

Advanced Property Management

Spring 2018

Wednesdays, 2:00pm-4:50 pm

BLB 281

PROFESSOR: Dr. Anjelita Cadena

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Office Hours: Thu 2-4; Wed & Thu 9:30-10pm and by appointment.

COURSE DESCRIPTION: Advanced Property Management. 3 hours. Detailed focus on advanced aspects of managing real property assets. Topics include market analysis and segmentation, advanced asset management, and risk management.

PREREQUISITE(S): REAL 4200

TEXTBOOK: None Required

TECHNOLOGY: **Blackboard/Canvas** (<http://learn.unt.edu> or <https://unt.instructure.com/>) will be used as a supplemental tool for discussions, communication, documents distribution, announcements, and assignment submittal. Verify that you have access.

Finance **Tutor Lab** is in BLB 006 and starts the second week of class.

The **BLB Computer Lab** is available to all students during the semester. For locations, availability, and software licensing, check their website <https://www.cob.unt.edu/lab/hours.php>

The **Software** necessary to complete your assignments (Word, Excel, PowerPoint, etc.) is available at the BLB Computer Lab and for individual use through the COB/Microsoft Licensing Agreement. Check the website above for more details.

GRADING*: ***PROPOSED – SUBJECT TO CHANGE, CHECK BLACKBOARD FOR CHANGES.**

In-Class	20%	Discussions, Assignments, Presentations
Assigned	30%	Reports and Assignments
Exams & Projects	50%	Mid-Term and Final
A=100-90%; B=89-80%; C=79-70%; D=69-60%; F=<60%		

ATTENDANCE: Attendance is included in the grading schema. Make-up exams must be pre-approved.

ACCEPTABLE STUDENT BEHAVIOR: 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 Dean of Students 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 deanofstudents.unt.edu/conduct.

ELECTRONIC DEVICES	Electronic devices (includes phones and laptops) are encouraged for note-taking and accessing information pertinent to the topic. They should be muted and on your desktops AND NOT TAKING UP ALL YOUR ATTENTION.
ACADEMIC INTEGRITY STANDARDS AND SANCTIONS FOR VIOLATION (CHEATING, PLAGIARISM, ETC.)	According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [All incidences will be reported to FIREL OFFICE – Dr. Cadena] .
(ADA) DISABILITY ACCOMMODATION	UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu .
EMERGENCY NOTIFICATION AND PROCEDURES	UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.
ACCESS TO INFORMATION	Eagle Connect. Students’ access point for business and academic services at UNT is located at: my.unt.edu . All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/
STUDENT PERCEPTIONS OF TEACHING (SPOT)	Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu .



Academic Calendar for Spring 2018

(check official link for updates: (http://catalog.unt.edu/content.php?catoid=17&navoid=1737#spring_2018))

January 15, 2018	MLK Day (university closed)
January 12–19, 2018	Student-requested schedule changes may be made during add/drop.
January 16, 2018	First class day
January 19, 2018	Last day for change of schedule other than a drop. (Last day to add a class.)
January 30 – April 2, 2018	Student may drop a course with written consent of instructor.
February 23, 2018	Last day for change in pass/no pass status.
February 23, 2018	Last day to drop a course or withdraw from the university with a grade of W for courses a student is not passing. After this date a grade of WF may be recorded.
February 24 – April 20, 2018	Instructors may drop students with a grade of WF for nonattendance.
March 12-16, 2018	Spring break (no classes)
April 9, 2018	Beginning this date a student who qualifies may request a grade of I, incomplete. (See “Grading system” in the Academics section of this catalog.)
April 20, 2018	Last day to withdraw from the semester. Process must be completed by 5 p.m. in the Dean of Students Office.
May 2 - 3, 2018	Pre-finals days
May 3, 2018	Last class day
May 4, 2018	Reading day (no classes)
May 5-11, 2018	Final examinations
May 11, 2018	End of term
May 11-12, 2018	Graduation ceremonies

You may also want to check the Office of the Registrar’s Registration Guide

For registration and drop dates: <http://registrar.unt.edu/registration/spring-registration-guide>

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Proposed Schedule

(check Blackboard/Canvas course content for most current schedule)

Proposed Schedule			
Class	Date	Today's Topic	Due prior to class
Section 1: Multi-Family Housing Industry			
1	Wed 01/17	Review Syllabus; Career Development	
2	Wed 01/24	ARGUS Data & Introduction	Asg #1: State of the Nation's Housing Rpt
3	Wed 01/31	Leadership/Ethics/Diversity;	
4	Wed 02/07		Asg #2: Market Report (ALN)
5	Wed 02/14		
6	Wed 02/21		Asg #3: Legislative Priorities
7	Wed 02/28		
8	Wed 03/07	MidTerm Project Presentations	ARGUS Case Study
	Wed 03/14	Spring Break	Holiday!
9	Wed 03/21		Asg #4: Argus Case
10	Wed 03/28		
11	Wed 04/04		
12	Wed 04/11	No Class	Asg #5: Excel Certification
13	Wed 04/18		
14	Wed 04/25	TAA Education Conference - No Class	Fort Worth Convention Center
15	Wed 05/02	Semester Project Presentation	Final Report
Final Exam: Wednesday, May 9 1:30pm-3:30pm; same room			

**Final Exams are subject to University schedule, posting, and official changes. Please confirm final exam time/date with posted schedule.

* Exams to be announced at least one class period in advance. Dates above are negotiable and subject to change.

Updated 01/16/2018