Semester: Fall 2011  
Course Name: Real Estate Management  
Course: RES 3700  
Section: PTK (1675)  
Professor: Donna Lynn Burton, MBA  
Days: Tuesday and Thursday  
Time: 6:50 – 7:05 pm  
Building: Vertical Campus  
Room:  
 
Professor Contact Information:  
Location: Newman Hall  
137 East 22nd Street, 4th Floor  
Telephone: (646) 660-6950  
E-mail: donna_burton@baruch.cuny.edu  
Note: The best way to contact me is by e-mail.  
Office Hours: By appointment. It is your responsibility to keep in touch with me.  
Blackboard: Please check the Blackboard frequently. This will be my means of contacting you. Grades will also be posted in the Blackboard.  
Course Objectives: This course will provide an introduction to the many various roles performed by a property manager and a property management company. We will view property management both as a single function, as well as, an integral participating function within the realm of real estate investment and ownership. To the greatest extent possible, we will utilize real life property management experiences and case studies.  
Textbook: The required text for this course is Property Management, 7th edition. Robert C. Kyle, Marie S. Spodek & Floyd M. Baird. Published by Dearborn Real Estate Education  
Attendance is required for all classes and will be taken at the beginning of each class. If you arrive late, it is your responsibility to inform me at the end of the class that you are present. If you have an emergency, please contact me prior to the class. Except for documented emergencies, you will lose a point off your class participation grade for each absence. This includes arriving more than fifteen minutes late to a class or leaving
early. Absences in excess of 5 times will affect your final grade and/or could result in you being dropped from the course without notice.

**Participation** is required in every aspect of the class. Please come prepared to make a contribution to the class. Most class assignments and projects will be facilitated by using a “team” approach. There will be a designated “team leader” who will be responsible for communicating on behalf of the team. It is recommended that you complete the **Review Questions** for each chapter.

**Deadlines:** Deadlines are to be taken seriously. I am a “stickler” for meeting deadlines and take it very seriously.

**Assignments and Homework:** are due at the beginning of the scheduled class. Late homework will not be accepted, and you will receive a zero grade. If homework or other assignments are due and you will be absent, it is your responsibility to assure that your submission is received on time, nonetheless. You may email, fax, hand-deliver, send by messenger, etc.

**Exams and Grading:**

- Participation: 10%
- Assignment / Homework / Quiz: 20%
- 1st Mid-Semester Exam: 20%
- 2nd Mid-Semester Exam: 20%
- Final: 30%
- **Total**: 100%

**Classroom Protocol:**

- **ASK** when you are in doubt, there is no stupid or dumb question except the question that is not asked.
- Only one (1) person is allowed to speak at a time, please be courteous of your fellow classmates.
- There is no eating or drinking in class unless for health reasons (which must be approved in advance.)
- Taping of lectures is prohibited.
- Cell phones and pagers must be turned off prior to entering the class room – no exceptions.
- **RESPECT** governs the class and how each of us conducts ourselves.