

**Hagerstown Community College
MASTER SYLLABUS DOCUMENT**

COURSE: PLS 207-01, Real Estate Law, 3 credits (HYBRID FORMAT)

PREREQUISITE: PLS 101 or concurrent enrollment

INSTRUCTOR: Loretta Thornhill **SEMESTER/YEAR:** SPRING 2016

COURSE DESCRIPTION: This is a practice-oriented course examining the role of the paralegal in routine real estate transactions. It encompasses lease and sales contract requirements, title work, mortgage financing, the preparation of settlement statements and documents, and the coordination of closings. This course also stresses ethics as well as attitudes, skills and behaviors required in a professional setting.

TEXTBOOK: Practical Real Estate Law, 7th Edition by Daniel F. Hinkel

STUDENT LEARNING OUTCOMES: This course will assist the student to:

- *demonstrate knowledge of terms and facts of this subject
- *apply basic knowledge to new situations
- *solve problems
- *communicate solutions
- *demonstrate professional and ethical behavior

Total Hours of Coursework:

To earn one academic credit at HCC, students are required to complete a minimum of 37.5 clock hours (45 fifty-minute “academic” hours) of coursework per semester. Those hours of coursework may be completed through a combination of hours within the classroom and hours outside the classroom. Certain courses may require more than the 37.5 minimum hours of coursework per credit.

Activity	Direct Faculty Instruction	Student Work Out of Class
Lecture and in class activities	20 hours	
Read text and posted notes		40 hours
Complete on line assignments		35 hours
Studying for exams and quizzes		20 hours
TOTAL		115 hours

COURSE CONTENT OBJECTIVES: This course will assist the student to:

- *demonstrate knowledge of ways to acquire real estate
- *use terminology correctly in regard to different categories of ownership of property

- *demonstrate knowledge of ways to describe real estate
- *demonstrate knowledge of different types of liens and encumbrances

ASSESSMENT PROCEDURES:

1. There will be three announced exams, each worth 100 points. The exams will have a variety of types of questions: true and false, multiple choice, short answer and essays. The questions on the exam will be **representative** of the material covered; in other words, there will be a few questions from each chapter but there will not be all that many questions on the test. These exams are NOT cumulative. The exams will represent 300 points for the class.

2. There will be 5 pop quizzes. Each quiz will have 10 questions, very short in nature, with each question being worth 2 points each. They will be given first thing in the class. If you miss a quiz you will have to make special arrangements with the professor to make up the quiz. If you take all 5 quizzes during the normal class period you will receive an extra 20 points as a reward, as if you had taken an extra quiz. The quiz grades represent 100 points for the class. Some may be on line and some in class.

3. I will give assignments throughout the semester. For example, students will be required to draft a deed during the real estate unit. As another example, you will be required to answer some questions from your reading. Each of these assignments will be given a point value and a designated due date and a penalty of 5 points per day will be assessed for each day the assignment is late. Even if you are absent you should forward the work by e mail. All work must be done on the computer unless otherwise stated. Everything counts: content, format, spelling, punctuation, timeliness, etc. The assignments will represent 100 points for the class.

4. Professionalism grade: Students should approach a college class as if it were a job. Since attendance is a key factor in success I will take attendance each day that we are in class. Please note that being on time for class as well as staying for the whole class are considered in the professionalism grade. Each student starts with a professionalism grade of 100 points. If you are in a class which meets twice a week the general rule is that 5 points are deducted for each full absence. If you are in a class which meets once weekly 10 points are deducted for each full absence.

Meaningful participation is also an important factor and therefore this will also be recorded in the grade book. If you take part in class discussions and class projects points will be added back in your professionalism grade, according to your level of participation. For example, if you are an active participant throughout the semester 10 points may be added to your professionalism grade as a reward. If, however, you have said just one or things the whole semester, no adjustment to the professionalism grade would be made.

Other factors include coming to class prepared, timeliness in work production, courtesy to all in the classroom, not using your cell phone or other electronic devices in class, etc.

You add up all of your points to determine your grade for the class:

540-600 points =A
480-539 points =B
420-479 points =C
360-419 points =D
Below 360 =F

COURSE POLICIES: In order to make things run smoothly I ask that you honor the following:

1. Please don't be tardy. Class will start in a timely fashion and you may miss a quiz if you are late. In addition, tardiness will be factored into your professionalism grade. Leaving class early is also a factor.
2. The college attendance policy can be found in the current college catalog.
3. If you miss a class it is your responsibility to find out what we covered in class and get the notes and assignments from a classmate.
4. You are expected to take the announced tests on the day they are scheduled. If there is a sufficient reason to miss the exam, such as a business trip or an illness, please let me know before the exam. If you do not communicate with me on missed exams I am not required to give a makeup exam. Quizzes may be made up. All tests, quizzes, etc. must be completed by the last day of classes and not during finals week.
5. You may not bring your small children to class. Older children are very welcome.
6. If you have any special classroom needs (such as taping lectures) please see me privately.
7. Listen to the tv, emergency alerts, or the radio for announcements of school closings due to inclement weather.
8. Don't assume you are withdrawing from class by not coming. You must follow college policies and procedures. Consult the HCC catalog for the last day to withdraw.
9. Please turn all cell phones or other electronic items to vibrate or off during class. Please do not have cell phones or other electronic devices out during class and especially not during exams. No texting during class.
10. Bring your book to class. We may not use it every day but we will use it some days.
11. We will discuss current events so it will be helpful if you read or watch the news.
12. The instructor has the right to modify the course content and/or the evaluation (testing) procedures as deemed necessary.
13. All work in this class is done under the HCC Academic Integrity Policy.
14. I have posted rough outlines of the chapters on Moodle. These are intended to indicate the material covered in a very general way and should not be considered a comprehensive set of notes.
15. I will communicate with you using the HCC e mail account. Since about half of the class is on-line it is very important that you check your e mail often for announcements, assignments, etc.

CONTACT INFORMATION: 240 500 2481, ljthornhill@hagerstowncc.edu, BSH 141

Office Hours: M 9:30 to 11:30 am, W 4-5 pm and Tu and Th 9 to 10 am

SERVICES FOR STUDENTS WITH DISABILITIES: Students may receive reasonable accommodations if they have a diagnosed disability and present appropriate documentation. Students seeking accommodations are required to contact the Disability Support Services (DSS) office as early as possible. Students may contact a DSS staff member for an appointment at dss@hagerstowncc.edu or at 240-500-2530.