

**REAL 3100: Real Estate Agency
Spring 2026 Course Syllabus**

Course 3100 – Real Estate Agency

Tuesdays / Thursdays – 9:30am to 10:50am

Location: BLB 255

Text: Texas Real Estate Agency – 10th Ed (ISBN-10 : 1078843953)

Instructor: Benjamin Hart, BBA, MPA

Office: Business Leadership Building, 313B

Office Hours: Immediately following class and by appointment

Mobile Phone: 817-966-1043

Email: benjamin.hart@unt.edu

Supplies

Textbook. Laptop/Electronic Device: This course will be delivered in person. You will need a computer with internet connection, camera, mic and speakers in case we need to convert to online/remote delivery. You will also need it for your final presentation. You will also need access to MS Word and PowerPoint.

Course Objectives

Student Learning Objectives

- Gain an advanced level awareness of agency concepts, rules, relationships and how they impact real estate licensees.
- To provide the student with practical, real-world examples and scenarios of how to avoid agency related violations of TREC rules and statutes using case law.
- Gain an advanced comprehension of agency relationships, the requirements of a fiduciary and the creation and termination of agency relationships.
- Improve confidence in speaking in front of groups

Instructor Objective

UNT, the College of Business and I want you to be successful in your careers and in life. The goal is to learn from other people's mistakes so you don't make them yourselves.

Assignments

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Project

Students will be required to do a listing presentation on a specific property with the goal of persuading me to let you sell my house. Detailed instructions will be provided after Exam 2.

Online Quizzes

Each chapter will have an online quiz. The online quiz will be available the Monday prior to the date its chapter is scheduled in class and will remain open until the next scheduled exam begins. You will have two attempts for each online quiz. The higher of your two attempts will be the grade recorded. Online quizzes must be completed before the start time of the next exam.

In Class Quizzes

There will be a quiz during each class period that an exam is not scheduled. The quiz will take place sometime during class and you must be present to take the quiz. It will be a one question quiz over something in your reading for the week. If you are present and get the answer correct, you get a 100%. If you are present but get the answer wrong, you will get an 80%. If you are not present you get a 0%. There are no make-ups for these quizzes.

Exam Information

Final Exam: The final exam will be comprehensive and is scheduled for Thursday, May 7th.

Exam Style: This is a TREC regulated course so the exams will be multiple choice.

Make Up Exams: No make-up exams will be given. If you know you will be absent for an exam, you must make prior arrangements with the instructor to take the test before the scheduled day of the test.

Cheating: Cheating will result in a minimum grade of zero on the assignment, an F in the class and a trip to the Dean's office to have a discussion about academic dishonesty. If you need more information on UNT rules, please see Student Affairs about academic integrity.

Course Grade Weighting

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- 20% - Exam 1
- 20% - Exam 2
- 30% - Quizzes / Homework
- 10% - Project
- 20% - Final Exam
- 100% Total

Extra Credit: There is no extra credit offered in this course.

Schedule (*subject to change*)

Week	Dates	Topics Covered	Reading
Week 1	Tu Jan 13 and Thu Jan 15	Agency Concepts	CH 1
Week 2	Tu Jan 20 and Thu Jan 22	Basic Agency Relationships, Disclosure, Duties of the Client	CH 2
Week 3	Tu Jan 27 and Thu Jan 29	Duties and Disclosures to Third Parties	CH 3
Week 4	Tu Feb 3 and Thu Feb 5	Seller Agency / Exam 1 Review	CH 4
Week 5	Tu Feb 10 and Thu Feb 12 (no class)	Guest Speaker / EXAM 1	CH 1-4
Week 6	Tu Feb 17 and Thu Feb 19	Buyer Agency	CH 5
Week 7	Tu Feb 24 and Thu Feb 26	Intermediary Brokerage	CH 6
Week 8	Tu Mar 3 and Thu Mar 5	Agency Creation and Termination	CH 7
Week 9	Tu Mar 17 and Thu Mar 19	Implementation / Presentation	CH 12
Week 10	Tu Mar 24 and Thu Mar 26	Clarifying Agency Relationships	CH 8
Week 11	Tu Mar 31 and Thu Apr 2	Employment Issues / Exam 2 Review	CH 9
Week 12	Tu Apr 7 and Thu Apr 9 (no class)	Guest Speaker / EXAM 2	CH 5-9, 12
Week 13	Tu Apr 14 and Thu Apr 16	Agency, Ethics and the Law	CH 10
Week 14	Tu Apr 21 and Thu Apr 23	DTPA and TX CPA	CH 11
Week 15	Tu Apr 28 and Thu Apr 30	Presentations	n/a
Week 16	Tu Apr 5 (no class) and Thu Apr 7 (no class)	FINAL EXAM	ALL

Quality of Work Expectations: I expect to see your best effort; in a professional, high quality, well planned, coherent presentation. If you wouldn't submit something to your boss in the future, please don't do it here.

Class Participation: I expect everyone to participate even if you are shy. You will have a difficult time becoming successful in business if you are not able to engage with others. This class is an opportunity to grow by

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teaching you to build relationships, develop communication skills and to express your ideas in a convincing manner.

Attendance Policy: You need to be present and engaged during each class. Every session we have is important and is designed to provide value to your future career. If you miss a class, please engage with your fellow classmates first. If you need further clarification a topic, you are welcome to contact me. Please do not ask if you missed anything important. The answer will always be “yes”.

Communicating with Mr. Hart: The best way to reach me is through email (benjamin.hart@unt.edu) or Canvas. If we need to schedule a time to talk, I am happy to be available to you.

Class Cancellation: Unless the University or I cancel class, we will meet. If you don't get a cancellation before class, we will be meeting.

Disability Accommodations: I follow UNT polies regarding Ada accommodations. It is important that you do your part and communicate with me and ODA well in advance of anything that may require accommodations.

Late Assignments: You need to turn your assignments in on time. Assignments submitted late will receive a 20-point penalty. If the assignment has closed for submission in Canvas, the assignment will not be accepted by any other delivery method and will be counted as a zero. It is your responsibility to verify the due date and time in Canvas and give yourself time to deal with any technical difficulties that may occur at the last minute.

Responsibility to Notify: You have a responsibility to notify me as soon as possible if you are struggling with the course or if you have experienced some life event that is causing issues with your performance. I will do my best to help you if you let me know what is going on. If you wait until the last week of the course to tell me you were sick two months ago, there probably isn't very much I can do for you.

UNT / College of Business Policies

Academic Integrity Standards and Consequences

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According to UNT Policy 06.003, 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.

ADA Accommodation Statement

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 web site 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.

College of Business Attendance Policy

Students are expected to attend class meetings regularly and to abide by the attendance policy established for the course. It is important that you communicate with the professor and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings.