

**Course Syllabi**  
**RELE 1200 Contracts Forms & Addenda**

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CLASS TIME: 7:30-9:20 PM Tuesday  
CLASSROOM: LBC 121

**COURSE DESCRIPTION:** This course covers promulgated contract forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules regarding use of forms and case studies involving use of forms.

**COURSE OBJECTIVES:** Describe the Broker-Lawyer committee, including composition and purpose; demonstrate that a given action or statement constitutes the unauthorized practice of law and state penalties for such; compare and contrast promulgated and approved forms; assess if the use of the form is within the Texas Real Estate Commission rules for use of forms; correct forms for given scenarios; and correctly identify and fill in forms for a given scenario.

**TEXTBOOKS AND MATERIALS:** Students will need a copy of the Texas Promulgated Forms, 3rd Edition Update and Supplement Set. ISBN: 978-1-4754-63781. Please verify that the books purchased are the two-book set. Students will also need internet access to the Texas Real Estate Commission web page to find and print the newest versions of needed forms.

**GRADING:** Late assignments will not be accepted without prior approval (before the due date) and only for good cause. Grade equivalents: 90 to 100% = A; 80 to 89% = B; 70 to 79% = C; 60 to 69% = D; below 60% = F. The four lowest grades will be dropped.

Exams 100%

**WITHDRAWAL POLICY:** The last day to withdraw/drop with a grade of "W" is **April 27<sup>th</sup>**. It is the student's responsibility to withdraw from this course. Otherwise, students will be assigned their earned letter grade at the end of the course. Course averages will be updated twice each week, and guidance will be provided throughout the term to help students decide whether they need to drop the class or not. For more information regarding drops/withdrawals, please visit <https://www.southplainscollege.edu/admission-aid/apply/schedulechanges.php>.

**EXAMINATION POLICY:** There will be multiple examinations, including a final examination. All exams will be composed of objective (multiple choice and/or true/false) questions. The final examinations may be in essay format. Extra credit may be given at the instructor's discretion. The instructor will give assessments and engage in conversation related to real estate industry to gauge student success and to help foster a positive learning environment.

**ASSIGNMENTS:** Students are expected to attend class having **previously read the assigned chapters** and having completed all of the required assignments. Students should be prepared to discuss the readings assigned. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.**

**ATTENDANCE:** **Attendance is required as this course is IN-PERSON face-to-face instruction. Roll will not be taken. However, your attendance will impact your grade as all assignments cannot be made up. Pay close attention to the READING SCHEDULE to stay abreast of lecture and exam dates.**

**EXTRA CREDIT:** Extra credit may be given at the instructor's discretion.

**CLASSROOM ETIQUETTE:** Real Estate agents will want to conduct themselves in a professional capacity once in the work force. Reputation and client service are keys to success in this business. Thus, classroom interactions will require the same level of professionalism, if not more. Classroom discussion is highly encouraged and a requirement for participation. That being said, respect for the opinions and views of others is imperative. Disruptive or unprofessional behavior in class is grounds for a student to be removed from the classroom and dropped from the course without notice. **NO EXCESSIVE WALKING OR TALKING ARE ALLOWED.**

**CELL PHONES:** **Cell phones must be muted during all classroom interaction. Texting during class is prohibited. Violation of this**

**policy may result in the student being removed from the classroom and dropped from the course.**

**COMPUTERS:** Laptop computers can be used during class. They are to be used for educational enhancement for the course that is in session.

#### **4.1.1.1. Diversity Statement**

In this class, the instructor will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

#### **4.1.1.2. Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Reese Center (Building 8) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

#### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

#### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Director of Health and Wellness. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Director of Health and Wellness at 806-716-2362 or email [cgilster@southplainscollege.edu](mailto:cgilster@southplainscollege.edu) for assistance.

**COVID-19:** For information and resources about COVID-19, please visit <https://www.southplainscollege.edu/emergency/covid19-faq.php>.

For information regarding official South Plains College statements about diversity, disabilities, non-discrimination, Title V Pregnancy Accommodations, and Campus Concealed Carry, please visit: <https://www.southplainscollege.edu/syllabusstatements/>.