<table>
<thead>
<tr>
<th>Course Information</th>
<th>Instructor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COURSE NAME:</strong></td>
<td><strong>Thomas C. Terrell</strong></td>
</tr>
<tr>
<td>Real Estate Appraisal</td>
<td>2816 Brookshire Drive, Grapevine, Texas 76051</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>DCCCD E-mail: <a href="mailto:tterrell@dcccd.edu">tterrell@dcccd.edu</a></td>
</tr>
<tr>
<td>2017SP-RELE-1303-33430</td>
<td>Home/Office (preferred) E-mail: <a href="mailto:tomterrell@msn.com">tomterrell@msn.com</a></td>
</tr>
<tr>
<td>Online course only</td>
<td>Best Way to Call Me: (817) 329-0140</td>
</tr>
<tr>
<td></td>
<td>Cell Phone: (817) 938-4996</td>
</tr>
<tr>
<td></td>
<td>Fax: (817) 481-7538</td>
</tr>
</tbody>
</table>

**Meeting Time:** NONE (This is an online course only)

**Office Location and Hours:** Please call for appointment

**DIVISION DEAN PHONE AND LOCATION**

![Ruben Johnson](image)

Ruben Johnson, Dean of Business and Information Technology
Office: B201
Phone: (972) 860-8161

**REAL ESTATE PROGRAM COORDINATOR**

![Steven F. Brown](image)

Steven F. Brown, PhD, MBA, CPA, CFP
Professor of Real Estate
Real Estate Program Coordinator
Cedar Valley College
3030 N. Dallas Ave. #B-217
Lancaster, Texas 75134
(972) 860-8247 (office)
(469) 682-5640 (best way to contact me)
sfbrown@dcccd.edu
Course Description
Real Estate Appraisal

The Real Estate Appraisal course is a study of the central purposes and functions of an appraisal, social, and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

NOTE: This is a “Green Cord/Sustainability course. Students meeting all of the requirements and successfully completing at least three “Green Cord” courses will be invited to wear the cords at their at their graduation ceremonies.

Green Sustainability in Appraisal: Students will learn how proper appraisal processes lead to economic and societal sustainability through careful measurement of local market trends and values of real estate for purposes of purchasing, resale, financing and taxing of real property.

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 Textbook: *Fundamentals of Real Estate Appraisal, 12th Edition*, by William L. Ventolo, Jr. and Martha R. Williams, JD (Consulting Editors: Dennis S. Tash, PhD; and William B. Rayburn, PhD, MAI, DFA); Publisher: Dearborn Real Estate Education:

ISBN# 9781475427479

Supplemental Textbook: NOT REQUIRED: *Language of Real Estate, (most recent edition)*

Publisher: Dearborn Publishing

CERTIFICATION/CENSUS REQUIREMENTS:

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

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

1. Prior to certification date for this course send an e-mail to me with the following information (5 points awarded)
   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, know how to contact my instructor, and am beginning the course.”
   c. Include a short background on yourself so that I can get to know you better.
   d. Be sure that you send the e-mail prior to the certification date for the course.

2. Prior to certification date got to “Quizzes and Exams” in the course, and take the “Orientation Quiz” (5 points awarded). Please see the oval bubble to the upper left of the screen in the course. Click on the “Quizzes & Exams” bubble, and take the “Orientation Quiz”. By taking this quiz, and sending me the e-mail prior to the certification/census date, you are fulfilling the requirements for certification in this course. **NOTE: If you are not certified in the course, it will affect any financial aid or other monies you may be expecting to assist with your tuition.**

Course Prerequisites : None

Disclaimer –
The instructor reserves the right to amend this syllabus if necessary.

Important Dates: Start Date – 3/20/17, End Date – 5/11/17, Certification Date – 3/25/17, Drop Date – 4/29/17 date

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. **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
5. **Personal Responsibility** - to include the ability to connect choices, actions and consequences to ethical decision-making
6. **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. Recognize the functions of an appraisal
2. Identify the three approaches to valuation estimates
3. Differentiate social and economic determinants of value
4. Compute final correlations of value

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

Course Outline

For maximum success in this course you should spend a **minimum** of 9 hours per week working on course material.

<table>
<thead>
<tr>
<th>Week</th>
<th>Day 1: Begin by viewing the “Green Cord/Sustainability” information and taking the “Green Cord Quiz”. Begin working on “Project: Three Appraiser Interviews (see instructions in course); Read Ch. 1 and take Ch1 Quiz. Day 2: Read Ch2 and take Ch2 Quiz; Day 3: Read Ch3 and take Ch3 Quiz; Day 4: Read Ch4 and take Ch4 Quiz; Day 5: Read Ch5 and take Ch5 Quiz; Day 6 &amp; 7: Begin work on discussion questions and continue working on appraiser interviews</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Day 1: Read Ch6 and take Ch6 Quiz Day 2: Read Ch7 and take Ch7 Quiz</td>
</tr>
</tbody>
</table>
Day 3: Read Ch8 and take Ch8 Quiz
Day 4: Read Ch9 and take Ch9 quiz
Day 5: Read Ch10 and take Ch10 Quiz
Day 6 & 7: Continue work on discussion questions and appraiser interviews.

Week 3

Day 1: Read Ch11 and take Ch11 Quiz
Day 2: Read Ch12 and take Ch12 Quiz
Day 3: Read Ch13 and take Ch13 Quiz
Day 4: Read Ch14 and take Ch14 Quiz
Day 5: Read Ch15 and take Ch15 Quiz
Day 6 & 7: Continue work on discussion questions and appraiser interviews.

Week 4

Day 1: Read Ch16 and take Ch16 Quiz
Day 2: Take Student Learning Outcome (SLO) Quizzes 1-4
Days 3-5: Review for Final Exam
Day 6: Take Final Exam and finish any work on Discussion Questions and Appraiser Interviews. Go into the “Student Evaluation” and complete the Evaluation.

Day 7: CONGRATULATIONS!!!! YOU HAVE COMPLETED THE 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.

A=1800 through 2000
B=1600 through 1799
C=1400 through 1599
D=1200 through 1399
F=1199 or Below

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:

- **Green Cord Exam** = 50 possible points
- **16 Chapter Exams** - Possible Points: Ch1 = 50; Ch2=100 points; Ch3=60 points; Ch4 = 60 points; Ch5=90 points; Ch6=50 points; Ch7=55 points; Ch8=65 points; Ch9=60 points; Ch10=50 points; Ch11=60 points; Ch12=50 points; Ch13=55 points; Ch14=90 points; Ch15=100 points; Ch16=90 points.
- **Final Exam**: 100 questions @ 5 points each = 500 points
- 4-Student Learn Outcome Quizzes: #1=15 points; #2=15 points; #3=10 points; #4=20 points.
- **Project #1** - Interview with Three Appraisers: Call or visit 3-appraisers. Using the list of questions found in the course assignments, interview each appraiser and write a synopsis of the interviews using the directions given in the course assignment section. Total possible points = 100.
- **Project #2** – Discussion Questions: Choose 4 of the listed questions (see course for complete instructions in the assignment section). Possible 50 points per question = Total possible points = 200

**NOTE:** The two “Projects” shown above are not required to “PASS” the course, but are an opportunity for any student, who may not have made perfect scores on the tests, but would like to raise his or her grade by earning additional points through another means besides testing, to do so. **However, a student will not be able to earn an “A” in the course, even with perfect test scores, unless Project 1-Appraiser Interviews (possible 100 points), and Project 2-Discussion Questions (possible 200 points) are completed, with a minimum of 105 accumulated points earned between the two projects out of the possible 300 points.**

Honors Credit Availability

NOT APPLICABLE FOR THIS 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 website for additional information.

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

NOT APPLICABLE FOR THIS COURSE.

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 or read Facts About Dropping Classes.

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/3rdCrseAttmt/Pages/default.aspx

Attendance Policy

This is an online course only. There are NO INCLASS-SESSIONS

Financial Aid Certification of Attendance

You must attend and participate in your on-campus or online course(s) in order to receive federal financial aid. Your instructor is required by law to validate your attendance in your on-campus or online course in order for you to receive financial aid. You must participate in an academic related activity pertaining to the course such as but not limited to the following examples: initiating contact with your instructor to ask a question about the academic subject studied in the course; submitting an academic assignment; taking an exam; completing an interactive tutorial; participating in computer-assisted instruction; attending a study group that is assigned by the instructor; or participating in an online discussion about academic matters relating to the course. In an online class, simply logging in is not sufficient by itself to demonstrate academic attendance. You must demonstrate that you are
participating in your online class and are engaged in an academically related activity such as in the examples described above.

**NOTE:** PLEASE READ THE INSTRUCTIONS AND REQUIREMENTS AT THE BEGINNING OF THIS SYLLABUS AND PERFORM THE TWO REQUIRED TASKS PRIOR TO THE CERTIFICATION/CENSUS DATE FOR THE COURSE, IN ORDER TO BE CERTIFIED IN THIS COURSE!!!

**Course Policies**

ALL WORK MUST BE COMPLETED AND TURNED IN, NO LATER THAN 5:00 P.M. ON THE LAST DAY OF THE COURSE.

**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](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](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.

We encourage you to meet with an advisor early during registration so you will have plenty of time to plan a schedule that works for you. Academic Advisors are located in building “L”, and can be reached at (972) 860-0806.

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](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](https://www1.dcccd.edu/catalog/ss/code.cfm?loc=CVC)
Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. **Cheating** includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an un-administered test, and substituting for another person to take a test. **Plagiarism** is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. **Collusion** is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense in college. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

In any written paper, you are guilty of the academic offense known as plagiarism if you partially or entirely copy the author’s sentences, words. For such an offense, a student will receive a **zero** on the assignment and can receive an **F** for the course. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. To prevent unintentional borrowing, resist the temptation to look at the source as you write. The author’s words, phrases, sentences must be put in your words, in your way of writing. When you do this, you are demonstrating the ability of understanding and comprehension. **If you summarize, paraphrase or directly quote from an author, you must use the appropriate documentation because the ‘idea(s)’ still belong to the author.**

Please be advised that academic dishonesty and plagiarism are serious issues that may result in serious consequences. Students should be aware that they are responsible for their behavior concerning these issues. This class will adhere to the student’s “Responsibility” as detailed in the DCCCD district-wide statement and the Richland College Student Code of Conduct explained in the Richland College and district catalogs or on-line at the district website (https://www1d dcccd.edu/cat0608/ss/code.cfm).

**Consequences for Academic Dishonesty and/or Plagiarism:** Any student in this **English 1301** class found guilty of cheating on an examination or of Plagiarism (using the definitions given for both terms in the attached document, student “Responsibility”) will receive one or more of the following penalties:

- The grade of **zero (0)** on that particular assignment.
- A course grade of **F** (depending on the severity of the student’s dishonesty or plagiarism).
- The professor may request that the student drop the class.

**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](http://www.dcccd.edu/SS/OnlineSvs/EmergAlerts/Pages/default.aspx)

**Financial Aid**

**IMPORTANT NOTE:**

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.

**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
• [URL] www.cedarvalleycollege.edu/FutureStudents/StudentServices/HealthServices/default.aspx
• 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.

DCCCD OIE Faculty Syllabi Statement- FALL 2016

The Office of Institutional Equity, in coordination with DCCCD colleges, has the primary responsibility for reviewing, updating and implementing compliance policies and procedures. The Institutional Equity and Compliance Officer and the Office of Institutional Equity will ensure compliance with College District policies, federal and state laws related to sexual assault, Title IX, Title II (Americans with Disabilities Act) and the Military Veterans Full Employment Act to support diversity and inclusion.

Students with Disabilities:
If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please provide or request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DSO Offices or contact DCCCD Office of Institutional Equity at (214) 378-1633.

College Disability Services Offices

Brookhaven 972-860-4673
Cedar Valley 972-860-8119
Eastfield 972-860-8348
El Centro 214-860-2411
Mountain View 214-860-8677
North Lake 972-273-3165
Richland 972-238-6180

A Note on Harassment, Discrimination and Sexual Misconduct

We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.
We are concerned about the well-being and development of our students, and are available to discuss any concerns. There are both confidential and non-confidential resources and reporting options available to you. If students wish to keep the information confidential, please contact the college Counseling or Student Health Services. As required by DCCCD policy, incidents of discrimination and/or sexual misconduct shared with faculty will be reported to the College Title IX Coordinator or District Title IX Coordinator. The Title IX Coordinator will contact the student and determine if further investigation is needed. For more information about policies, resources or reporting options, please contact your college Title IX Coordinator or visit www.dcccd.edu/titleIX.

**College Title IX Coordinators**

<table>
<thead>
<tr>
<th>College</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brookhaven</td>
<td>Terri Edrich</td>
<td><a href="mailto:TitleIX-BHC@dcccd.edu">TitleIX-BHC@dcccd.edu</a></td>
<td>972-860-4825</td>
</tr>
<tr>
<td>Cedar Valley</td>
<td>Grenna Rollings</td>
<td><a href="mailto:TitleIX-CVC@dcccd.edu">TitleIX-CVC@dcccd.edu</a></td>
<td>972-860-8181</td>
</tr>
<tr>
<td>Eastfield</td>
<td>Rachel Wolf</td>
<td><a href="mailto:TitleIX-EFC@dcccd.edu">TitleIX-EFC@dcccd.edu</a></td>
<td>972-860-7358</td>
</tr>
<tr>
<td>El Centro</td>
<td>Shanee’ Moore</td>
<td><a href="mailto:TitleIX-ECC@dcccd.edu">TitleIX-ECC@dcccd.edu</a></td>
<td>214-860-2138</td>
</tr>
<tr>
<td>Mountain View</td>
<td>Regina Garner</td>
<td><a href="mailto:TitleIX-MVC@dcccd.edu">TitleIX-MVC@dcccd.edu</a></td>
<td>214-860-8561</td>
</tr>
<tr>
<td>North Lake</td>
<td>Rosemary Meredith(acting)</td>
<td><a href="mailto:TitleIX-NLC@dcccd.edu">TitleIX-NLC@dcccd.edu</a></td>
<td>972-860-3992</td>
</tr>
<tr>
<td>Richland</td>
<td>Bill Dial</td>
<td><a href="mailto:TitleIX-RLC@dcccd.edu">TitleIX-RLC@dcccd.edu</a></td>
<td>972-238-6386</td>
</tr>
<tr>
<td>Dallas Colleges Online</td>
<td>Le’Kendra Higgs</td>
<td><a href="mailto:TitleIX-LEC@dcccd.edu">TitleIX-LEC@dcccd.edu</a></td>
<td>972-669-6672</td>
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</table>

**District Title IX Coordinator**

<table>
<thead>
<tr>
<th>Office of Institutional Equity</th>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LaShawn Grant</td>
<td><a href="mailto:TitleIX-District@dcccd.edu">TitleIX-District@dcccd.edu</a></td>
<td>214-378-1633</td>
</tr>
</tbody>
</table>