charge, to ALL enrolled students. Their services include:

- a workshop programme designed to help students to improve their learning strategies and their generic skills;
- individual assistance with learning issues;
- on-line study skills advice;
- a student leadership programme
- a student-led peer support programme for students of all ages and backgrounds.
- conversational English groups for students from a non-English speaking background

The Centre also provides two very helpful study guides, "Guidelines for Writing and Editing" and "Writing University Assignments" and these are available on the SLC website.

<http://slc.otago.ac.nz/>

Library Support

The Library website <http://www.otago.ac.nz/library> provides access to resources and services, including group room bookings, library hours and locations, past exam papers, subject guides, article databases and more.

If you need assistance either check out the self-help guides <http://otago.libguides.com/selfhelp>, or ask Library staff at the ground floor service desks, or email ask.library@otago.ac.nz

Māori Student Support

Kaiārahi Māori

Contact Rachel Sizemore

Email: kaiarahi.obs@otago.ac.nz

Their role is to help link Māori students with the various support networks throughout the university and the community.

Pacific Islands' Student Academic Advisor

Warm Pacific Greetings

Talofa lava, my name is Esmay Eteuati and my role is to liaise with Academic Departments and Student Services relating to Pacific students' and their course of study. I support both staff and students in the Business School and have a network of Pacific contacts in other Divisions around the University.

Email: esmay.eteuati@otago.ac.nz

Tel: 479 4756

Marketing Department support person for Maori/Pacific Island students is Kirsten Robertson.

Contact Kirsten at the following:

Email: kirsten.robertson@otago.ac.nz

Tel: 479 8451

Equity Advisor

Students are encouraged to seek support if they are having difficulty with their studies due to disability, temporary or permanent impairment, injury or chronic illness. It is important to seek help early, through one of the contacts below:

Mathew Parackal

Email: mathew.parackal@otago.ac.nz

Tel: 479 7696

Student Feedback

We encourage your feedback. This can be in the form of contacting staff, participating in course evaluation surveys and communicating with class representatives. Continual improvements will be made to this course based in part on student feedback.

Class Representatives

The class (or student) representative system is an avenue for encouraging communication and consultation between staff and students. It provides you with a vehicle for communicating your views on the teaching and delivery of the paper and provides staff with an opportunity to communicate information and gain constructive feedback from students. It contributes to the development of a sense of community within a department and it adds a further dimension to the range of support services offered to students.

Volunteers for the role of class representatives will be called early in the semester. The OUSA invites all class representatives to a training session, conducted by OUSA, about what it means to be a class representative and some of the possible procedures for dealing with issues that arise. They also provide information on the services that OUSA offers and the role OUSA can play in solving problems that may occur. The OUSA provides support to class representatives during the semester.

Departmental staff will also meet with class representatives during the semester to discuss general issues or matters they wish to have considered.

Your class representative's name and contact details will be posted on Blackboard early in the semester.

Concerns about the Course

We hope you will feel comfortable coming to talk to us if you have a concern about the course. The Course Co-ordinator will be happy to discuss any concerns you may have. Alternatively, you can report your concerns to the Class Representative who will follow up with departmental staff. If, after making approaches via these channels, you do not feel that your concerns have been addressed, there are University channels that may aid resolution. For further advice or more information on these, contact the departmental administrator or head of department.

Disclaimer

While every effort is made to ensure that the information contained in this document is accurate, it is subject to change. Changes will be notified in class and via Blackboard. Students are encouraged to check Blackboard regularly. It is the student's responsibility to be informed.

UNIVERSITY OF OTAGO
Policy on Student Internal Assessment

The purpose of this document is to have a consistent policy throughout the department as well as to develop students' time management skills. It reflects usual practices in the business world in which neither success (here: grades) nor deadlines are negotiable.

1. **Dissemination of Grades** – Regarding internal assessment, the numerical marks will be returned to students via eVision no later than two weeks after the assessment has been submitted. All students are requested to check their marks as they appear on eVision. Any discrepancies should be reported to the course administrator as soon as possible.

2. **Late Assignments** – Assignments received up to 24 hours after the deadline will have 10 marks deducted from the available grade for the piece of assessment (i.e. a 78% becomes a 68%). Assignments received between 24 - 48 hours after the deadline will have 20 marks deducted from the available grade. Assignments received 48 hours after the deadline will not be marked and there will be no grade given.

If you are required to submit both an electronic and hardcopy of your assignment both need to be submitted on time. If only one of the versions of your assignment (i.e., hardcopy or electronic) is submitted on time and the other version is submitted late then you will receive half of the penalty associated with the respective late submission.

3. **Extensions** – Extensions will be granted only in exceptional circumstances (eg. illness with supporting medical documentary evidence stating nature and length of impairment, family emergency, provincial or national representative activities) by the appropriate paper administrator.

If the assignment or internal assessment tests count significantly towards the final result then a formal medical certificate is required. As a guideline, an internal assessment component which counts for 20% of the final result would be considered significant.

4. Tutors and lecturers are **not** authorised to give extensions. **Only** the paper administrator should be approached (consult the course outline for the person(s) responsible).

Computer problems do not constitute an exceptional circumstance unless it is an officially notified failure of university equipment.

5. **Academic Misconduct** – "Academic misconduct is seeking to gain for yourself, or assisting another person to gain, an academic advantage by deception or other unfair means. The most common form of academic misconduct is plagiarism." Plagiarism is the dishonest use of someone else's words, facts or ideas, without proper acknowledgement. Most students will include other people's ideas and information in their work and assignments - such material may be either quoted or digested and used by students. In either case, acknowledgement is essential. For further information please refer to <http://www.otago.ac.nz/study/academicintegrity/index.html>.

6. **Problems with group work** – Where group work is set and a group is experiencing difficulties, the students should approach their tutor to try to resolve these differences. The tutor will counsel the group, or individuals from the group, on the procedures open to them to resolve group problems (the problem should be raised prior to the work being completed or handed in).

The procedure to be followed is:

- i) students should try to resolve the problems within the group without outside assistance.
- ii) students should meet with their tutor to endeavor to resolve outstanding issues.
- iii) the tutor will arrange for students to meet with the paper administrator who will endeavor to resolve the situation.

This procedure **MUST** be completed to step iii) before the assignment is submitted for grading. Where there are still unresolved difficulties, step iv) will be implemented.

- iv) students will complete a 'Peer Assessment' form available from the appropriate paper administrator (which must be submitted to the tutor or paper administrator before any grades are released).

Paper administrators reserve the right to require all students to complete peer assessment forms at any time during and/or after submission of an assessed group project. Should there be differences in the peer assessment forms, the student(s) will be required to either submit in writing to, or meet with a group comprised of their paper administrator and lecturer(s) and others (as deemed appropriate) to provide an explanation for the discrepancy. A differential allocation of grade may result from this process.

UNIVERSITY OF OTAGO
Policy for Special Consideration in Final Exams

****** All applications for special consideration must be dealt with through the examinations office not the department ******

The Special Consideration provisions apply only to final examinations and only where it is clearly documented that a candidate has been prevented from taking an examination through illness or other exceptional circumstances beyond his or her control; or has been seriously impaired by illness or other exceptional circumstances beyond his or her control at the time of, or in the 14 day period immediately prior to the examination itself. Where students have been affected by illness or other exceptional circumstances during the teaching period, they are expected to have informed Heads of Departments directly at the time (not individual lecturers or tutors).

Process

You need to make an application through your eVision student portal. For further information please see <https://www.otago.ac.nz/study/exams/otago062916.html>

No special arrangements can be made for candidates who fail to attend examinations at the correct time.

Deadline:

Five calendar days from the date of the last examination for which you are making an application for Special Consideration.

Please Note:

Applications cannot be accepted without supporting documentation such as a medical certificate.

Absences

1. A student may be offered an aegrotat pass providing:
 - (a) their grade for internal assessment is C+ or better and
 - (b) the internal grade they have achieved has contained a significant element of individual work as opposed to group assignments (25% of the total grade for the paper).
2. All other cases will be offered a special examination.
3. In some cases that qualify for an aegrotat, it may be relevant to offer the student the choice of an aegrotat or a special examination. For example aegrotats at any stage of the course can have a detrimental effect on a student's ability to qualify for scholarships.
4. Special examinations for Semester One 2019 will be held on (date to be arranged), in the week prior to Semester Two commencement.

Special examinations for Semester Two 2019 will be held on (date to be arranged), two weeks after cessation of official examination period.

Impaired Performance

1. If the student has no internal assessment there will be no adjustment to the exam mark and only an optional special will be offered.
2. If the student has internal assessment the examination mark may be adjusted by taking account of the discrepancy between the examination and internal marks, with particular attention to individual work for the student in comparison to that for the whole class.
3. In all other circumstances the student will be offered the choice of accepting this mark or sitting a special examination.
4. Once a student accepts to take a special examination the original examination mark is nullified and the result of the special examination replaces the original mark, even if it is lower. Any absence or impairment for the special examination must be covered using the same regulations as apply for normal university examinations.