SPRING SEMESTER 2018
MGT 510.01W: Family Business

INSTRUCTOR: **Dr. Leslie A. Toombs**
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OFFICE: **BA Building Room 309**
PHONE: **903-886-5695** **FAX: 903-886-5702**
CLASSROOM: **virtual**
MEETING TIME: **online**
OFFICE HOURS: **Tuesday 1-3 P.M.; Wednesday 1- 3 P.M.; Thursday 1-3 P.M.; Others by appointment**
NOTE ABOUT TIMES: **All times and deadlines for this course are listed as Central Standard Time (CST)**

NOTE ABOUT CROSS LISTED COURSE, MGT 410.O1W:
Both Mgt 410 and Mgt 510 examine family business however, MGT 410 is designed for undergraduate students and MGT 510 is designed for graduate students. MGT 510 contains more rigorous assignments, given the graduate nature of the course. These additional assignments are included on the course syllabus for MGT 510.01W.

REQUIRED TEXT:

Ernesto J. Poza and Mary S. Daugherty, *Family Business*, South-Western Cengage Learning, 2014, 4E, ISBN: 978-1-285-05682-1; other reading materials may be assigned.

COURSE OVERVIEW AND OBJECTIVES:
Family Business is directed to (1) students who will enter into the management of a family business, either their family's or someone else's, and (2) students who will do business with family firms in some capacity, i.e. consult to them, work with them in private wealth management, mergers and acquisitions, banking, outsourcing, etc.

Students, through their class participation in discussions and exercises, periodic progress evaluations, tests, and other project preparation and presentation will have the opportunity to:

- Learn the characteristics that differentiate family businesses from other businesses.
- Examine the life cycles of family businesses and of their founders.
- Identify, comprehend, and develop solutions for challenges faced by family businesses.
- Practice communication with family business owners, managers, family members, and students of the field.
- Explore the dynamics and practices of existing family businesses.
- Consider the impact that family businesses may have on your leadership potential and career path.
- Focus on one of the family business themes throughout a family business analysis.

COURSE FORMAT:
This course is entirely online. You will find all of the information and materials that you will need to complete the course in this syllabus. Be sure to log onto eCollege and check your university e-mail regularly. PowerPoint slides will be available for each of the book chapters under the doc sharing tab.

COURSE SCHEDULE:
A course schedule will be provided separate from this syllabus on the first day of class.

SYLLABUS SUBJECT TO CHANGE STATEMENT:
I anticipate that we will follow the schedule I've outlined in the course schedule, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will so inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:
Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the “Doc Sharing” tab. You should read this document, initial it, and submit it to me via its corresponding “Dropbox”.

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

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

UNIVERSITY CAMPUS CONCEALED CARRY STATEMENT:
Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted

locations. For a list of locations, please refer to (http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

TENETS OF COMMON BEHAVIOR STATEMENT:
All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

UNIVERSITY NONDISCRIMINATION STATEMENT:
Texas A&M University-Commerce is commitment to a safe, accepting environment for all students regardless of sexual orientation, gender identification, or gender expression.

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

COURSE POLICIES AND INSTRUCTOR EXPECTATIONS:
Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during "electronic communication". Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is "electronic", this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to log onto eCollege regularly.
- **Assignments:**
  1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students in MGT 410 should have some skill with software for word processing, spreadsheets, databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
  2. **Assignments must be submitted on time.** Assignments are due on the **date** and **time** listed. The syllabus designates specific dates for which work is assigned. You **MUST** turn in all written assignments **ON TIME.** You will have until **8:00 a.m. CST Monday,** to submit the work that is listed in the far right, "Work Due" column of the course schedule provided. I do not accept late assignments unless you have a University excused absence. **Assignments must be complete.** You must complete and submit all components at the specified due date and time to receive credit for the assignment. Please don't turn in work that is only "half-finished".
  3. **Please submit assignments in a format that is compatible with Microsoft Office-Windows 7.**

- **Back-ups Are Required:** You are required to back up all your assignments on a disk that can be submitted to me upon my request. If work is lost due to insufficient back-up, you will not have the opportunity to recreate and submit at a later time.
- **E-mail:** Students must routinely check e-mail sent to his or her **Texas A&M-Commerce account**. This is my primary mechanism for communicating to the class. Please use my e-mail address for our course correspondence. This will help me to respond in a timely manner to you. I thank you in advance for helping me with this.
- **Make-up Exams or Late Assignments Will Only Be Accepted If You Obtain University Approved Documentation for Your Excuse:** There are no make-up assignments for poor performance on a previous assignment.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced via eCollege and e-mail. It is your responsibility to become aware of any such changes.
- **Additional course work for graduate course responsibility:**
  Each graduate student will submit an additional paper on a family business topic from this course. In addition, each graduate student will prepare a video clip of his/her presentation which will be loaded for viewing by undergraduate students.

GRADE COMPONENTS:

Component	Type	Point Value	% Value
Case Assignments (2 @ 100 Points Each)	Individual	200 points	25%
Exams (2 @ 50 Points Each)	Individual	100 points	20%
Family Business Interview Interview Presentation	Individual/ PPT	100 points	20%
Topic Assignment (5 @ 35 Points Each)	Individual	175 points	35%
Course Total Undergrad		575 points	100%

Graduate course only – additional paper and discussion	Group & Individual	100 points	
Course Total		**675 points**	**100%**

GRADING SCALE:

A	90 – 100%		D	60-69%
B	80 – 89%		F	Below 60%
C	70-79%			

Incomplete - Must be previously agreed upon by student and instructor.
Withdrawal - Must be initiated by the student administratively.

CASE ASSIGNMENTS:

Throughout the semester, you will be required to analyze two cases that will be provided to you or readily accessible via one of the TAMUC Library Databases (ABI-Inform, Business Source Complete, etc.). The case work is worth a total of 150 points (30% of your course grade), so take it seriously. Specific instructions for each case will be posted on eCollege, under the "Doc Sharing" tab. The analyses should be submitted to the "Dropbox" designated for that case. The document must be compatible with Microsoft Office-Windows 7. A grading rubric for the case assignments can be found at the end of this syllabus.

EXAMS:

The midterm and final exams will test your comprehension of the assigned text via multiple-choice questions. The midterm exam will cover the material from the first half of the course and the final exam will cover the material from the second half of the course. These exams can be accessed in eCollege, under the weekly tab in which each exam is assigned. Make sure you are prepared to take the exam before clicking on the start button. These exams will be timed and you may only attempt them once. Each exam is worth 50 points.

TOPIC ASSIGNMENTS:

You will be required to complete five assignments focusing on different topics that we will cover in this course. The five topics you will complete assignments for include: (1) family business competitive advantage; (2) succession planning; (3) next generation leadership planning; (4) transfer of power; (5) estate planning and family wealth management. Each assignment is worth 35 points (7% of your course grade), for a total of 175 points (35% of your course grade). The instructions for each of these assignments will be posted under the "Doc Sharing" tab in eCollege, in a document entitled "Topic Assignment Instructions". Some of these topics will also be covered by Guest Speakers who come to our class via skype or recorded you tube videos.

FAMILY BUSINESS INTERVIEW ASSIGNMENT:

Each student will select a family business owner, conduct an interview, and submit a final report of the interview as part of the requirements for the course. Specific instructions will be provided for this assignment under the "Doc Sharing" tab in eCollege, in a document entitled "Family Business Interview Instructions".

CLASS ATTENDANCE & PARTICIPATION:

Attendance and participation is critical to gaining the most you possibly can from this course. **IF YOU EVER FEEL AS IF YOU NEED TO MEET WITH ME OR SPEAK OVER THE PHONE IN ORDER TO CLARIFY ASSIGNMENTS, DISCUSS CONCERNS ABOUT THE CLASS, ETC., E-MAIL ME IN ORDER TO SET UP AN APPOINTMENT OR COME BY MY OFFICE DURING MY SCHEDULED MY OFFICE HOURS.**

Case Analysis Grading Rubric

	Far Exceeds Standards	Exceeds Standards	Meets Standards	Fails to Meet Standards
Identification of Critical Issues and Problems; Depth of Analysis I will consider how detailed your analysis is, how far into depth you go, and whether you address many of the existing and critical issues in the case. **Score:**	Identifies all of the critical managerial issues. Thoroughly discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments. **(27-30)**	Identifies most of the critical managerial issues. Discusses, evaluates, and analyzes each managerial issue, providing convincing and supported arguments, but could have gone into more depth. **(24-26)**	Identifies many of the critical managerial issues. Discusses, evaluates, and analyzes most of the managerial issues, providing convincing and supported arguments, but could have gone into much more depth. **(21-23)**	Identifies few, if any, critical managerial issues. Fails to discuss, evaluate, and analyze each managerial issue, does not provide convincing or supported arguments, and lacks any significant degree of depth. **(20 or Less)**
Generates Alternatives and Recommendations; Develops a Plan of Action for Implementing Recommendations **Score:**	Generates several high-quality alternative solutions; Recommendations are well-argued and based on thorough analysis; Develops a thorough plan for implementing the proposed solutions; Discusses potential problems with the implementation and develops a variety of quality suggestions for minimizing them. **(27-30)**	Generates two or more high-quality alternative solutions; Recommendations are fully supported by the analysis; Develops a plan for implementing the proposed solutions; Discusses potential problems with the implementation and develops a few suggestions for minimizing them. **(24-26)**	Generates two or more alternative solutions; Recommendations are not fully supported by the analysis; Acknowledges potential problems with implementation, but does not adequately address mitigation; The link between the problem and the action plan is logically consistent. **(21-23)**	Proposes only one (or no) alternative solution(s); Does not develop an action plan; or it is incomplete, vague, or unrealistic for implementing the proposed solution. **(20 or Less)**
Literature Review of the Managerial Issues—Reference Support The more reference support you use to support your analysis of issues and recommendations, the better. The quality of the journals is also important. **Score:**	Provides a complete and clear review of the scholarly journal literature. Empirical research from multiple journal articles provided support for why each issue was included. Several of the journal articles used came from top-tier journals. **(27-30)**	Provides a substantial and clear review of the scholarly journal literature. Some, but not all, issues were supported by empirical research from journal articles. More references could have been used and more could have come from top-tier journals. **(24-26)**	Provides an adequate and clear review of the journal literature, but several issues lacked strong support from the empirical research presented in journal articles. Most of the articles came from lower-level journals. **(21-23)**	Provides an incomplete review of the journal literature and fails to support the knowledge associated with each identified managerial issue. The few articles that were used came from low-level journals or websites. **(20 or Less)**
APA Formatting of References Students must cite all references in APA format, in-text and on	Student cited ALL references properly, formatted in accordance with the APA Style Guide (no errors).	Student cited most references properly, formatted in APA Style (a few minor errors).	Student cited many references properly, formatted in APA Style (4 or more minor errors).	Student cited few references properly (4 or more errors with at least 1 being a major error).

reference page. **Score:**	**(9-10)**	**(8)**	**(7)**	**(6 or Less)**
Total Score:	**___ out of 100**			