



WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

**Law of Agency
RELE 2301_O280 (0042) Fall 2023
TAMMY TULL, MBA, MS**

An 8-week Course Delivered Online

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:

Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency. Semester hours 3 (3 lec.)

Methods of Teaching and Learning:

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

End-of-Course Outcomes:

Identify reasons for suspension or revocation of a real estate license; illustrate ways in which agency relationships can be created and terminated; describe the fiduciary relationship that exists between an agent and his principal; explain the Deceptive Trade Practices Act as it affects the real estate agent and the duties and obligations of the client, customer, and agent; distinguish between dual agency and intermediary relationships; and summarize the mandatory Sellers Disclosure of Property Condition form.

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*
- Check for feedback and learn from your mistakes
- Study outside of class and take ownership in learning course materials
- 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 1338, O).

Instructor Information:

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

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: Texas Real Estate Agency
Author: Peeples, Peeples, & Williams
Edition: 9th
Publisher: DF Institute, a Kaplan Professional Company
ISBN: 978-1-4754-5814-5

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.

Minimum System Requirements for Respondus Monitor:

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, and course information when you contact me so I can serve you better.

(Example: Ted Jones, tj00000, RELE 1338. O)

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 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.

Course Grading Information:**Grading Scale**

A	90 and above
B	80-89.9
C	70-79.9
D	60-69.9
F	<i>Under 59.9</i>

Points Distribution

Assignment	Details	Points Available
Final Exam	Comprehensive	100
<i>The overall grade is based on a scale of 100 points</i>	<i>NO LATE WORK WILL BE ACCEPTED</i>	<i>100 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 on the McLennan Community College campus. A current ID will be required when you enter the room to take your exam. You may select from three date and time options to take your exam. Once your selection is made, you must attend during the time and date set to take

the exam. Appointments for the final exam will be selected when completing the syllabus quiz. Choices to take the final exam may be scheduled on 12/04/23 from 1:00 p.m. – 3:00 p.m.; 12/05/23 from 11:00 a.m. – 1:00 p.m.; or 12/05/23 from 6:00 p.m. – 8:00 p.m., depending on availability. You must receive verification from the instructor for your chosen exam date. Seating is limited for all dates and times.

Students will be expected to prepare outside of class by reading and studying each chapter of the text and reviewing all materials presented in the course. To pass the course, students must earn a minimum of 70 points out of 100 on the final exam.

Assignments:

Assignments include an introduction, chapter assignments, and reading assignments. The total points for all assignments is valued at 260 points. These points will not be calculated in the overall grade calculation, but will be counted towards attendance requirements to remain in the course.

Quizzes:

A syllabus quiz and quizzes based on readings and chapter information will be required in the course. All 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 expires*. You will be given ample time for completion of exams. The total points for all quizzes is valued at 140 points. These points will not be calculated in the overall grade calculation, but will be counted towards attendance requirements to remain in the course.

Late Work, 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:

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- To be counted as attending BEFORE the census date (10/23/23), a student must complete and submit at least ONE assignment.
 - Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment.
 - An email to the instructor does NOT count.
 - Logging into Brightspace and accessing content does NOT count.
 - Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.
 - Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term (11/14/23) will be withdrawn from the course.
 - If a student completes any part of a work module, they have 'attended' and will not be withdrawn.
 - If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past 60% point of term, the instructor will NOT withdraw the student.
 - The student will be assigned the grade earned at the end of the term.
 - 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 submission.

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.
- 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, 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 service 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.

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.

Law of Agency
RELE 2301.O280 (0042)

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
10/16/23	First Week of Class! Chapter 1	Week 1 Acknowledgement, Syllabus Quiz, Introduction, Ch. 1 RA, Ch. 1 Quiz DUE 10/22/23
10/23/23	Chapter 2 Chapter 3	Week 2 Ch. 2. RA, Ch. 2 Quiz, Scenario # 1 Ch. 3 RA, Ch. 3 Quiz DUE 10/29/23
10/30/23	Chapter 4 Chapter 5	Week 3 Ch. 4 RA, Ch. 4 Quiz, Discussion Board Ch. 5 RA, Ch. 5 Quiz DUE 11/05/23
11/06/23	Chapter 6 Chapter 7	Week 4 Ch. 6 RA, Ch. 6 Quiz, Scenario # 2 Ch. 7 RA, Ch. 7 Quiz DUE 11/12/23
11/13/23	Chapter 8 Chapter 9 Chapter 10	Week 5 Ch. 8 RA, Ch. 8 Quiz, Discussion Board Ch. 9 RA, Ch. 9 Quiz DUE 11/19/23 Ch. 10 RA, Ch. 10 Quiz Scenario # 3 DUE 11/26/23
11/20/23	THANKSGIVING WEEK	Week 6 Ch. 10 RA, Ch. 10 Quiz Scenario # 3 DUE 11/26/23
11/27/23	Chapter 11 Chapter 12	Week 7 Ch. 11 RA, Ch. 11 Quiz Ch. 12 RA, Ch. 12 Quiz DUE THURSDAY, 11/30/23
12/05/23	FINAL EXAM F2F On Campus	FINAL EXAM-F2F On Campus Choice of 12/04/23 or 12/05/23

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

Updated 07/18/2023



ACADEMIC RESOURCES/POLICIES

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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.

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/>

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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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:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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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. For more information about your student email account, go to www.mclennan.edu/studentemail.

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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.

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.