

SYLLABUS
REAE 3325.034: REAL ESTATE FUNDAMENTALS (ID 13401)
FALL 2005: M, W, F 10:00-10:50 AM
ROOM 153 COBA (Business Building)

Professor: Dr. J. Andrew Hansz, Ph.D., CFA

Office: 619 Business Building

Office Hours: 11:00 to 11:45 AM, Monday, Wednesday and Friday

Phone: (817) 272-5843

E-mail: hansz@uta.edu

Website: <http://www.uta.edu/faculty/hansz/> (check regularly for announcements)

Teaching Assistant: Luis Brown, Office 404 CBA, e-mail: lkbrown01@hotmail.com

Course Description:

A foundation for study and research in specialized areas such as real estate finance, real estate investment and counseling, real estate management, real estate development, and property appraising.

Prerequisites:

MATH 1316 and junior standing. Completion of the spreadsheet based Finance Tutorial: Time Value of Money Tutorial is required for all students. It may be purchased at the University Bookstore. Print each lesson after it is completed. Submit the "Proof of Purchase" (blue cover sheet) or the pink "Prior Completion" form (for those that have previously completed the tutorial). All tutorials are due November 2nd. If you do not complete the finance tutorial or submit a prior completion form you will not receive credit for this course. Also, I recommend that you complete the TVM tutorial as soon as possible. Please note that Exam 1 covers the time value of money. Why wait?

Course Objective:

This course presents a variety of concepts and vocabulary that are useful for real estate consumers, investors, and professionals.

Course Format:

- Lectures and Assignments – The course will be conducted on a lecture basis with discussion and questions encouraged. Specific readings in the required text will be assigned for each class period. It is expected that assignments will be read prior to class.
- Exams – Three exams and a cumulative final exam. Exams, including the final, are primarily objective style questions and some problems.
- Guest speakers.
- Attendance, class presentations, and participation is encouraged (required under option 2 grading).

Textbook:

Real Estate Principles, 8th (or 7th) Edition; Charles F. Floyd and Marcus T. Allen, Dearborn Financial Publishing, Inc. 2005 (or 2002).

Calculators:

A basic financial calculator is required and you should know how to operate the time-value-of-money functions. You may NOT use Palm Pilots, calculators with extended memory, cell phones or other similar devices on the examinations. If you need to watch your time during the exams, please bring a watch.

Grading: There are two grading options.

Option 1 (all exams): Your final grade will be the simple average of your best 3 of 4 examinations. This grade distribution for this option is as follows:

- 95 - 100% = A**
- 80 - 94% = B**
- 70 - 79% = C
- 60 - 69% = D
- Below 60% = F

Option 2 (exams, attendance, presentation and paper): Your final grade will consist of the simple average of your best 3 of 4 examinations (80%) and a class grade (20%) based on attendance -you cannot miss more than 2 classes-, class presentation of text material, and a paper.

	<u>Percent</u>
Best 3 of 4 exams simple average	80%
Class grade (2 or less absences, text presentation, RE today paper and presentation)	<u>20</u>
Total	100%

The grade distribution for option 2 is as follows:

- 90 - 100% = A
- 78 - 89% = B**
- 68 - 77% = C**
- 58 - 67% = D**
- Below 58% = F**

For your privacy, NO grades (including exams, homework, or final grades) will be posted in a public area and NO grades will be disclosed over the phone or e-mail. Exams and homework will be returned in-class and you will have an opportunity during class to review your work.

Make-Up Examination Policy:

No make-up exams. Your final grade is based on the best three of four exams. If you miss an exam, the remaining three exams will determine the examination portion of your final grade.

Other Exam Policies

Due to the large size of the class, each student must bring his/her University ID to exams. Students must also bring Scan-tron form #882E, which is available at the bookstore.

Cell Phones and Other Communication Devices:

Please turn off all cell phone and communication devices prior to class. You must turn off and put away all cell phones and communication devices during examinations. If you need to watch your time, please bring a watch to the exams.

Policy on Attendance:

Students are expected, but not required to come to each class session under grading Option 1. It is the student's responsibility to prepare for all classes, particularly a missed class. *YOU will be responsible for any and all material or announcements discussed in the class.* Student should obtain any lecture notes, handouts, and announcements from classmates. You should get to know at least one student in the class and the instructor will introduce you to at least one student during the first class orientation.

Policy on Handing in Assignments Late:

Several homework assignments will be made during the semester. A penalty per class period will be assessed for all assignments turned in late. Absence from class is not a valid excuse for handing in homework assignments late.

Policy on Disruptive Classroom Behavior:

This course will be conducted in a professional manner. Unprofessional behavior of any form in the classroom will not be tolerated. Students can be withdrawn at the discretion of the instructor for unacceptable behavior. Additionally, a portion of the final grade is attributed to class attitude/contribution. This grade, made at the instructor discretion, is based on attendance and attitude during class.

Academic Honesty:

It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension from the University. You are responsible to maintain the standards of Academic Honesty included in the current UTA catalog.

Bomb Threats:

Effective April 8, 1996, the College of business Administration has adopted a policy to deal with the classroom disruption caused by bomb threats in the building. (A) Section

22.07 of the Texas Criminal Law Statutes states that a Class A misdemeanor is punishable by (1) a fine not to exceed \$4,000, (2) a jail term of not more than one year, OR (3) both such a fine and confinement. (B) If anyone is tempted to call in a bomb threat, be aware that UTA has the technology to trace phone calls. (C) Every effort will be made to avoid cancellation of presentation/tests caused by bomb threats to the Business Building. Unannounced alternate sites will be available for these classes. If a student who has a class with a scheduled test or presentation arrives and the building has been closed due to a bomb threat, the student should immediately check for the alternate site notice which will be posted on/near the main doors on the south side of the Business Building. If the bomb threat is received while class is in session, your instructor will ask you to leave the building and reconvene at another location. (D) Students who provide information leading to the successful prosecution of anyone making a bomb threat will receive one semester's free parking in the Maverick Garage across from the Business Building. UTA's Crime stoppers will provide a reward to anyone providing information leading to an arrest. To make an anonymous report, call (817) 272-5245.

Withdrawing:

It is the student's responsibility to complete the course or withdraw from the course in accordance with University regulations. Students are strongly encouraged to verify their grade status before dropping a course after the first withdrawal date. A student who drops a course after the first withdrawal date may receive an "F" in the course if the student is failing at the time the course is dropped.

Drop for Non-payment:

It is the policy of the University of Texas at Arlington that students who have not paid by the census date and are dropped for non-payment cannot, under any circumstances, receive a grade for the course. Therefore, a student dropped for non-payment whom continues to attend the course will not receive a grade for that course. Emergency loans are available to help students pay tuition and fees. Students can apply for emergency loans by going to the Emergency Tuition Loan Distribution Center at E.H. Hereford University Center (near the southwest entrance.).

Student Evaluation of Teaching:

The following appears in Administrative Memorandum No. 98-5 dated August 21, 1997, from the President for academic and administrative offices. "Beginning in Fall 1997, teaching evaluations will be conducted in every class every semester for every instructor of record".

Evacuation Procedures:

In the event of an evacuation of the College of Business building, when the fire alarm sounds, everyone must leave the building by the stairs. With the fire alarm system we no have, the elevators will all go to the first floor and stay there until the system is turned off.

All those in the North tower side of the building should proceed to the fire escape stairs

located on the East and West sides of that wing.

FOR DISABLED PERSONS...please go to the Northeast fire stairs. We have an evacu track chair located on the 6th floor stairwell. We have people trained in the use of this chair and there will be someone that will go to the 6th floor to get the chair and bring it to any lower floor stairwell to assist disabled persons.

Should this be a real emergency, the Arlington Fire Department and UTA Police will also be here to help.

Important Dates:

Fall 2005		
August 22	.	First Day of Classes
August 22	.	Late Registration
September 5	.	Labor Day Holiday
September 7	.	Census Date
September 30	.	Last Day to Drop with an Automatic "W" (undergraduate)
October 14	.	Midsemester
October 31	.	Current and Former Student Registration Begins for Winter Session 2005 & Spring Semester 2006
November 11	.	Last Day to Drop Courses
November 24	.	Winter Session 2005 & Spring 2006 Registration Begins for All Students
November 24	.	Thanksgiving holiday
November 25	.	Thanksgiving Holiday
November 26	.	Thanksgiving Holiday
November 27	.	Thanksgiving Holiday
December 2	.	Last Day of Classes
December 13	.	Grades Due
December 14	.	Final Grades Available Online

**REAE 3325 FINAL EXAM IS ON MONDAY DECEMBER 5, 2005
8:00 to 10:30 AM**

Tentative Schedule and Important Dates: This is a tentative schedule for coverage of the text material and adjustments will be necessary during the semester. It is your responsibility to be aware of any changes announced in class.

<u>Subject</u>	<u>Chapter</u>
Introduction/The Market for Real Estate Knowledge (August 22)	1
Real Estate Finance and Investment Analysis	
Residential and Commercial Property Financing (August 26)	13
Risk, Return, and the Time Value of Money (August 29)	14
Mortgage Mechanics (September 2)	15
Analyzing Income-Producing Properties (September 7)	16
Exam 1 (September 12)	
Real Estate Legal Analysis	
Property Rights and Legal Descriptions (September 14)	2
Private Restrictions to Ownership (September 19)	3
Public Restrictions on Ownership (September 21)	4
Deeds and Leases (September 26)	5
Contracts in Real Estate Transactions (September 28)	6
Title Examination and the Closing Process (October 3)	7
Principles of Real Estate Property Insurance (October 5)	19
Residential Construction Video (October 7)	
Guest Speaker (Jeremy Normand State Farm Insurance/Property Insurance) (Oct 10)	
Exam 2 (October 12)	
Real Estate Market Analysis	
Understanding Real Estate Markets (October 14)	8
Urban and Regional Economics (October 19)	9
Real Estate Service Industries	
Real Estate Brokerage (October 24)	10
Real Estate Appraisal (October 28)	11
TVM Tutorial Deadline November 1	
Property Management (November 7)	12
Residential Uses (November 9)	17
Commercial and Industrial Development (November 11)	18
Exam 3(November 16)	
Home Purchase Decisions (November 18)	20
Anderson Street Case	
Student Presentations of Real Estate Today Projects	
RE Today Papers Due No Later than November 30 (20% per day penalty)	
Cumulative Final Exam: Monday, December 5 8:00-10:30 a.m.	

Prior to class:

- Read the assigned text chapter prior to class.
- Download the chapter notes (found on my website) and review the notes.
- Try the end of chapter problems.
- Download the answers to selected end of chapter problems (found on my website) and review your answers.
- Take notes during class and rewrite your notes after class.
- Read the text chapter a second time.
- Download and complete the chapter true/false questions and discussion questions. Bring your answers to class.

Other study suggestions:

- Make flashcards.
- Read your notes into a tape recorder (and playback).
- Take notes as you read the text.
- Combine (rewrite) your class notes and text notes into a single set of notes.
- Study several hours per day everyday (do not wait until the night before the exam).
- Study with a friend or small group (discuss terms and topics, try problems together, and quiz each other).
- Do the case studies accompanying the text found on the student CD.

General comments:

- The 50 minutes class periods move very quickly. We will start on time and do our best to finish on time. Your cooperation is appreciated.
- I will review the answers to the T/F and discussion questions when time permits.
- I will do my best to follow the tentative schedule. The primary reason that the schedule is “tentative” is that I try to bring in busy guest speakers to share their real estate industry experience with us. Because guest speakers are volunteering their time and gas to come to UTA, I try to accommodate their schedule the best that I can. This may mean modifying the order of our material. This should not be a problem if you are attending class regularly (and if you aren’t, you are always responsible for all class announcements).
- To protect your privacy, exam scores and final grades will not be posted, e-mailed, or released over the phone. You may submit a self-addressed envelope after the final if you would like your final grade mailed.

**REAE 3325: Real Estate Today Assignment
(must be completed under grading Option 2)**

All paper due no later than the last day of class

Student Paper: Real Estate Today Features

Your text book and accompanying CD has many great features and cases. Pages *xii* to *xiii* provides a Table of Contents for all *Real Estate Today Features*. These features:

- provide a profile of practicing real estate professionals,
- explain or highlights a legal aspect of real estate,
- provides a close-up of a specific real estate topic, or
- develop a case study to help explain a real estate concept.

Your assignment is to pick a real estate related topic that is of particular interest to you and write a *Real Estate Today* or case study style paper on your topic. Ideally, the topic should have some local focus (for example, North Texas, Dallas, Fort Worth, Arlington, or your own neighborhood). Sources of information for your paper may include:

- newspaper articles,
- magazine or journal articles,
- personal interviews,
- internet,
- your text book-as a reference-(do NOT simply copy or mimic an *existing Real Estate Today Feature*), and
- other sources.

Please list your sources at the end of the paper so they can be verified (better yet, make photo copies of your sources and attach them to the paper as an addendum). Type and proofread all papers. Deductions will be made for grammar and spelling mistakes (I would recommend using the writing center). Also, you will like be required to present your paper to the class toward the end of the semester (time permitting).

REAE 3325: Text Presentation Assignment (must be completed under grading Option 2)

Under grading Option 2 you are required to make a class presentation of a text chapter. This presentation may be done individually or with another student or two (depends on the popularity of Option 2). Please sign up for a chapter as early in the semester as possible (in fact, it is first come, first serve and slots might go quickly). The presentation should be 40 minutes in length and cover most (or all) of the assigned chapter. You must practice the presentation prior to class to make sure you cover the require material within the allotted time. If you are presenting in a group, it is very important to practice several times with the group to get the timing down.

Use the chapter materials (Word outline and PowerPoint presentation notes) found on my website as the basis for your presentation. You can modify the PowerPoint slides, add slides, and possibly delete slides (probably not too deletions will be required). Also, please feel free to inject your own personal experiences (but remember that the primary objective is to cover the text material...personal experience is great if it relates to the material), but stay focus because you only have 40 minutes (and it will go fast).

I will be with you during your presentation to answer questions and occasionally add some detail or emphasis. However, you should be very well prepared on your assigned topic (you should know the chapter better than anyone else in the class before you present!). This requires reading the text chapter *many* times, creating your own outline and notes, and researching additional sources. Additional sources include articles, another text, or an expert in the industry. For example, if you topic is lending, you might go interview a lender about the process, etc. If you topic is property management, find a local property manager and etc...

The day you present please follow these guidelines:

- Arrive at least 10 minutes before class to organize yourself and to get your presentation materials ready (we will do most presentations at the beginning of class). If you can't make it to class, you need to notify me immediately!!!
- Have your presentation computer file ready (most will probably use a PowerPoint presentation). You must be able to load it on the class computer BEFORE the class period starts. Also, always have a backup file ready, just-in-case.
- Please bring handouts of your presentation for all students (60 copies). If you are using PowerPoint, you can use the option to printout 3 slides per page (saves paper). Also, feel free to include any supplemental material (for example, a relevant newspaper article, etc...) or your own outline.
- Create an original self quiz consisting of 5 to 10 multiple choice questions (each multiple choice question should have five options, a, b, c, d, e). Include the self test in your handout packet. Put the question answer at the bottom of the page.

Finally, have fun with this assignment. This is an opportunity to practice your presentation skills. Also, you will find that after you teach the material to someone else (the class), you will probably know the material very well. Hopefully, this will payoff on the exam.