

REAL ESTATE “AGENCY & PRINCIPLES” - REAL 3100 SEC. 001

FALL 2016 DENTON CAMPUS

6:30 P.M. - 9:20 P.M. Beginning Thursday, September 1 –December 16, 2016 (final exam night)

Building and Room # BLB 073

Instructor: Dr. John Baen; Adjunct Assistant Instructor: Thomas C. Terrell

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For students who anticipate seeking a Texas real estate Salesperson License, this course may fulfill the Texas Real Estate Commission requirement for a “Core” real estate course in real estate agency for a minimum of 30 classroom hours (2 semester hours) **AND an additional 15 classroom hours (1 semester hour) in “Real Estate Principles”**, HOWEVER, DUE TO RECENT CHANGES IN TREC REGULATIONS, **EACH STUDENT SHOULD CHECK WITH THE FIREL DEPARTMENT TO ENSURE TREC ACCEPTANCE OF THIS COURSE IN ITS PRESENT FORMAT.** (A total of 45 classroom-hours or 3 semester hours toward the initial real estate licensing requirements of The Real Estate License Act.) **THE TEXT IS: “TEXAS REAL ESTATE AGENCY” 8th EDITION**, Dearborn Real Estate Education. **NOTE: Previous editions will not suffice** due to total reorganization of course outlines required by the Texas Real Estate Commission. All tests and daily quizzes will come from the Eighth Edition text. Your instructor does not profit financially in any way by your purchase of this text.

IMPORTANT EMAIL PROCEDURES:

In all STUDENT-to-INSTRUCTOR emails’ subject line MUST begin with “REAL 3100” plus the actual subject (updated for each new email) or they will not be opened and may go to “JUNK” All replies from instructor will only go to student’s UNT email address NOT A PERSONAL EMAIL ADDRESS. EACH STUDENT IS ADVISED TO CHECK HIS OR HER UNT EMAIL FREQUENTLY FOR CLASS INFORMATION AND ASSIGNMENTS OR ANSWERS TO STUDENT’S email TO THE INSTRUCTOR. If you do not understand these email instructions, please ask instructor to clarify them in class. My UNT email address is “tct0003@unt.edu”. Please only correspond with me through your “unt.edu” email and not your personal emails.

I. COURSE DESCRIPTION

The Real Estate Agency & Principles course introduces the student to a theoretical, legal, ethical, and practical knowledge base regarding different philosophies, principles, purposes, policies, practices, prizes, and perils of various types of real estate brokerage systems’ specific conduct and potential outcomes.

Subjects Areas of the Course Include the following topics required by TREC:

- (1) Agency Concepts;
- (2) Basic Agency Relationships, Disclosure & Duties to Client;
- (3) Duties and Disclosures to Third Parties;
- (4) Seller Agency;
- (5) Buyer Agency;
- (6) Representing More than one Party in a Transaction: Intermediary Brokerage;
- (7) Creation and Termination of Agency;
- (8) Clarifying Agency Relationships;
- (9) Employment Issues;
- (10) Agency, Ethics and the Law;

- (11) Deceptive Trade Practices & Consumer Protection Act; and
- (12) Implementation and Presentation.

REAL 3100 will include 15-hours in various real estate principles subjects below:

- (1) listing agreements and representation agreements
- (2) licensing as a broker or salesagent/salesperson;
- (3) ethics of practice as a license holder;
- (4) titles to and conveyance of real estate;
- (5) legal descriptions;
- (6) deeds, encumbrances, and liens; and
- (7) distinctions between personal and real property

Additionally and importantly, this course includes the impact of agency law, relatively recent statutory and regulatory changes regarding intermediary relationships, minimum broker services, handling of earnest money, contract negotiations and the impact of agency relationships on the formation of a contract, State Bar of Texas Rules for Attorneys regarding conflict of interest and acting as intermediaries, and FTC and DOJ position letters and enforcement activities, as well as other legal and marketing trends, **and their potential impact on:**

- (1) consumers of real estate services (i.e. owners of real estate and prospective buyers or tenants)
- (2) real estate license holders;
- (3) real estate contract negotiations;
- (4) formation of contracts;
- (5) past and present litigation;
- (6) future changes in The Real Estate License Act (TRELA) and Rules or the Texas Real Estate Commission (TREC Rules);
- (7) fiduciary aspects of valuation and appraisal;
- (8) links between deceptive trade practices and breaches of fiduciary duty;
- (9) opinions of value versus BPO's, CMA's, and square footage issues;
- (10) brokerage management and operational policies and procedures relative to agency choices;
- (11) fiduciary aspects of employee and independent contractor agreements; and, time permitting,
- (12) recruiting efforts, methods and systems;

IMPORTANT NOTE: The UNT course entitled **Principles of Real Estate** (REAL 2100) is helpful and **recommended as a prior course**, or even a concurrent course. **This Agency course, REAL 3100, coupled with REAL 2100,** will give the student 90 classroom hours of “Core” real estate course work or the equivalent of TWO 30 classroom-hour courses in Principles (4 semester hours) and ONE-30 classroom-hour course in “Agency” (2 semester hours).

WARNING: For those seeking a real estate license, REAL 2100 or its 45 classroom hour equivalent from another school will be mandatory. That is, this course, coupled with a Community College or proprietary real estate school 30-Hour PRINCIPLES course, WILL NOT SUFFICE. It will leave the student 15-classroom hours short of the TREC required 60-classroom hours for the “principles” core course requirement for licensing. If you have questions regarding this “issue” please bring them up in class!
[STUDENT NOTE: CHECK WITH FIREL OR TREC TO ENSURE RULES HAVE NOT CHANGED REGARDING CREDIT FOR LICENSING PURPOSES.]

II. COURSE OBJECTIVES

- A. To introduce the student to subjects of real estate contracts, valuation and agency relationships and their combined effect on brokerage management, profitability, liability and operations.
- B. To provide the student with language and terminology of real estate in order to intelligently analyze the type brokerage operations they may want to be “a part of” as a licensed salesperson or “work with” as a client or customer in the purchase, sale or leasing of residential and/or commercial property on the student’s “own accounts” in the state of Texas.
- C. To prepare the student for more in depth study of the key legal and functional areas of real estate at a later date.
- D. To prepare students to be educated as to problems and opportunities in real estate brokerage operations as well as **help them protect themselves from incompetent and unscrupulous persons in their own real estate transactions in the future.**

III. LEARNING OBJECTIVES

Learning objectives for each unit of instruction in the course will be identified by the instructor prior to each period of instruction. These objectives are specific statements of what the student should be able to do, perform or remember as a result study of the instructional material and in-class discussion associated with a particular unit of instruction. They define what is expected of the student as a result of studying the course material and participation in classroom activities associated with each instructional unit.

- A. They define what is considered important, thereby focusing the attention and study effort on primary or “need to know” information.
- B. They form the basis of evaluation of what the student should be expected to derive from the course.
- C. **The student will be expected to do, orally and/or in writing, the following:**
 - a) Identify general real estate terms and explain their meaning in appropriate situations. (See text Glossary or The Language of Real Estate by John W. Reilly.)
 - b) **Define and/or explain the terms:** agent, broker, salesperson, licensee, fiduciary, intermediary, “affiliated appointed license holder”, client, customer, fiduciary duties, dual agent, middleman, finder, facilitator, negotiator, mediator, arbitrator, independent contractor, employee, master, servant, sales associate, broker associate, MLS, TAR, NAR, TREC, implied agency, ostensible agency, volunteer, apparent authority, “working with” versus “working for”, appraisals versus BPOs or CMAs, and other terms introduced during the course.
 - c) Explain nature and importance of comprehensive and consistent company policies to manage a real estate brokerage operation.
 - d) List the many fields that relate to the practice of real estate.
 - e) Describe the major provisions of (TRELA) of the state of Texas and the effects of the provisions on real estate brokerage operations.
 - f) Describe the functions of the TREC as they relate to brokerage operations.
 - g) Explain the differences and similarities between the TREC Canons of Professional Ethics and the REALTOR® Code of Ethics.
 - h) Explain the Law of Agency and mutual obligations that exist by law and contract between principal and agent in the real estate brokerage.
 - i) Explain the Texas “intermediary law” and differentiate between the role of an intermediary and the role of a “true agent fiduciary” in a real estate transaction. (TRELA §1101)
 - j) Explain the difference between a “common law dual agent” and an “intermediary.”
 - k) Explain the characteristics, advantages and disadvantages of all types of listing agreements and buyer and tenant representation agreements, including agreements to act as an intermediary.

- l) Discuss essential elements of a valid contract and how an agency agreement differs from other types of contract.
- m) Explain how specific agency or “legally recognized non-agency relationships” might affect the conduct and communications of a real estate licensee relative to the following functions/relationships of the licensee and his or broker during a transaction:
 - (1) Preparing a Competitive Market Analysis (CMA) for a “client” (NOT for a “customer”).
 - (2) Answering a customer’s questions relative to the value of a client’s property listed by your brokerage company.
 - (3) Sharing Information with the Title Company.
 - (4) Acting as a subagent for the listing brokerage.
- n) Each student should be independently able to access and use appropriately the legal information from TREC available at the following sites:
 - (1) www.trec.texas.gov/
 - (2) <http://www.statutes.legis.state.tx.us/Docs/OC/pdf/OC.1101.pdf>
 - (3) <http://www.trec.texas.gov/pdf/rules/TRECrules.pdf>

IV. GENERAL COURSE ORGANIZATION

This course will be presented in a series of lectures supplemented by guest speakers when or if appropriate. Emphasis will be placed on learning the meaning and the more functional use of terms, concepts and basics of purchasing a home or other real estate.

Students will be responsible for demonstrating competence and/or understanding in the areas specified by the Course Learning Objectives.

V. TEXTBOOKS

The **REQUIRED TEXT** for the **AGENCY PORTION OF THE** course is: **“Texas Real Estate Agency” Eighth Edition by, Peeples, Peeples, and Williams**

The **PREFERRED SUPPLEMENTAL TEXT** for the “PRINCIPLES” Section of this course is whatever text is being used in your UNT Real Estate Principles Course

ALTERNATIVE SUPPLEMENTAL TEXTS for Principles section of this course are:

Texas Real Estate (most recent edition) by Jacobus, OR

Modern Real Estate Practice in Texas, 16th edition or later, by Nance

HANDOUTS may be distributed in class by the instructor. **Students who are absent should obtain copies handouts and notes from fellow students and/or make arrangements to pickup handouts from the instructor. The instructor will not bring handouts to class for more than one additional class session.** Since handouts are to be a part of your notebook for grading, **be sure to keep all handouts and emails from or to the instructor in your notebook.**

COURSE SCHEDULE, ASSIGNMENTS, and SAMPLE GRADE/ATTENDANCE ROSTER - will be handed out on the first day of class. Assume at least a 10 -20 question quiz on the Syllabus on the first or second class session.

VI. STUDENT EVALUATION

Each student will be evaluated on their degree of mastery of the course objectives listed in the syllabus. Students will be required to demonstrate competence by satisfactorily passing scheduled examinations which will be prescribed by the instructor and identified in the class schedule on the first day of class. Additionally, responses in class to questions will be used to estimate the student’s level of comprehension and mastery of course materials.

Bonus points, at instructor's discretion, may be give for timely, accurate answers or insightful questions and observations by students.

VII. ATTENDANCE REQUIREMENTS

Attendance will be taken every class meeting at the beginning and possibly the end of the class period. Students arriving late for class are responsible for checking with the instructor **AT THE END OF THE CLASS PERIOD** to ensure they have been counted. If you have a personal problem or are ill call your adjunct instructor, Tom Terrell, in Grapevine at (817) 329-0140 or Cell phone at (214) 564-5033 and leave a message. **All absences, to be excused for purposes of the attendance and participation requirements listed in Paragraph XI below, require a make-up assignment to be turned in at the first class meeting following the absence.** Make-up tests will not be offered without instructor approval and valid reasons. **Grade reductions will be made for make-up exams unless the reason is a serious medical emergency or some equally compelling reason.** **ATTENDANCE IS WORTH FIVE (5) POINTS PER NIGHT FOR 16 SESSIONS OR EIGHTY (80) POINTS POSSIBLE TOWARD THE TOTAL OF 500 POINTS.** (see section XIII Grading Procedures) Failure to turn in Quiz Scantrons when they are due, or before, will receive a five (5) point grade reduction.

VIII. CHEATING and Academic Dishonesty

Cheating and Academic Dishonesty will not be tolerated. Any student cheating during exams in class, on "take-home" exams or while exams are being graded in class, will have their test taken up and be given a "minus 20 points" for that test. See section XIII on Grading Procedures to see the effect of having a "minus 20" given instead of a zero. That is a difference of 40 points. If you are not prepared for a test, it is better to take a zero on a test or quiz than have a minus 20. Cheating can be a two-way street. Any student aiding or abetting another student to plagiarize his or her work or copy his or her work is also guilty of cheating and subject to the same penalties as the person plagiarizing or copying. If the cheating is significant or repeated, the student or students involved may be reported to the **Center of Student Rights and Responsibilities**. If the instructor has reasonable cause to suspect cheating, the suspected student or students may be asked to remain after class and take the exam over or come to the FIREL office and have the exam re-administered and proctored. If there is an obvious difference in the answers on the second quiz, there will be a rebuttable presumption of cheating made and a report made in accordance with Faculty Handbook and the Code of Student Conduct. Studying together and quizzing each other is not considered cheating. However, those who do not do their own work and still participate with others just to get their answers are cheating. Cheaters are leaches on any system and weaken the moral and ethical fabric of a group or society, affecting and "infecting" all the others in the group. They should be expelled from legitimate study groups. Do not aid them. Do not be one.

IX. ADA STATEMENT

The College of Business Administration complies with the Americans with Disabilities Act in making reasonable accommodations 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 office of Finance, Insurance, Real Estate and Law (FIREL) as soon as possible.

X. STUDENT CODE OF CONDUCT IN CLASS

Each student is expected to conduct himself or herself with dignity and respect for others in the class, to pay attention and participate in class discussion, to attend class unimpaired by drugs or alcohol, to refrain from sleeping in class, carrying on private conversations or reading outside materials during class time, including but not limited to doing any other work on a laptop computer or hand-held electronic device or cell phone. Any student who does not comply with these minimal rules of civil and courteous attention and discourse may be asked to leave the class temporarily. If misconduct is flagrant and/or repeated, the offending student will be dismissed from class and given a failing grade for the course.

Nothing herein should be deemed to limit sincere, relevant and spirited debate or argumentation of principles or positions related to issues applying directly or indirectly to the subject matter and the conduct of real estate professionals. The only limitation on debate will be time restraints imposed by the course length and content. The instructor will act as arbiter of length and appropriateness of argumentation.

If the student's personal, political, philosophical, religious, ethnic, ethical, cultural, or legal views are relevant to subjects discussed in the course, then all polite and courteous and intelligent expressions of those views are

welcome. However, the student may be asked politely to explain how those views, in their opinion, relate to the particular agency, principles, legal, or ethical topic or subject being discussed. For example: A particular Buddhist belief or point of view on the concept of fiduciary duties would be welcomed for class discussion. A view of fiduciary duties or their corollaries as seen in other countries' laws would be welcome and in fact, is encouraged. Some reasoned and logical support for your assertions made would be good.

THE USE OF CELL PHONES OR ANY OTHER ELECTRONIC DEVICES IN THE CLASSROOM FOR NON-COURSE RELATED PURPOSES IS STRICTLY PROHIBITED. Students using them without permission will be dismissed from the course! **No computers may be used in the classroom unless the student USES IT solely for the purpose of note-taking OR researching an issue for this course and RECEIVES written or oral permission** to use it in class. **Any other use is not authorized and may result in the student being dismissed from the class or having their course grade reduced by one letter or other appropriate disciplinary action.**

XII. INSTRUCTOR EVALUATION

It is my objective to offer a quality learning experience for each student and to maintain a classroom environment in which each student may participate fully and maximize his or her educational and intellectual potential. It is my desire that each student will learn to think critically, research independently, critically analyze and evaluate the principles, laws, and concepts they are expected to know, and be able to argue various positions relative to those real estate concepts, laws and ethical principles. I will attempt to reach students with different learning modalities in different ways including lecture, discussion, role play, tests (oral and written), reading, visual aids, video recordings, outside assignments and, if time permits, guest lecturers. At the end of the course, students will be asked to evaluate my instruction in a confidential survey (SETE). Your responses in the survey cannot affect your grade. **Please participate in the Student Evaluation of Teaching Effectiveness program (SETE). See your UNT website for details. A copy of the UNT notice that you have completed the SETE should be included in your Notebook.**

Seven (7) Bonus Points will be added to the student's course score by providing **written proof** that the SETE has been completed.

XIII. GRADING POLICIES AND PROCEDURES

1. **GRADE CHANGES:** In past versions of this course, grade changes occurred too frequently. **Effective with this semester, no grades will be changed on any weekly quizzes later than the first class session following the test due date.**
2. No makeup or late exams will be given without prior arrangement and appropriate reason.
3. Make-up assignments OR late exams, if they are accepted, will first be scored, **then 5 points will be deducted for the late submission.** **NO EXCEPTIONS! None of the "make-up" exam grades will be changed.** Special circumstances will be considered for no deductions, but the test must be taken prior to the same "in-class" exam.
4. Attendance **CAN GIVE GREAT ASSISTANCE IN FINAL GRADES.** **Intelligent Participation and the student's oral answers to questions asked in class can also give the student added points.** It is not essential that the answers or questions by the students be stated perfectly, but they should display a basic grasp of issues or problems presented in the question. By its nature, the participation element will be a somewhat subjective call on the part of the instructor and may be used in marginal grade categories to elevate the student's grade.
5. Because of the daily quiz component, **it is not likely that a student can make an "A" Course Grade without the Attendance/Participation component being high.** Remember, being absent on an evening when a 10 point "in-class" quiz is given would result in a loss of 15 points. (10 for the exam because of no make-up and 5 for non-attendance). Moral: Don't miss class and Do be prepared to take a quiz assigned for that week! **The quiz will be due whether the material is covered in class or not!!!!** The instructor has the right to drop or substitute quizzes or projects to evaluate student progress. If a quiz is dropped by the instructor, the appropriate number of points will be credited to the student's total points.
6. **COURSE GRADE:** There is a possibility of amassing a total of 500 "grade points" in the course (120 on the Final Exam, 233 from chapter quizzes; 20 pts for Syllabus Quiz; and 80 points for Attendance. (5 pts. per session *if* not tardy and not leaving early.) Any student **arriving 15 minutes or more after the roll is taken or leaving before class is dismissed will not be awarded any points for that session UNLESS receiving credit by the instructor.** Some

of the quizzes may be “Take home- Open book-Open Notes” and graded in class. Others will be “In class” and, **at the instructor’s discretion, may or may not** be open book or open notes. **Therefore, read ahead!**

GRADE POINT AND LETTER GRADE CALCULATOR

120 points for Final Exam(s) *

233 points from chapter quizzes

20 points for Syllabus quiz

80 points for attendance (5 Pts/night for 16 nights)

20 pts max for excellent Resource Notebook (0 to 20 posbl.)

473 total “grade points” possible (not counting bonus points)

(This chart does not count possible bonus points that can add to your total score. i.e. you could earn more than 473 points)

***A deduction of 40 points will be given for not turning in final exam**

100-question packet with the student’s name on the packet along with the Scantron, even if the Scantron was turned in.

425 -- 500 = A

350 -- 424 = B

275 -- 349 = C

200-- 274 = D

0 – 199 = F

IMPORTANT NOTE:

Students making less than 50 pts on the 100 point final cannot make higher than a “D” for the course no matter how high the other combined “grade points” and “bonus points” are.

***This grading schedule is subject to change through the 3rd class session.**

7. A Student who shares with other students who are copying the student’s test or work or those who copy from other students will **receive “zero” points and an additional deduction of 20 points** from the student’s cumulative score. In addition that student may be subject to other UNT discipline. (See Section IX on “Cheating and Academic Dishonesty”)
8. All tests will be either graded in class at the end of each session or turned in and graded after class and returned the following week. A student’s answers must be marked in **#2 Pencils** to facilitate Scantron grading. **Red Pencils or pens may not be used to mark your answers** on the SCANTRON cards. **Each student is responsible** to see that he or she has a **No. 2 regular pencil with good, clean eraser at each class session!!!!**
9. **NOTEBOOKS:**
 - a. Due to recent changes to statutes, common law, TREC Rules, professional codes and trends in practice, **numerous handouts may be produced free of charge by the instructor for distribution OR EMAILED TO THE STUDENT.** These materials, including this syllabus, should be three-hole punched. **Students are required to place these handouts in a notebook and bring the notebook to class each session.** In addition, copies of at least one page of numerous internet sites required by the instructor should be placed in the notebook.
 - b. To receive more than 5 points on the Notebook, students should have at **minimum one dozen neat, well marked tabs dividing the sections of information for instructor’s use in grading.** Untabbed notebooks can only get a maximum of 5 points. Poorly tabbed and poorly arranged or sloppy notebooks will not receive more than 5 “grade points”.
 - c. **The course number, semester, and student name must appear on the FRONT of the notebook.**
 - d. **Daily quizzes and returned Quiz Scantrons MUST also be kept in the notebook.** This will facilitate preparation for the final exam and proof that student in fact took the quiz and that quiz was appropriately scored by Scantron or by hand by the instructor and recorded in Instructor’s Grade roster.
 - e. **Students who fail to maintain the notebook and present it at the time scheduled in the syllabus and at time of grade appeal will not be given the benefit of the doubt in challenging the instructor’s grade sheet.**
10. **Where there is a conflict in the information** that results in exam questions being answered according to the text when the handout or the Power Point presentation is more accurate, partial to full credit may be given for answers that match the text but are incorrect according to more recent changes in the law or the Power Point presentation.

No credit will be given for an answer that is in accordance with the text but incorrect IF the specific information was discussed in class AND noted by the instructor or presented differently on the Power Point slides

11. **Attendance will be checked each night** by seating chart and/or roll call. Students arriving late, after roll is taken, **have the responsibility to check with the instructor before the end of the first break to ensure they have been counted present** on the attendance sheet. Students arriving after the first 20 minutes of class or leaving before the end of the class session or not returning timely from a break **will be counted absent for the whole night for purposes of course grade. (i.e. the 5 bonus points)**

12. Students who show up late and forget to come down to verify if they were counted **will still be counted as absent. Do not interrupt the instructor, unless called on, to announce your late arrival. It is discourteous and distracting. Wait till the end of class to report your attendance!**

13. Students answering for other students, signing or initialing “sign-in sheets” for other students or in any way falsifying attendance for themselves or others **will lose all attendance points for the course. (80 points) That loss would require exceptional performance on all the exams to make a top grade.**

14. **NO GRADE CHANGES WILL BE MADE FOR ANY REASON UNLESS THE STUDENT MAKES THE GRADE CHANGE REQUEST WITHIN FIFTEEN (15) DAYS OF THE GRADES BEING POSTED WITH THE FIREL DEPARTMENT. Students making requests for changes after that deadline will be denied the privilege of a grade change, even if the reason is valid. It is up to each student to be curious enough about their own grade to check their course work, their attendance record, marshal their arguments, and present their student notebooks and other requested materials to support their grade challenge BEFORE the above deadline.**

- **Office hours via phone** are anytime Monday thru Friday **after 10 A.M but before 9 P.M.**
- No Saturdays and Sundays, except in emergencies or medical reasons.
- **Office hours before class** will be offered **by appointment only.**
- **Office hours after class:** Instructor will remain for **no longer than 15 minutes** after class to discuss class or administrative questions only. Questions will be answered by phone from Instructor’s Office in Grapevine: After 6 P.M. weekdays and 10 AM to 7 PM on Weekends: (817) 329-0140 or cell phone (214)564-5033. Both phones have voice mail.
- Due to my schedule, **if you want a return call**, leave a **day and evening number** where you can be reached.
- Grapevine Office: (817) 329-0140; Fax: (817) 481-7538;
- Cell phone for Emergencies only: (214) 564-5033
- E-Mail: tct0003@unt.edu
- Only use my cellphone in emergencies **or** between 1 hour before and 1 hour after class.

IMPORTANT NOTE: NO Emails to the instructor will be opened UNLESS the subject line CLEARLY indicates the sender is a student in this class!! **“Reference” or “Subject” line on all emails should contain at minimum: “REAL 3100”** and then a hint at what the email concerns.

Use of “Reply” when the subject has changed **and the “Subject” line does not reflect the change in subject is to be avoided.** That lack of attention to detail could create a loss of information which might otherwise verify your completion of a requirement and no points will be earned. The instructor as well as the student may not recognize a new subject or a reply if the subject line is not updated to reflect that new information is being communicated.

NOTE THE PROPOSED SCHEDULE on next page (Look for revision dates on the schedule to ensure you have the latest)

NOTE: The proposed schedule on the next page may be modified. Students who are absent from the class when modifications are announced **are responsible for finding out about those changes from other students or from the instructor BEFORE coming to the immediate next class. Do Not call the instructor. Call a classmate.**

“BONUS POINTS” VERSUS “GRADE POINTS”

Without any “Bonus Points” a student may still make an A in the course. The Course Grading Scale is calculated without “Bonus Points” being included. However, in many cases the student will not have enough “grade points” to make an A or B (or even a lower grade) without the addition of “bonus points”. A good number of bonus points can offset a poor test score, missed classes, less than great notebooks, etc.

“Bonus Points” may be given for:

1. Good to excellent class participation and responses (necessarily subjective judgment by instructor)
2. Completing the SETE evaluation of the instructor
3. Challenging quiz and final exam questions and answers with good arguments as to why the question or answers were ambiguous or otherwise poor questions and/or answers.
4. In addition, “Bonus Points”, **to be proven, must be kept track of by each student** during the session in which they are earned on the student’s “Grade/Attendance Tracker”. The “Student GradeTracker” must be included at the front of the notebook when graded and **the student must call the instructor’s attention to the number of “bonus points” awarded in order to have them counted.**
5. Proof of having completed the SETE for bonus points must be offered in the same way at the same time.

“Grade Points” are given for the following:

1. Daily quizzes (including syllabus quiz and chapter quizzes)
2. Attendance (5 points per session)
3. Final Exam
4. Notebooks (max 20) & SETE (5)
5. In addition, “Grade Points” and Bonus Points should be kept track of by each student on the student’s “Grade/Attendance Tracker” which will be sent to each student or handed out in class.

<u>EVENING</u>	<u>DATE</u>	<u>SUBJECT</u>	<u>REQUIRED READING</u>	<u>RECOMMENDED READING</u>
Class Schedule and Assignment Chart		Weekly quizzes mostly from "Texas Real Estate Agency" 8 th Ed.	"Texas Real Estate Agency" Peeples & Peeples 8 th Edition	PRINCIPLES TEXT : Jacobus's Principles Text or other recent RE Principles texts of student's choice
Thursdays	Dates	All quizzes due at the beginning of class on the due date indicated	Use Index, Glossary and Table of Contents as aids for quizzes.	Use Index, Glossary, and Table Of Contents as key to discussion.
Session #1 Thursday	09/01/16	Discussion of Syllabus/ Course Overview plus Chapter 1	Ch 1 & Appendix A	NA
Session #2 Thursday	09/08/16	Test on Syllabus 10 – 20 questions Ch 1 Quiz due	Syllabus 10 – 20 questions Chapter 1 prior to class	Test on Syllabus 10 – 20 questions
Session #3 Thursday	09/15/16	Ch 2 Quiz due	Chapter 2 Read Prior to class	
Session #4 Thursday	09/22/16	Ch 3 Quiz due	Chapters 3 Read Prior to class	
Session #5 Thursday	09/29/16	Ch 4 Quiz due	Chapter 4 Read Prior to class	
Session #6 Thursday	10/06/16	Ch 5 Quiz due	Chapter 5 Read Prior to class	
Session #7 Thursday	10/13/16	Chapter 6 Plus TX STATE BAR Intermediary Rules §§1.06, 1.07, and 1.08 See Link to the right;	Chapter 6 & Appendix B Prior to class http://www.law.cornell.edu/et-hics/tx/code/TX_CODE.HTM#tribunal	Be prepared to discuss the differences between the Texas State Bar Intermediary Rule versus the TREL A sections on Intermediary conduct. ALSO place in your notebook the DOJ/FTC/TREC letter on Minimum Services found at : http://www.justice.gov/atr/public/comments/209229.htm
Session #8 Thursday	10/20/16	Ch 6 Quiz due		
Session #9 Thursday	10/27/16	Ch 7 Quiz due	Read Chapter 8 Prior to class time	
Session #10 Thursday	11/03/16	Ch 8 Quiz due	Read Chapter 9 Prior to class time	
Session #11 Thursday	11/10/16	Ch 9 Quiz due	Read Chapter 10 Prior to class time	
Session #12 Thursday	11/17/16	Ch 10 Quiz due	Read Chapter 11 Prior to class time	
Session #13 Thursday	11/24/16	THANKSGIVING		
Session #14 Thursday	12/01/16	Ch 11 Quiz due	Read Chapter 12 Prior to class time	
Session #15 Thursday	12/08/16	Ch 12 Quiz due	Appendices A thru C, Glossary, and REVIEW FOR FINAL	NOTEBOOKS PRESENTED FOR REVIEW & POINTS AWARDED. The only day for maximum 20 pts. On May 7th only 15 points max.
Session # 16 Thursday	12/15/16	FINAL EXAM DO NOT BE LATE!!! No admission after exam begins	Exam begins at 6:45 pm Be seated One Seat Apart by 6:30 for Q&A No Make-Up Final	Last Day for Notebook after exam (15 grade points max possible credit)

Syllabus Quiz

REAL 3100 Agency Fall 2016 Syllabus Quiz

- Each student may choose to use whatever text they want as long as the subject is “Texas Real Estate Agency”
 - True
 - False
- This course will count as 30 hours of agency subjects and 15 hours of principles subjects, for a total of 45-classroom hours (3 semester hours) for purposes of TREC licensing requirements.
 - True
 - False
- How many “grade points” and “bonus points” will be given each class night of the course to a student who brings a copy of the 8th edition of “Texas Real Estate Agency” by Peebles and Peebles?
 - 1 point for attendance and text
 - 5 grade points for attendance only – none for text
 - 2 grade points for text and attendance
 - 7 points: Two bonus points for the text and five grade points for on-time attendance
- What must be shown in the “Subject” line of every email to the instructor for the instructor to open it or to keep it from going into instructor’s JUNK mail folder?
 - “Agency”
 - “REAL 3100” plus the actual subject of the email
 - “How’s it goin’?”
 - “Hello”
- In a series or chain of emails to the instructor, how often should the subject line be changed, even if only slightly?
 - Only when there is a completely new subject
 - Keep using the same subject line all semester
 - Every time a new email is sent, even if on the same subject. (e.g. “REAL 3100: Second Response to your email re: my grade”)
 - Use student name as the subject line each time
- TREC requires this course to cover at minimum how many general or broad agency subject areas?
 - 6
 - 8
 - 12
 - 24
- Which section of the syllabus deals with “Learning Objectives”?
 - Section IV
 - Section VI
 - Section XII
 - Section III
- Which section of the Syllabus addresses the appropriate and/or inappropriate uses of cell phones and any other electronic device in class?
 - XII
 - XIII
 - X
 - VIII

9. How long will handouts given by the instructor be available to students who were absent when the handouts were given?
 - a. Anytime
 - b. Three additional class sessions
 - c. One additional class session after initial distribution
 - d. None available after class session in which they were first distributed.
10. How many “grade points” are given for on-time class attendance and not leaving early?
 - a. 3
 - b. 7
 - c. 5
 - d. None
11. How many “bonus points” are given for completing the SETE and providing proof of completion in your notebook?
 - a. One
 - b. Five
 - c. Three
 - d. Seven
12. What is the difference between “bonus points” and “grade points”?
 - a. Same concept, just different terms for the same thing.
 - b. Bonus points can be accumulated to offset loss of grade points.
 - c. Both are essential to pass the course.
 - d. Only grade points are essential to pass the course.
 - e. Both (b) and (d)
13. Only “grade points” should be tracked on the Student Grade/Attendance Tracker, **not** “bonus points”.
 - a. True
 - b. False
14. What are the only dates available for Notebook scoring?
 - a. Any date notebook is completed
 - b. April 23 and 24
 - c. April 23 and April 30
 - d. April 30 and May 7
15. You may find the State Bar of Texas Rule for Attorneys regarding “Conflict of Interest” and “Intermediary” conduct under the following websites:
 - a. http://www.texasbar.com/AM/Template.cfm?Section=Ethics_Resources&Template=/CM/ContentDisplay.cfm&ContentID=14125,
 - b. http://www.law.cornell.edu/ethics/tx/code/TX_CODE.HTM#tribunal,
 - c. Either (a) or (b) or some other appropriate site
 - d. None of the above
16. You may find the DOJ/FTC/TREC Letter regarding the TREC’s proposed Broker Minimum Services regulation at:
 - a. <http://www.justice.gov/atr/public/comments/209229.htm>
 - b. It is no longer available.

17. According to the “Class Schedule and Assignment Chart” in the syllabus, how many grade points are possible for a really good notebook?
- 20 points if graded not later than Dec 8th
 - 15 points if graded on December 15th
 - 20 points no matter when graded
 - Both (a) and (b)
18. Do you have to turn in the Final Exam Question Packet along with your Scantron upon completing the final?
- Know
 - No
 - Yes
 - It depends on whether you would like to keep the Final
19. Which of the following is true regarding the student’s personal grade tracker, quizzes, and Scantrons?
- The instructor is responsible for keep track of the student’s personal grade/attendance tracker.
 - If you do not keep up your grade/attendance tracker, keep it in your notebook, and place all your daily quizzes and Scantrons in your notebook, you will not have the privilege of contesting any grade point or attendance issues.
 - None of these can make any difference in the points awarded to you by the instructor.
 - None of the above are true.

IF YOU HAVE ANY QUESTIONS OR CHALLENGES REGARDING THE SYLLABUS OR THIS QUIZ, ASK THEM AFTER THE QUIZ IS COMPLETED AND ALL SCANTRONS ARE TURNED IN. YOU MAY EARN A BONUS POINT BY CHALLENGING. GENERALLY, ONLY THE FIRST TO SPEAK GETS THE BONUS.

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