

SCHEDULE – REAL ESTATE INTERNSHIP (REAL 4810-800)

CLASS SCHEDULE & CANCELLATIONS. The Instructor will keep a current class schedule posted on D2L and will do his best not to cancel any scheduled classes. The Instructor commutes from Greeley and there is the possibility a class may be cancelled due to weather, mechanical issues, etc. The Instructor will use D2L to notify students of cancellations and students are responsible for checking D2L daily. The current schedule is as follows:

1/13	Course introduction and orientation
1/20	No class
1/27*	Required attendance at Career Connections presentation; internship forms due; finalize presentation teams/schedule
2/3	No class; <u>cover letters/resumes due</u> and interviews begin (see Career Connections instructions)
2/4*^	<u>Required attendance at CU Real Estate Club meeting at 6PM in KOBL 340</u>
2/10	Presentations: Teams 1 and 2
2/17*	<u>Required attendance for Guest Panel: MBAs</u>
2/24	Presentations: Teams 3 and 4
3/3	Presentations: Teams 7 (note: teams present out of numerical order)
3/10	Presentations: Teams 5, 6 & 8 (with 3 teams presenting <u>plan on a longer class than usual</u>)
3/17	No class; <u>all mock interviews must be completed before spring break</u>
3/24	No class (Spring Break)
3/31	Presentations: Teams 9 and 10
4/7	No class
4/14	Presentations: Teams 11 and 12
4/21	No class
4/28	Course wrap-up

**Required attendance*

^Counts toward 1 of the 3 required extra events

SYLLABUS – REAL ESTATE INTERNSHIP (REAL 4810-800)

INSTRUCTOR: CURTIS SEARS

OFFICE: KOBL 486

EMAIL: curtis.sears@colorado.edu

PHONE: 303-492-6059

OFFICE HOURS: M/W 2PM-4PM or by appointment

CLASSROOM: KOBL 330

INTERNSHIP: The student must be participating in an approved real estate internship and be enrolled in the CU Real Estate Center's Real Estate Certificate Program.

- A. **CLASS OVERVIEW.** The course is designed to complement the internship experience of the students. The class will focus on (1) sharing the experiences of the students in their respective internships, (2) exploring career opportunities in the real estate industry, (3) exploring special topics in the real estate industry including diversity and ethics, and (4) assisting students with obtaining employment including cover letter and resume review and presentation/interviewing skills.
- B. **GRADING.** The course is pass/fail. To pass the course, a student must complete the following requirements to the satisfaction of the Instructor: (1) attend class (see below); (2) submit a completed *Memorandum of Internship* and *Internship Learning Plan* at the outset of the semester; (3) prepare and deliver a group presentation on a real estate career approved by the Instructor; (4) complete a cover letter and resume review and mock interview with Career Services; (5) attend a minimum of three approved events/functions (Real Estate Club, Real Estate Lunch & Learn Speaker Series, CU Real Estate Center event, etc.) and complete any related assignments as required by the Instructor, and (6) successfully complete his/her internship to the reasonable satisfaction of his/her supervisor.
- C. **ATTENDANCE.** Regular class attendance is a requirement for passing the course. As used herein, “*regular attendance*” means attending **not less than six (6) of the eight (8) scheduled classes** unless otherwise approved by the Instructor. Attendance will be taken at every class. Students are responsible for requesting an excused absence PRIOR to class except in the case of emergencies. **ATTENDANCE IS REQUIRED ON 1/27 FOR THE CAREER SERVICES PRESENTATION...NO EXCEPTIONS.**
- D. **D2L.** The Instructor utilizes D2L extensively for class assignments, announcements, etc. Students are expected to setup their D2L accounts so that all announcements posted on D2L will forward to their email and also check D2L daily as all communication outside of the classroom will be via D2L.
- E. **CLASS CONDUCT.** The Instructor adheres to the University's [Classroom Behavior Policy](#). The Instructor works from a computer during class...so may the students; however, he will not be checking Facebook or surfing the net...neither should the students. The Instructor will have something to drink and students are welcome to as well; however, he will not be eating food...neither should the students. The Instructor will have his phone off and will not be taking calls, reading texts or sending texts...neither should the students. The Instructor will use his best efforts to be on time and remain in the class until the class is dismissed...the students should endeavor to do the same. The Instructor may address the students by their first or last name and the students are welcome to do the same with the Instructor. The Instructor strives to act with courtesy and sensitivity toward individuals concerning differences of race, color, culture, religion, creed, politics, veteran's status, sexual orientation, gender, gender identity and gender expression, age, disability, and nationalities. The Instructor will honor any request to address a student by an alternate name or gender pronoun. See policies at <http://www.colorado.edu/policies/classbehavior.html> and http://www.colorado.edu/studentaffairs/judicialaffairs/code.html#student_code.

- F. **HONOR CODE.** All students of the University of Colorado at Boulder are responsible for knowing and adhering to the academic integrity policy of this institution. Violations of this policy may include: cheating, plagiarism, aid of academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct shall be reported to the Honor Code Council (honor@colorado.edu; 303-735-2273). Students who are found to be in violation of the academic integrity policy will be subject to both academic sanctions from the Instructor and non-academic sanctions (including but not limited to university probation, suspension, or expulsion). See additional information at <http://www.colorado.edu/policies/honor.html> and at <http://honorcode.colorado.edu>.
- G. **DISABILITY; INJURY.** If you qualify for accommodations because of a disability, please submit your form from Disability Services in a timely manner (for exam accommodations provide your letter at least one week prior to the exam) so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities. Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu. If you have a temporary medical condition or injury, see Temporary Injuries under Quick Links at Disability Services website (<http://disabilityservices.colorado.edu/>) and discuss your needs with the Instructor.
- H. **RELIGIOUS OBSERVANCES.** The Instructor will make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with scheduled exams, assignments or required attendance. See: http://www.colorado.edu/policies/fac_relig.html.
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