## Course Information

<table>
<thead>
<tr>
<th>Law of Agency</th>
<th>Instructor Information</th>
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<tbody>
<tr>
<td>Thomas C. Terrell</td>
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<tr>
<td>Spring 2015 Start Date: 1/26/15   End Date: 3/6/15</td>
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<tr>
<td><a href="mailto:tomterrell@msn.com">tomterrell@msn.com</a></td>
<td>Home/Work: (817) 329-0140</td>
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<td>2015SP-RELE-2301-33711</td>
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<tr>
<td>Meets in B-112 – Tuesday nights, 6:00 p.m. to 9:45 p.m.</td>
<td>By appointment only. Please call above number for appointment.</td>
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<td>Course includes “online components” for Assignments and Testing.</td>
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## Course Description

This is a WECM Course Number.

Law of agency includes 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 relationship.

**NOTE:** This is a “Green Cord” Sustainability course.

Students taking at least three “Green Cord” courses will be invited to wear the cords at their graduation ceremonies.

The principles of sustainability are discussed in a YouTube link provided to students where the three (3) components of Sustainability are introduced and discussed.

Upon the completion of the Law of Agency course, the student should have proficient knowledge to represent buyer and seller clients during a real estate transaction accurately, skillfully, and within the confines of the law.

In addition, this course is designed to demonstrate how the proper implementation of agency duties, when done with integrity, accuracy, and skill, and when practiced within the confines of the law, sustains our culture, the individuals’ expectations of fair dealings, and treatment, economic stability, personal wealth, and continued stability of property value.

## Required Materials Including Textbooks (include ISBN)

**Note:** A minimum of 9 hours per week should be devoted to course material outside of class time

**Required:** TEXAS REAL ESTATE AGENCY, 7th Edition, by Peeples and Peeples, Dearborn Real Estate Education.

**URGENT! DO THE FOLLOWING TWO THINGS PRIOR TO CERTIFICATION DATE FOR THIS COURSE!!!**

**Earn a total of “10 Bonus Points” toward your total score in the course for doing the following two things prior to the certification date for this course.**

1. **Send an e-mail to me with the following information:** (5 points awarded I receive the e-mail prior to the certification date for the course)
   a. Your name, student I.D., and all contact information
   b. Include a sentence that says: “I have read all of the information and instructions for the course, I know how to contact my instructor, and I am beginning the course.”
   c. Include a short background on yourself so that I can get to know you better as an online student.

2. **Go to “Quizzes & Exams” (online in the course) and take the “Orientation Quiz” (5 points awarded).** (You will find the quiz behind the “orange bubble” at the upper left of the course screen. Click on the “Quizzes and Exams” bubble and take the “Orientation Quiz”)

By taking this quiz, and sending me the e-mail, you are fulfilling the requirements for certification in this course.

PLEAS DO THIS “RIGHT NOW!” SO THAT YOU CAN RECEIVE A TOTAL OF “10 BONUS POINTS” AND BE CERTIFIED IN THE COURSE!!

## Course Prerequisites

NONE

## Texas Core Objectives for
Student Learning

The College defines essential knowledge and skills that students need to develop during their college experience. These general education competencies parallel the Texas Core Objectives for Student Learning. In this course, the following skills are in focus.

1. **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
2. **Communication Skills** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
3. **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
4. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
5. **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Student Learning Outcomes:

1. Identify reasons for suspension or revocation of a real estate license.
2. Illustrate ways in which agency relationships can be created and terminated.
3. Describe the fiduciary relationships that exists between an agent and his principal
4. Explain the Deceptive Trade Practices Act as it affects the real estate agent and the duties and obligations of the client, customer, and agent.
5. Distinguish between dual agency and intermediary relationships; and explain the mandatory Sellers Disclosure of Property Condition Form.

CVC Learning Signature

CVC’s Learning Signature is *One College Transforming Lives*. Cedar Valley College establishes clear expectations for students through engagement and empowerment leading to excellence.

**CVC Faculty and Staff expect students to:**
- take responsibility for their own learning
- commit to achieving high academic performance
- be meaningfully engaged in the campus community

**CVC Faculty and Staff expect to:**
- provide students a clear pathway of instruction
- establish clear learning outcomes
- serve as role models and mentors for students
For maximum success in this course you should spend a minimum of 9 hours per week working on course material.

NOTE: FOLLOW THE “ASSIGNMENTS” LISTED IN THE COURSE CAREFULLY AND BE SURE TO TAKE ALL OF THE TESTS/QUIZZES/EXAMS ASSOCIATED WITH EACH ASSIGNMENT AND EACH CHAPTER OF THE TESTBOOK. THESE ASSIGNMENTS ARE SPELLED OUT CLEARLY IN THE COURSE UNDER “ASSIGNMENTS”

| Week 1 | Day 1: Begin by viewing all of the “Green Cord” Sustainability information and taking the “Green Cord” Quiz. (Don’t forget to send e-mail to instructor and take Orientation Quiz prior to the census date for this course. Continue by reading Chapter 1.  
Day 2: Read Chapter 2  
Day 3: Read Chapter 3  
Day 4: Read Chapter 3  
Day 5: Read Chapter 4  
Day 6: Read Chapter 4  
Day 7: Day of rest/go to church/spend time with loved ones/sleep/play, etc...your choice! |
| Week 2 | Day 1: Read Chapter 5  
Day 2: Read Chapter 5  
Day 3: Read Chapter 6  
Day 4: Read Chapter 6  
Day 5: Read Chapter 7  
Day 6: Day of rest  
Day 7: Day of rest/go to church/spend time with loved ones/sleep/play, etc...your choice! |
| Week 3 | Day 1: Read Chapter 7  
Day 2: Read Chapter 8  
Day 3: Read Chapter 9  
Day 4: Read Chapter 9  
Day 5: Read Chapter 9  
Day 6: Day of rest  
Day 7: Day of rest/go to church/spend time with loved ones/sleep/play, etc...your choice! |
| Week 4 | Day 1: Read Chapter 10  
Day 2: Read Chapter 11  
Day 3: Read Chapter 12  
Day 4: Read Chapter 13  
Day 5: Complete any assignments not finished  
Day 6: Complete any assignments not finished  
Day 7: CONGRATULATIONS!! YOU HAVE COMPLETED ALL OF THE WORK FOR THIS COURSE! |

Evaluation Procedures At the beginning of the course, the instructor provides a schedule of examinations and assignments that contribute to the final grade in the course for each student.
• **GRADING SCALE:** Your “Final Course Grade” is based on earning a maximum of 1000 points.
  - Up to 30 points come from Quiz A-CRE
  - Up to 35 points come from Quiz A-FID
  - Up to 30 points come from Quiz A-SUSREV
  - Up to 150 points come from Quiz A-A
  - Up to 35 points come from Quiz A-INT
  - Up to 150 points come from Quiz A-B
  - Up to 60 points come from Quiz A-DTPA
  - Up to 150 points come from Quiz A-C, and
  - Up to 360 points come from Quiz A-Final

• **GRADES ARE BASED ON THE FOLLOWING ACCUMULATED POINT SCALE:**
  - A=900 to 1000 points
  - B=800 to 899 points
  - C=700 to 799 points
  - D=600 to 699 points
  - F=less than 600 points

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**Exams and Assignments**

The final grade for the course reflects evaluation of the student’s work on the following assignments that are calculated as follows:

• **Quiz A-CRE** covers Chapter 4 of the text and covers creation and termination of agency relationships. It is to be taken after you have completed Assignment 4. Quiz A-CRE consists of 6 questions worth 5 points each, and is worth a total of 30 points toward your final grade.

• **Quiz A-FID** covers Chapter 12 of the text and covers the concept of being a fiduciary. It is to be taken after you have completed Assignment 3. Quiz A-FID consists of 7 questions worth 5 points each. Quiz A-FID is worth a total of 35 points toward your final grade.

• **Quiz A-SUSREV** covers all Chapters of the text and deals with the matters of license suspension and revocation. It is to be taken after you have completed all Assignments. Quiz A-SUSREV consists of 6 questions worth 5 points each and is worth a total of 30 points toward your final grade.

• **Quiz A-A** covers Chapters 1-4 of the text. It is to be taken after you have completed Assignment 4. Quiz A-A consists of 25 questions worth 6 points each and is worth a total of 150 points toward your final grade.

• **Quiz A-INT** covers Chapter 7 of the text and covers Intermediary and Dual Agency. It is to be taken after you have completed Assignment 7. Quiz A-INT consists of 7 questions worth 5 points each, and is worth a total of 35 points toward your final grade.

• **Quiz A-B** covers Chapters 5-8. It is to be taken after you have completed Assignment 8. Quiz A-B consists of 25 questions worth 6 points each and is worth a total of 150 points toward your final grade.
• **Quiz A-C** covers Chapters 9-11 and 13 of the text. It is to be taken after you have completed Assignment 13. Quiz A-C consists of 25 questions worth 6 points each, and is worth a total of 150 points toward your final grade.

• **Quiz A-DTPA** covers Chapter 12 of the text and concentrates on your understanding of the Deceptive Trade Practices-Consumer Protection Act (DTPA). It is to be taken after you completed Assignment 12. Quiz A-DTPA consists of 60 questions worth 6 points each, and is worth a total of 360 points toward your final grade.

**NOTE:**
- Once you begin taking a quiz you must complete it.
- You may use your textbook and notes as resources when testing. Please do not consult anyone while you are testing. If you do not test alone, you are cheating yourself and reducing your chances of passing the TREC license exam.
- Exams may be taken over as many times as you desire in order to give you the opportunity to improve your score. Each time you retake the exam, your previous score will be deleted.
- **BONUS POINTS!** This is an in-class course with on-line components. Students will be awarded “10 ATTENDANCE POINTS” for each night’s attendance **PROVIDED** they arrive on time and leave on time. The accumulated BONUS POINTS will be added to the student’s raw score at the end of the course.

**Service Learning**
The College offers a Service Learning Program that allows students to earn recognition for hours worked in a volunteer program with a local organization. See the Cedar Valley College web site for additional information.

http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17

**Stop Before you Drop**
Under a Texas law (TEC Section 51.907), if you drop too many classes without having an acceptable reason, **your GPA could be affected**. Be sure you understand how this law may affect you before you drop a class.

The law applies to students who enroll in a Texas public institution of higher education (including the colleges of DCCCD) for the first time in fall 2007 or later. Under this law, you may not drop more than six classes without an acceptable reason during your entire undergraduate career without penalty. For more information, please see our [catalog](http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17) or read [Facts About Dropping Classes](http://www.cedarvalleycollege.edu/CommunityMembers/Lists/WebPages/DispForm2.aspx?List=4910a51c%2D65b2%2D4293%2D9ecd%2D5f5aa383b44d&ID=17).

If you drop or withdraw before the official drop/withdrawal deadline, you will receive a grade of W (Withdraw) in each class dropped until the seventh unacceptable drop. You will earn a grade of WF for the seventh unacceptable drop, and each
unacceptable drop after that. A grade of WF will be calculated in your GPA as an F.

The deadline for receiving a W is indicated on the academic calendar and the current class schedule. For more information, you may access: http://www.dcccd.edu/Why/Reg/Registration/Pages/DropWithdraw.aspx

The Dallas County Community Colleges will charge additional tuition to students registering the third or subsequent time for a course. This class may not be repeated for the third or subsequent time without paying the additional tuition. Third attempts include courses taken at any of the Dallas County Community Colleges since the fall 2002 semester. More information is available at: http://www.dcccd.edu/PC/Cost/3rdCrseAttmpt/Pages/default.aspx

Attendance Policy
In general, daily class attendance enhances student achievement of an A, B or C in the course. Students should advise instructors of illness, work or family situations that may require absence from a class.

BONUS POINTS! This is an in-class course with an on-line component. Students will be awarded “BONUS POINTS” for each night’s attendance provided they arrive on time and leave on time. The accumulated BONUS POINTS will be added to the student’s raw score at the end of the course.

Students will not lose attendance bonus points when the absence is due to a legitimate emergency. Contact instructor for specific instructions for “make-up” work if an emergency comes up.

Classroom Policies
Cell phones must be turned off unless there is an anticipated emergency. Check with instructor if you have this type of issue. Electronic devices may be used for “note taking” and course research only. Students who “text” to others, or attempt to use electronic devices for anything not related to the class in session, will be dismissed from class.

Tutoring Services
All tutoring is available on a "drop in" basis; however, if you would like to make an appointment for a specific time, please call 972-860-2974. We encourage you to make an appointment for all written assignments. During each visit to the center, you will use your student ID# to sign in and out on our computer at the front desk. More information is available at: http://www.cedarvalleycollege.edu/FutureStudents/StudentServices/TutoringServices/default.aspx
QUALITY ENHANCEMENT PLAN
Cedar Valley College's Quality Enhancement Plan is designed to improve student learning in mathematics. Read more about our QEP at:
http://www.cedarvalleycollege.edu/QEP/default.aspx

INSTITUTIONAL POLICIES

Academic Advising
Academic Advising is a collaborative educational process whereby students and their advisors are partners in meeting the students' academic, personal, and career goals. This partnership is a process that is built over the student’s entire educational career at Cedar Valley College.

Educational planning is available to all students. First time in college students must meet with academic advisors prior to enrolling in classes; however, continuing students may choose to see faculty advisors, faculty counselors, and/or program coordinators after classes begin. All parties have clear responsibilities for ensuring a successful partnership. For more information, you may access:
https://www.cedarvalleycollege.edu/FutureStudents/StudentServices/AcademicAdvising/Pictures/AdvisingSyllabus.pdf

Academic Honesty
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See Also Student Code of Conduct.
https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC

ADA Statement
If you are a student with a disability and/or special needs who requires accommodations, please contact the college Disability Services Office at 972-860-8119.

Emergency Alert
Sign up for DCCCD Emergency Alerts to receive a text-message, e-mail and/or phone call when there is an unscheduled evacuation or closure of a DCCCD campus or office because of weather closures, utility outages, police or other emergencies. Subscribing is free, but standard text message charges from your cell phone provider will apply. Please refer to:
http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx
Financial Aid

Students who are receiving any form of financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester. Students who fail to attend or participate after the drop date are also subject to this policy.

REMINDER! Be sure to send the required e-mail to me and take the “Orientation Quiz” prior to the census/certification date in order for me to certify you in the course. Not being certified in the course could affect your financial aid.

Health Center Services

Basic first aid for minor cuts, scrapes, insect stings, and heat, etc.

- Over-the-counter medications for headaches, fever, seasonal allergies, and colds
- Over-the-counter medications for mild allergic reactions
- Emergency sanitary pads
- Blood Pressure check
- Coordination with outside health agencies such as Carter Blood Care; Dallas County Health Dept. (HIV/STD testing--free, twice a semester); UT Southwestern mobile mammography; Immunizations once a month for children <19 y.o. from the DCDHHS; Agape Massage; and Employee Wellness Screening
- Rest area for stress relief, migraine headaches, post seizure activity
- AED (Automatic External Defibrillator) for CPR
- Confidential "talks"
- Assists with health related club activities when asked and time permits

Religious Holidays

Absences for observance of a religious holy day are excused. A student whose absence is excused to observe a religious holy day is allowed to take a make-up examination or complete an assignment within a reasonable time after the absence.