

School of Business and Nonprofit Management

Course Syllabus

SBNM 5520/BSE 3920 Fall 2013 Quad A
Management and Marketing of Services
Tuesdays 6:30-9:50 Aug 27-Oct 8

*"Innovation and marketing are the two basic roles of every business.
All other functions support these roles." -- Peter Drucker*

Instructor

Michele Klich Wayte PhD
Professor of Marketing
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See Instructor Bio in Appendix A.

Office Hours

TBA

Text: Hoffman, K. Douglas and John E.G. Bateson (2011). *Services Marketing: Concepts, Strategies & Cases*, 4e. Mason, OH: South-Western Cengage. ISBN 978-1439039399

Other course materials such as PowerPoints, articles/cases, case analysis questions and final exam study guide will be posted on Moodle.

Course Description

This course focuses on increasing the service organization's competitive differentiation, service quality, and productivity. A service is intangible and cannot be stored. Service industries include the government sector (post office, regulatory agencies, military services), the private nonprofit sector (hospitals, churches, universities, museums), and part of the business sector (airlines, banks, insurance companies, real estate firms, motion picture companies, hotels). The role of presale service and post-sale service is emphasized during the study of product support services. Heavy emphasis is placed on the human element necessitated in service organizations.

Class Format

This class utilizes class discussion, videos, cases, team activities, presentations, and a final exam. Students are expected to be prepared and participate.

Course Objectives

1. To understand how the management and development of services is different from that of products.
2. To understand expectations and perceptions of consumers regarding service design
3. To provide an in-depth analysis of how services are envisioned, designed and offered
4. To build a service model that integrates organizational structures, management styles, internal marketing and service management
5. To develop services that achieve a distinct competitive advantage

Individual Development and Education Assessment

The University is moving to a standard student assessment instrument based on the IDEA Center's recommended approach. This approach requests that the instructor identify three key overriding objectives of the class. "Rather than emphasizing teaching style or personality, the IDEA system focuses on student learning and the methods used to facilitate it," noted the IDEA Center (2009) when discussing its rating system.

The three IDEA goals are:

1. Develop specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.
2. Work with others as a member of a team.
3. Express yourself orally or in writing.

Student Expectations

Successful completion of the assignments in this course requires thorough preparation, critical analysis, and reflection, which, in turn, demand an adequate allocation of time and effort. *There is simply no shortcut to producing good, thoughtful work. As a result, I expect you to put forth an honest and enthusiastic effort towards your performance in the course.*

Submission of work

Written assignments are expected to be turned in on time (at or before the start of class on the due date) with 1" margins to allow me to easily insert comments. **No late assignments will be accepted** except for extreme and extraordinary circumstances. I strongly encourage you to complete assignments well ahead of the due date so sudden, unforeseen circumstances do not preclude you from competently completing and submitting on time your assignments.

Course Assignments and Grading

See *Grading Rubrics in Appendix B*.

1. **Weekly Class Participation** - In Class/Online Discussion Forum: 5 (possible) points x 7 weeks = 35 points (14%)
2. **Case Analyses** - 2 cases @ 35 possible points = 70 possible points (28%)

Your 3- 4 page double-spaced analysis in response to case questions will be evaluated based on your use of the relevant facts of the case, solid reasoning and incorporation of service concepts and other course material.

3. **Service Experience Analysis PowerPoint (10-Minute; 5 Minute Q&A) Presentation = 40 possible points (16%)**

In Weeks 4 and 5, you will present a personal service experience using the "servuction model" (covered in Hoffman and Bateson Chapter 1). The servuction model consists of four visible/invisible factors that directly influence the service experience: (1) the servicescape; (2) contact personnel/service providers; (3) other customers; and (4) organizations and systems. In addition to analyzing these four factors, you should also include any "fail points" (if none, include possible) and service recovery tactics during your consumer service experience. Also include recommendations for improving the service delivery process and increasing customer satisfaction, loyalty and retention.

A 5-minute Q&A with the class will follow the 10-minute presentation.

Samples of SE PowerPoints will be provided on Moodle.

N.B. Your presentation should be no more than 10 minutes. After the 10-minute time limit, you will end your presentation and points will be deducted for not covering the required material in the time allowed.

4. **Final Exam = 105 possible points (42%)**

The final exam will consist of multiple-choice/short answer questions from the text, class discussion/activities, articles/cases, and PowerPoint presentations. A study guide will be posted on Moodle.

Final Grade and Grade Mapping

Your final grade will be based on a **total of 250 points**. The following scale will be used to determine your final letter grade.

Grade / % of Total Points		Points (Out of 250)
A	93%+	232+
A-	90-92%	225-231
B+	87-89%	217-224
B	83-86%	207-216
B-	80-82%	200-207
C+	77-79%	192-199
C	73-76%	182-192
C-	70-72%	175-181
D+	67-69%	167-174
D	63-66%	157-166
D-	60-62%	150-156
F	Less than 60%	<150

Use of APA Publication Manual

The School of Business and Nonprofit Management (SBNM) has adopted the *Publication Manual of the American Psychological Association* (APA) as the standard and required format for all written assignments in SBNM courses.

Our goal in adopting the *APA Manual* is to enhance student learning by:

1. Improving student's writing skills.
2. Standardizing the required format of all written assignments in all SBNM courses.
3. Emphasizing the importance of paper mechanics, grammatical constructs, and the necessity of proper citations.
4. Holding students accountable for high quality written work.

If you are unfamiliar with the requirements of the *APA Publication Manual*, we recommend that you purchase the reference manual and/or that you consult one or more of the suggested resources as listed on the Student Resources section of the SBNM website. ***It is your responsibility to learn and ensure that all written work is formatted according to the standards of the APA Manual.***

Academic Honesty

In keeping with our Christian heritage and commitment, North Park University (NPU) and the SBNM are committed to the highest possible ethical and moral standards. Just as we will constantly strive to live up to these high standards, we expect our students to do the same. To that end, cheating of any sort will not be tolerated. Students who are discovered cheating are subject to discipline up to and including failure of a course and expulsion.

Our definition of cheating includes but is not limited to:

1. Plagiarism – the use of another's work as one's own without giving credit to the individual. This includes using materials from the Internet.
2. Copying another's answers on an examination.
3. Deliberately allowing another to copy one's answers or work.
4. Signing an attendance roster for another who is not present.

In the special instance of team work, the instructor will make clear his/her expectations with respect to individual vs. collaborative work. A violation of these expectations may be considered cheating as well. For further information on this subject you may refer to the Academic Dishonesty section of the University's Catalog (available at <http://www.northpark.edu>)

In conclusion, it is North Park's mission to prepare you for a life of significance and service. Honesty and ethical behavior are the foundation upon which such lives are built. We therefore expect the highest standards of each student in this regard.

Attendance Policy

The graduate courses in the SBNM are all 7 weeks in length. Missing one class session is allowed without penalty as long as all readings and assignments are made up by the student within a reasonable time period (the following week). Failing to log into an online course site for an entire week is allowed, but a penalty may be applied at the instructor's discretion. Missing a second class session is allowed only in unusual circumstances by prior arrangement with the instructor. Since this represents almost 30% of the engagement time for the course, the student runs the risk of receiving a lower overall grade for the class. Faculty are encouraged to drop the course grade by a full letter grade in this situation. A student who misses three classes (or the equivalent two weeks for an online class) will automatically fail the course, unless the student drops the course before the seventh week of class. Students who drop a course will be held responsible for tuition, based upon the current North Park University refund policy outlined in the University Catalog.

Disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the SBNM program office (773.244.6270). Please do so as soon as possible to better ensure that such accommodations are implemented in a timely manner. For further information please review the following website: <http://www.northpark.edu/ada>.

Course Schedule of Topics, Readings, Activities and Assignments

<p>Week 1 Aug 27</p> <p>Introduction to Class</p> <p>An Introduction to Services The Service Sector: Supersectors and Ethical Considerations</p>	<p>Course Syllabus</p> <p>Chapter 1 Chapter 2</p>
<p>Week 2 Sep 3-Online Discussion Forum</p> <p>Fundamental Differences Between Goods and Services Services Consumer Behavior</p>	<p>Chapter 3 Chapter 4</p>
<p>Week 3 Sep 10</p> <p>The Service Delivery Process - The Service Blueprint Developing the Service Communication Strategy</p>	<p>Due: Case Analysis #1 by email Sep 10 by 6:30pm</p> <p>Chapter 5 Chapter 7</p>
<p>Week 4 Sep 17</p> <p>People as Strategy: Managing Service Employees People as Strategy: Managing Service Consumers</p> <p>Service Experience Analysis Presentations</p>	<p>Due: Service Experience PowerPoints by email Sep 17 6:30pm</p> <p>Chapter 9 Chapter 10</p>
<p>Week 5 Sep 24</p> <p>Defining and Measuring Customer Satisfaction Defining and Measuring Service Quality</p> <p>Service Experience Analysis Presentations</p>	<p>Due: Case Analysis #2 by email Sep 24 by 6:30pm</p> <p>Chapter 11 Chapter 12</p>
<p>Week 6 Oct 1-Online Discussion Forum</p> <p>Complaint and Service Recovery Management Customer Loyalty and Retention</p>	<p>Chapter 13 Chapter 14</p>
<p>Week 7 Oct 8</p>	<p>Final Exam</p>

N.B. The instructor reserves the right to change the course schedule to better serve the needs of students.

Appendix A Instructor Bio



Michele Klich Wayte, PhD has been a full tenured Professor of Marketing in the SBNM faculty at NPU since Spring 2011. Born and raised in nearby Gary, Indiana, she relocated back to the Midwest in August 2010 after 20 years on the West Coast and abroad.

With over 12 years of experience in academia, Dr. Wayte has been a marketing professor at Concordia University-Portland, California State University at Fullerton (CSUF), and the University of Guam (UOG). She has taught principles of marketing, consumer behavior, advertising, personal selling, global and digital marketing, research and analytics, corporate communication and public relations, social entrepreneurship as well as psychology courses. She also taught graduate marketing courses in Hangzhou, China and has conducted seminars, presented conference papers and published articles on transformational leadership, social innovation, and global education.

She has served as both a research director and senior analyst for global marketing research firms in Chicago, Phoenix, Los Angeles and Portland, OR. As a market researcher, she has designed and managed large-scale research projects for a number of Fortune 500 companies including Procter & Gamble, IBM, Colgate-Palmolive, SC Johnson, and Anheuser-Busch. For Hormel International Foods, she and her AMA-UOG students on Guam completed the all-island SPAM study.

Entrepreneurship and small business development have long been research interests. On Guam, she was an advisor to Citibank's Women in Business (WIB) group and a contributing editor for Business Success magazine which profiled small business owners in Asia Pacific. She examined the psychological development of Portland-area social change leaders in *Social Entrepreneurs: Profiles in Faith, Courage and Risk-Taking* and has served as a judge for several social enterprise competitions including the Seattle Pacific University (SPU) Social Venture Competition. In 2012, she presented on the accountability of social enterprises at the IACBE conference in Kansas City, MO and at the NPU Social Justice and Reload Conference in Chicago. At the April 2013 IACBE conference in Orlando, she discussed developing cross-cultural, "borderless classroom" projects to teach globalization. Then at the May 2013 AMA-UOG "Living Social" conference at the Hyatt Regency on Guam, she delivered the keynote address on the rise of social entrepreneurship and the emerging fourth sector of business.

Dr. Wayte received her PhD in Communication from Purdue University, specializing in marketing and media studies. Her dissertation was the first comprehensive study of the Hispanic market in the United States. She also holds a master's degree in Clinical Psychology from DePaul University and was formerly a professor of psychology and a marriage and family therapist.

She lives with her husband, Kevin, a retired USAF officer turned retail manager and distributor, teenage daughter Cher, and a Norwegian Forest cat named Caramel. She has traveled extensively in Europe and

parts of Asia and Australia and speaks fluent French and Spanish. She has a vacation home on the Gulf Coast where she enjoys boating and deep-sea fishing.

Appendix B Grading Rubrics

1a. Your Weekly In-Class Participation will be graded according to the following criteria:

A (4.5-5) Contributes in a significant way to the classroom discussion by regularly adding own insight, integrating with or relating concepts to real-world applications, other topics in this and other business classes and draws relevant and appropriate observations from readings.

B (4.25) Active participation, may answer only when called on, but demonstrates good understanding of concepts and application of the material to real-world situations.

C (3.75) Minimal participation. Answers only when called upon with little understanding of material.

D (3.25) Present but not involved in class discussion. Answers with little more than "I don't know."

F (0) Absent

1b. Your Participation on the Online Discussion Forum will be graded according to the following criteria:

	1 pts	.5 pts	0 pts
Timeliness	The initial post created by Tuesday, allowing time for others to respond by Saturday.	The initial post created after Tuesday.	Initial post not created.
Initial Response	Provides a thorough and insightful response to the prompt question(s).	Post partially answers the prompt question(s).	Does not address the prompt question(s).
Integration of Content (Initial & Reply Responses)	Reinforces course material or challenges interpretation of material, and does so in a concise manner. Any references to external sources provide references (URL link or page number in text) so others can follow the thought process.	Refers to lesson content but not integrated effectively.	Does not refer to key points with no evidence participant understands the key points. Or, is excessively long.
Reply Responses	Responds to the ideas presented in the original post and 2 reply responses posted.	Response are loosely related to the ideas of the original post, and only 1 reply response posted	Responses do not relate to the original post, and no reply response posted

Constructive	Is characterized by at least 3 of the following:	Is characterized by two of the following:	Response is one or none of the following:
Comments (Reply Responses)	a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts	a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts	a. supportive b. thought-provoking c. challenging d. reflective e. ties to course concepts

2. Your Case Analysis will be graded according to the following criteria:

	7 pts	6 pts	5 pts	4 or less pts
Content	Effectively references course content and properly applies principles to real-world situation outlined in case. Length of paper is within the stated limit (3-4 double-spaced pages).	References course content but application of principles is only partially appropriate for the particular case situation.	References course content but principles not correctly applied, or unfitting to case situation.	Does not refer to course content. Little or no application of course principles. Paper is not the proper limit.
Case Questions	Fully addresses all posed case questions. Provides a thorough and insightful response to the questions.	Addresses all posed case questions. Responses adequate but not exhaustive.	Addresses some but not all of the posed case questions. Responses less than adequate.	Does not address the posed case questions
Overall Analysis	Thorough and concrete analysis, going beyond posed case questions. Firm position taken, with strong justification. Discussion, conclusions and recommendations demonstrate strong grasp of course content and principles being studied in this course.	Solid analysis, sufficient depth. Firm position taken and justified in analysis. Conclusions are recommendations follow directly from stated rationale.	Adequate analysis, adequate depth. Conclusions and recommendations are unclear or questionable, and/or do not correctly apply principles being studied in this course.	Poor analysis. Insufficient depth, no conclusions drawn or rationale is questionable.
Clear Writing	Organized, concise, grammatically correct, clearly written in understandable language.	Writing is adequate.	Writing is adequate but may include inconsistencies, inaccuracies, and/or some grammatical errors.	Writing is poor, unclear, disorganized or contains significant grammatical errors.
APA Format	Follows APA format	Follows APA format with some errors	Partially follows APA format	Does not follow APA format

3. Your Service Experience Analysis PowerPoint/Presentation will be graded according to the following criteria:

	10 pts	9 pts	8 pts	7 or less pts
Content	Effectively references course content and properly applies principles to real-world situation. Conforms to suggested length.	References course content but application of principles is only partially appropriate for the particular situation.	References course content but principles not correctly applied, or unfitting to situation.	Does not refer to course content. Little or no application of course principles. Does not conform to suggested length.
Response to Questions	Fully addresses all posed issues. Provides a thorough and insightful response to the issues.	Addresses all posed issues. Responses adequate but not exhaustive.	Addresses some but not all of the posed issues. Responses less than adequate.	Does not address the posed issues.
Overall Analysis	Thorough and concrete analysis, going beyond posed questions. Firm position taken, with strong justification. Discussion, conclusions and recommendations demonstrate strong grasp of course content and principles being studied in this course.	Solid analysis, sufficient depth. Firm position taken and justified in analysis. Conclusions are recommendations follow directly from stated rationale.	Adequate analysis, adequate depth. Conclusions and recommendations are unclear or questionable, and/or do not correctly apply principles being studied in this course.	Poor analysis. Insufficient depth, no conclusions drawn or rationale is questionable.

Quality of PowerPoint/Presentation	Organized, concise, grammatically correct, clearly written in understandable language.	PowerPoint is adequate.	PowerPoint is adequate but may include inconsistencies, inaccuracies, and/or some grammatical errors.	PowerPoint is poor, unclear, disorganized/ contains significant grammatical errors.
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Grading rubrics adapted from Acles, K., SBNM 4550 Course Grading Rubrics, Spring 2012.