

This course introduces real estate in multiple perspectives: It presents it as an industry with diverse career opportunities, a dimension of the community you live in, an asset you can invest in, and a problem of financial decisions. It covers the legal nature of real estate as a bundle of rights, showing how those rights are subdivided, modified, and conveyed from one owner to another. It also covers the process by which real estate ownership is typically conveyed from seller to buyer. Finally, it introduces the fundamental approaches to making decisions about real estate, all of which revolve around the question of “what is its value.”

Professor:	Prof. David Ling
Email:	REE3043@warrington.ufl.edu
Office:	301 Stuzin Hall
Office Hours:	Mondays, 2:00-3:15pm; Wednesdays, 10:30-11:30am (in my office or via Zoom); or by appointment
Class Time:	Mondays & Wednesdays, periods 4-5 (11:45am – 1:40pm)
Class Location:	Heavener 150 or Online
Teaching Assistant:	Megan Magee
TA Office Hours:	Tuesdays & Thursdays, 2:00-3:15pm (in person or via Zoom)
Course Sections:	25290 (757T), 18873 (649U), and 18872 (9648). If you are unsure of the differences between the sections, see your academic advisor.

We will only check the e-mail account above. We do not use/check the Canvas message system, and I will not see e-mails sent to any other account. If you need to contact Megan Magee or me, you must use this class e-mail address and follow the instructions below.

My Faculty/Research

Web Page: <https://warrington.ufl.edu/directory/person/5291/>

CRES: For more information on the Warrington College of Business’ (WCB) real estate programs and activities, including information on the Alfred A. Ring Distinguished Speaker Series, the Bergstrom Center for Real Estate Studies, and the Master of Science in Real Estate (MSRE) program, go to: www.realestate.ufl.edu.

Teaching Assistant

The teaching assistant for this class is Megan Magee. Ms. Magee is a Master of Science in Real Estate (MSRE) student who demonstrated sufficient mastery of the skills that are being taught. Ms. Magee will hold office hours on Tuesdays and Thursdays from 2:00 pm to 3:15 pm in Heavener 202. She will have her laptop with her during office hours and will open up a zoom session so that remote students can speak to her.

Course Correspondence-TA Email

All course-related questions should be directed first to the class TA through the REE3043@warrington.ufl.edu email. Please allow up to 24 hours for replies to your inquiries; longer for weekends and holidays. If appreciable time has lapsed with no response from Ms. Magee, you may email me directly, but your email inquiry must include the email chain/discourse between you and Ms. Magee so that it can be reviewed. This also eliminates the need to restate your initial issue in a new email to me. If Ms. Magee is not able to resolve your inquiry, she will forward your email to me for action. Of course, if you have an issue of a personal nature, you may email me directly.

Email Protocol

Students are expected to use appropriate email etiquette and communicate in a professional manner; including appropriate email “subject” headings, greetings, salutations, punctuation, and grammar. Emails using “text-speak” and other colloquial jargon (e.g. u, ur, ‘sup, yo, etc.), as well as inappropriate tone (e.g. rude, disrespectful, abrasive language) will not receive a response.

Delivery of Lecture Material

On Mondays and Wednesdays, I will lecture from Heavener 150 from 11:45am to approximately 1:30pm. These sessions will be recorded and posted on the class Canvas site (usually a few hours after completion of the class but no later than the following morning).

Expectations

As a UF student, the expectation is that you will perform at a high level. Your work should reflect both the effort and quality that is befitting of a soon-to-be UF graduate.

Students are invited and highly encouraged to attend the live lectures. Attending students may actively participate by asking questions and interacting with the professor and fellow students in real time.

Regardless of your decision regarding class attendance, you will be required to remain engaged through lectures and through participation in the *Packback* platform (used for online discussions about class topics). You will also be required to complete regularly assigned *McGraw-Hill Connect/SmartBook* modules/exercises. If you are not consistently engaged, there is a high probability that you will miss critical information that will be included on the exams and likely reflected in your final grade.

All assigned reading should be completed on a timely basis. Although much of what you will need to know is covered in the lectures, the assigned readings provide a deeper understanding of the lecture material. Although the exams are non-cumulative, material in some of the later chapters builds on material covered earlier in the course.

Accessing the Course Canvas Site

The course website will open no later than Monday, August 22. This course is presented via the University of Florida’s Canvas e-Learning course management system: <http://elearning.ufl.edu>.

Log into Canvas using your GatorLink username and password. From the list of courses, choose “REE3043: Real Estate Analysis, Fall 2022.” You must be registered for this course to obtain access to the course materials. It may take 24-48 hours for Canvas to be updated with the latest enrollment data from the Registrar’s Office.

The University of Florida, not the Warrington College of Business Administration, supports the Canvas course management system. If you need help using the Canvas Course Management System, contact the UF Computing Help Desk at 352-392-HELP (392-4357), or go to their Webpage at <http://helpdesk.ufl.edu/>.

Course Announcements

We will frequently communicate with the class by posting “announcements” to the class Canvas site. It is your responsibility to make sure you are receiving email notifications of Canvas announcements. You must have an up-to-date GatorLink account and regularly check your UF e-mail. If you e-mail the class TA or me, please use your @ufl.edu address, to which we will reply. This is to protect your academic privacy.

Class announcements and instructions will also be made at the start of class. Some of these announcements are time sensitive. Even if you do not watch the entire lecture, you are responsible for watching these announcements within 24 hours of the actual recording time.

Prerequisite Knowledge and Skills

Successful completion of any one of the following courses satisfies the prerequisite for REE3043: ACG2021, AEB3133, AEB3144 or BCN4753. Additionally, students who are typically well prepared to undertake the challenges of this course have an understanding of basic financial concepts, such as time value of money and return on investment, as well as others.

Purpose of the Course

The primary purpose of this course is to give students an overview of the complexities and opportunities that are associated with the real estate industry. Most individuals will encounter a real estate related issue sometime early in their life. Often, real estate represents the largest investment of many households. This course provides an introduction to real estate and affiliated industry processes.

Course Objectives

The objectives of this course are to:

1. Provide a comprehensive understanding of real estate fundamentals.
2. Create an appreciation for the opportunities that exists in real estate investment.
3. Understand real estate tactical issues such as agency relationships, contracts, property transfers, landlord and tenant issues, real estate investment, market analysis, and property valuation methods, as well as affiliated items such as mortgage financing.
4. Familiarize students with the activities, roles, and participants in the business of real estate.
5. Introduce students to the roles of the primary and secondary mortgage markets.
6. Help students navigate the process of real property acquisition and disposition.
7. Provide an introduction to making effective business and investment decisions in real estate.

Course Materials

Textbook: *Real Estate Principles: A Value Approach, 6th Edition*, 2018, by Ling and Archer (LA), McGraw-Hill Irwin, Publishers, New York, NY. Do not purchase earlier editions or the international version of the text, as these are different.

Access to the *MH Connect/SmartBook* for the Ling-Archer text must be purchased for \$100 through the UF *All Access* site (<https://www.bsd.ufl.edu/G1C/bookstore/allaccess.asp>). This access includes an embedded ebook version of the 6th edition. Student instructions for accessing the *Connect/Smartbook* version of the text have also been posted on the class Canvas site (under “Files/Reference Material”). Registration instructions for UF All Access for McGraw-Hill materials can be found on the course “Start Here” page. There is also a dedicated service line available to you if you have any questions regarding *Connect*. The number is 1-800-331-5094. You may also access the Customer Experience Group online at <http://mpss.mhhe.com/>. They are available via email as well as through an interactive chat. You will need to direct all technical concerns about *Connect/SmartBook* to the customer experience group—no exceptions. You will receive a case number for all inquiries that you will need to maintain if you need to follow up further. UF’s participation in MH’s “All Access” program lowers your cost of access from \$125 to \$100.

Once you have purchased *Connect* access and registered you will be given the option to add a loose-leaf copy of the textbook for \$25.00 through McGraw Hill *Connect*. This is recommended but not required – only the *Connect* online access is required. However, if you plan on taking real estate courses in the future, you should consider the loose-leaf option.

McGraw-Hill Connect/SmartBook

MH *Connect* contains the *SmartBook* application, an adaptive learning technology that can help you assess your progress in mastering the principles covered in the textbook chapters. It allows you to pinpoint your knowledge gaps and provides practice questions based on the learning objectives from each chapter. A *Connect/SmartBook* study module must be completed for each assigned Chapter in the Ling-Archer textbook (except Chapter 1). *To receive credit, in most cases, each study module must be completed by 11:00am on the day the chapter is first listed as*

required reading in course schedule below. You can access *Connect/SmartBook* via the McGraw-Hill *Connect* link located on the left-hand side of the Canvas home page.

Packback Questions Platform

We are using the *Packback Questions* platform for online class discussions. Participation is a requirement for this course. *Packback Questions* is an online community where you can be curious and ask open-ended questions to build on what we are covering in class and relate topics to real-world applications. *Packback* requires a \$29 paid subscription. Refer to www.packback.co/product/pricing for more information. For a brief introduction to *Packback Questions* and why we are using it in class, watch this video: <https://www.youtube.com/watch?v=OV7QmkrD68>

Packback Requirements:

Your participation on the *Packback* platform will account for 9% of your overall course grade. There are nine *Packback* assignments with due dates listed below. The deadline for submission of each assignment will be Sundays at 11:59PM EST. In some cases, a current event article will be posted to the class Canvas site for each *Packback* assignment. These articles will relate to topics we are covering in class. In some cases, I will pose a question to the class via Canvas to start the discussion.

Note: Packback Questions utilizes Artificial Intelligence (AI) to judge the quality of your postings/submissions. As you are composing your questions/responses, you will be able to see a “Curiosity Score.” This score is a continuously updated “grading” of your question/response. Note that the AI is not able to judge the substance/accuracy of your questions and responses (the TA and I will be reviewing selected posts for the quality of the content). The AI will also moderate (remove) posts if they don’t meet the Community Guidelines. If your post is moderated, you will receive a coaching email, prompting you to edit and re-submit for credit. However, it can take up to 24 hours for the *Packback* team to moderate a post and send a coaching email. Therefore, it is important that you complete your *Packback* questions and responses far before the deadline!

To receive full credit, you must submit the following for each assignment by the 11:59pm deadline:

- 1 open-ended Question for each assignment with a minimum “Curiosity Score” of 60, worth 33.33% of each assignment grade
- 2 Responses to questions/comments from other students with a minimum Curiosity Score of 60 for each response, worth 66.67% of each assignment grade
- Half credit will be provided for questions and responses that do not achieve a Curiosity Score of 60 but that do exceed a lower minimum score.

How to Register and Access Packback:

Only access *Packback* through Canvas to ensure your grades sync properly

1. Click the *Packback* link on the Canvas home page (left-hand column) to access the community.
2. Follow the instructions on your screen to finish your registration.
3. In order for your grade on each assignment to be visible in Canvas, make sure to click each *Packback* assignment link as you post your *Packback* submissions.

How to Get Help from the Packback Team:

If you have any questions or concerns about *Packback* throughout the semester, please read their FAQ at help.packback.co. If you need more help, contact their customer support team directly at help@packback.co.

Practice Problems Available in McGraw-Hill Connect/SmartBook

There are typically 10 multiple choice questions (“Test Problems”) at the end of each Ling-Archer chapter. These questions have been “assigned” in *Connect*, which will allow you to see and answer the questions and observe the correct answers for the Ling-Archer chapters you have been assigned. These questions and answers are being made available to you for practice--*they will not affect your grade* (and the “score” you earn on these practice assignments will not appear on the Canvas site). You can access these end-of-chapter multiple choice questions in *Connect* via

the *McGraw-Hill Connect* link located on the left-hand side of the Canvas home page.

A few of the “Study Questions” at the end of the Ling-Archer chapters for which you are responsible have also been “assigned” in *Connect*, which will allow you to see and answer the questions and observe the correct answers. These questions are some of the quantitative problems contained in the end-of-chapter “Study Questions.” As with the end-of-chapter “Test Problems,” these Study Question questions and answers are being made available to you for practice and *they will not affect your grade*. You can access these end-of-chapter Study Questions in *Connect* via the *McGraw-Hill Connect* link located on the left-hand side of the Canvas home page.

Calculator: You must have a financial calculator to get through the course. Some of the exam questions and *MH Connect/SmartBook* exercises involve financial calculations and the ability to use a financial calculator is critical for success in this class. You are responsible for learning how to operate your financial calculator and it is important that you are familiar with the financial functions of your calculator by the time we begin the time value of money chapter (Chapter 14), if not sooner. You will not be permitted to use the calculator’s user manual during exams. You should consider having extra batteries (or an extra calculator) available during the exam.

Permitted “financial calculators” include the following: (1) the HP 10b family of calculators, (2) the Texas Instruments BAII Plus family of calculators, and (3) the Casio FC-200V financial calculator. The HP 10BII or 10BII+ is recommended, as the textbook examples are shown using this calculator. A very short and useful calculator tutorial (prepared by Professor Archer) for the 10-BII is included on the course Canvas site (under “Files/Reference Material”). No other financial/scientific/programmable calculators are permitted.

Note: You may not use any calculator that is part of your computer software. Also, you cannot use software that simulates any of the approved calculators; instead, you must use a physical calculator.

It is vital to know how to work with your calculator. Be sure you can use it, without assistance, to solve any problems you encounter in the class that require computations. Not being able to do this is an almost certain path to disaster on the exams.

PowerPoint Slides: The student version of the PowerPoint slides (note shells) for each assigned chapter of the Ling-Archer textbook will be available through the course Canvas site under “Files/Lecture Notes.” The lecture note shells will be posted no later than 24 hours before that chapter/topic is to be covered in class.

Note: The student versions of the slides do **not** contain all the material on my slides. You will have to “fill in the gaps” as you listen to the lecture.

Assurance of Learning Objectives

Each program at the Warrington College of Business Administration has developed goals and objectives that express the most valued skills and knowledge that students should be able to demonstrate upon completion of the total learning experiences in that program. The following goals and objectives are specifically mapped onto REE3043:

Goal 1: Demonstrate competency in and across business disciplines.

1A. Demonstrate knowledge and understanding of elements of economics, finance, accounting, marketing, operations management, organizational behavior, business law, information technology, and business statistics.

Goal 2: Apply appropriate problem-solving and decision-making skills.

2A. Specify and implement a framework for identifying a business problem and develop alternative solutions and a set of evaluation criteria.

2B. Assess the outcomes of a course of action and make appropriate adjustments.

Course Schedule (Excluding Packback Questions)

Week	Class	Date	Topic	Required Readings	Due: McGraw Hill SmartBook Assignment (by 3pm)
1	1	8/24	Introduction to REE3043 and Real Estate	Syllabus; LA Ch 1	No SmartBook assign.
2	2	8/29	Valuation Using the Sales Comparison and Cost Approach	LA Ch 7	No SmartBook assign.
2	3	8/31	Valuation Using the Sales Comparison and Cost Approach (cont.) & Valuation Using the Income Approach	LA Ch 7 (cont.) & LA Ch 8	LA Ch 7 module
3		9/5	HOLIDAY – NO CLASS		
3	4	9/7	Valuation Using the Income Approach (cont.)		LA Ch 8 module
4	5	9/12	Effects of Time and Risk on Value	LA Ch 14	LA Ch 14 module
4		9/14	Exam 1 (7pm) LA Chapters 1, 7, 8, 14		
5	6	9/19	Mortgage Calculations & Decisions	LA Ch 15	LA Ch 15 module
5	7	9/21	Legal Foundations to Value	LA Ch 2	LA Ch 2 module
6	8	9/26	Conveying Real Property Interests	LA Ch 3	LA Ch 3 module
6	9	9/28	RE Finance: Laws & Contracts	LA Ch 9	LA Ch 9 module
7	10	10/3	RE Finance: Laws & Contracts (cont.) & Residential Mortgage Types & Borrower Decisions	LA Ch 9 (cont.) & LA Ch 10	LA Ch 10 module
7	11	10/5	Residential Mortgage Types & Borrower Decisions (cont.)	LA Ch 10 (cont.)	No SmartBook assign.
8		10/10	Exam 2 (7pm) LA Chapters 15, 2, 3, 9, 10		
8	12	10/12	Sources of Funds for Residential Mortgages	LA Ch 11	LA Ch 11 module
9	13	10/17	Sources of Funds for Residential Mortgages (cont.)-Including Automated Valuation Models	LA Ch 11 (cont.)	No SmartBook assign.
9		10/19	No Class		
10	14	10/24	R.E. Brokerage & Listing Contracts	LA Ch 12	LA Ch 12 module
10	15	10/26	Contracts for Sale & Closing	LA Ch 13	LA Ch 13 module
11	16	10/31	Commercial Mtg. Types & Decisions	LA Ch 16	LA Ch 16 module
11	17	11/2	Homeownership vs. Renting	Canvas Readings	No SmartBook assign.
12		11/7	Exam 3 (7 pm) LA Chapters 11, 12, 13, 16, Canvas Readings		
12	18	11/9	Sources of Commercial Debt & Equity Capital	LA Ch 17	LA Ch 17 module
13	19	11/14	More on Real Estate Investment Trusts	Canvas Readings	No SmartBook assign.
13	20	11/16	Investment Decisions: Ratios	LA Ch 18	LA Ch 18 module
14	21	11/21	Investment Decisions: NPV & IRR	LA Ch 19	LA Ch 19 module
14		11/23	HOLIDAY – NO CLASS		
15	22	11/28	Leases & Property Types	LA Ch 22, pgs. 581-591	LA Ch 22 module
15	23	11/30	Private Equity Real Estate: Deal Structure and Closed-end Funds	Canvas Readings	No SmartBook assign.
16		12/7	Exam 4 (7pm) Chapters 17, 18, 19, & 22 plus Canvas Readings		

Schedule for *Packback* Questions

Discussion Number	Due Date: No Later Than
Discussion #1	Sunday, September 4 th @ 11:59pm
Discussion #2	Sunday, September 11 th @ 11:59pm
Discussion #3	Sunday, September 25 th @ 11:59pm
Discussion #4	Sunday, October 2 nd @ 11:59pm
Discussion #5	Sunday, October 23 rd @ 11:59pm
Discussion #6	Sunday, October 30 th @ 11:59pm
Discussion #7	Sunday, November 13 th @ 11:59pm
Discussion #8	Sunday, November 20 th @ 11:59pm
Discussion #9	Sunday, December 4 th @ 11:59pm

Performance Expectations and Grading

There are four non-cumulative exams, required participation in online discussions (*Packback*), as well as assigned exercises using *McGraw-Hill’s Connect/SmartBook* (see above). The exams, online discussions, and *Connect/SmartBook* exercises will be weighted as follows:

	<u>% of Grade</u>
Exam 1 (September 14)	18%
Exam 2 (October 10)	18%
Exam 3 (November 7)	18%
Exam 4 (December 7)	19%
McGraw-Hill <i>Connect/SmartBook</i> exercises for each chapter	18%
Participation in online discussions (<i>Packback</i>)	<u>9%</u>
Total	100%

The four exams will have 7:00pm EST start times (subject to change). Check your calendar now! *If you have a conflict and will not be able to take one of the exams or quizzes, drop the course now.*

Note: *There will be questions on the exams that cover material from the assigned readings that was not covered in one of the lectures. Everything that is assigned reading or spoken in class by faculty or guests is fair game for an exam question.* The exams are closed book.

Grading Scale: The grading scale will be as follows, based upon the weighted average percentage of total possible points you achieve. I reserve the right to adjust (“curve” upward or downward) the grading scale to obtain a proper stratification of performance. However, if an adjustment is made to the grading scale it is typically to the benefit of the students. Information on current UF grading policies can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

Grade	GPA	Score	Grade	GPA	Score
A	4.00	93.0% or above	C+	2.33	77.0-79.9
A-	3.67	90.0-92.9%	C	2.00	73.0-76.9%
B+	3.33	87.0-89.9%	C-	1.67	70.0-72.9%
B	3.00	83.0-86.9%	D	1.00	60.0-69.9%
B-	2.67	80.0-82.9%	E	0.00	Less than 60.0%

Students will be able to access their exam grades and scores on completed *MH Connect/LearnSmart* exercises and *Packback* discussions through the Canvas Grade Book.

Note that the correct operation of your calculator and computer are your responsibility. If either fail during the exam, you need to have a backup plan. You will not be granted an additional exam attempt for computer or calculator issues.

For all exam questions, you will receive no partial credit. This tends to result in lower scores than what would normally be observed if partial credit could be given. Thus, if you get 50% of the questions correct, this does not mean that you know only 50% of the material – you probably know more.

Grading Appeals: If you believe that an exam question contained an error, then contact the teaching assistant by sending an e-mail to: REE3043@warrington.ufl.edu.

Include the following information in the email: (a) your name, (b) your UFID and e-mail address, (c) which question you are referring to, (d) why you believe the question/answer is in error, and (e) the correct answer. You must briefly describe the question and not refer to it by its number because the order of the questions will be different for every student taking the exam. The e-mail subject needs to be “Exam Question Appeal.” Following these instructions will help to ensure that your question/appeal is handled in a timely manner.

For exams taken during the scheduled exam date/time, appeals must be made by 8:00am EST on the day following the scheduled exam date. For exams taken as a make-up, appeals need to be made within two hours of completing the exam. If a question has an error, credit for the question will be given. Once the Adjusted Exam Score is posted to Canvas (if the appeal is successful), no further appeals will be considered.

Incomplete (“I”) Grades: State guidelines require that you have completed substantially all the assignments and be passing the course to qualify for an “incomplete.” A grade of incomplete will be offered only at the request of the University Ombudsman, the Office of the Dean of Students, your academic dean, or your academic advisor.

Testing Procedures Using Honorlock

To maintain a high standard of academic integrity and assure that the value of your University of Florida degree is not compromised, all course exams are taken in a secure environment. All students will take exams electronically using the Canvas course site and Honorlock.

You will need a webcam, speakers, microphone, and a reliable Internet connection to be able to take your exams. Wireless Internet is not recommended. It is your responsibility to run the single-click test system check that can be found at <https://honorlock.com/support/>. Find a quiet, private location to take your exams. Do not take the tests in a coffee house, nor in a car, nor in an airplane. Take it at home, or another place where you can be alone and have reliable internet access. And have a backup plan in case power or the internet is down. Google Chrome is the **only** supported browser for taking exams in Canvas.

Honorlock will alert me if they feel you have suspicious behavior or are making use of unauthorized materials (including your cell phone and smart watch) on a quiz or exam. I will review these exams carefully for evidence the student was making use of unauthorized materials while taking exams, thereby violating the Student Honor Code. My TA and I will also review/audit other exam sessions recorded by Honorlock as a further check to ensure students are not making use of unauthorized materials while taking exams. Leaving the exam area for any reason is not permitted. Make sure your face remains in the frame at all times during the exam and ensure that while on conceptual questions you are not looking away from the screen, to minimize suspicious behavior reports.

For complete, up-to-date guidance in taking exams with Honorlock, go to these Warrington College of Business websites:

<https://warrington.ufl.edu/covid-19/for-students/honorlock-student-guide/> and

<https://warrington.ufl.edu/covid-19/for-students/honorlock-best-practices/>

Exam Emergency: If you have an issue during the exam, use the “Live Chat” feature within the Canvas exam to “speak” to a technical representative and troubleshoot issues. If you cannot enter the exam, you should contact

Honorlock (844-243-2500) and/or the UF Help Desk (352-392-4357). If something abnormal happens during the exam that you wish to report to me, use the class email address once the exam is finished.

It is your responsibility to take the Honorlock practice quiz in the days prior to the exam to make sure you are ready to go on exam day. This practice quiz can be found under the “Quizzes” tab.

Students Requesting Accommodations: Students requesting testing accommodations, including changes to the testing environment, must first register with the Disability Resource Center (DRC). You should follow all instructions as provided by the DRC. Please note that the DRC requires at least 7-10 days to process a request for accommodations.

Since you will be taking your exams through Honorlock, you must obtain a digital Accommodation Letter from the DRC that can be e-mailed to me, and which details the conditions for your testing accommodations, such as the total amount of time you will require for each exam. I will then inform Honorlock of these accommodations and have the exam parameters updated in Canvas. I will do this for all remaining exams when I receive the letter.

I must receive a current Fall 2022 Accommodation Letter by 5:00pm EST at least five working days prior to the exam date. For example, Exam 1 is on September 14. I must receive all requests by 5:00pm on September 7 EST. Otherwise, I do not have the time needed to setup the exam.

If your accommodations call for anything other than extended time, you need to discuss this with me. Honorlock typically only handles extended time, so other accommodations require additional coordination with Honorlock.

Automated Exam Penalties: At the completion of the exam, Honorlock will flag any irregularities for my review. Leaving the exam area for any reason is not permitted, unless previously discussed. An unauthorized break will result in an automatic penalty of at least 10-points. For example, Honorlock might report the following:

“Before the test taker began their exam, they were informed that no breaks were permitted. During the exam, the test taker left the testing area and returned after approximately XX minutes. The test taker was permitted to proceed under the condition that the institution be informed of the situation.”

The penalty in this situation will be dictated by the length of time the student was out of the room. Point deductions are entirely at my discretion and may be as high as 100% of the total possible points.

Make-up Exams: Make-up exams will only be offered in two situations: (1) unexpected health situations that prevent you from taking the exam, and (2) university-approved absences, such as military leave, religious observances, etc.

For unexpected medical situations that prevent you from taking the exam, documentation must be provided—*prior to the exam*—from an independent 3rd party with the relevant credentials. Valid excuses include, for example, medically unable to take the exam with valid documentation from a doctor, where the doctor was seen prior to the exam date/time.

Acceptable documentation must:

1. Be on official letterhead. It must be dated and include contact information, such as name, address, phone number, and e-mail. It must also include a person to contact for questions (and a phone number).
2. State a reason, specific illness, or symptoms. All doctor notes must state a specific diagnosis or symptoms. A note indicating that you were seen at the health center the day of the exam is not sufficient documentation; rather, the note must say what is medically wrong with you.
3. Lead a reasonable person to conclude that you are unable to take the exam.

This documentation must be emailed to me and received before the scheduled start of the exam or quiz.

Also, according to UF guidelines, certain situations, such as military leave and religious observances, are valid excuses for missing an exam. Since these absences are usually known at the start of the term, students must report these via e-mail to the class TA by Friday, August 26 at 5:00pm to receive consideration for a make-up exam. If the event was not known at the start of the term (e.g. unexpected military assignment), students must report these situations to the class TA within 24-hours of being notified. In any event, I must be notified prior to an exam to be granted a make-up.

Excuses will not be granted for social activities, such as ski trips, weddings, cruises, birthday parties, trips to sporting events, or family vacations, so please do not ask. Since the exams are administered via Canvas, exams can be taken almost worldwide. Plan accordingly.

Please note that make-up exams are not offered once you start an exam (i.e., initiate contact with Honorlock). If you start an exam, and your calculator dies or your computer breaks, it is up to you to have a back-up plan that can be quickly implemented. Do not start an exam if, for example, you are ill. See a doctor well before the start of the exam and get documentation. The Honorlock proctors cannot override this, even if they observe you, for example, getting sick. Generally, once you start an exam, it will count!

Requirements for class make-up exams are consistent with university policies, which can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Acts of God: Despite your best intention to take the exam, or my best intention to deliver the exam, things happen beyond your control and my control. If such “acts of the god” prevent a student from starting or completing the exam in a timely fashion, and the issue can be confirmed from an independent outside source (police report, etc.), such a situation may be grounds for a make-up, as outlined in the previous section.

Effort and Honor

Because this is an online class, it will be difficult to determine your level of effort. I will not truly know if completed your *Connect* assignments on your own or in collaboration with another student. I will assume that all submitted *Connect/SmartBook* modules/assignments are a result of your own work and not the work of another student. I also assume that you will complete your exams without any collaboration, reference material, or open books. I sincerely hope that you will be honorable, expend sufficient effort to earn the grade you desire, and submit only your own original work.

The UF Academic Honor System

The Academic Honesty Guidelines at the University of Florida are designed to develop and engender a community of honor, trust and respect. Students within the system receive the benefits of the academic pursuit of knowledge, free from the obstacles of lying, cheating and stealing. In return, the Academic Honesty Guidelines demand that students act with integrity in all their endeavors. Every student who approaches their studies with honesty and forthrightness suffers when another student attains an unfair advantage by cheating.

An academic honesty offense is defined as the act of lying, cheating, or stealing academic information so that one gains academic advantage. As a University of Florida student, one is expected to neither commit nor assist another in committing an academic honesty violation. More specifically, under UF’s Academic Honor System, on all work submitted for credit by students of the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Additionally, it is the student's duty to report observed academic honesty violations: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>.

Please note that violations of this Academic Honor System will not be tolerated. Before submitting any work, please read the policies about academic honesty at the following online locations and if needed, ask for clarification of its expectations: <https://catalog.ufl.edu/ugrad/1617/advising/info/student-honor-code.aspx#honesty>

Use of Recorded Class Sessions

Students may not publish recorded lectures without the written consent of the instructor. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

Additional Information and Resources**Online Course Evaluations**

Students are expected to provide feedback on the quality of instruction in this course by completing an online evaluation form at <https://evaluations.ufl.edu>. Students will be given specific times when they are open by an e-mail from the Warrington College of Business Administration. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

Attendance Policy

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Students are responsible for satisfying all academic objectives as defined by the instructor. Although live attendance is not mandatory, it has been observed in previous semesters that class attendance is positively correlated with performance. The more you actively participate, the more you will learn thus creating a higher probability of acceptable grades. In this course, attendance in the live class is encouraged but not mandatory.

Students cannot participate in classes unless they are registered officially or approved to audit with evidence of having paid audit fees. The Office of the University Registrar provides official class rolls to instructors.

Counseling and Mental Health Services

In the event a student needs access to university counseling services and mental health services, they may contact: 352-392-1575, or <https://counseling.ufl.edu/>. For any additional emergencies, students may contact University Police Department: 352-392-1111 or 9-1-1 for emergencies.

Getting Help

For issues with technical difficulties for E-learning in Canvas, please contact one of the following the UF Help Desk resources at: Learning-support@ufl.edu, (352) 392-HELP (select option 2) or <https://lss.at.ufl.edu/help.shtml>.

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail the TA within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> for counseling and wellness resources, disability resources, library help support, and resources for handling student concerns and complaints. Should you have any complaints with your experience in this course please visit <https://distance.ufl.edu/state-authorization-status/> to submit a complaint.

Illness Policy

You should contact your college by the deadline to drop a course for medical reasons. After the college petition deadline, you can petition the University Committee on Student Petitions to drop a course for medical reasons. The university's policy regarding medical excuse from classes is maintained by the Student Health Care Center.

Religious Holidays

The Florida Board of Education and state law govern university policy regarding observance of religious holidays. The following guidelines apply:

- Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holiday of their faith.
- Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.
- Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances.

A student who is to be excused from class for a religious observance is not required to provide a second party certification of the reason for the absence. Furthermore, a student who believes that he or she has been unreasonably denied an education benefit due to religious beliefs or practices may seek redress through the student grievance procedure.

Twelve Day Rule

Although it is highly unlikely for an online class, students who participate in athletic or extracurricular activities are allowed some flexibility in assignment or exam due dates, limited to 12 scholastic days per semester without penalty. (A scholastic day is any day on which regular class work is scheduled.) Instructors must be flexible when scheduling exams or other class assignments. The 12-day rule applies to individual students participating on athletic or scholastic teams. Consequently, a group's schedule that requires accommodating more than 12 days should be adjusted so that no student is unable to complete their assignments more than 12 scholastic days. It is the student's responsibility to maintain satisfactory academic performance and attendance.

Wellness - U Matter, We Care

Your well-being is important to your Faculty and to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength.

Disclaimer/Reservation of Right to Make Changes

This syllabus, as well as the assignments herein, represents the current plans and objectives. As we go through the semester, those plans may need to change to enhance the learning opportunity and/or accommodate scheduling conflicts. Quiz and Exam dates will not be subject to change except in the case of extreme emergencies. All changes will be communicated in writing via Canvas. Assignments and announcements will be posted on Canvas. If there is conflicting information between Canvas and this Syllabus, please follow the instructions on Canvas as it should reflect the most recent scheduling.