



WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Principles of Real Estate I

RELE 1301.101 (0037) Fall 2023

TAMMY TULL, MBA, MS

NOTE: This is an 8-week Course Delivered Face-to-Face

The Texas Real Estate Commission and the Coordinating Board requires McLennan Community College to notify students that they maybe ineligible for a license based on criminal history. If you have concerns about your criminal history, please consider requesting a Fitness Determination before enrollment and applying for the license. <https://www.trec.texas.gov/forms/fitness-determination>

[Click Here](#) to review the qualifications to become a Texas Real Estate Sales Agent.

Course Description:

An overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction of federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for a salesperson license. Semester Hours 3 (3 lec).

End-of-Course Outcomes:

Upon completion of this course, the student will be able to:

- Define the principles of real estate and how they apply to the real estate industry
- Describe titles to and conveyance of real estate
- Discuss legal descriptions, deeds, encumbrances, and liens
- Discuss Texas Real Estate License Act (TRELA)
- Distinguish differences between personal and real property
- Outline the federal, state, and municipal laws related to discrimination in real estate

Prerequisites and/or Corequisites: None.

Course Notes and Instructor Recommendations:

- Refer to the syllabus and announcements page, often.
- Participate in activities, take quizzes, and exams.
- Read the assignments and do your work.
- Turn in your work properly and on time **No Late Work Accepted*
- Study outside of class and take ownership in learning course materials.
- Check for feedback and learn from your mistakes.
- Ask Questions.
- NOTE: Responses to student contact will be returned within 24 business hours. Weekends and holidays are excluded from the response time. Always include your name and course information when you contact me. (Example: Ted Jones, RELE 1301, O).

Instructor Information:

Instructor Name:	Tammy Tull
E-mail:	ttull@mcclennan.edu
Office Phone Number:	254-299-8662
Office Location:	BT 206
Office/Teacher Conference Hours:	MW 1:00 – 2:00, T Virtual 11-12, or by appointment

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Department Information:

Program Director: Michael (Boyce) Wilson
E-Mail: mwilson@mclennan.edu
Office Phone Number: 254-299-8688
Office Location: BT 209

Division Chair: Christi Esquivel
E-Mail: cesquivel@mclennan.edu
Office Phone Number: 254-299-8228
Office Location: BT 223A

Department Head:

Department Head: Frank Graves
E-Mail: fgraves@mclennan.edu
Office Phone Number: 254-299-8126
Office Location: ADM 301

Required Text & Materials:

Title: Modern Real Estate Practice
Author: Nance, Cheryl Peat
Edition: 18th
Publisher: DF Institute, a Kaplan Professional Company
ISBN: 978-1-4754-6376-7

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

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, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an 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 here

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 contacted/notified through your MCC student email address. You may also check BrightSpace for notification through Announcements. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Click Here for the Minimum System Requirements to Utilize MCC's D2L/Brightspace:

(<https://www.mclennan.edu/center-for-teaching-and-learning/Faculty%20and%20Staff%20Commons/requirements.html>)

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L/Brightspace learning management system.

Please review the system requirements for Respondus Monitor at <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html>. A webcam will be **required** for all quizzes. Quizzes may **NOT** be taken when using a tablet or phone. Chrome will be the required browser for use with Respondus Monitor.

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.

NOTE: Responses to student email will be returned within 24 hours. Weekends and holidays are excluded from the response time when contact will be made in the order received on the first day the college reopens. Always include your name, ID number, and course information when you contact me so I can serve you better.

(Example: Ted Jones, ID000000, RELE 1301. O)

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect

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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 her/his 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.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

Methods of Teaching and Learning:

Lecture, discussions, participation, assignments, tests, quizzes, course project.

Course Grading Information:

Grading Scale

A	447.5 and above
B	397.5-447.4
C	347.5-397.4
D	297.5-347.4
F	<i>Below 297.4</i>

Points Distribution

Assignment	Details	Points Available
Quizzes/Exams		170
Assignments	Various	230
Final Exam	Comprehensive	100
<i>The overall grade is based on a scale of 500 points</i>	<i>NO LATE WORK WILL BE ACCEPTED</i>	<i>500 POINTS TOTAL</i>

SPECIAL NOTE: Students will earn a zero if caught cheating, plagiarizing, or colluding with others to gain grade advantage in the course, either for themselves or others.

Final Exam:

The final exam will be closed book and proctored *in-class* on Tuesday, 10/10/23 from 11:00 a.m. – 1:00 p.m.

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A current ID will be required when you enter the room to take the exam. The exam will be offered on one day only. Students will be expected to prepare outside of class by reading and studying each chapter of the text and reviewing all materials presented in class. The final is worth 100 points (20% of your overall grade). You must pass the final exam with a minimum grade of 70% and earn a minimum of 347.5 overall points to pass the course.

Assignments:

Assignments include a Project grade, completion of the Prep Exam, TRELA assignment, and Fair Housing Assignment. There will also be in-class work required for a grade. The total points for all assignments is valued at 230 points (46% of your overall grade).

Quizzes:

A combination of quizzes based on readings and chapter quizzes will be required in the course. All chapter quizzes will be closed book, proctored, and monitored through Respondus Lockdown Browser Monitor. You will be required to show ID before taking exams and quizzes and follow the Respondus requirements for taking the quiz. Allow enough time for pre-quiz requirements in Respondus so you have plenty of time left for testing. You will have unlimited attempts on each quiz until the due date and time. The total points for all quizzes is valued at 170 points (34% of your overall grade). Chrome Browser will be required for use with Respondus Monitor. You may not take any quizzes using a tablet or cell phone. A web cam is required for use with Respondus Monitor.

Attendance, Participation, and Make Up Work Policies:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

Definitions

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

Attendance and Participation Policy:

- Students enrolled in face-to-face courses are expected to attend class.
- The instructor will use a method of their choice for routine recording of student attendance.

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- The official record for student attendance is Brightspace.
 - Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date (Census Date: 08/28/23).
 - After the census date, instructors must update the official record within 48 hours of a class meeting.
 - If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.
 - Past census date, for a student to remain in a face-to-face course, they must regularly attend class.
 - If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. (60% Point of Term: 09/21/23)
 - If a student misses more than 25% of class meetings and the class is past the 60% point for the term, the instructor will NOT withdraw the student.
 - The student is assigned the grade earned for the course.
 - If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.
 - Absences are excused in accordance with MCC policy which includes:
 - Authorized participation in official College functions
 - Personal illness (doctors note is required the next date of attendance)
 - An illness or a death in the immediate family (proof will be required by the next date of attendance)
 - Pregnant or Parenting Protections under Title IX and/or Texas State Education Code 51, Subchapter Z, Section 51.982 or any excused absences as outlined in Section IV of this policy
<https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf>
 - Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.
 - No late work will be accepted outside of this policy and work not submitted by the due date and time will earn a zero.

Grading Policy:

- Course assignments, activities, and discussion board participation will be graded, and a grade released within one (1) calendar week of the assignment's due date.
- Any student without a submission on the due date will be assigned a zero (0) grade.
- There will be no option for late submissions.

Late Work Policy:

- Late Work for unexcused absences will not be accepted outside of the attendance policy stated above.
- Any late work submitted after the due date and time will earn a zero.
- There are no make-up opportunities for any activities outside these policy guidelines.
- Due dates will not be extended.

Student Behavioral Expectations or Conduct Policy:

- Professor and Students are expected to treat each other and peers with courtesy, dignity, and respect.
- Any person who is not registered as a student in the course will NOT be allowed in the classroom,

unless employed by McLennan Community College and they have official business. This includes Visitors and Minor Children. See [MCC Policy E-VIII](#).

- This policy is for the benefit of all students and is designed to stimulate a cohesive learning environment.

Please note: Emotional Support Animals, also referred to as companion animals, fall under the direction of FHA/HUD regulations, not ADA; therefore, they are not allowed in the classroom.

- Students are expected to convey an attitude that seeks to take full advantage of the education opportunity and participate in class activities and discussions.
- The course design for real estate is to ready students for the workforce, and as such, expectations in the classroom will mimic expectations in the workplace.

* [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.

SPECIAL NOTE: Students will earn a zero if caught cheating, plagiarizing, unauthorized use of AI tools, or colluding with others to gain grade advantage in the course, either for themselves or others.

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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit 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

* [Click Here for more information about Title IX](#)

(www.mclennan.edu/titleix)

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 (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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. * *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*

Use of Turn-It-In for Ensuring Academic Integrity

Turnitin (<https://www.turnitin.com/>): In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

Use of AI Tools

The use of generative AI tools (e.g. ChatGPT, Dall-e, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is **not permitted** in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a Zoom chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete class assignments.
- Computation of math problems for any assignment, quiz, or exam.
- Completing contracts and/or addenda.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws, or contain misinformation or unethical content). Your use of AI tools must be *properly documented and cited* in order to stay within university policies on academic honesty. For example, for an in-text citation (ChatGPT, 2023). Review other relevant citations in APA Style format.

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Any assignment that is found to have used generative AI tools in any unauthorized way will earn a zero for the assignment and will be reported as an Academic Integrity infraction. If in doubt about permitted usage, please ask for clarification.

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Course Schedule: *This schedule is subject to change at the discretion of the professor. Notification of changes will be posted in Brightspace and/or delivered by MCC student e-mail. Students are responsible for checking all forms of communication. Unless otherwise noted, all items will be due by 11:59 p.m. on the due date.*

Date	Class Agenda	Items Due
08/21/23	Introduction to Course Read Chapter 1 Begin work on License Project Begin work on Prep Exam	MODULE 1 Ch. 1 Reading Assignment DUE 08/23/23 Ch. 1 Quiz, Closed-book, Proctored, Monitored DUE 08/27/23 Ch. 2 & 3 Reading Assignment DUE 08/28/23 CENSUS 08/28/23
08/23/23	Chapter 1 Read Chapters 2 and 3 License Project	
08/28/23	Chapter 2	Ch. 2 & 3 Quiz, Closed-book, Proctored, Monitored DUE 09/03/23
08/30/23	Chapter 3 Read Chapter 4, Prep Exam	Ch. 4 Reading Assignment DUE 09/06/23
09/04/23	HOLIDAY	Ch. 4 Quiz, Closed-book, Proctored, Monitored
09/06/23	Chapter 4 Read Chapters 5, 6, and 7 License Project, Prep Exam	License Project Due 09/10/23 Chapter 5, 6, 7 Reading Assignment DUE 09/11/23
09/11/23	Chapter 5-6 Fair Housing Assignment	MODULE 2 Scenario 1, Ch. 5, 6, & 7 Quiz, Closed-book, Proctored, Monitored, Fair Housing Due 09/17/23 Chapter 8 Reading Assignment DUE 09/20/23
09/13/23	Chapter 7 Read Chapter 8 TRELA Assignment, Prep Exam	
09/18/23	NO CLASS-TRELA WORKDAY	TRELA Assignment, Ch. 8 Quiz, Closed-book, Proctored, Monitored Due 09/24/23 Chapter 9-10 Reading Assignment DUE 09/25/23 Course 60% Date 09/21/23
09/20/23	Chapter 8 Read Chapters 9 and 10 Prep Exam	
09/25/23	Chapter 9	MODULE 3 Scenario 2, Ch. 9 & 10 Quiz, Closed-book, Proctored, Monitored, Prep Exam Due 10/01/23 Chapter 11-12 Reading Assignment DUE 10/02/23
09/27/23	Chapter 10 Read Chapters 11 and 12 Prep Exam	
10/02/23	Chapter 11	Scenario 3, Ch. 11 & 12 Quiz, Closed-book, Proctored, Monitored Due 10/08/23
10/04/23	Chapter 12	
10/10/23	Final Exam-Closed Book TUESDAY, OCTOBER 10	TUESDAY, OCTOBER 10 Final Exam 11:00 a.m. – 1:00 p.m. IN CLASS

This course schedule is subject to change at the discretion of the instructor.

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

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

disabilities@mclennan.edu 2542998122 Room
319, Student Services Center

Title IX:

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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.

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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/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

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 either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

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to find out more about the emergency grant. The application can be found at

https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

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

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expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

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You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

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.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu.

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.