



WACO, TEXAS

COURSE SYLLABUS AND INSTRUCTOR PLAN

Texas Contracts and Addenda

RELE 1300.87 Summer I 2023

TAMMY TULL, MBA, MS

NOTE: A 6-week Course Delivered Online

Course Description:

Promulgated Contract Forms, which include, but are not limited to, unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms, and case studies involving use of forms. Semester Hours 3 (3 lec).

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
- 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 1300, T).

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: Tuesday 11:30 – 1:00 via Zoom or by appointment
<https://mclennan.zoom.us/j/87121204980>

Department Information:

Program Director: Annette Bigham
E-Mail: abigham@mclennan.edu
Office Phone Number: 254-299-8690
Office Location: BT 201A

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 Promulgated Forms
Author: Santmyer, Peggy
Edition: 4th
Publisher: DF Institute, a Kaplan Professional Company
ISBN: 9781078823623

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.14.

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

(Example: Ted Jones, RELE 1300 T)

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.

Methods of Teaching and Learning:

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

Course Objectives and/or Competencies:

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

- Identify the essential elements of a valid contract

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- Explain the difference in valid, void, voidable, and unenforceable contracts
 - Distinguish between bilateral and unilateral, and executed and executory contracts
 - Describe *reasonable time* and *time if of the essence* as they apply to Texas real estate contracts and identify which contract forms contain the phrase “time is of the essence”
 - Distinguish between an amendment and an addendum and describe how and when they are used
 - State the statute of limitations for written and oral contracts in Texas
 - List reasons for a termination of a contract, including breach of contract
 - Explain and give examples of the exceptions to TRELA/TREC’s rules regarding the use of promulgated forms
 - Describe the unauthorized practice of law and how to avoid it
 - Describe the composition and duties of the Broker-Lawyer Committee
 - Describe the proper procedure for presenting offers and multiple offers and identify when the offer becomes a contract
 - List the information required to complete contract forms
 - Identify which items should be included in the Non-Realty Items Addendum
 - Identify provisions within paragraphs of a One to Four Family Residential Contract
 - Describe differences between other promulgated contract and the One to Four Family Residential Contract
 - Describe the proper use of other contract forms and addenda
 - Identify on which forms broker’s fees are agreed upon
 - Identify protected classes under the fair housing laws in Texas
 - List disclosures that are required, permitted, and prohibited
 - Describe HUD’s occupancy standards
 - Complete sample transactions using promulgated forms and addenda

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 297.5</i>

Points Distribution

Assignment	Details	Points Available
Quizzes/Exams		200
Assignments	Various	200
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.

Late Work, Attendance, and Make Up Work Policies:

No late work will be accepted, and work not submitted by due date and time will earn a zero. Attendance policies will be enforced. Student who misses more than 25% of the class may be dropped from the course. Attendance *in an online class* will be assessed by graded work and discussion board activity.

[Click Here for the MCC Attendance/Absences Policy](#)

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.

* [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.

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(www.mclennan.edu/highlander-guide/policies)

Click on the link above for the college policies on attendance and absences.

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 accommodation 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.*

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
05/30/23	First Day of Class! Syllabus Quiz Introduction	MODULE 1 Syllabus Quiz Introduction DUE 06/01/23
	Chapter 1 and Chapter 2	Quiz 1 (Ch. 1 and 2) Due 06/05/23
06/06/23	Chapter 3 and Chapter 4	MODULE 2 Quiz 2 (Ch. 3 and 4) Due 06/09/23
	Contract Completion	Contract Completion Due 06/12/23
06/13/23	Chapter 5 and Chapter 6	MODULE 3 Quiz 3 (Ch. 5 and 6) Due 06/16/23
	Seller's Temporary Residential Lease	Seller's Temporary Residential Lease Due 06/19/23
06/20/23	Chapter 7 and Chapter 8	MODULE 4 Quiz 4 (Ch. 7 and 8) Due 06/23/23
	Contract and Addenda Completion	Contract and Addenda Completion Due 06/26/23
06/27/23	Chapter 9	MODULE 5 Chapter 9 Case Study Due 07/03/23
07/05/23	FINAL EXAM Opens 07/05/23 8:00 a.m. Due 07/05/23 11:59 p.m.	FINAL EXAM Opens 07/05/23 8:00 a.m. Due 07/05/23 11:59 p.m.

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

Updated 11/04/2022



ACADEMIC RESOURCES/POLICIES

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2998122
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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 acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Diversity, Equity & Inclusion/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center 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.

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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 from 7:30 am - 6:00 pm Monday through Thursday and 7:30 am - 5:00 pm on Friday. You can contact the Academic Support and Tutoring team via Zoom (<https://mclennan.zoom.us/j/2542998500>) or email (ast@mclennan.edu) during the above mentioned times.

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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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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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.