

REAL 4210: Advanced Residential Property Management

Thursday 2:00 to 4:50; Spring Semester 2016;
BLB 225



Instructor: Susan E. Weston, CAM, CAPS,
Licensed Texas Broker

Anjelita Cadena

Phone: (972) 308-6092

Office Hours: Appointments are preferred and strongly recommended

Office: BLB 313B–Business Leadership Building **Email:** susan@susanweston.com

Text: None

Resources: *Journals and trade publications:

Journal of Property Management – IREM;

UNITS Magazine – NAA;

Multifamily Executive;

Multi Housing News

State and Local Trade Publications

*Various multifamily Internet sites and blogs

*"Strategic Advantage" newsletters

*NMHC and NAA Legislative Issue Sheets

*Joint Center for Housing Studies of Harvard University

*Other research reports and white papers as assigned

Learning Objectives:

The course provides the opportunity for students to identify, research and disseminate information on the trends and issues affecting the residential property management industry. Students will be able to demonstrate their ability to find and use a variety of resources.

After completing the course, the student will be able to:

- Identify current trends and issues facing the residential property management industry,
- Research the identified trends and issues,
- Analyze and disseminate the results of the research,
- Demonstrate the ability to use a wide variety of resources available to those working in the residential property management industry.

Communication: All communication relating to the course may be submitted to susan@susanweston.com. E-mail communication with students will be done using the student's UNT e-mail address. If this is not the address you regularly use, please have messages from your UNT account forwarded to the address you use.

You are responsible for reading your e-mail regularly and keeping your mailbox cleaned out. Also check Blackboard regularly for announcement, readings and assignments.

Blackboard Learning System: Blackboard will be used as a supplemental tool at the discretion of the instructor. Make sure that you are able to access email messages that are distributed through Blackboard as this is how you will be contacted regarding any last minute changes to the course schedule.

Technical problems and outages may affect Blackboard use. Students are expected to plan ahead and download required materials in advance of assignment due dates.

Assignments: There will be a series of assignments, a mid-term and final paper. All assignments are due in class on the assigned date as indicated on the assignment sheet and in this syllabus. Grades will be dropped 10% of the points possible for an assignment for each day that assignment is late. (Weekends count as one day). No assignments will be accepted more than five (5) days after the due date, except the final presentation which will not be accepted late and must be submitted in full by COB on scheduled finals day – May 12, 2016.

Late assignments are to be sent via e-mail to the instructor. All assignments must be word processed. Handwritten assignments will not be accepted.

Course Grade: Your final course grade will be determined as follows

Homework Assignments and presentations	300 points
Attendance and participation	100 points
Final research paper and presentation	200 points
TOTAL COURSE POINTS	600 points

Grading Scale:	90% - 100%	A
	80% - 89%	B
	70% - 79%	C
	60% - 69%	D
	Less than 60%	F

Examinations: There are no exams administered during the semester. Homework assignments, presentations, in class discussion and the final research paper are used to determine the course grade.

Lecture Content and Required Reading: Assigned reading must be completed before class. See the schedule below for a general description of the lecture content. Additional reading, specifically on current events in the multi-family industry, may be assigned at the discretion of the instructor.

Attendance: Students are expected to attend and to participate in each class session. Attendance will be taken. Students who are not able to attend class must

contact the instructor by phone or email at least 24 hours before the scheduled class time. Students absent from class are responsible for obtaining information about work missed. One absence will be allowed during the semester without point deductions.

Class Participation: Each student is expected to participate in class discussion. Individuals will be called on throughout the semester to discuss the reading assignments and to present solutions to assigned questions and problems.

Cell phones: Cell phones should be turned to "silent" and placed in your bag or backpack during class. Cell phones must be off and placed on your desk in the view of the exam proctor during examinations. Texting is strictly prohibited **at all times**. You will be required to leave for the remainder of the class time if you choose to text. Texting is annoying to other students and disrespectful to the instructor.

Computers: Computers are permitted only if used for note taking during the class period. No web surfing, emailing, or other uses will be tolerated.

Classroom Manners: COBA is a professional college whose mission, in part, is to prepare students for the business community. Therefore, students will present themselves with commonly accepted business manners and appearance. 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 www.unt.edu/csrr.

General Information: Learning is a two way street. I take my job seriously and will provide you with timely and practical material that you will be able to use both personally and professionally. You and I are each responsible for the knowledge you will acquire in this course. Learning is a personal decision. You must put forth the time and effort necessary to digest and learn the material. Bottom line: believe in yourself, practice excellent time management skills and dedicate yourself to your education. It will be worth it.

Disability Accommodation: *The University of North Texas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.*

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the

basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at <http://www.unt.edu/oda/apply/index.html>. Also, you may visit the Office of Disability Accommodation in the University Union (room 321) or call them at (940) 565-4323.

If you need an accommodation, please contact me as soon as possible but at the latest by the second week of class.

Academic Dishonesty: Academic dishonesty is defined in the UNT Policy on Student Standards for Academic Integrity. Any suspected case of Academic Dishonesty will be handled in accordance with the University policy and procedures. Possible academic penalties include a grade of "F" in the course. You will find the policy and procedures at <http://vpaa.unt.edu/academic-integrity.htm>

If I suspect that you have engaged in academic dishonesty, I will deal with the situation as outlined in the University Policy shown above. You will be allowed to remain in the class during the entire time that the academic misconduct accusation is being investigated, adjudicated, and appealed. As noted above, the maximum academic penalty that can be assessed by an instructor is an F in the course. However, university officials use the academic misconduct information to decide if other misconduct sanctions are then to be applied, and the student has separate rights to appeal those decisions, remaining in the class until all appeals are exhausted.

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 short SPOT survey will be made available **April 18th – May 1st** to provide you with an opportunity to evaluate how this course is taught. For the spring 2016 semester you will receive an email on **April 18th (12:01 a.m.)** from "UNT SPOT Course Evaluations via *IASystem* Notification" (no-reply@iasystem.org) with the survey link. Please look for the email in your UNT email inbox. Simply click on the link and complete your survey. Once you complete the survey you 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.



Class Schedule: (subject to change)

WEEK	DATE	TOPICS	REQUIRED READINGS FOR NEXT SESSION
1	1/21	Review Syllabus – Issues Overview	<u>Assignment 1</u> - State of Nation's Housing
2	1/28	Presentation 1 – State of US Housing Cadena	Reading - Fair Housing Issues
3	2/4	Fair Housing Issues and Direction	
4	2/11	Topic TBN Department Staff	
5	2/18	Topic TBN Department Staff	Assignment 2 – Review Harvard Study, write 2 questions
6	2/25 Tulsa	GUEST - Mike Clark – Alpha Barnes Real Estate Affordable Development and Operations	<u>Assignment 3</u> – Human Resource Readings
7	3/3	Human Resource Issues	<u>Assignment 4</u> - Prepare Mid-Term Paper
8	3/10	No Class - Mid Term – Turn in Assignment 4 - via Email	
	3/17	Spring Break	Reading – work on Final & Research your ALN Data submarket
9	3/24	GUEST – Jeff Lowry – Renovation and Value-Add Operations	
10	3/31	Ethics and Leadership Leadership Profile Components	Assignment 5 – Legislative Priorities Arguments
11	4/7	Presentation 2 – Issues Arguments GUEST – Perry Pillow – AATC – Legislative Priorities for Multifamily	
14	4/14	TAA Education Conference – No Class	Reading 2015 NAA Income and Expense Survey
12	4/21	Operational Issues and Analysis	
13	4/28	Leadership and Team Development	Assignment 6 – research your assigned submarket
15	5/5	Presentation 3 GUEST – Theron Patrick – ALN Data – Multifamily Markets and Market Research	Work on Final
16	5/12	Final Paper “Specialty Housing” Due	

Reading sources include –
 Report Folders on Blackboard
 Articles Folder on Blackboard
www.mfe.com
www.mhnonline.com
www.nmhc.org
www.naahq.org