

Course Syllabus
RELE 2231 Real Estate Brokerage

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CLASS TIME: 7:30-9:20 PM Thursday
CLASSROOM: LBC 121

COURSE DESCRIPTION:

This book is a guide for building your real estate business philosophy, organizational structure and work culture. You should learn how to develop systems and processes to promote relevancy for your business establishment in this ever-changing world in which we live.

COURSE OBJECTIVES: The student will be able to describe the laws of agency as well as demonstrate planning, organizational and problem solving skills. The student should also acquire the skills to formulate recruiting and selecting real estate professional for their office while defining personnel policies. They should also learn how to compile records and controls for a real estate business and perform real estate firm analysis.

TEXTBOOKS AND MATERIALS: Students will need a copy of the book, Real Estate Brokerage: A Management Guide, by McAdams and Sobeck, 9th edition. ISBN: 9781475451979. Please verify that the edition is the correct one.

GRADING: Late assignments will not be accepted without prior approval (before the due date) and only for good cause. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; below 60% = F. The four lowest grades will be dropped.

Exams 100%

WITHDRAWAL POLICY: The last day to withdraw/drop with a grade of "W" is **April 27th**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

EXAMINATION POLICY: There will be multiple examinations, including a final examination. All exams will be composed of objective (multiple choice and/or true/false) questions. The final examinations may be in essay format. Extra credit may be given at the instructor's discretion. The instructor will give assessments and engage in conversation related to real estate industry to gauge student success and to help foster a positive learning environment.

ASSIGNMENTS: Students are expected to attend class having **previously read the assigned chapters** and having completed all of the required assignments. Students should be prepared to discuss the readings assigned. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

ATTENDANCE: Attendance is required as this course is **IN-PERSON face-to-face instruction**. Roll will not be taken. However, your attendance will impact your grade as all assignments cannot be made up. Pay close attention to the **READING SCHEDULE** to stay abreast of lecture and exam dates.

EXTRA CREDIT: Extra credit may be given at the instructor's discretion.

CLASSROOM ETIQUETTE: Real Estate agents will want to conduct themselves in a professional capacity once in the work force. Reputation and client service are keys to success in this business. Thus, classroom interactions will require the same level of professionalism, if not more. Classroom discussion is highly encouraged and a requirement for participation. That being said, respect for the opinions and views of others is imperative. Disruptive or unprofessional behavior in class is grounds for a student to be removed from the classroom and dropped from the course without notice. **NO EXCESSIVE WALKING OR TALKING ARE ALLOWED.**

CELL PHONES: Cell phones **must be muted** during all classroom interaction. Texting during class is prohibited. Violation of this

policy may result in the student being removed from the classroom and dropped from the course.

COMPUTERS: Laptop computers can be used during class. They are to be used for educational enhancement for the course that is in session.

4.1.1.1. Diversity Statement

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

4.1.1.2. Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

4.1.1.3 Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

4.1.1.4 Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email cgilster@southplainscollege.edu for assistance.

COVID-19: For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.