

## University of North Texas at Dallas FALL 2012 SYLLABUS

### Course Abbreviation/Number/Title/Semester Hrs

**REAL 2100D.090 REAL ESTATE PRINCIPLES** (Revised 08/07/2012)

**3 Semester Hours (45 Classroom Hours)**

<b>Department: Business</b>		<b>Division: Urban and Professional Studies</b>
<b>Instructor Name:</b>	THOMAS C.TERRELL (adjunct)	
<b>Office Location:</b>	GRAPEVINE, TEXAS	
<b>Office Phone:</b>	(817) 329-0140 Cell Phone (214)564-5033	
<b>Email Address:</b>	tomterrell@msn.com	
<b>Office Hours:</b>	By phone before 10 PM or face to face <b>by appointment only</b> 20 minutes prior to or after class session	
<b>Virtual Office Hours:</b>	E-mail anytime but expect no answers quickly after 10pm or on weekends	
<b>Classroom Location:</b>	Building 2 - Room 336 7300 Houston School Road Dallas TX	
<b>Class Meeting Days &amp; Times:</b>	Wednesdays 1PM to 3:50 PM Start Date August 29, 2012 End date Dec 12, 2012	
<b>Course Catalog Description:</b>	Principles of Real Estate, which includes, but is not limited to, an overview of licensing; ethics, title to and conveyance of real estate; legal descriptions; deeds, encroachments, encumbrances; and liens; personal and real property; appraisal; finance and regulations; closing procedures; real estate mathematics; fair housing, fair credit, and community reinvestment.	
<b>Prerequisites:</b>	NONE	
<b>Co-requisites:</b>	NONE	
<b>Required Text:</b>	Real Estate Principles I and II by Rodriguez, Huber, et al. ETC Publishers	
<b>Required Resources and optional readings:</b>	Rules of the Texas Real Estate Commission (TREC Rules) [Required for Notebook] The Real Estate License Act (TRELA) [Required for Notebook] U.S. and Texas Constitutions [Required for Notebook] "Liberty and Tyranny", Mark R. Levin (Optional but suggested reading)	
<b>Access to Learning Resources:</b>	UNT Dallas Library: phone: (972) 780-3625; web: <a href="http://www.unt.edu/unt-dallas/library.htm">http://www.unt.edu/unt-dallas/library.htm</a> UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: <a href="mailto:1012mgr@fhcg.follett.com">1012mgr@fhcg.follett.com</a> Texas Real Estate Center: <a href="http://www.REcenter.tamu.edu">www.REcenter.tamu.edu</a> Texas Real Estate Commission: <a href="http://www.trec.state.tx.us">www.trec.state.tx.us</a> Texas Appraiser Licensing & Certification Board <a href="http://www.talcb.state.tx.us">www.talcb.state.tx.us</a> Mortgage fraud issues : <a href="http://www.mortgagefraudblog.com">www.mortgagefraudblog.com</a>	

**Textbook and Supplies needed for Course:**

- **Texas Real Estate Principles I & II**, Copyright 2007, First Edition
  - Authors: Rod M. Rodriguez, JD; Kathleen E. Terrell, CREI; Eddie Stockton, CREI; & Kay Adams;
  - Publisher: Educational Textbook Company, Inc. P.O. Box 3597, Covina, California 91722;
  - Phone: (626) 339-7733; Fax: (626) 332-4744
  - [www.etcbooks.com](http://www.etcbooks.com) or [www.etcetextbooks.com](http://www.etcetextbooks.com) ;
  - **ISBN 978-0-916772-91-8**
- Calculator: **A very cheap** “Four-Function” calculator will do: addition, subtraction, multiplication, and division, with both percent, and equals keys. (e.g. \$3.00 to \$7.00 at Wal-Mart), (M+ , M-, MR, and MC memory keys are very helpful)
- Note taking materials (A three ring binder for the “Notebook Assignment” and pens or pencils.
- **NO TAPE RECORDERS OR COMPUTERS ALLOWED EXCEPT BY INDIVIDUAL PERMISSION FROM INSTRUCTOR PRIOR TO COURSE COMMENCEMENT!!**

**Course Goals or Overview:**

The goals of this course are to provide the student with basic information regarding real estate transactions in Texas, including information for their own transactions in the future or for possible roles as real estate brokers or salespersons in representing others in real estate transactions. The course will additionally provide the student who wishes to pursue a career in some field of real estate which may require a state license at least 3 semester hours of the 4 semester hours required in Principles of Real Estate in order to partially meet The Real Estate License Act requirements for licensure. (The equivalent of 45-classroom hours of the 60 classroom hours in Principles required.)

**Learning Objectives/Outcomes:** At the end of this course, the student will

1	Be able to identify, define and illustrate important concepts in basic real estate principles.
2	Demonstrate the ability to analyze a closing statement in a real estate transaction including completing a closing statement in a Case Study.
3	Define real estate terminology and use it in proper context.
4	Identify problem areas regarding the ownership and transfer of real property and find appropriate solutions.
5	Meet the requirements of the Texas Real Estate Commission for subject areas to be taught in a Principles of Real Estate course.
6	Assist the student in recognizing and complying with the law as a real estate licensee or consumer in their relationship with a broker, consumer, client, or other professionals in ancillary businesses (appraisers, inspectors, lenders, government agencies, title closers/attorneys, builders etc.) when participating in a real estate transaction.
7	Relate important practical and legal aspects of real estate including contractual law, agency law, TREL, TREC Rules, and Fair Housing by clarifying the law and applying it to hypothetical situations.

**Course Outline**

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated by email to students or in class discussion

TOPICS	TIMELINE
Chapters 1	1 <sup>st</sup> Week
Chapter 1	2 <sup>nd</sup> Week
Chapter 2	3 <sup>rd</sup> Week
Chapter 2	4 <sup>th</sup> Week
Chapters 3	5 <sup>th</sup> Week
Chapters 3	6 <sup>th</sup> Week

Practice EXAM 150 Questions over Chapters 1-3	7 <sup>th</sup> Week
Chapters 4	8 <sup>th</sup> Week
Chapter 4	9 <sup>th</sup> Week
Chapters 5	10 <sup>th</sup> Week
Chapter 5	11 <sup>th</sup> Week
Chapter 6	12 <sup>th</sup> Week
Chapter 6	13 <sup>th</sup> Week
Chapter 7	14 <sup>th</sup> Week
Chapter 7	15 <sup>th</sup> Week
FINAL EXAM 150 Questions over Chapters 1-7	16 <sup>th</sup> Week
Comments:	

**Course Evaluation Methods**

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

**Exams** – written tests designed to measure knowledge of presented course material

**Assignments** – written assignments designed to supplement and reinforce course material for inclusion in Class Notebook.

**Projects** – Notebook development assignments designed to measure ability to apply presented course material and follow instructions for the assembly of various other resources.

**Class Attendance and Participation** – daily attendance and participation in class discussions, including decorum, attentiveness, and readiness and willingness to answer and ask questions.

**Grading Matrix:**

Instrument	Value (points or percentages)	Total
Notebook project	Notebook containing handouts and assignments. Total 20 points	20 pts
Practice Exam	150 questions/points	0 pts
Class Participation/ Discussion and Classroom decorum, attentiveness, courtesy, and respect for others and instructor	5 points for each night attending on time and not leaving before the end of regular class session with appropriate attention and participation for entire session.	80 pts
Final Exam	150 questions/points	150 pts
<b>Total:</b>		<b>250 pts</b>

**Grade Determination:**

- A = 400 – 360 pts; i.e. 90% or better
- B = 320 – 359 pts; i.e. 80 – 89 %
- C = 280 – 319 pts; i.e. 70 – 79 %.....
- D = 240 – 279 pts; i.e. 60 – 69 %
- F = 239 pts or below; i.e. less than 60%.....

**If mid-term exam is dropped, then:**

- A = 250-225
- B = 200-224
- C = 175-199
- D = 150-174
- F = below 150

## UNIVERSITY and INSTRUCTOR POLICIES AND PROCEDURES

### Students with Disabilities (ADA Compliance):

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*The University of North Texas Dallas faculty is committed to complying with the Americans with Disabilities Act (ADA). Students' with documented disabilities are responsible for informing faculty of their needs for reasonable accommodations and providing written authorized documentation. Grades assigned before an accommodation is provided will not be changed as accommodations are not retroactive. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call Laura Smith at 972-780-3632.*

### Student Evaluation of Teaching Effectiveness Policy:

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE to be an important part of your participation in this class.

### Assignment Policy:

*No Notebooks will be accepted for grading after the 15<sup>th</sup> Class Session SO KEEP YOUR NOTEBOOK CURRENT AND BRING IT TO CLASS WITH YOU each evening.*

### Exam Policy:

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

### Academic Integrity:

*Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at [http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic Integrity.pdf](http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic%20Integrity.pdf) for complete provisions of this code.*

*In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:*

**On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.**

### Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website [www.unt.edu/dallas](http://www.unt.edu/dallas). Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.

### **Attendance and Participation Policy:**

The University attendance policy is in effect for this course. Class attendance and participation is expected because the class is designed as a shared learning experience and because essential information not in the textbook will be discussed in class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

### **Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses are discouraged. That said, all students, as adults should recognize that in a free and open society, another student may express his or her own diverse opinions without being deprived of his or her right of free speech and without intention to give offense. Learning to not be hypersensitive to the remarks and opinions of others and to tolerate dissenting speech and views, even if sometimes obnoxious or unpleasant to you, is a part of the education and maturation process. That said, disruptions which violate the Code of Student Conduct will be referred to the Center for Student Rights and Responsibilities as the instructor deems appropriate.

### **INSTRUCTOR'S Classroom Policies:**

- **Use of WebCT/Blackboard in the classroom is strictly prohibited unless specifically approved.**
- **Use of Cell Phones & other Electronic Gadgets in the Classroom is prohibited and will result in dismissal from the class AND A LOSS OF 5 POINTS ATTENDANCE FOR THAT NIGHT.**
- **Food & Drink in the Classroom is not prohibited especially since the class meets in the evening and many students will not have had time to have dinner. Just be prepared to share! AND, AND, AND CLEAN-UP AND PICK-UP AFTER YOURSELF!!!**
- **Use of Laptops is prohibited without ADVANCE PERMISSION**
- **No illegal drugs or alcohol are permitted in the class. Students exhibiting alcohol or other chemically induced aberrant behavior will be dismissed from class and will lose the points for attendance. Two such instances will result in permanent dismissal from the class with a grade of F.**