



WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

TEXAS CONTRACTS AND ADDENDA

RELE 1300.01

INSTRUCTOR: ERIC ZADNIK, BROKER

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website on any changes to these guidelines.

TEXAS CONTRACTS AND ADDENDA

RELE 1300.01

Course Description:

Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms and case studies involving use of forms.

Prerequisites and/or Corequisites:

RELE 1301, concurrent enrollment in RELE 1301, or consent of program director.

Course Notes and Instructor Recommendations:

Students are expected to participate in class discussion, study course material, complete assignments, study assigned reading, and take tests and quizzes as required. Nonparticipation in the above items will have a detrimental impact on grades and credit. Students are encouraged to do outside reading.

Instructor Information:

Instructor Name: Eric Zadnik

MCC Email: ezadnik@mclennan.edu

Office Phone Number: (254) 855-4455

Office Location: BT 218

Office/Teacher Conference Hours: Monday 11:00am – 12:00pm

Other Instruction Information:

Required Text & Materials:

Title: Texas Promulgated Forms

Author: Santmyer

Edition: 3rd

Publisher: Dearborn

ISBN: 9781475489484

MCC Bookstore Website: <http://www.mclennan.edu/bookstore/>

Methods of Teaching and Learning:

Assignments, discussion boards, group projects, projects, written reports/papers, exams, and quizzes.

Course Objectives and/or Competencies:

Promulgated Contract Forms, which include, but are not limited to, unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms, and case studies involving use of forms.

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Course Outline or Schedule:

Tentative Assignment Calendar

Week 1	Syllabus and Introduction	Aug 23 & 25
Week 2	Unit 1 – Contract Law Overview	Aug 30 & Sept 1
Week 3	Unit 2 – Laws, Rules & Regulations	Sept 6 & 8
Week 4	Unit 3 – Parties, Property, and the Money	Sept 13 & 15
Week 5	Unit 4 – Covenants, Commitments, and Notices	Sept 20 & 22
Week 6	Unit 5 – Closing, Possession, and More	Sept 27 & 29
Week 7	Unit 6 – The Remaining Promulgated Forms	Oct 4 & 6
Week 8	Unit 7 - Promulgated Addenda, Notices, and Other Forms	Oct 11 & 13
Week 9	Unit 8 – Other Real Estate Matters	Oct 18 & 20
Week 10	Case Study	Oct 25 & 27
Week 11	Case Study	Nov 1 & 3
Week 12	Case Study	Nov 8 & 10
Week 13	Case Study	Nov 15 & 17
Week 14	NO CLASS THIS WEEK	Nov 22 & 24
Week 15	Review	Nov 29 & Dec 1
Final Exam	9:35am – 11:35am - December 6	Dec 6

Course Grading Information:

No student shall receive credit for the course without meeting the attendance requirements as set forth in the College catalog and having a passing grade average on all work. A student who fails may retake the course for credit.

Class Participation	100
Chapter Quizzes – 8 @ 50 pts. Each	400
Case Studies – 4 @ 50 pts. Each	200
Final Examination – 300 pts.	300
TOTAL	1,000

895 and above	A
795-894	B
695-794	C
600-694	D
<i>Below 600</i>	F

Late Work, Attendance, and Make Up Work Policies:

Late work will **NOT** be accepted.

Student Behavioral Expectations or Conduct Policy:

Students are expected to have prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity. Attendance in an online setting is counted as turning in all **assignments** on time.

For the purpose of this online class attendance will be defined as follows: Student must complete all class work for the week by the end of the assigned week. If any part of the weekly class requirements are not met before the deadline for that week, the student will receive an absence for that week. Once a student has missed 25% of the assignments they will be dropped from the class.

*** Click Here for the MCC Academic Integrity Statement**

(www.mclennan.edu/academic-integrity)

The link above will provide you with information about academic integrity, dishonesty, and cheating.

*** Click Here for the MCC Attendance/Absences Policy**

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Notice of Criminal History

A criminal history may make you ineligible for a Real Estate license. Prior to enrolling in Real Estate courses, you may request a criminal history evaluation. It is recommended that each student review the criminal history eligibility guidelines set out in [Texas Occupations Code §53.025](#) and [TREC Rule 541.1](#). You may request a criminal history evaluation by submitting a completed [Moral Character Determination Form](#) to TREC prior to applying for a license.

**** You will need to access each link separately through your Web browser (for example: Mozilla Firefox, Chrome, Microsoft Edge or Safari) to print each link's information.***

McLennan

C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.