



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

**CARLETON UNIVERSITY
BUSI 3611 A
WINTER 2020
MANAGING THE FAMILY ENTERPRISE**

Instructor: Danielle Walsh, CPA, CA
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TA: TBD
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Course meets: Tuesdays 8:35-11:25

Pre-requisites & precluded Courses: BUSI 1005 or BUSI 1002, and BUSI 2101 or 2121 or 2702, and third year standing.

Course Calendar description from the 2019/2020 University calendar:

**BUSI 3611 A [0.5 credit]
Managing the Family Enterprise**

How family businesses are different, what makes them different and how to effectively manage these differences. Challenges arising from the tension between family and business pressures from governance, management and succession planning perspectives.

Learning Objectives:

- To understand the key differences between family and non-family businesses. Students will leave the course with an appreciation of the advantages / disadvantages of family ownership and how to manage these effectively.
- To understand how and why the field of family business emerged as a distinct discipline. Students will leave the course with an appreciation of the evolution of family business theory and empirical research.

- To understand the unique challenges arising from management and ownership succession in a family-owned firm. Students will learn how to recognize and respond to common issues.
- To become familiar with the concept of Guiding Principles and Family Business Rules. Students will leave the course with a working knowledge of best practices and how to apply / customize them for individual family businesses.
- To appreciate the special importance of governance in family-owned enterprises, and form a working knowledge of critical governance structures: Family Business Meetings, Family Council Meetings and Family Assemblies. Students will leave the course with an ability to manage these structures effectively within a firm.

Reading(s)/Textbook(s):

Textbook: A Practical Guide to Family Business Succession Planning – The advice you won't get from accountants and lawyers

Link to purchase: https://www.amazon.ca/Practical-Family-Business-Succession-Planning/dp/177509815X/ref=sr_1_1?keywords=Family+Business+Succession+Planning&qid=1575837903&sr=8-1

Articles & Slides: Available on cuLearn

Course Requirements & Methods of Evaluation:

Method of evaluation:

- 30% Midterm (February 11, 2020)
- 20% Individual assignment (to be submitted March 24, 2020)
- 10% Class participation based on attendance and in-class participation
- 40% Final exam (take-home in groups due April 25, 2020)

Course Schedule:

DATE	TOPICS	REQUIRED READINGS
Jan 7	<p>The Evolution of the Field & the Importance of Family Business Introduction to course The business of family business – How did it all start? Importance of family businesses in the economy</p>	<p>Book:</p> <ul style="list-style-type: none"> • Introduction <p>Case 1 (posted online) Case 7 (posted online)</p>

Jan 14	<p>The Theory of Family Business – <i>Understanding the theory surrounding families in business</i> What constitutes a family business? The three generation rule (shirtsleeve to shirtsleeve) Systems theory (Three circle model) Evolution of a family business The role of genograms</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 1 <p>Review our family business scenario (posted online)</p> <p>Case 4 (posted online) Case 16 (posted online)</p>
Jan 21	<p>The Benefits and Challenges of Being a Family Business – <i>What are the unique opportunities, benefits and challenges of being a family in business?</i> Challenges of being a family in business Competitive advantages that can be obtained</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 2 <p>Bourne Case (posted online) Case 2 (posted online) Case 13 (posted online)</p>
Jan 28	<p>Management Succession Issues – <i>Identifying the management succession issues that plague families in business</i> Employment for family members Compensation for family members Grooming and performance reviews for family members Professionalization Leadership & conflict The importance and role of non-family managers</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 3 including Successor Grooming Template on page 194 (Appendix A) <p>Article:</p> <ul style="list-style-type: none"> • Death of a family farm <p>Case 8 (posted online) Review Bourne case & our family business scenario</p>
Feb 4	<p>Ownership Succession Issues – <i>Identifying the ownership succession issues that can wreak havoc on family harmony</i> Who can own shares? How is the share transfer funded? Mechanics of an estate freeze What are the terms and conditions surrounding each exit: death, incapacity, voluntary exit.</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 4 • Chapter 5 (only pages 118 – 122 for estate freeze example) <p>Case 5 (posted online)</p> <p>Review Bourne case & our family business scenario</p>
Feb 11	Midterm!	On all material covered!
Feb 18	READING WEEK!	RELAX!
Feb 25	<p>The role of the Family Business Practitioner (Part 1) – <i>The importance of developing family business succession guiding principles</i></p> <p>The process used to consult as a Family Business Practitioner (FBP) will be outlined and the Guiding Principles, a key tool in a successful family business succession plan, will be discussed.</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 5 <p>Review our family business scenario and the Bourne case</p> <ul style="list-style-type: none"> • What guiding principles would you recommend? <p>Case 3 Part A</p> <ul style="list-style-type: none"> • Answer the 3 questions in last paragraph

Mar 3	No Class	<ul style="list-style-type: none"> • Start working on your assignment
Mar 10	<p>The role of the Family Business Practitioner (Part 2) – <i>The importance of developing family business rules</i> Practice applying the GP’s to a case. The Family Business Constitution is made up of Guiding Principles and Family Business Rules, therefore, this class will focus on what kind of rules families need to develop in support of their GP’s.</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 6 <p>Article:</p> <ul style="list-style-type: none"> • Developing Policies Can Save Your Family Business <p>Review our family business scenario</p> <ul style="list-style-type: none"> • What family business rules would you recommend? <p>Case 19 – New Way</p> <ul style="list-style-type: none"> • Answer Q1, Q2 and what guiding principles would you recommend? <p>Case 5 Revisited</p> <ul style="list-style-type: none"> • What guiding principles and family business rules would you apply?
Mar 17	<p>Governance – <i>Governing the family, the business and the ownership group</i> Board of directors vs. Advisory board Family business meetings Family council meetings Management table Management meeting</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 7 <p>Article:</p> <ul style="list-style-type: none"> • How Sophisticated Does Our Governance Need to Be? • Making Sibling Teams Work <p>Case 10 (posted online) Case 6 (posted online)</p>
Mar 24	<p>Conflict in the Family Business – <i>The importance of conflict resolution and communication in a family business</i> A professional Mediator and Dispute Resolution Officer will be joining us to talk about conflict resolution</p>	<p>To be determined – the guest speaker will provide us with some material</p> <p>Review the Bourne case & our family business scenario</p>
March 31	<p>The Succession Binder – <i>Integrating the technical and family components</i> Unique characteristics of a family business shareholder’s agreement Marriage contracts Wills Power of attorney Insurance</p>	<p>Book:</p> <ul style="list-style-type: none"> • Chapter 8 <p>Shareholder Agreement Template (posted online)</p> <p>Article:</p> <ul style="list-style-type: none"> • Market Basket (U.S) Shows the Best and Worst of Family Business (posted online)

April 7	<p>Practice applying it all together</p> <p>Review before take-home exam</p>	Qadri case
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ADDITIONAL INFORMATION



Missed or Late Term Work

The only valid excuse for missing a deadline or midterm is for medical reasons or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc.) will not be considered. In such circumstances, separate arrangements may be made. If you miss a deadline for a reason that is not deemed as legitimate, your mark will be zero.

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Required calculator in BUSI course examinations

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work

The Spratt School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:
WDN = Withdrawn from the course
DEF = Deferred

Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here: <http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and

for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist.

<https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a hard copy of all work that is submitted.
 - All final grades are subject to the Dean’s approval.
 - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>
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