

Real Estate Practice BLAW 412 Fall 2018
Meeting: Tuesday 7pm
Classroom: BB 2204

ray.calnan@csun.edu
Office: JH 3246 and via Zoom
Tues. 3:30-5:00 & 6:15-7:00 Thurs. 3:30-5:00

Instructor: Ray Calnan, PhD

Pre-Requisite: Completion of Lower Division writing requirement; Upper Division Writing Proficiency Exam (UDWPE) score of 8 or higher. BUS 302/L is a prerequisite for Business majors.

Catalog Course Description: This course explores the practical applications of real estate theory to the operation of a real estate business. Legal, ethical, marketing, and financial aspects of running a real estate business, including property management, and leasing will be introduced. Economic factors affecting real estate value are emphasized. Meets California requirements applicable toward the real estate broker license and the real estate agent license.

About this Course: The real estate business and its practitioners sometimes have a bad reputation for unethical behavior, a lack of knowledge, or a deficiency in professionalism. Much of this reputation is unfounded; unfortunately, enough is true that it casts a shadow on those who are professional and ethical.

This course will provide you with the proper methods for conducting yourself in the real estate business. We will consider ethical dilemmas and ways of handling them. We will have real estate professionals speak to us about what it is like working in the business. By the end of the semester, you will be able to produce a listing package/agreement, and an offer package. You will also have multiple opportunities to improve your written communication skills, as this course requires extensive writing. This course also partially fulfills the requirements for the California State Salesperson, Broker, and Appraiser Trainee Licenses.

Required Text: California Real Estate Practice (8th ed., 2015). William H. Pivar; Lowell Anderson; Daniel S. Otto. Dearborn Real Estate Education. ISBN: 9781475434934

Recommended Reading: **The Economist** <http://www.economist.com/>
California Real Estate Magazine <http://www.car.org/newsstand/crem/current-issue/>

Office Hours: I will be available on Tuesdays from 3:30-5:00 & 6:15-7:00, Thursdays 3:30-5:00, and by appointment. I am also available after class on Tuesday evenings, approximately 9:45 to 10:15 PM. Office hours will be in JH 3246 and via Zoom. Please check the schedule to determine if the office hours are via Zoom.

Contact: ray.calnan@csun.edu I am usually able to answer emails within 24 hours. Office 818-677-2370 – I may take up to 5 days to respond to voicemails if I am not in the office, so email me instead.

Technology: Financial calculators are required for this course. You are responsible for learning how to use functions of your own financial calculators. Examples will be given in Excel and using the HP10BII. Programmable calculators with memory and smart phones/pda's will not be allowed for use during an examination.

Semi-Weekly login to Canvas is required <https://canvas.csun.edu/>

* This course meets partly online. Before you enroll, take CSUN's Student Online Readiness Survey to see whether your learning preferences and technology skills are likely to help you succeed as an online learner. If you are not sure how successful you will be in a Hybrid or Online course, then take the quiz. <https://www.csustan.edu/academics/online-programs/online-readiness-self-assessment>

Google Scholar <http://scholar.google.com/>

Program and Course Goals/Objectives:

At the conclusion of the course, you will have learned a substantial range of real estate topics. You will have improved your writing and technical skills, and your knowledge of real estate practice with an emphasis on ethical, legal, and practical applications.

In order to achieve these objectives, it is important for you to read the assigned material before class, including the current professional publications listed in the recommended readings. You must bring the textbook to each class in order to respond to topical exercises during class.

You should be open to communicating freely in class, being called upon to clarify or object to another student's comments, and to participate actively during class. The class presentation is part of the process to demonstrate your technical competencies and presentation skills.

The Student Learning Objectives (SLOs) for the major (B.S. in Business Administration) are:

1. Have strong written and oral communication skills .
2. Have strong problem-solving and critical thinking skills , including the application of information technology.
3. Understand ethics and social responsibility .
4. Understand the global context of modern business.
5. Understand the cross-functional nature of business problems.
6. Understand and apply key business concepts .
7. Can work effectively in teams .

This course helps you to reach SLOs 1 and 3 in addition to meeting the following two Course Learning Objectives (CLOs).

1. Students will gain an understanding of the legal, ethical, marketing, and financial aspects of running a real estate business, including property management and leasing.
2. Students will gain an understanding the economic factors affecting real estate value.

Learning Objectives (relation to SLOs and CLOs):

- A. Acquire knowledge of ethical principles and demonstrate the ability to analyze real world ethical dilemmas (SLO3, CLO1)
- B. Communicate beliefs and values, through the demonstration of effective written and oral communication skills, that will lead to the understanding and development in your professional and personal life (SLO1)
- C. Discover the possible niches in the real estate field that will allow you to become a specialist (CLO1)
- D. Link the importance of your work with the overall well-being of society and the proper functioning of markets (SLO3)
- E. Develop research skills to evaluate the economic factors related to real estate (CLO2)

Assessments (relation to Learning Objectives):

- I. Exams - multiple choice, true/false, short answer, and calculations (A, C & E)
- II. Career paper - research/write a paper on a career in real estate (B, C, D & E)
- III. Career interview - interview/write a paper about somebody in real estate (A, B & E)

Activities (relation to Assessments):

- a) Introduction video - you will prepare a short video introducing yourself (I)
- b) Online quizzes - encourage and verify reading to facilitate class discussions (I - III)
- c) Homework - opportunity to practice using knowledge gained (I)
- d) Online modules - facilitates discussions through peer-sharing (I, II)
- e) Reading text and online resources - provides basis for discussion and fundamental understating of field and concepts (I - III)
- f) Journal paper - review and synthesize existing real estate related research (I, II)
- g) Topic check-in - opportunity to reflect on knowledge gained and discuss with classmates (I)

Grading Scale: Points earned determines your final grade. Remember that I am here to help you succeed in your learning experience. I am available as a groupmate during class and office hours. Please seek assistance if you need it and even if you do not.

A	940	-	1000
A-	900	-	939
B+	870	-	899
B	830	-	869
B-	800	-	829
C+	770	-	799
C	730	-	769
C-	700	-	729
D+	670	-	699
D	630	-	669
D-	600	-	629
F	0	-	599

Grade Determination:

Your grade in this course is determined upon the points you have earned. This course provides you with multiple opportunities to earn points. The only mandatory assignments are the Surveys. Failure to complete the mandatory assignments will result in failing the course. All other assignments are optional. If you choose not to complete the assignments, you will not be penalized; you just will not earn the points.

You only have one opportunity to complete the Surveys and all the graded items (Homework, Mid-term, Final, and Online Quizzes). The surveys earn full points once completed. The remaining graded items will earn a grade that corresponds to how well you answer the questions. Read below for the discussion on participation.

As a rule, I do not accept late assignments, so put all the due dates in your calendar at the beginning of the semester. ***There is also a required sequence to some of the assignments. Pay attention to the assignment descriptions.**

<u>Points</u>		
90	Surveys (3)	(mandatory)
50	Introduction Video	(satisfactory/unsatisfactory)
20	Career Topic	(satisfactory/unsatisfactory)
70	Annotated Bibliography	(satisfactory/unsatisfactory)
50	Outline	(satisfactory/unsatisfactory)
200	Career Paper	(satisfactory/unsatisfactory)
100	Career Interview	(satisfactory/unsatisfactory)*
100	Course Check-in (5)	(satisfactory/unsatisfactory)
50	Journal Paper	(graded)
100	Online Modules (2)	(graded)
60	Midterm exam	(graded)
60	Final exam	(graded)
<u>100</u>	<u>Online Quizzes (10)</u>	<u>(graded)</u>
1050	Total Possible Points	

Papers:

You have the option of completing one or more papers that will provide you with better insight into how the business of real estate works. Details for the written projects are in separate handouts on Canvas. * If you choose to attempt the "Career Interview" paper, you must first have satisfactorily completed the "Career" paper.

It is recommended that you become familiar with best practices for presenting and preparing written documents. You should use the following texts for guidance.

Gerald J. Alred, C. T. (2008). *Business Writer's Handbook*. Boston: St. Martin's Press.
Turabian, K. L. (2013). *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: University of Chicago Press.

Video:

You have the option of completing a video that will provide you with better insight into the use of technologies that are increasingly becoming a necessary part of many professional toolkits. Details for the video are in a separate handout on Canvas.

Online Modules and Quizzes:

Online modules and out-of-class reading provide the basis of theory in the course. Reading prior to class should provide you with the “what” of the course. Class time will be used to emphasize major topics and explore concepts in greater detail. Class time will also be used to discuss course assignments with some guidance from me. This time will be used to provide you with the “how” and “why.”

Online quizzes are to be completed prior to the class in which the topic will be discussed. You will only have one opportunity to complete each timed quiz.

The module responses are timed; therefore, you should be certain that you are prepared to answer the questions correctly. Failure to answer all questions in the online modules correctly within the allotted time will result in a reduced grade for the module.

Participation:

Speaking in public and being able to communicate effectively in the language of “real estate” is essential to academic and professional success, therefore class participation is strongly encouraged. In order to become a better public speaker, you must practice. Use the opportunities in class to refine your public speaking abilities and your ability to converse in “real estate speak.” Simply attending class does not provide you the opportunity to hone your skills.

The real estate market and business is always in flux. Staying abreast of changes is an integral part of being successful. Learning how to properly synthesize information and respond to opinions of others requires constant observation of changing trends and news. In order to assist in learning these habits of watching the market I encourage you to post and respond to classmates in the online forum. Original posts should consist of articles, with references, relating to course topics and include a summary and analysis. Responses should be thoughtful and provide references. Differing opinions are great, but you must be sure to provide support for your opinion and be respectful of each other.

Exams:

While some people may not like exams, they are a part of learning assessment. The mid-term and final exams will help you to ensure that you are learning what you need in order to succeed in the profession and they ensure that you are obtaining the education that you are paying for. These consist of multiple-choice, true/false, open-ended, calculations, and short answer questions. Notes and textbooks are not allowed. You will need a financial calculator for the exam. You will need a **Scantron Form SC882-E** for each exam. Be sure the Scantron form is the one listed, not the old form.

University Attendance Policy:

You are expected to attend all class meetings. Students who are absent from the first 2 meetings of a class that meets more than once a week or from the first meeting of a class

that meets once a week lose the right to remain on the class roll and must formally withdraw from the class, following University procedures and deadlines. Failure to formally withdraw from a class will result in the instructor assigning to the student a grade of "WU" (Unauthorized Withdrawal), which, in computing a student's GPA, counts as a grade of "F." <http://www.csun.edu/catalog/policies/attendance-class-attendance/>

This is a hybrid course requiring you to login to Canvas at least twice a week. Some course sessions will be conducted online; therefore, it is imperative to attend class sessions that meet in person.

University Policy on Academic Dishonesty:

The maintenance of academic integrity and quality education is the responsibility of each student within this university and the California State University system. Cheating or plagiarism in connection with an academic program at a campus is listed in Section 41301, Title V, California Code of Regulations, as an offense for which a student may be expelled, suspended, or given a less severe disciplinary sanction. Academic dishonesty is an especially serious offense, diminishes the quality of scholarship, and defrauds those who depend upon the integrity of the campus programs. Such dishonesty includes:

- Cheating
- Fabrication
- Facilitating Academic Dishonesty
- Plagiarism

Please review the entire policy for a full description.

<http://www.csun.edu/catalog/policies/academic-dishonesty/>

I am a product of CSUN and frown upon actions that cast doubt on the quality of the education and the people that graduate from our university. Do your part to ensure that all your colleagues, and you, have earned the degree that you will be receiving. They represent you as much as you represent me.

Disability Resources and Educational Services:

If you have a disability and need accommodations, please register with the Disability Resources and Educational Services (DRES) office or the National Center on Deafness (NCOD). The DRES office is located in Bayramian Hall, room 110 and can be reached at 818.677.2684. NCOD is located on Bertrand Street in Jeanne Chisholm Hall and can be reached at 818.677.2611. <http://www.csun.edu/dres/index.php>

If you would like to discuss your need for accommodations with me, please contact me to set up an appointment. I cannot help if I do not know you need help.

Statements regarding sexual misconduct disclosures and maintaining a respectful learning environment

Students and faculty each have responsibility for maintaining a safe and respectful space to express their reasoned opinions. Professional courtesy and consideration for our classroom community are especially important with respect to topics dealing with differences in race, color, gender and gender identity/expression, sexual orientation, national origin, religion, disability, and age.

In this class, you will discuss and write about ethical dilemmas. Please keep the following in mind as you develop new topics throughout the course of the semester: consider all of your writing for this class as public. You are encouraged to write on topics that matter to you, and while this can elicit writing and reflection that may be deeply personal, you must always be prepared that you may be asked to share your work with others.

As your instructor, one of my responsibilities is to help maintain a safe learning environment on our campus. In the event that you choose to write, speak or otherwise disclose about having experienced sexual misconduct/sexual violence, including rape, sexual assault, sexual battery, dating violence, domestic violence, or stalking and specify that this violence occurred while you or the perpetrator were a CSUN student, federal and state laws require that I, as a “responsible employee,” notify our campus Title IX coordinator.

The Title IX Coordinator will contact you to inform you of your rights and options as a survivor and connect you with support resources, including possibilities for holding accountable the person who harmed you. Know that you will not be forced to share information and your level of involvement will be your choice.

CSUN’s Title IX Coordinator is:

Susan Hua

University Hall, Room 285

Phone: (818) 677-2077

susan.hua@csun.edu

If you do not want the Title IX Coordinator notified, instead of disclosing the experience to me, you can speak confidentially with our Campus Care Advocate.*

CSUN’s Campus Care Advocate is:

Paria Zandi

(818) 677-7492

paria.zandi@csun.edu

Klotz Student Health Center Room 140G

For more information regarding your university rights and options as a survivor of sexual misconduct/sexual violence, please visit the University’s Title IX website at:

<http://www.csun.edu/shinalight>

*Note: If it is determined that an alleged perpetrator poses an imminent threat to the broader campus community or if person(s) under 18 years of age are involved, our Campus Care Advocate is required to notify our Department of Police Services.

Course Schedule:

The following schedule will be observed as closely as possible. This syllabus is subject to change. I will make every effort to notify you in advance about any changes. Advance notice will be provided if modification of the schedule is necessary. As a rule, I do not accept late assignments, so put all the due dates in your calendar at the beginning of the semester.

Week	Meeting	Date	Topic	Text/ Chapter
1	In-person	28-Aug	Course Introduction	
			Licensing	
2	In-person	4-Sep	Getting Started in Real Estate	Pivar 1
3	In-person	11-Sep	Meeting in LAB C of Library	
4	In-person	18-Sep	Fair housing, legal issues, and moral reasoning	Pivar 2
5	Online	25-Sep	Disclosures online module	Pivar 3
6	In-person	2-Oct	Prospecting	Pivar 4
7	Online	9-Oct	Listings and Contracts	Pivar 5 & 6
8	In-person	16-Oct	Listings and Contracts	Pivar 5 & 6
9	In-person	23-Oct	Servicing the listing & Advertising	Pivar 7 & 8
10	Online	30-Oct	Mid-term Exam	
11	In-person	6-Nov	Showing properties and obtaining offers	Pivar 9 & 10
12	In-person	13-Nov	Real Estate Financing	Pivar 12
13	Online	20-Nov	Leasing and Negotiation	
14	In-person	27-Nov	Leasing and Negotiation	
15	In-person	4-Dec	During escrow	Pivar 11 & 13
16	In-person	11-Dec	Taxation and management	Pivar 14 & 15
17	In-person	18-Dec	Final Exam - 8 pm to 10 pm	

	Assignment	Last Opportunity to Submit	Special Comments
1	Career Topic	16-Sep	2-3 Paragraphs on the career choice and why you are interested.
2	Research	1-Oct	Annotated bibliography
3	Outline	14-Oct	Outline with structure of paper
4	Paper	11-Nov	Complete paper
5	Career Interview	9-Dec	* If you choose to attempt the "Career Interview" paper, you must first have satisfactorily completed the "Career" paper and received a passing grade. (4)