

REE 3043 - Real Estate Analysis

Fall 2009

Kent Malone, Lecturer

Warrington College of Business Administration

UNIVERSITY of FLORIDA

Instructor email: Routine course questions and information requests should be sent to one of your course TAs. Issues that cannot be resolved by the TA (after reasonable attempts have been made) or inquiries of a confidential nature should be sent directly to Mr. Malone at his CBA email address: <kent.malone@cba.ufl.edu>.

NOTE: All student emails to the instructor **MUST** include “REE 3043 – (your subject heading)” in the subject line. I try to reply to emails within 24 hours.

Mr. Malone’s Office: Stuzin Hall, Room 301. Mailbox: STZ 321

Office Hours: TBA (Appointments are strongly recommended!)

Course TAs:

(TAs will be announced at the beginning of the semester)

Class Hours and Location: Live class sessions are offered during Periods 5 and 6 (11:45 AM and 12:50 PM) on Tuesdays and Thursdays in STZ 104, the easternmost lecture hall on the first floor of Stuzin Hall. You are highly encouraged to attend the live section, as questions and lively discussions often result, adding to the overall “flavor” of the course.

Course Prerequisites: Technically, any one of the four courses listed in the most recent edition of the UF Undergraduate Course Catalog satisfies the course pre-requisite. Students who are well prepared to undertake the challenges of the course have usually demonstrated they are *well grounded in financial “time value of money” concepts*.

Please note: All students (without exception) are expected to possess a competent understanding and demonstrated skill with the functional capabilities of a financial calculator, e.g., HP10B-II, HP12-C, HP-17, Texas Instruments “Business Analyst II,” or similar financial calculator. The recommended calculator is the **HP 10BII** which is readily available at local office supply stores (buy extra batteries, “just in case”!) The instructor and course textbook demonstrate calculations using the **HP 10BII** financial calculator. However, *IT IS THE STUDENT’S RESPONSIBILITY TO BE FAMILIAR WITH THE FUNCTIONS OF WHICHEVER FINANCIAL CALCULATOR THEY CHOOSE TO USE IN THIS COURSE*. It is also the student’s responsibility to ensure the calculator functions properly for all exams. A calculator failure is not a legitimate excuse for extra exam time. (I would highly recommend carrying spare batteries and know how to install them!) Sharing calculators (or anything else, for that matter) is strictly prohibited during exams and will result in dismissal from the exam and receiving a failing grade for that exam for each student involved. Additional violations will result in the student(s) being reported for disciplinary action under the Student Code of Conduct/Academic Honesty Code.

Please be familiar with, and adhere to the University of Florida's Student Responsibility policies found here:

<http://www.registrar.ufl.edu/catalog/policies/students.html>

Students are expected to abide by these policies and these policies will be strictly enforced.

Course Description and Objectives: REE 3043 is a comprehensive introduction to real estate that focuses on investment, market analysis, appraisal, development and mortgage finance. The primary objectives are to

- ⊙ introduce students to effective business and investment-making decisions in real estate; and,
- ⊙ become familiar with the activities, roles, and participants in the business of real estate.

The emphasis of the course is on developing valuation and decision-making skills. The course is applied in nature, since the actual practices of real estate professionals are taught and discussed.

Instructional Means to Accomplish Course Objectives:

- ⊙ The course is lecture-oriented with student questions and participation strongly encouraged.
- ⊙ Real estate principles are reinforced through the numerous problems available in the text, lecture notes and course readings posted on the course website.
- ⊙ Course "Assignments" (as defined in this Syllabus) are intended to reinforce class material.
- ⊙ In keeping with the applied nature of the course, many real world issues and "current events" are discussed in class, and well as scheduling guest speakers.

Course Overview: There is a large and complex body of material to master in this class. It is essential that you come prepared to each class. This means you need to have completed assigned readings and homework *before* class.

Important – What You Should Expect (and Not Expect) of Course Lectures: Course lectures are intended to highlight basic themes and to help you understand key concepts and techniques. With the volume of content the course attempts to deliver over a semester, lectures are NOT intended to give in-depth coverage of everything that is assigned. Your course textbook is highly regarded as a leading real estate text and used nationally by many of the best undergraduate real estate programs. So, as with so many things, *you are fully responsible for learning all of the assigned material. Unless you are specifically instructed to the contrary, you MUST assume all material will appear on a quiz or exam.* Points covered in lectures, but not necessarily appearing in the textbook, may also appear on exams. **Therefore, anything presented within the purview of this course (textbook readings, assignments, lectures, guest speakers, etc.) is considered "fair game" for test material.** Do not make the mistake of thinking only a summary review of the PowerPoint slides will be sufficient to pass this course.

Learning Disabilities and Special Accommodations: Students requesting classroom accommodation must first register with the UF Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then pass this documentation on to Mr. Malone when requesting an accommodation. Students with learning disabilities must provide certification and evidence of registration with the UF Disabilities Resource Center (DRC). Exam accommodations are offered only to those UF students who hand-deliver the sealed certification from the DRC to Mr. Malone *at least two weeks prior to any scheduled exam date.* This advance

notice is necessary in order to ensure timely delivery of the exam materials to the DRC office for administration.

Pacing of the Course: You should pace your course studies so that you are able to stay at least one chapter ahead in the course textbook and related readings, as set out in the Course Coverage Outline below. Doing so is strongly recommended, since the arrangement of course sessions **is flexible and may change**.

Class Meeting Dates and “Critical Course Dates”: A schedule of “Critical Course Dates” is posted on the course website for all registered students as of the first day the class is scheduled to meet. In our efforts to bring guests to class, respond to current events and integrate the most recent legal and financial information into the classroom learning environment, specific course content presentations may deviate from the Course Coverage Outline. Mr. Malone’s announcements, the “Critical Course Dates” schedule, and the course website will indicate the pace of the course deemed most appropriate to reach course objectives. Unless otherwise posted in writing in the course website “Announcements” by the instructor as an extension of time, all assignment submissions and exam dates listed on the “Critical Course Dates” will be strictly enforced. Ample time is allotted for assignment completion, so plan your time accordingly for job interviews, religious holidays, or other demands on your personal time. No late submissions will be accepted.

Required Materials:

- ⦿ *Real Estate Principles: A Value Approach, 2nd Edition, 2008*, by Ling and Archer, McGraw-Hill Irwin, Publishers, New York, NY. (Do not purchase the 1st Edition or the international version, as these are different.)
- ⦿ A financial calculator that has the standard time value of money functions (present value, future value, annuities, etc.) and that does cash flow analysis (NPV and IRR), such as the Hewlett Packard HP-10BII, Hewlett Packard HP-12C, or similar financial calculator. (The HP 10BII is recommended.)
- ⦿ A UF email address and access to a Web browser.

Important Note About email Accounts: Mr. Malone may correspond with the class via email. All email will be sent to the student’s UF WebMail address. Failure to regularly check UF WebMail, or the inability to receive the email (if it is forwarded from the student’s UF WebMail to another email account) is NOT a valid excuse for missing class messages or assignments.

Course Announcements: Mr. Malone may make general course announcements via the “Announcements” bulletin board in the e-Learning course website. Therefore, **you should login to the course E-Learning website regularly to check for any announcements.** Email inquiries about items already posted in the “Announcements” will be directed to the website.

Discussion Board: You have access to a discussion board on the course E-Learning website. Feel free to post questions or items of interest related to real estate. Often, a question may have already been addressed in the forum. Please keep the discussions topical and appropriate. Abusive comments, profanity, rudeness and personal rants will be deleted. You are asked to contact your instructor directly if you have any grievances or concerns that you feel need to be addressed.

“S/U” Grading Option: The “S/U” grading option is not encouraged, nor typically offered. Only under very special circumstances will this be entertained. In any case, Mr. Malone’s prior written approval and special arrangements are required for this option.

Make-Up Exam Policies: Absolutely **NO MAKE-UPS** are offered for Online Exams, Online Chapter Quizzes or the Course Final Exam. This policy is part of a concerted and purposeful effort to direct our limited resources and time to supporting course priorities and existing course requirements. In short, there are simply too many students, variables and resources required to spend time making special arrangements for make-ups. Therefore, the lowest score received on any of the online or in-class exams (*not including the mandatory final exam*) will automatically be dropped and not factored in to the student's overall course grade. **(NOTE: The final exam is MANDATORY; therefore, it is NOT eligible as an optional "drop".)**

The course requirements are designed with substantial "open window periods" to allow for personal scheduling. Please take time to review the "Critical Course Dates" schedule to determine whether you can meet the schedule of course obligations at the commencement of the course. It is the student's responsibility to schedule their time and commitments in concert with the requirements of the course. The opportunity to "drop" the lowest exam (not including the final exam) should be regarded as the student's relief for an unforeseen "emergency" situation.

Please do not make requests for "special treatment," or other make-up arrangements to meet course requirements.

Exam Protocol: It is the student's responsibility to be at the appropriate test location on time. No extra time will be given to those who arrive late. Exams are NOT open note/book, therefore, do not bring any materials, books, backpacks, or anything other than an approved financial calculator and two #2 pencils with erasers to the exam location. DO NOT bring cell phones, i-phones, smart phones or any electronic devices into the exam. Programmable calculators or calculators with text storing capabilities are prohibited and will be confiscated. If a proctor sees or hears an unauthorized electronic device (including cell phones) it will be confiscated until the end of the exam. Calculator failure will not result in extra time being offered. Sharing calculators or any other materials is prohibited. Ensure that your calculator is working properly and carry spare batteries just in case! If a student is suspected of cheating, he or she will be removed from the exam site, receive a zero for the exam, and possibly referred for disciplinary action. Students are expected to abide by the UF Honor Code.

Online Chapter Quizzes: Quiz portals in the E-Learning course website are opened for at least 10 calendar days for each Online End-of-Chapter Quiz. This offers every student ample opportunity to organize their affairs and schedule the personal time necessary to complete each quiz. With this flexibility designed into the quiz schedule, *absolutely no make-ups* are offered for Online End-of-Chapter Quizzes. **Refer to the "Critical Course Dates" for the schedule outlining the open and close dates for each Online Chapter Quiz.** You are permitted one attempt per quiz and one hour to complete each quiz. Once the quiz has been submitted for scoring, you may not re-enter the quiz; so be sure to answer each question prior to submitting the quiz for scoring.

NOTE: The E-Learning system is prone to occasional login issues during heavy use. Therefore, I highly recommend you DO NOT WAIT UNTIL THE LAST MINUTE to take an online quiz. I cannot help you once the quiz closing time has lapsed and quiz portal has closed and you will lose those quiz points.

Course Grading Scale: This course utilizes a “minus” grading scale as follows:

A	=	93	to	100
A-	=	90	to	92.9
B+	=	87	to	89.9
B	=	83	to	86.9
B-	=	80	to	82.9
C+	=	77	to	79.9
C	=	73	to	76.9
C-	=	70	to	72.9
D+	=	67	to	69.9
D	=	63	to	66.9
D-	=	60	to	62.9
F	=	0	to	59.9

GRADING RUBRIC AND EXPECTATIONS:

Mid-Term Exams:

1 st Exam:	Sept 17;	8:20 pm – 10:10 pm (Location TBA)	_____	## %
2 nd Exam:	Oct. 14;	8:20 pm – 10:10 pm (Location TBA)	_____	## %
3 rd Exam:	Nov. 9;	8:20 pm – 10:10 pm (Location TBA)	_____	## %

50% of your total course grade comes from TWO of your highest mid-term exam scores.
(Each of the two highest exam scores contributes 25% toward your total course grade.)

Since there are NO make-ups permitted for Exams, the “drop” allowance for the lowest Mid-Term Exam score will compensate for personal planning demands and personal emergencies. Mark the exam dates in your calendar and use your drop carefully!

NOTE: This “drop” policy DOES NOT apply to the mandatory Final Exam!

Mid-Term Exams:

Total Mid-Term Exam Scores (Best two of three scores) _____ 50%

Online End-of-Chapter Quizzes:

Check “Critical Course Dates” for submission deadlines _____ 20%

Final Exam (Mandatory):

Dec. 14; 8:00 pm – 10:00 pm (Location TBA) _____ 30%

TOTAL: 100%

Suggestions for a Deeper Understanding of the Real Estate Profession: You should check the UF Center for Real Estate Studies website < www.RealEstate.ufl.edu > for special opportunities to attend REE 6935 presentations by prominent real estate executives as part of the *Alfred Ring Distinguished Real Estate Speaker Series*. You are invited to attend any of these informative presentations. Appropriate, professional attire that is at least “Business Casual” is expected of all students who attend the Ring Speaker Series. **(NO flip-flops, shorts, sleeveless shirts, hats, etc.!)**

Course Coverage Outline

Fall 2009*

<u>Week</u>	<u>Chapters</u>
1	1 – 2
2	3 – 4
3	4 – 5
4	6 – 7
5	8 – 9
6	9 – 10
7	11 – 12
8	12 & 19
9	20 & 23
10	23 & 13
11	14 – 15
12	15 – 16
13	17 – 18
14	21 – 22
15	22 & 24
16	24

*This Course Coverage Outline represents the order in which chapters will be presented. Depending upon the pace of the course, availability of guest speakers, etc., this outline is subject to modification during the course. Any significant deviation from this schedule will be posted as an “Announcement” in the E-Learning course website.

Have a great semester!

End of Syllabus