REAL 2100: Principles of Real Estate  
Spring 2021 Course Syllabus

Disclaimer: I know my syllabus is long, but it has everything you need to know in order to be successful in my class for the semester. I am an extremely detail oriented person, and go to great lengths to make sure I provide FULL transparency to my students as to what to expect in my classes. PLEASE take the time to read my syllabus all the way through. I promise you that most or all of your potential questions will be addressed by doing so! If after you’ve read my syllabus you find that you still have questions or need any additional clarification, please feel free to shoot me an email and I will be more than happy to assist you!

COURSE: REAL 2100 - PRINCIPLES OF REAL ESTATE  
Tuesday’s @ 6:30pm - 9:20pm; administered remotely via Zoom.  
*Zoom class links can be found under the “Zoom” tab in your Canvas account.*

Instructor: Natalie Boyd, BBA, MBA  
Office: Online/Zoom  
Office Hours: Immediately following class or by appointment. FYI-I only teach once a week so I won’t be physically on campus often. However, I am more than willing to set up a time to meet you if needed.

Business Phone: N/A. If for any reason you need to set up a time to talk to me on the phone, send me an email and we’ll figure out a good time that I can call you.

E-Mail: natalie.boyd@unt.edu (Preferred method of communication.) Note: My faculty email address is NOT natalieboyd@my.unt.edu. Because I completed both of my degrees at UNT, my old student email address is likely to pop up as your first option. **DO NOT use this email address because I will not receive your email!** 

Email Etiquette:  
When you email me (and your other professors), it is best practice to **always** be professional. Make sure you are clear and concise. Be sure to state your purpose, and state the following as your subject line:  
Subject Line: **FINA 2770-YOUR NAME.**

*I have a lot of students this semester. If you do not identify yourself and the purpose of your email clearly, you may get lost amongst my emails and not receive a timely response!*

REQUIRED TEXT  
Title: Texas Real Estate  
Author: Charles J. Jacobus  
Format: Paperback  
Publisher: ONCOURSE  
ISBN-10: 1629802344  
SUPPLIES

Calculator: Yes, you’re going to need one. I don’t mind if you use your phone calculator in class, but ABSOLUTELY NOT on the exams. I recommend the BA ii Plus calculator. If you are a business major, you’ll need one of these for your finance classes later on. They cost about $20 at Target or Walmart.

Laptops/Electronic Devices: You’re welcome to use a laptop to take notes and to look up course related topics. However, please no Facebook, Instagram, Twitter, texting on your MAC book, etc. If I see you using your laptop for a non-educational reason, I will ask you to put your laptop away.

CATALOG DESCRIPTION
Real estate principles, law, and operating procedures in the state of Texas are presented. Topics include arithmetical calculations for real estate transactions, conveyancing, land economics and appraisals, obligations between the principal and the agent, ethics, and rules and regulations of the Texas Real Estate Commission. The usages of various real estate instruments are covered, including deeds, deeds of trust, mortgages, land contracts of sale, leases, liens, and listing contracts.

COURSE OBJECTIVES

Student Learning Objectives: The Real Estate Principles and Practices course is a survey course; an introduction to the practice of Real Estate. It is general in nature and designed to prepare students for further study in one or more specific areas of Real Estate Finance, Law, Marketing, Appraisal, Property Management, Investment Real Estate, and to develop the skills necessary to manage personal real estate. Students are expected to comprehend real estate terminology and contract features and to acquire the knowledge, judgement and expertise to understand the real estate process.
1. To introduce the student to the practice of Real Estate
2. To provide the student with the language and terminology of real estate
3. To prepare the student for a more in depth study of the key functional areas of real estate.
4. To prepare students to be more educated home buyers.

My Objective: UNT, The G. Brint Ryan College of Business and I want you to be successful in your future careers and in life. I will make every reasonable effort to be available to you and to provide you guidance to help you succeed in this class and beyond!
Covid-19 and Attendance Policy

Attendance

My assumption is that since you signed up for this class, you have this time set aside and available for you to join me during my Zoom lectures. So, attendance will be taken via Zoom (I'll have a report available to me as to who attended and who didn't and who left class early after every session.) There will be additional topics discussed during every single class session that are not included in the basic chapter Powerpoints that are uploaded online for students. The additional materials discussed in class can and will appear on the exams. There will also be extra credit opportunities that will be handed out weekly for those in attendance. If you choose not to come to class (unless you are sick of course) I’m going to assume that you have found another activity which is of better utility to you. If you elect to miss class or leave the class sessions early, you will not receive any extra credit even if you completed the assignments.

Covid-19

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about Covid-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding Covid-19. I will make sure to personally work with you and get you up to speed on what you missed. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I can make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness or breath or difficulty breathing, fever, or any of the other possible symptoms of Covid-19, please seek medical attention from the Student Health and Wellness Center or your healthcare provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

CDC Coronavirus symptom checklist:

Student Health and Wellness Center contact information:
(940)-565-2333
askSHWC@unt.edu

REAL ESTATE LICENSE QUALIFICATION

The Texas Real Estate Salesperson’s License as of January 1, 2006 requires no less than six (6) classes to be successfully completed. UNT currently offers four (4) of these classes (see flyer distributed on the first day of class) and far exceeds the 30 classroom hours and content required by TREC. The new requirements
In the past it was important to get a letter from the FIREL department (BLB 200) after completing all five (5) classes but prior to applying to the Texas Real Estate Commission or your application will be rejected in regards to REAL 3100 (at UNT historically was both Principles II 15 hours (brokerage) and the Law of Agency (30 hours). However, REMEMBER THIS! After graduation you will be required to take Principles II and Contract Forms at a private or commercial Real Estate School if you choose to do so (e.g.-Kaplan, Champions, etc.). Even better, get a letter from your professor or the FIREL department after completion of the REAL 3100 course.

ASSIGNMENTS

Quizzes/Homework: There will be no online homework or quizzes this semester. I want to point out though that on days that we have a guest speaker (or speakers), your attendance will count for twice as much so you may as well consider this to be a “quiz” grade. I have at least 2 lined up for this semester already, so don’t miss out on these days! Every semester, several of my students have secured internships and jobs from my guest speakers but you need to be present in class to meet these contacts and make these connections!*

Supplemental Information/Handouts: I may hand out supplemental reading materials or show videos during class and post additional chapter information online. It will be posted under the “Files” tab on your Canvas under the “Supplemental Information and Handouts” tab. Anything is fair game on the exams.

Extra Credit: Lucky for you, I am a BIG fan of extra credit! I will be handing out 1 extra credit opportunity EVERY SINGLE WEEK of the semester that will be due the subsequent Tuesday. Please take advantage of these opportunities because they can make a huge difference in your overall grade! These extra credit points will be added to your exams throughout the semester. However, there is a catch! You must personally be online and active to email your assignment to me when I ask for it. At a random time during the next weekly lectures after an extra credit assignment is given, I will ask you all to turn them into me and you will have a total of 3 minutes from the time I ask for it to get it into me. If you do not turn these extra credits assignments into me within the designated parameters and followed instructions completely, you will not receive the credit. If you turn in an extra credit assignment and leave the class session early, you will not receive the credit. The point of doing this is that I want to be able and reward the people who consistently make an effort to come to class and be active, engaging, and present. The points per assignment will range from .5 to even 20 points (depending on my discretion and the level of difficulty, length, and effort needed to complete it) and will be announced at the top of the assignment when it is given to you. These extra credit points will then be added to your subsequent exam grade. Every single one of my extra credit assignments will be assigned to you because I see some sort of inherent, educational life value in them. For example, I will have you all learn how
to write professional cover letters and resumes. I put a significant amount of extra time in to give all of my students’ meaningful assignments and feedback on everything that is turned into me. PLEASE take a look at the feedback I give you when I hand these assignments back to you and let me know if you have any questions. As an educator, my ONLY goal is to help all of you grow and develop as human beings and be the best versions of yourselves that you possibly can be! I strive to make a difference in your lives and my only hope is that you may gain some attainable life skills in my classroom that you may apply to other areas of your life.

EXAMS

Required Equipment: Given the pandemic circumstances, YOU MUST HAVE ACCESS TO A CAMERA! A web camera or a laptop with an integrated camera is required for all remote exams and for Zoom lectures (for participation purposes.) Your test score will be completely invalid without a functioning camera. A web camera or a laptop with integrated camera is required for all remote exams. It is your responsibility to obtain a properly functioning camera for remote exams. *NOTE: please check for the functionality of your camera as well as Respondus Lockdown Browser PRIOR to opening your exam to make sure that it is functioning correctly.* If you find that you are having issues installing Respondus Lockdown Browser, try the steps pictured below:

### Issue
While trying to install LockDown Browser on a computer with Windows 8.1, 8, 7 or Vista, you are asked for the Windows administrator password.

### Resolution
The InstallShield setup for LockDown Browser needs to run with Administrator rights to work properly. This means the setup needs to have permission to run by the administrator of the computer. Students may also need to enter a password for the Administrator Windows account.

If you are still unable to download the LockDown Browser installer or run it, these steps will resolve most causes of the problems:

1. Directly log into the Windows computer as a local administrator with full rights - do not use “Switch User” or a “Remote Desktop” access.
2. Temporarily disable all security software.
3. Download the LockDown Browser installer intended for your institution.
4. Run the installer and accept the prompts to modify or repair LockDown Browser.
5. Start LockDown Browser to verify installation and then Exit the browser.
6. Re-enable any security software that was disabled in Step 2.

Mid Terms: There will be two (3) mid-term exams. Exams will begin promptly at the start of class. Students who show up late will not be given any extra time to finish. My goal is to prepare you well enough for the exams so that there are no surprises for you. And yes, class will be held after you take your exams on exam days.

Final Exam: The final exam will be comprehensive, and is scheduled for **Tuesday, April 27th @ 6:30 pm.**

Other Exam Info: On exam days, I do not allow headwear of any kind,
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sunglasses, long sleeve shirts/sweaters, water bottles with labels on them, sunglasses, earphones, headsets, etc. and NO cell phones or other electronic devices are to be used during exams.

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 me to take the test before to the rest of the class.

Cheating: Please don’t cheat; it will hurt my feelings and destroy your future. I have seen students get very creative when it comes to cheating and it honestly takes more work to figure out how to cheat than actually studying, learning, and doing the work! Put in the time and earn your grades. You can jeopardize your entire collegiate career and your word as a person for one tiny exam grade. I promise you, it’s not worth tarnishing your reputation. If you are struggling, come talk to me and I will help you to the best of my ability. 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 your connections and having an honest reputation...make sure you start your life off on the right foot. The world itself is far smaller than you think; you never who you could meet in life that may be your future boss, client, or interviewer. Your classmates included! You don’t want to have them have a negative impression of you and your character because that may affect your ability to do business with them in the future.

If you need more information, please see https://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdfhtm for UNT official rules and regulations.

COURSE GRADE WEIGHTING

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<tr>
<th>Grade Breakdown</th>
<th>Attendance/Participation</th>
<th>Exam 1</th>
<th>Exam 2</th>
<th>Exam 3</th>
<th>Final Exam</th>
<th>Semester project</th>
<th>Total</th>
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<tbody>
<tr>
<td>90% or above=A</td>
<td>5%</td>
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<td>59% or below=F</td>
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For example, at the end of the semester a grade of 79.99%= C

*Note: Please don’t come ask me to “bump” or “curve” your grade at the end of the semester because “you’re only .5 points away from an A”, “it would mean the world to you”, “you think you deserve it”, or “you really need this A, B, C, etc.”. I absolutely, without a doubt, will not change your grade under any circumstance (unless there was a grading error, of course.) I make every possible effort to ensure that my students have MULTIPLE opportunities to raise their grades throughout the semester. If you choose not to take advantage of these opportunities, that was a choice...
and you must live with the consequences of said choice.

In addition, please make sure to keep every assignment, exam, or quiz that I hand back to you so you can make sure to double check that everything was input correctly at the end of the semester. I do my best to keep organized throughout the semester and keep you up to date on your grade status. However, I am human too. Mistakes happen sometimes. If you do not have these papers as backup, I cannot help you if there was indeed an error. In sum and in fairness to everyone, I know life is hard, but your grade in this class is the grade that you earn. If your other classmates are capable of making a certain grade, then you are too, and I will hold each and every one of you to that same standard. **No exceptions!**

**Canvas Announcements:**
As I stated at the beginning of the syllabus, I am an extremely detail oriented and transparent person, so you will always be “in the loop”, so to speak, in my class. I literally go out of my way to ensure that my students are even often OVER informed in certain aspects. That being said, please pay attention to my announcements on Canvas. I make clear and concise bullet points, and I always like to recap what was discussed in class, upcoming due dates, and just provide additional resources that I find to be potentially helpful or interesting to you. I am fully cognizant of the fact that ALL people in the world have distinct ways of learning (which is a FANTASTIC thing that needs to be celebrated because we’re all individuals!) So, I do my absolute best to make sure and provide as many different resources and types of ways to learn a topic as possible so that I may be able to better cater to my students’ different needs. There is a “Supplemental Information and Handouts” folder under the “Files” tab on your Canvas that will have these resources available to you (websites, video tutorials, articles, etc.) added in and labeled by chapter and topic.

**Classroom Manners and Appearance Policy:** The UNT College of Business promotes professionalism and trains future leaders in business. Please be courteous, kind, and respectful during class. I do not tolerate disrespectful behavior towards me, any of your classmates, or any guest speakers that we may host. I know classes are online, but please dress appropriately for class. You never know if your future boss may be stopping by for a visit. In an effort to promote this professional habit, I require that students dress either business casual or business professional (whichever you prefer) on days that we will be hosting a guest speaker (or speakers) so that students may be able to make a great first impression on their newfound professional acquaintances.

**Quality of Work Expectations:** I expect to see your best effort. If you wouldn’t turn it in to your boss in the future, please don’t turn it in to me.

**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. Get comfortable speaking with others. Building relationships, developing
communication skills, and being able to express your thoughts in a convincing manner will serve you well in your life. It is a skill you must practice so you might as well practice it here where there is less pressure on you.

INSTRUCTOR EVALUATION
It is my personal objective to offer a quality learning environment and experience for each of my students. I strive to educate my students not only on the required course materials, but also on real world applications. My ultimate goal is to have my students leave every class I teach and feel like they have gained valuable life skills that may serve them to lead a well-rounded and successful life. At the end of the course, I would ask that you please evaluate my efforts in a confidential survey. As an added incentive, if 85% or more of the class completes the survey, I will add a 1% point curve to your overall final grade for the semester. This could mean a letter grade difference for some of you!

UNT/COLLEGE OF BUSINESS POLICIES AND PROCEDURES
Academic Integrity Standards and Sanctions for Violation: 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.

ADA Statement: UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodations 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 & 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 restrooms on the basement level or in rooms 170, 155, and restrooms 122, 182 or 183 on the first
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.

**Semester Schedule**

*Subject to change upon my discretion*

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<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>TOPICS</th>
<th>READING</th>
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</table>
| WEEK 1| 1/12/21  | Class introduction  
CH.1- INTRODUCTION TO MODERN REAL ESTATE PRACTICES                      | CH. 1                  |
| WEEK 2| 1/19/21  | CH.2-REAL PROPERTY  
CH.3-CONCEPTS & RESPONSIBILITIES OF HOME OWNERSHIP                        | CH. 2-3                |
| WEEK 3| 1/26/21  | CH.4-REAL ESTATE BROKERAGE & LAW OF AGENCY  
CH.5-FAIR HOUSING LAWS                                                      | CH. 4-5                |
| WEEK 4| 2/2/21   | CH.6-ETHICS OF PRACTICE AS A LICENSE HOLDER  
CH.7-Texas REAL ESTATE LICENSE ACT                                            | CH. 6-7                |
| WEEK 5| 2/9/21   | **EXAM #1 CH. 1-7**(USING RESPONDUS LOCKDOWN BROWSER ON CANVAS; UNDER “EXAM 1” IN YOUR QUIZZES TAB.)  
CH.8-LEGAL DESCRIPTIONS                                                     | EXAM #1 CH. 1-7        |
|       |          |                                                                        | CH. 8                  |
| WEEK 6| 2/16/21  | CH.9-REAL ESTATE CONTRACTS  
CH.10-INTERESTS IN REAL ESTATE                                              | CH.9-10                |
| WEEK 7| 2/23/21  | CH.11-HOW OWNERSHIP IS HELD: HOME & BUSINESS  
CH.12-LISTING AGREEMENTS                                                    | CH. 11-12              |
| WEEK 8| 3/2/21   | CH.13-REAL ESTATE MATH  
CH.14-REAL ESTATE APPRAISAL                                                  | CH. 13-14              |
|       |          | **EXAM #2 CH. 8-14**(USING RESPONDUS LOCKDOWN BROWSER ON CANVAS; UNDER “EXAM 2” IN YOUR QUIZZES TAB.)  
CH.15-MORTGAGE THEORY & LAW                                                 | EXAM #2 CH.8-14        |
|       |          |                                                                        | CH. 15                 |
| WEEK 9| 3/9/21   | CH.16- REAL ESTATE FINANCING PRINCIPLES  
CH.17-CONTROL OF LAND USE                                                    | CH. 16-17              |
| WEEK 10| 3/16/21  | CH.16- REAL ESTATE FINANCING PRINCIPLES  
CH.17-CONTROL OF LAND USE                                                    | CH. 16-17              |
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| WEEK 11 | 3/23/2021 | CH.18-SPECIALIZATIONS  
| CH.19-REAL ESTATE INVESTMENTS | CH. 18-19 |
| WEEK 12 | 3/30/2021 | **EXAM #3 CH. 15-19** (USING RESPONDUS LOCKDOWN BROWSER ON CANVAS; UNDER “EXAM 3” IN YOUR QUIZZES TAB.)  
| CH.20-LEASES | EXAM #3 CH. 15-19 CH. 20 |
| WEEK 13 | 4/6/2021 | CH.21-PROPERTY MANAGEMENT  
| CH.22-ESTATES, TRANSFERS, & TITLES | CH. 21-22 |
| WEEK 14 | 4/13/2021 | CH.23-CLOSING PROCEDURES & CLOSING THE REAL ESTATE TRANSACTION  
| CH.24-CONDOMINUMS, COOPERATIVES, PUD’S, & TIMESHARES | CH. 23-24 |
| WEEK 15 | 4/20/2021 | **SEMESTER PROJECT DUE IN CLASS***(LATE SUBMISSIONS WILL NOT BE ACCEPTED)*  
| CH. TBD (if any weren’t covered) |
| WEEK 16 | 4/27/2021 | **CUMULATIVE FINAL EXAM IS ON TUESDAY APRIL 27TH FROM 6:30 PM-8:30 PM ON CANVAS USING RESPONDUS LOCKDOWN BROWSER ON CANVAS; UNDER “FINAL EXAM” IN YOUR QUIZZES TAB.**  
| ALL |

**FYI:**  
- Your fall final exam schedule for all of your classes may be found by visiting the following link: [https://registrar.unt.edu/exams/final-exam-schedule/fall](https://registrar.unt.edu/exams/final-exam-schedule/fall).