COURSE SYLLABUS AND INSTRUCTOR PLAN

Law of Agency
RELE 2301_101 Spring 2024
TAMMY TULL, MBA, MS

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.

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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:	M 12:30 – 2:00; T Virtual 11:00 – 12:00p; W 12:30-3:00; by appointment

Department Information:

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

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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 (DIGITAL COPY IS INCLUDED WITH COURSE):

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

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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.

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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: Must earn a minimum of 70% on final exam for this scale to apply. Under 70% on final exam will result in a grade of F.

A	89.5% - 100%
B	79.5% - 89.4%
C	69.5% - 79.4%
D	59.5% - 69.4%
F	*Under 70% on Final Exam and under 69.5% on all other assignments.*

Points Distribution

Assignment	Details	Points Available
Quizzes/Exams		240
Assignments	Various	160
Final Exam	Comprehensive	100
The overall grade is based on a scale of 400 points PLUS 100 points on final exam for a total of 500 points	*NO LATE WORK WILL BE ACCEPTED*	*500 POINTS TOTAL*

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 <u>closed book</u> and <u>proctored</u> *in-class.* It will held on 02/26/24 beginning at 9:35 a.m. A current ID will be required when you enter the room to take the exam. The exam will be offered on specific 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 class. The final is worth 100 points (20% of your overall grade). You must pass the final exam with a minimum grade of 70% <u>and</u> earn a minimum passing grade on remaining course work

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assignments and quizzes) to pass the course.

Assignments:

Assignments include a chapter discussions and various assignment. There will also be in-class work required for a grade. The total points for all assignments is valued at 160 points.

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 240 points. 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:

- Attendance is required in all modes of course delivery, both online and face-to-face.
- To be counted as attending BEFORE the census date (01/16/24), a student must complete and submit at least ONE assignment. The course acknowledgement will NOT count toward this requirement.
- 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 (02/08/24) 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. Students may not make up work past the due date.
- You must pass all course work with a minimum overall grade average of 69.5% or higher AND must pass the final exam with a 70% or higher to pass the course.

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 processis completed,

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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 Accommodations Coordinator. For additional information, please visit mclennan.edu/disability. Studentswith 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 serviced 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.

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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.

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
01/08/24 01/14/24	First Week of Class! Chapter 1 Chapter 2	**Week 1** Acknowledgement, Ch. 1 RA, Ch. 1 Quiz Ch. 2 RA, Ch. 2 Quiz **DUE 01/14/24** **CENSUS 01/16/24**
01/15/24 01/21/24	**NO CLASS: 01/15/24** Chapter 3	**Week 2** Ch. 3 RA, Ch. 3 Quiz, Scenario # 1 **DUE 01/21/24**
01/22/24 01/28/24	Chapter 4 Chapter 5	**Week 3** Ch. 4 RA, Ch. 4 Quiz, Discussion Board Ch. 5 RA, Ch. 5 Quiz **DUE 01/28/24**
01/29/24 02/04/24	Chapter 6 Chapter 7	**Week 4** Ch. 6 RA, Ch. 6 Quiz, Scenario # 2 Ch. 7 RA, Ch. 7 Quiz **DUE 02/04/24**
02/05/24 02/11/24	Chapter 8 Chapter 9	**Week 5** Ch. 8 RA, Ch. 8 Quiz, Discussion Board Ch. 9 RA, Ch. 9 Quiz **DUE 02/10/24**
02/11/24 02/18/24	Chapter 10 Chapter 11	**Week 6** Ch. 10 RA, Ch. 10 Quiz Ch. 11 RA, Ch. 11 Quiz, Scenario # 3 **DUE 02/18/24**
02/19/24 02/25/24	Chapter 12 *Final Review 02/19/24* **NO CLASS: 02/21/24**	**Week 7** Ch. 12 RA, Ch. 12 Quiz **DUE WEDNESDAY, 02/21/24**
02/26/24	***FINAL EXAM F2F On Campus***	**FINAL EXAM-F2F On Campus** **Monday, 02/26/24 9:35 a.m.**

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

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McLENNAN COMMUNITY COLLEGE

ACADEMIC RESOURCES/POLICIES

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Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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:
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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 success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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MCC Academic Integrity Statement:
Please view our Academic integrity statement for more 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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- •   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 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.