



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**LAW OF AGENCY**

**RELE 2301.87**

**ALICIA TROTTER**

**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 at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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### **Course Description:**

Provides a study in 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 procedures, and the disclosure of an agency.

Texas Real Estate Commission requires this course before sitting for the salesman licensure exam.

Semester Hours 3 (3 lec)

### **Prerequisites and/or Corequisites:**

None

### **Course Notes and Instructor Recommendations:**

Students are expected to participate in class discussions, to study course material to complete assignments, to complete reading assignments, and to 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 in sources other than the text.

### **Instructor Information:**

Instructor Name: Alicia Trotter

MCC Email: alicia@jeffbird.net

Office Phone Number: 479-234-0200

Office Location: 3701 W. Waco Dr., Waco, TX, 76710

### **Required Text & Materials:**

① REQUIRED

#### **Texas Real Estate Agency**

**\$25.20 to \$41.86**

**Edition:** 9th

**ISBN:** 9781475458145

**Author:** DeHay

**Publisher:** Dearborn Trade, A Kaplan Professional Company

**Formats:** PAPERBACK, BryceWave Format

**Copyright Year:** 2019

#### **Rent**

Digital ① **\$25.20**  
Requirements 120 Days

Digital ① **\$30.70**  
Requirements 180 Days

Digital ① **\$36.30**  
Requirements 365 Days

#### **Buy**

Used ① **\$31.40**

New **\$41.86**

Digital ① **\$39.10**  
Requirements

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

### **Methods of Teaching and Learning:**

- Lecture
- Case Studies
- Written Reports/Papers
- Exams
- Quizzes

### **Course Objectives and/or Competencies:**

1. Understand the ethics and principles of the real estate profession and the methods by which they are carried out.
2. Know a basic definition and have an understanding of the terms used in the real estate business.
3. Understand the climate of the current Real Estate Financing Market.
4. Have knowledge of the various types of lenders and their functions in the market.
5. Have a firm foundation upon which to base further research, activities, and study in real estate including, but not limited to, titles to and conveying of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, Fair Housing, CRA, ECOA, RESPA, TDCP, closing procedures, and real estate mathematics.
6. Have acquired some of the approved, required classroom or semester hours necessary to comply with the licensing requirements of the Texas Real Estate License Act.
7. Be able to pass competencies tests that are objective and/or subjective in nature.

### **Course Outline or Schedule:**

	Topic
1/10/22	Introduction
1/12/22	Unit 1, Unit 1 Review
1/17/22	<b>Martin Luther Day Holiday</b>
1/19/22	Unit 1 Quiz
1/24/22	Unit 2, Unit 2 Review

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1/26/22	Unit 2 Quiz
1/31/22	Unit 3, Unit 3 Review
2/2/22	Unit 3 Quiz
2/7/22	Unit 4, Unit 4 Review
2/9/22	Unit 4 Quiz
2/14/22	Unit 5, Unit 5 Review
2/16/22	Unit 5 Quiz
2/21/22	Unit 6, Unit 6 Review
2/23/22	Unit 6 Quiz
2/28/22	Unit 7, Unit 7 Review
3/2/22	Unit 7 Quiz
3/7/22	<b>Spring Break</b>
3/9/22	
3/14/22	Work on Practice Licensure Exam
3/16/22	Unit 8, Unit 8 Review
3/21/22	Unit 8 Quiz
3/23/22	Unit 9, Unit 9 Review
3/28/22	Unit 9 Quiz
3/30/22	Work on Practice Licensure Exam
4/4/22	Unit 10, Unit 10 Review
4/6/22	Unit 10 Quiz
4/11/22	Work on Practice Licensure Exam
4/13/22	Unit 11, Unit 11 Review
4/18/22	Unit 11 Quiz
4/20/22	Unit 12, Unit 12 Review
4/25/22	Unit 12 Quiz
4/27/22	Review
5/4/22	Final Exam

## **Course Grading Information:**

Unit exams	30%
Final exam	30%
Class work	30%
Scenarios	10%
Total	100%

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Grades in the course will be based upon a grading system that includes objective tests, homework problems, computer problems, classwork (participation, attitude, and preparedness), and a comprehensive final exam.

The following percentages relate to demonstrated proficiencies in the objectives and course content:

### Proficiency Grade

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Less than 60%	F

### **Late Work, Attendance, and Make Up Work Policies:**

Any assignment not turned in by the due date will be considered late and may be subject to a penalty of 25%.

### **Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

### **[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**

(<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 RealEstate 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.

# McLennan

C O M M U N I T Y

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## ACADEMIC RESOURCES/POLICIES

### **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto: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](mailto: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/](http://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/>

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](mailto: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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating.

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

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

**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.

**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](mailto: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.

**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.