

## **REAL 3100: Real Estate Agency Fall 2021 Course Syllabus**

### **Course: REAL 3100 - Real Estate Agency**

Wednesday's @ 6:30p - 9:20p; BLB140

**Instructor:** Marc Moffitt, BBA, MPA

**Office:** BLB or at my work office

**Office Hours:** Immediately following class and by appointment

**Business Phone:** 817-905-2813 Cell – Please no calls after 10pm

**E-Mail:** [marcmoffitt@gmail.com](mailto:marcmoffitt@gmail.com) ; Subject Line: \*\*REAL 3100

**Text:** Texas Real Estate Agency - 9th Ed. ISBN# 9781475458145

### **Supplies**

**Laptops/Electronic Devices:** This course will be delivered in person. You will need a computer with an internet connection, video camera, mic, and speakers in case we need to convert to online/remote delivery. You will also need access to MS Word.

### **Course Objectives**

#### **Student Learning Objectives:**

- 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.
- 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.
- To prepare the student for more in depth study of the key legal and functional areas of real estate at a later date.
- 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.

**My Objective:** UNT, The College of Business, and I want you to be successful in your careers and in life. I will make every reasonable effort to be available and provide guidance to make sure you succeed in this class and beyond.

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## **Assignments**

**Project:** Students will be required to write a legal brief and summary of a precedent setting legal case where a real estate agency issue was litigated. Detailed Instructions will be provided following Exam 2.

**Each chapter will have an online quiz.** The online quiz will become available the Monday before each class period. You will have two attempts for each online quiz. The higher of your 2 attempts will be the grade recorded. 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. **Online quizzes must be completed prior to the start time of the next exam.**

**Court Case Decisions and Rulings:** You will receive access to several legal cases that will have significant importance on the legal topics we discuss. You will need to be familiar with these cases for class and your exams.

## **Exam Info**

**Mid-Terms:** There will be two (2) mid-term exams. Exams will begin promptly at the start of class. Students who show up late will not be given extra time to finish. My goal is to prepare you well for the exams so that there are no surprises.

**Final Exam:** The final exam will be comprehensive, and is scheduled for **Wednesday, December 8<sup>th</sup> @ 6:30pm**

**Exam Style:** As this is a TREC regulated course, the exams will be multiple choice format

**Other Exam Info:** Take off headwear, sunglasses, earphones, headsets, etc. No cell phones or other electronic devices are to be used during an exam.

**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 prior to the rest of the class.

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**Cheating:** Please don't cheat, it will hurt my feelings and destroy your future. Cheating will result in a minimum of a Zero on the assignment, an "F" in the class, and earn you a trip to the Dean's office to have a discussion about "Academic Dishonesty". Your future in business depends on having an honest reputation. If you need more info, please see: [https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student\\_Affairs-Academic\\_Integrity.pdfhtm](https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdfhtm) for UNT rules.

### Course Grade Weighting

20% - Exam 1  
20% - Exam 2  
25% - Quizzes/Homework  
15% - Project  
20% - Final Exam  
100% Total

**Classroom Manners and Appearance Policy:** Please be courteous and respectful during class. The UNT COB promotes professionalism and trains future leaders in business. Additionally, please dress appropriately for class. You never know if your future boss may be stopping by to visit.

**Quality of Work Expectations:** I expect to see your best effort; in a professional, high quality, well planned, coherent presentation. Essays should be planned out and follow a logical sequence. If you wouldn't turn it in to your boss in the future, please don't do it here.

**Class Participation:** I expect everyone to participate, even if you're shy. You will have a hard time becoming successful in business if you're not able to engage with others. Building relationships, developing communication skills, and being able to express your thoughts in a convincing manner will help as well.

**Attendance Policy:** You need to be present and engaged during each class. Every class session 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 on a topic, you are welcome to call or write. Please do not call or write and ask if you missed anything important; the answer will be "Yes". Additionally, I will follow the UNT attendance policies located at:

[https://policy.unt.edu/sites/default/files/06.039\\_StudAttnandAuthAbsence.Pub2\\_19.pdf](https://policy.unt.edu/sites/default/files/06.039_StudAttnandAuthAbsence.Pub2_19.pdf)

**Extra Credit:** There is no "extra credit" offered in this course. Do not ask if you can have "extra credit" assignments. Do your best on the assignments listed above.

**Late Submissions:** The chapter quizzes must be finished on time. They will not be accepted late. The Exams must be finished on time. They will not be accepted late. The project will be accepted up to 24 hours late with a 20% penalty. They will not be accepted more than 24 hours late.

**Course Communication:** Primary methods of communication for this class will be through Slack or Email. Please make sure you have Slack installed on your device.

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**Schedule (Subject to Change)**

WEEK	DATE	TOPICS	READING
WEEK 1	8/25/21	AGENCY CONCEPTS	CH1
WEEK 2	9/1/21	BASIC AGENCY RELATIONSHIPS, DISCLOSURE, DUTIES OF THE CLIENT	CH2
WEEK 3	9/8/21	DISCLOSURE AND DUTIES TO THIRD PARTIES	CH3
WEEK 4	9/15/21	SELLER AGENCY	CH4
WEEK 5	9/22/21	<b>**EXAM 1**</b>	<b>CH 1-4</b>
WEEK 6	9/29/21	BUYER AGENCY	CH5
WEEK 7	10/6/21	INTERMEDIARY BROKERAGE	CH6
WEEK 8	10/13/21	AGENCY CREATION AND TERMINATION	CH7
WEEK 9	10/20/21	PRACTICAL APPLICATION/LEGAL RESEARCH	DEMO
WEEK 10	10/27/21	CLARIFYING AGENCY RELATIONSHIPS	CH8
WEEK 11	11/3/21	EMPLOYMENT ISSUES	CH9
WEEK 12	11/10/21	<b>**EXAM 2** &amp; PASS OUT PROJECT</b>	<b>CH 5-9</b>
WEEK 13	11/17/21	AGENCY, ETHICS, AND THE LAW	CH10
WEEK 14	11/24/21	DECEPTIVE TRADE PRACTICES AND CONSUMER PROTECTION ACT	CH11
WEEK 15	12/1/21	CLOSING THOUGHTS & FINAL PREP - <b>**PROJECT PAPERS DUE**</b>	HANDOUT
WEEK 16	12/8/21	<b>**FINAL EXAM**</b>	<b>ALL</b>

**UNT/College of Business Policies**

**Academic Integrity Standards and Consequences.** 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 website at [disability.unt.edu](http://disability.unt.edu).

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**Emergency Notification & 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

**Severe Weather.** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 070, 090, and the restrooms on the basement level or in rooms 170, 155, and restrooms 122, 182 or 183 on the first floor.

**Bomb Threat/Fire.** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.

### **Additional COVID and COB Related Policies**

#### **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 prior to being absent, so you, 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 because you are ill, in mindfulness of the health and safety of everyone in our community.

If you are experiencing any [symptoms of COVID-19](#) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or [askSHWC@unt.edu](mailto:askSHWC@unt.edu)) or your health care provider PRIOR to coming to campus. UNT also requires you to contact the UNT COVID Team at [COVID@unt.edu](mailto:COVID@unt.edu) for guidance on actions to take due to symptoms, pending or positive test results, or potential exposure.

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**Class Materials for Remote Instruction**

Remote instruction may be necessary if community health conditions change or you need to self-isolate or quarantine due to COVID-19. Students will need access to a webcam and microphone to participate in fully remote portions of the class. Additional required classroom materials for remote learning include: MS Word, Excel, Google Chrome Browser. Information on how to be successful in a remote learning environment can be found at <https://online.unt.edu/learn>.