

**UNIVERSITY of NORTH TEXAS
COLLEGE OF BUSINESS**

**MGMT 3810 – Family Business
Section 001, Spring 2016
Monday and Wednesday
“Sharing the Dream”**

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Office Hours: [Monday & Wednesday: 11:00 am – 12:00 pm, 5:00 – 6:00 pm \(CST\).](#)
[Tuesday & Thursday: 1:00 – 3:00 pm, 5:00 – 6:00 pm \(CST\).](#) Additional times by appointment. E-mail checked daily except Sunday.

INTRODUCTION:

Family Business (MGMT 3810) is a junior level, **Team Based** research/ application course. It is open to non-business majors, yet I recommend MGMT 3820 and MGMT 3850 as foundation courses.

Family businesses are a key component of the global economy, yet many family businesses fail to transition into the second generation. Additionally, many students will be involved in either their own or another family-owned business as a professional manager, accountant, attorney, or employee. This course aims to explore the personal, interpersonal, and business concerns associated with family businesses, and fosters hands-on application of material through assignments and case-based learning. This course is intended to provide students with tools to navigate and recognize the unique aspects of family business relationships, governance and wealth management, transition to the next generation, and the integration of non-family managers and employees into the business.

COURSE OBJECTIVES:

- 1.) Know and understand the basic theory and principles of family business management;
- 2.) Understand the advantages and challenges faced by family businesses;
- 3.) Learn best practices to increase the odds of success and survival;
- 4.) Address business issues related to strategy development, governance, wealth management, family member involvement, employee management, business continuation, and compensation;
- 5.) Work effectively with peers to develop and recommend specific, effective solutions to family business problems;

REQUIRED MATERIALS:

Poza, E.J. and Daugherty, M.S. (2014). Family Business (4th. Ed.). Mason, OH: South-Western Cengage Learning, Inc. (Additional readings, cases, and exercises will be distributed in class)

GROUND RULES:

Integrity is a large part of this course and the relationships we nurture. The class will engage in discovery, problem recognition, and the creation of marketable solutions. All students enrolled in this class are bound by a Non-disclosure Agreement for a period of two years. We will not steal ideas from one another, but will build off of others to stimulate the imagination.

METHOD OF INSTRUCTION:

Modules in the course will be conducted using the textbook, research, videos, guest speakers, exercises, articles and cases. Discussions will be used to elaborate on and extend the content of the readings, developing conceptual ideas and applying them to business situations. Articles and cases will deal with issues related to family business problems. Recognize that each article/case is simply a record of an issue, which has been faced by business executives. It is not to be construed as portraying either correct or incorrect behaviors. Instead, these articles/cases contain the facts, opinions and prejudices upon which executive decisions have been made. As such, they will provide the basis for in-depth examination of particular issues and concepts.

For this method of instruction to work effectively, **you must have read and thought about all assigned material prior to attending class**. A good rule of thumb is to spend as twice as much time analysing and preparing the material as you do reading it.

PERFORMANCE EVALUATION AND GRADING:

Your grade in this course will be determined by your performance on individual assignments, three exams, a team research paper, an integrative team project, two presentations, and the level and quality of your participation. Your grade will be calculated by adding the points earned (not percentage). The point distribution will be as follows:

Research Paper/ Pres	30
Article Reviews (2@10)	20
Chapter Assignments (4@20)	80
Integrative Team Project	100
Final Project Presentation	30
Exams: 3 @ 100 each	<u>300</u>
Maximum Points Possible	560

<u>Final</u>	<u>Grade</u>
504 to 560	A
448 to 503.9	B
392 to 447.9	C
336 to 391.9	D
335.9 and below	F

MEETING AND CLASS PARTICIPATION:

Various discussion techniques will be used in class. For these techniques to be effective, you must do the following:

ATTEND every team meeting (class), arriving on time so that it can start promptly. If you must be absent and have a reasonable excuse, please let the team know in advance.

Missing three meetings could result in a reduction of one letter grade. Missing four team meetings could result in automatic failure. Plan ahead.

PREPARE for every meeting (class) so that you can contribute to the discussion and also appreciate what is being said. Adequate preparation requires more than simply reading the assigned material. Rather, you should have analyzed all the important issues, taken a position on them, and be prepared to support them. If you have been unable to prepare adequately let me know before the class. This will help you avoid being embarrassed inadvertently.

PARTICIPATE in every meeting (class). You are responsible for making sure that you do. Participation can take many forms, including making a comment, questioning what has been said, and synthesizing what has been said. If a fellow student makes a point you disagree with, do not let it go unchallenged. Otherwise I will assume you concur, possibly to your peril.

Keep in mind that the amount of knowledge you gain from this course depends directly on your level of preparation and participation: you cannot participate if you do not attend meetings (class), and you cannot participate effectively if you have not prepared. Furthermore, the skills you develop through participation are as valuable as the techniques you learn in the course.

INDIVIDUAL ASSIGNMENTS:

Article Reviews

During the semester, you will be required to complete two (2) article reviews. As part of that assignment, you will be required to make a presentation and submit a written report detailing its analysis, findings and recommendations. Specific assignment due dates and topics will be discussed in class.

Look for a current article (newspaper, current news magazine, or legitimate Internet website no older than 6 months from the due date) that relates to any aspect of family business. Please, no articles with political orientation. Additionally, if you are reviewing a very short article (one that is so short, your review will be longer than the article), you will need to find additional articles on the same topic to receive full credit. Late submissions will not be accepted.

Here are the specifics:

- 12-point Arial font.
- One inch margins on all sides.
- You will write a one page review on each article.
- One-half page (single-spaced, keyboarded) summary of the article.
- Make sure you are using normal 1.1 line spacing! Microsoft Word tends to default to 1.3 or 1.5 line spacing. Also, remove the line following the paragraph.

- One-half page (single-spaced, keyboarded) of your critique and opinion about the topic being discussed in the article.
- If your review is not one page, 5 points will be deducted from your total score.
- Staple the article(s) to the back of your review. If you do not include the hard copy of your article with your review, 5 points will be deducted from your total score.
- No coversheet or Letter of Transmittal is required.

Article review of Name of Article

Author of Article

Source of Article (newspaper, journal, internet URL, date, page as per APA)

By your name

½ page of single-spaced summary.

½ page of single-spaced critique and opinion.

Research Term Papers

During the semester, you will be required to complete two term papers. As part of that assignment, you will be required to make a presentation and submit a written report detailing its analysis, findings and recommendations. Specific assignment due dates and topics will be announced in class.

The written report should be key boarded, double-spaced, utilize the American Psychological Association (APA) citation format, and limited to 10 pages in length (excluding exhibits, tables and appendices). A professional report that (a) demonstrates a command and understanding of the issues involved in the case and their interrelationships, (b) uses sound presentation logic and well thought through justifications, and (c) displays a liberal use of *appropriate* graphs, charts and tables, is expected. Turn in your Word files to Blackboard for submission to www.turnitin.com. Late submissions will not be accepted.

TEAM PROJECT AND PRESENTATIONS:

Who chooses the team members?

Teams are self selecting in my class, unless I need to step in. When you start a new firm on the street, you get to select your banker, accountant, lawyer, etc. I will make placements only when necessary. This team will remain in tact for the entire semester.

How many people can we have?

Teams function well with up to five members. I have allowed up to eight due to class size and grading considerations in a face-to-face section. Most teams lose a member along the way.

What are the parameters of the report?

Term Paper and Integrative Case. Project reports are to be submitted in laser hardcopy and on a CD in MS Word. The original copy of the report containing prototypes, etc. will be kept on file and will not be returned. A disk containing the exact electronic file of the hardcopy must be attached onto the back cover of the original hardcopy. A professional report that (a) demonstrates a command and understanding of the business, the Industry, and competitors, (b) uses sound presentation logic and well thought through justifications, and (c) displays a liberal use of *appropriate* graphs, charts and tables, is expected. The written assignments must be submitted to my office (or designated area) on the day they are due. Late submissions will not be accepted. All projects will be submitted to www.turnitin.com in full compliance of university policy*.

What about the presentations?

Research Paper Presentation will utilize a Pecha Kucha format of 20 slides with no more than 20 seconds for each slide. This format is gaining popularity at the corporate level due to forcing people to get to the point. Interested people will visit with you after the presentation, which saves time. You may use Power Point slides, white boards, story boards, or flash cards. Learn more at <http://pecha-kucha.org>.

The final **Team Presentation** must be of the highest professional standards. Use of appropriate presentation mediums and captivating presentation style is essential. Your team's presentation will be graded based on the quality of (a) the content of the presentation, (b) the presentation style, and (c) the ability of the team to justify its position in the Q&A. All presentations will be made in the **Team** context. The method of submission (technology use), content, and length will be detailed later in the semester.

How are peer evaluations utilized in this class?

All of us have been on teams where someone did not contribute and expected the same grade. I will compute your grade for the project and final presentation based on the team grade and the peer evaluations that you receive. Students will not directly grade (A, B, etc.) one another but will provide me with feedback (and documentation) as to the percentage of contribution on a base of 100%. Credit for the report will not exceed 100% contribution.

Peer evaluations are due with the final report. In addition, peer evaluations will be randomly requested during the semester to monitor team processes. Teams may also initiate a peer evaluation to alert the instructor of issues. Removal from the team is possible, but rare. Warnings (using my criteria) usually correct the situation. **It is the team's responsibility to inform underperforming members of your concerns and the possible effects on individual grades.** We are all adults, so handle this with the proper care it deserves.

Students dropped from teams will be required to complete the entire integrative case on their own and will NOT be permitted to make the final presentation (minus 30 points). Other options include dropping or failing the course.

ORGANIZATIONAL CITIZENSHIP BEHAVIOR:

Your individual grade on the integrated project will be based on the team score and peer evaluations. Therefore, contributions must be useful and timely. Individuals will engage in pro-social behaviors, and attendance at team meetings is strongly encouraged. See the attached student peer evaluation form.

ACCEPTABLE STUDENT BEHAVIOR:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at <https://deanofstudents.unt.edu/conduct>.

EXAMS (1, 2, and 3):

The three Exams are “knowledge-acquisition-application” oriented. That is they are designed to “quickly” test your knowledge of entrepreneurship concepts and theories, certain key business concepts, or analytical tools. The objective is to ensure that all students “are on board” and are “staying up-to-date” with the instructor and the rest of the class. I may move the exams to the Blackboard Learning System.

PRIVACY AND THE LAW:

Please keep in mind that we must follow the guidelines set forth by the Health Information Privacy and Portability Act (HIPPA, 1996) and the Federal Education Rights and Privacy Act (FERPA, 1974). Please do not reveal private information about others in class assignments and discussions. Ex-girlfriends, toad boyfriends, and drug addict parents cannot be identified by name or association, nor can they defend themselves. This activity exposes the University to law suits and will result in no points awarded and referral to the Provost and Dean of Students.

The class coordinators have received training in record keeping and will safe guard your personal information. Any information collected and stored by the instructional team will be used for University purposes only!

BLACKBOARD LEARNING SYSTEM GRADES:

Grades posted in the Blackboard Learning System are unofficial. The instructional team will keep official grades (in spreadsheet form) in a secure location. This is to protect against hacking of the Blackboard Learning System and destruction of grade reports. Official grades and Blackboard Learning System grades should be equivalent (match). Please contact your Coordinator to discuss discrepancies. Check your grades weekly.

SUNDOWN RULE:

You have two weeks (from the due date) to inquire about your grade on an exam, assignment, or team project. The exception to this is the final exam where inquiries may extend into the new term. The purpose is to resolve any issue during the term and not wait until the last week of the term. Check your grades weekly in the Blackboard Learning System.

TEAM LAB POLICIES:

Team lab policies and color printing policies are located in the BLB labs. Violation of the policies could (read will) result in forfeiture of points in this class. Please do not print out the syllabus and handout material in the BLB labs. Project related (research, drafts, Power Point, etc.) printing is permitted.

EUID ACCESS AND PASSWORDS:

Enterprise User Identification numbers (EUID's) and passwords are required to access this course. It is the student's responsibility to maintain a current EUID number and password. Keep in mind that the University will time out passwords every 120 days for security reasons. You may reset your password at <https://ams.unt.edu/>.

USE OF PERSONAL COMPUTERS:

The student assumes ALL responsibility for the operating condition of personal computers and the functionality of individual Internet connections. The help desk is available to help solve personal computer issues and is located at <https://www.unt.edu/helpdesk/>. The help desk web page has contact and hours of operations information displayed. In addition, ISP issues will be dealt with on an individual basis and will require documentation. Please modify pop-up blocker software.

DROPPING THE COURSE:

If you decide it is necessary to drop the course, please adhere to the related guidelines presented in the [*Spring 2016 Schedule of Classes – the University of North Texas*](#).

STUDENTS WITH DIFFERENT ABILITIES:

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, *please contact the course professor as soon as possible*. Office hours, locations, phone numbers, etc., are presented above. Note: University Policy requires that students notify their instructor(s) within the first week of class that an accommodation will be needed.

OFFICE of DISABILITY ACCOMMODATION:

The course instructor works closely with and conforms to the strict guidelines of the Office of Disability Accommodation. Printed exams will be administered by the ODA at a location agreed upon by the client, the instructor, and ODA staff.

SCHOLASTIC DISHONESTY POLICY:

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty.

Academic dishonesty includes cheating and plagiarism.

The term cheating includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a faculty member or staff of the university.

The term plagiarism includes, but is not limited to, the use, by paragraph or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials*. (Source: Code of Conduct and Discipline at the University of North Texas.)

The incident will be reported to the UNT Office of the Provost and the investigation will follow the outlined "Academic Integrity Process" as referenced at <http://facultysuccess.unt.edu/academic-integrity>. If you have engaged in academic dishonesty related to this class, you will receive a failing grade on the test or assignment, and a failing grade in the course. This policy is intended to protect the honest student from unfair competition with unscrupulous individuals who might attempt to gain an advantage through cheating.

***Please Note:** I will use a plagiarism detection service (i.e. Turnitin.com) to scan your final project. This will be done in full compliance with university policy.

UNT COLLEGE of BUSINESS STUDENT ETHICS STATEMENT:**

As a student of the UNT College of Business, I will abide by all applicable policies of the University of North Texas, including the Student Standards of Academic Integrity, the Code of Student Conduct and Discipline and the Computer Use Policy. I understand that I am responsible reviewing the policies as provided by link below before participating in this course. I understand that I may be sanctioned for violations of any of these policies in accordance with procedures as defined in each policy.

I will not engage in any acts of academic dishonesty as defined in the Student Standards of Academic Integrity, including but not limited to using another's thoughts or words without proper attribution (plagiarism) or using works in violation of copyright laws. I agree that all assignments I submit to the instructor and all tests I take shall be performed solely by me, except where my instructor requires participation in a group project in which case I will abide by the specific directives of the instructor regarding group participation.

While engaged in on-line coursework, I will respect the privacy of other students taking online courses and the integrity of the computer systems and other users' data. I will comply with the copyright protection of licensed computer software. I will not intentionally obstruct, disrupt, or interfere with the teaching and learning that occurs on the website dedicated to this course through computer "hacking" or in any other manner.

I will not use the university information technology system in any manner that violates the UNT nondiscrimination and anti-sexual harassment policies. Further, I will not use the university information technology system to engage in verbal abuse, make threats, intimidate, harass, coerce, stalk or in any other manner which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements that reasonably threaten or endanger the health and safety of any person are not protected speech.

****** I did not write this policy which displays terrible use of passive voice and other crimes against good writing.

Student Standards of Academic Integrity

http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf

Code of Student Conduct and Discipline

http://conduct.unt.edu/sites/default/files/pdf/code_of_student_conduct.pdf

Computer Use Policy

<http://policy.unt.edu/policy/3-10>

PANDEMIC, DISASTER, OR WEATHER CONDITIONS:

The word "Pandemic" refers to health related emergencies as declared by the proper authorities. The word "Disaster" refers to either natural and man-made activities, or states of emergency affecting the population, as declared by the proper authorities (to include Zombie attacks). Weather conditions are declared by UNT authorities. We will continue to operate through normal Internet connections. Course timing and due dates adjustments will be made as required. I will contact you via telephone, Ham Radio, signal fires, semaphore, Blackboard Learn® or www.My.Unt email platforms. No Carrier Pigeons will be used or harmed in this process. If you miss an assignment or exam, please refer to the class attendance policy.

EMERGENCY ALERTS POLICY:

The University of North Texas has an emergency Notification System, [Eagle Alert](#), which has the capability of calling or text messaging emergency notices. As a student, you may also register with Eagle Alert to receive notification of any warnings or campus closings that are announced. Instructions for enrollment can be found at my.unt.edu. The university's radio station, [KNTU 88.1 FM](#) and website <http://www.unt.edu>, will provide updated information during an emergency situation.

STUDENT PERCEPTIONS OF TEACHING (SPOT):

The original committee was charged with providing to the Provost of the University of North Texas (UNT) a recommendation for an assessment tool to facilitate student evaluations of their instructors, allowing university-wide comparison in key areas. SPOT's purpose is to provide a measure of teaching effectiveness as perceived by students. The SPOT scores for a particular instructor can be used for self evaluation and improvement and for measuring improvement over time. The scale scores can also be aggregated into group scores for use by administrators. In addition to providing needed information for UNT, SPOT also satisfies the requirements of House Bill 2504 that calls for transparency in reporting and posting to the web.

TEAM MEETINGS WITH THE INSTRUCTOR:

I will require team meetings after submission of the feasibility study and final project. These can be handled through office visits or telephone conference. My original goal was to use video conferencing, which we will work towards this term. Due to security and other technical issues, the BLB is not set up for video conferences of up to 8-9 people in different locations. Microsoft Communicator is very limited and the University will not pay for services such as Webex, Skype, GoToMeeting, and et cetera. I will keep you up updated.

MGMT 3810 – Family Business
Course Outline – Spring 2016¹

Week	Date	Topic	Reading/Assignment
1	Jan 20	<ul style="list-style-type: none"> - Introduction & Overview - Research Methods - Introduction and Overview 	Read the syllabus Hand-outs Introduce: Genogram, Ferre`, Cousins, & Vega cases
2	Jan 25	<ul style="list-style-type: none"> - The Nature, Importance, and Uniqueness of Family Business - Google Scholar 	Text: Chapter 1 Handouts Introduce: Final Case, Research Paper & Article Review
	Jan 27	<ul style="list-style-type: none"> - The Family Dynamics Challenge - Form Teams 	Text: Chapter 2 Handouts Genogram Due Today
3	Feb 1	<ul style="list-style-type: none"> - The Family Dynamics Challenge - Form Teams 	Text: Chapter 2 Handouts
	Feb 3	<ul style="list-style-type: none"> - The Ownership Challenge - Guest Speaker 	Text: Chapter 3 Handouts
4	Feb 8	<ul style="list-style-type: none"> - The Ownership Challenge - Guest Speaker 	Text: Chapter 3 Handouts
	Feb 10	<ul style="list-style-type: none"> - The Governance and Professionalization Challenge - Guest Speaker 	Text: Chapter 4 Handouts
5	Feb 15	<ul style="list-style-type: none"> - Class Discussion 	Article Review Due Today Text: Chapter 4 Handouts
	Feb 17	<ul style="list-style-type: none"> - Diagnosing the Family Business and Creating Conditions for the Continued Spirit of Enterprise 	Text: Chapter 5 Handouts
6	Feb 22	<ul style="list-style-type: none"> - Diagnosing the Family Business and Creating Conditions for the Continued Spirit of Enterprise 	Text: Chapter 5 Handouts
	Feb 24	<ul style="list-style-type: none"> - Exam #1 (chaps. 1-5, research methods, videos, guest speakers, and additional materials) 	
7	Feb 29	<ul style="list-style-type: none"> - Class discussion - Succession: Developing and Selection of the Next Generation 	Ferre` Case Due Today Text: Chapter 6 Handouts
	Mar 2	<ul style="list-style-type: none"> - Succession: Developing and Selection of the Next Generation 	Text: Chapter 6 Handouts Case
8	Mar 7	<ul style="list-style-type: none"> - Succession and the Transfer of Power 	Text: Chapter 7 Handouts
	Mar 9	<ul style="list-style-type: none"> - Class Discussion 	Article Review Due Today Text: Chapter 7

¹This schedule is not absolute. While every effort will be made to follow the schedule as listed, changes may be made as needed. It is your responsibility to be aware of any announced changes.

9	Mar 14	- Spring Break.	University Closed.
	Mar 16	- Spring Break	University Closed.
10	Mar 21	- Change, Adaptation, and Innovation: The Future of Family Business	Text: Chapter 8 Handouts Team Term Paper Due
	Mar 23	- Family-Business Governance: Boards of Directors, Family Councils, and Family Offices	Text: Chapter 9 Handouts
11	Mar 29	- Class Discussion - Family-Business Governance: Boards of Directors, Family Councils, and Family Offices	Cousin's Case Due Today Text: Chapter 9 Handouts
	Mar 30	- Strategic Planning and Trans-generational Entrepreneurship	Text: Chapter 10 Handouts
12	Apr 4	- Strategic Planning and Trans-generational Entrepreneurship	Text: Chapter 10 Handouts
	Apr 6	- Exam #2 (6-10, videos, additional materials, and speakers)	
13	Apr 11	- Estate Planning	Text: Chapter 11 Handouts
	Apr 13	- Estate Planning	Text: Chapter 11 Handouts
14	Apr 18	- The Owners Plan	Text: Chapter 12 Handouts
	Apr 20	- Class Discussion - The Owners Plan	Vega Case Due Today Text: Chapter 12 Handouts
15	Apr 25	- Financial and Wealth Management in the Family Business	Text: Chapter 13 Handouts
	Apr 27	- Key Nonfamily Management: The Visible Commitment to Managing the Family Business	Text: Chapter 14 Handouts
16	May 2	- Team Projects Due - CD with Word and Excel files due today - Presentations due today	Team Project Due Today Team Presentation Due Shirt and Tie Day Peer Evaluations Due Today
16	May 4	- Team Projects Due - CD with Word and Excel files due today Presentations due today	Team Project Due Today Team Presentation Due Shirt and Tie Day Peer Evaluations Due Today
17	May 11	- Final Exam Today (chaps. 11 - 14, videos, speakers, and additional material)	Location: TBA 1:30 – 3:30 pm

I wish you Success and Peace!

Team # _____

Name _____

Project: _____

Signature _____

MGMT 3810

PARTICIPATION IN TEAM PROJECT

GRADING SHEET INSTRUCTIONS:

- * Evaluate the performance of each team member (**including you**) using the following criteria.
Did the individual display initiative while working on project?
Did the individual attend scheduled meetings?
Did the individual adequately complete assigned work?
Did the individual foster team spirit?
Did the individual contribute to project completion?
- * You must distribute a total of $[N \times 100]$ points among your team members based on each member's overall contribution to the team project. N = the number of individuals on your team. For example, if there are 7 members (**including you**) on the team, then the total number of points that must be distributed among the members of your team is: $7 \times 100 = 700$.
- * For any team member whose points are significantly above or below the team average (i.e, greater than 110, or less than 85), please make specific comments indicating why the team member received that score.
- * Fold the evaluation sheet and return it to the instructor with the finished report.

PERFORMANCE EVALUATION MATRIX

NAME OF TEAM MEMBER		POINTS ALLOCATED [Ensure that this column total = $[N \times 100]$]
1.		
2.		
3.		
4.		
5.		
6.		
7.		
Total Points		

Comments on **Highest** and **Lowest** rated team members.
Please be as specific as possible to explain your rating

Member Name _____

Member Name _____

Member Name _____

Member Name _____

MGMT 4980
Information for Integrated Team Project

1. Projects should follow the outline provided. Generally they will run 18-20 pages for the analysis part of the plan including recommendations.
2. Projects will use a spiral binding with cardstock covers minimum. Do not use card stock on the report body. Assumptions should be reasonable and clearly delineated in your plan. Use 12 point Ariel font, normal character spacing and APA parenthetical citation style (end of sentence). This will make submission to www.Turnitin.com easier to rectify. You will still create an APA style "Works Cited" section in your report. Use 1" margins on the left (for binding) and 1" on other sides. Use ¼ inch indentions for emphasis and bullet points.
3. Your Executive Summary (page 1) should be about one page in length and should give a thumbnail sketch of what the report is about and how you are going to develop it.
4. Logos on your project cover and on the letter of transmittal are required to grab the reader's attention. A letter of transmittal should be included immediately behind the report cover in your project.
5. Group members' names should not appear on the front page. They will be on the letter of transmittal (not a memo of transmittal) in the footer. A single point of contact should sign the letter. Don't forget the letterhead.
6. Include a "Table of Contents" (i) and a "Table of Figures" (ii) with page numbers for references. All pages should be numbered in the center at the bottom.
7. Organizational charts generally are more desirable than writing out all the information which would be included in one.
8. Appendix —should be reasonable in length—work for quality not quantity. Generally anything over one page will go in the appendix. Start with the works cited pages (numbered), then special sections for HR, equipment, market research, etc. (numbered). The general appendix will include the first printed page of every reference (on-line and other) you use to write the business plan. Do not waste your time by scanning in general appendix pages or page numbering the general appendix.
9. A CD should be included of a copy of the entire project (minus diagrams, borders, art, etc.) **and should be affixed to the back cover of the project.** I will provide your team with the proper envelope.
10. Evaluation—
 - Did you follow the format from class and this sheet?
 - Is it realistic?
 - Include concepts from the book and lecture?
 - Is it professionally done? Is the grammar and spelling correct?
 - Is it well thought out? Is it consistent?
 - Technical, Artistic, and Absolute ranking

UNIVERSITY OF NORTH TEXAS
Authorization to Release Assignments to Plagiarism Detection Service

Written assignments in this course may be provided to Turnitin, an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name, student identification number, or a team identifying code**. If you do not sign the form, you must provide an identical copy of your assignment with personally identifiable information removed so that the material can be submitted to the service. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade. You are not required to sign this authorization and you will not be penalized if you do not sign the form.

Please print, sign and date the authorization form. Return the form to the instructor upon completion.

I, _____, hereby voluntarily authorize
[Print Name of Student]
the instructor in [MGMT 3810 Family Business] to disclose assignments that contain my name
and/or student identification number to an internet-based plagiarism detection service.**

This authorization will remain in effect from the date it is signed until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.

Student Signature

Date

**Note: I will code your submission and remove the report cover if group member names are listed. This is done to protect those going on to graduate school from team members that have plagiarized (whether intentionally or unintentionally).

UNIVERSITY OF NORTH TEXAS
Authorization to Photograph and Use Likeness

I, _____, hereby voluntarily authorize
[Print Name of Student]
The instructor or designate, to take and distribute photographs of me for use in University of
North Texas marketing efforts.

Student Signature

Date

UNIVERSITY OF NORTH TEXAS
Authorization to Release Assignments to Plagiarism Detection Service

Written assignments in this course may be provided to Turnitin, an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name, student identification number, or a team identifying code**. If you do not sign the form, you must provide an identical copy of your assignment with personally identifiable information removed so that the material can be submitted to the service. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade. You are not required to sign this authorization and you will not be penalized if you do not sign the form.

Please print, sign and date the authorization form. Return the form to the instructor upon completion.

I, _____, hereby voluntarily authorize
[Print Name of Student]
the instructor in [MGMT 3810 Family Business] to disclose assignments that contain my name
and/or student identification number to an internet-based plagiarism detection service.**

This authorization will remain in effect from the date it is signed until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.

Student Signature

Date

**Note: I will code your submission and remove the report cover if group member names are listed. This is done to protect those going on to graduate school from team members that have plagiarized (whether intentionally or unintentionally).

UNIVERSITY OF NORTH TEXAS
Authorization to Photograph and Use Likeness

I, _____, hereby voluntarily authorize
[Print Name of Student]
The instructor or designate, to take and distribute photographs of me for use in University of
North Texas marketing efforts.

Student Signature

Date

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