<table>
<thead>
<tr>
<th><strong>Course Information</strong></th>
<th><strong>Instructor Information</strong></th>
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<tbody>
<tr>
<td>Insert Course Title</td>
<td>Insert Name</td>
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<tr>
<td>Law of Agency</td>
<td>Steven F. Brown, PhD</td>
</tr>
<tr>
<td>Course Number</td>
<td>Preferred Email Address</td>
</tr>
<tr>
<td>RELE 2301</td>
<td><a href="mailto:sfbrown@dcccd.edu">sfbrown@dcccd.edu</a></td>
</tr>
<tr>
<td>Class Meeting Time and Location</td>
<td>Primary Telephone Contact</td>
</tr>
<tr>
<td>Online</td>
<td>469-682-5640</td>
</tr>
<tr>
<td></td>
<td>Office Location and Hours</td>
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<td>B-217 Please Call for Appointment</td>
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**Course Description**

This is a WECM Course Number. Course Description: Law of agency including 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.

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<tr>
<th>Required Materials Including Textbooks (include ISBN)</th>
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**Course Prerequisites**

RELE 1301 and RELE 1338 preferred, not required.

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

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 Real Estate Program of Study, 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

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

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

This is an online course, entirely self-paced. See Course Information page of this online course for One Month schedule and One Week schedule.

### Evaluation Procedures

Your Final Course Grade is based on earning a maximum of 1000 points. Up to 30 points come from Quiz A-CRE, 35 points from Quiz A-FID, 30 points from Quiz A-SUSREV, 150 points from Quiz A-A, 35 points from Quiz A-INT, 150 points from Quiz A-B, 60 points from Quiz A-DTPA, 150 points from Quiz A-C, and 360 points from Quiz A-Final for a total of 1000 possible points.

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
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:

Your grade for this course consists of a composite score from several Quizzes.

- **Quiz A-CRE** covers Assignment 4, Chapter 7 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. Quiz A-CRE is worth a total of 30 points toward your final grade.
- **Quiz A-FID** covers Chapter 2 of the text and covers the concept of 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. Quiz A-SUSREV is worth a total of 30 points toward your final grade.
- **Quiz A-A** covers Assignments 1-4, Chapters 1-3 and Chapter 7 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. Quiz A-A is worth a total of 150 points toward your final grade.
- **Quiz A-INT** covers Assignment 7, Chapter 6 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. Quiz A-INT is worth a total of 35 points toward your final grade.
- **Quiz A-B** covers Assignments 5-8, Chapters 4-6 of your text. It is to be taken after you have completed Assignment 8. Quiz A-B consists of 25 questions worth 6 points each. Quiz A-B is worth a total of 150 points toward your final grade.
- **Quiz A-C** covers Assignments 8-12, Chapters 8-12 of the text. It is to be taken after you have completed Assignment 12. Quiz A-C consists of 25 questions worth 6 points each. Quiz A-C is worth a total of 150 points toward your final grade.
- **Quiz A-DTPA** covers Assignment 11, Chapter 11 of the text and concentrates on your understanding of DTPA. It is to be taken after you have completed Assignment 11. Quiz A-DTPA consists of 10 questions worth 6 points each. Quiz A-DTPA is worth a total of 60 points toward your final grade.
- **Quiz A-SUSTAIN** covers the online course video on Green Cord/Sustainability. There are 5 multiple choice questions in this quiz worth 12 points each. Your best grade on this quiz would be 60 points.
- **The final quiz for this course is Quiz A-Final**. It covers Chapters 1-12 of the text. It is to be taken after you have completed Assignment 12. Quiz A-Final consists of 50 questions worth 6 points each. Quiz A-Final is worth a total of 300 points toward your final grade.

Once you begin taking a quiz, you must complete it.

You may use your text 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 want to improve your score. Each time you retake the exam, your previous score will be deleted.
Your Final Course Grade is based on earning a maximum of 1000 points. Up to 30 points come from Quiz A-CRE, 35 points from Quiz A-FID, 30 points from Quiz A-SUSREV, 150 points from Quiz A-A, 35 points from Quiz A-INT, 150 points from Quiz A-B, 60 points from Quiz A-DTPA, 150 points from Quiz A-C, 60 points from Quiz A-SUSTAIN and 300 points from Quiz A-Final for a total of 1000 possible points.

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

Except as noted above, exams may be taken over as many times as you want to improve your score. Each time you retake the exam, your previous score will be deleted.

Service Learning

NO SERVICE LEARNING CREDIT IS OFFERED 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/3rdCrseAttmpt/Pages/default.aspx
**Attendance Policy**  
*Students are required to take the Online Orientation Quiz or email the instructor within the FIRST THREE DAYS of the course in order to be certified for this course for Financial Aid purposes.*

*Otherwise, this course is entirely self-paced.*

**Classroom Policies**  
None. This is an online 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
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

Student dishonesty in any form is not tolerated and will result in a student’s failing grade for either the respective Assignment/Quiz/Exam or for the course or both.

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.

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
- Student Health101, e-magazine  
  http://readsh101.com/go2cedarvalleycollege.html
- 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.