

Course Policy, Procedures, and Syllabus

Building Construction Program, Georgia Institute of Technology

Course Title:	BC4803 Introduction to Property Management
Course No:	26624
Classroom:	Architecture East, Room 107
Class meets:	3:05 – 4:25pm, Tuesday & Thursday
Prerequisites:	None
Semester/Year:	Spring 2007
Instructor(s):	Debbie Phillips
Assistant (if any):	Hamed Kashani, hammedkashani@gmail.com
Office:	College of Architecture Annex (Building Constructing/GIS Building)
Office Phone:	404.787.4409
E-mail Address:	Debbie@thequadrillion.com
Office Hours:	By Appointment
Required Textbooks:	Residential Property Management – Kuperberg, David and Patellis, N. Mike. Washington DC, Builder Books. 2003 NAHB. ISBN 0-86718-573-2
Course Description, Goal, and Objectives:	This course is a basic introduction into residential property management and building construction.

Assignment and Evaluation:

Final grades will be based on aggregate point total for exams, classroom participation and projects. Course grading is as follows:

A	B	C	D	F
90% And above	80%	70%	60%	<60%

Points: The following table summarizes the points for this course. Group presentations will be graded for the entire group, and evaluation of team member will become part of the final grade. Make up exams/presentation for any reason, are not allowed. All homework, project, test and exam grades will become final one week after they are returned in class. Class participation (discussion and quizzes) will contribute to the final grade. The final exam and project presentation/report are comprehensive.

	Points	Percent
Speaker Summary (4 @ 25 points each)	100	10%
Class Attendance and Participation	100	10%
Media Shares (4 @ 25 points each)	100	10%
Market Analysis	200	20%
Property Inspection & Shopping Report	100	10%
Case Study	300	30%
Group Project Presentation/Report	100	10%
TOTAL	1,000	100%

Course Syllabus

Day	Date of Class		Notes	Topics Discussed
	Monday	1/8/2007	Classes Begin/Drop-Add	
1	Tuesday	1/9/2007		Welcome/Orientation/Expectations
2	Thursday	1/11/2007		Industry Overview
	Friday	1/12/2007	Last Day to Drop/Add	
	Monday	1/15/2007	MLK Jr. Holiday	NO CLASS
3	Tuesday	1/16/2007		Understanding the Goals & Objectives of the owner
4	Thursday	1/18/2007		Trends in Property Management
5	Tuesday	1/23/2007		Property Characteristics
6	Thursday	1/25/2007		Diverse Product Types – LITC
7	Tuesday	1/30/2007		Seniors Housing/Student Housing
8	Thursday	2/1/2007		Financial Reporting
9	Tuesday	2/6/2007		Revenue Maximization
10	Thursday	2/8/2007		Management's Role
11	Tuesday	2/13/2007		Human Resources
12	Thursday	2/15/2007		People – Key Ingredient to Success
	Friday	2/16/2007	Progress Reports	
13	Tuesday	2/20/2007		Employee Engagement – Generations at Work
14	Thursday	2/22/2007		Product – Maintenance
15	Tuesday	2/27/2007		Market Analysis – Part 1
16	Thursday	3/1/2007		Market Analysis – Part 2
	Friday	3/2/2007	Last Day to Withdraw	
17	Tuesday	3/6/2007		Risk Management/Safety
18	Thursday	3/8/2007		Legal – Gov't/Political
19	Tuesday	3/13/2007		Rehabilitation
20	Thursday	3/15/2007		Inventory Control/Software
	Monday	3/19/2007	Spring Break	NO CLASS
	Tuesday	3/20/2007	Spring Break	NO CLASS
	Wednesday	3/21/2007	Spring Break	NO CLASS
	Thursday	3/22/2007	Spring Break	NO CLASS
	Friday	3/23/2007	Spring Break	NO CLASS
21	Tuesday	3/27/2007		Capital Expenses
22	Thursday	3/29/2007		Conservation/Value Engineering
23	Tuesday	4/3/2007		Marketing/Branding
24	Thursday	4/5/2007		Resident Retention/Customer Service
25	Tuesday	4/10/2007		Property Tour
26	Thursday	4/12/2007		Leasing – Part 1
27	Tuesday	4/17/2007		Leasing – Part 2
28	Thursday	4/19/2007		Case study
29	Tuesday	4/24/2007		Case study
30	Thursday	4/26/2007		Case study
	Friday	4/27/2007	Classes End	
	Monday-Friday	4/30/2007-5/4/07	Finals	

COURSE POLICIES

In the following policies, 'you' indicates the 'student' and 'instructor' means 'faculty' or 'professor.'

Policies and Expectations: This will be an intense and sometimes rigorous educational experience; it is necessary that we all contribute to its success. You should not only be in class, but also strive to participate in the class discussion when appropriate.

Assignment Deadlines: All assignments given are due on the date indicated. All students are expected to complete any assignments given. Instructors reserve the right to modify assignments as necessary. Late assignments will be penalized 10% of total point value per calendar day late. **NO EXCEPTIONS.**

Attendance Policy: Attendance is required. A sign-up sheet will be circulated during the first 10 minutes of class and will be collected by the instructor. Attendance is mandatory for all class lectures, labs, site visits, and exams, unless you are ill or officially excused by the instructor as the result of participation in a university function. There are no "free cuts" permitted and there will be a penalty (as decided by the instructor) for not attending the class. If you attend fewer than 75% of the scheduled class meetings, you will not receive credit for the course. Any student arriving late for class or leaving early from class will be counted as absent from that class period. This policy is in your best interest, since attendance is essential for understanding some of the complex reasoning processes covered in this course which is critical for doing well in this class. In the case of unavoidable absences, you are responsible for making up the work done in class. It is not the instructor's responsibility to provide the student with that information outside of class. It is your responsibility to obtain any missed information or handouts given in class from a classmate and you should exchange phone numbers or e-mail addresses with other students in the class to better facilitate note sharing, etc. No companions, friends, family, or pets are permitted in class.

Methods of Communicating: You can submit all written work to me in class in hard copy or by e-mail (the assignment must be received by the deadline given). You can also ask questions and ask for clarification with e-mail, in class, or by visiting me at office. Please verify receipt if you submit work via email.

Method of Instruction: The course may consist of a combination of lectures, discussion, guest speakers, site visits, videos, presentations by industry professionals, labs, and teamwork.

Readings, Preparation and Participation: The reading assignments, problems cases and discussion forums are an integral element of the course. Students are expected to complete readings and other assigned work prior to each class, in order to fully participate in the discussion. Learning is approached as a participatory process, which benefits from student/teacher and student/student interaction. The lectures may not explicitly follow the assigned book reading, but are designed to bring together diverse information from various sources.

Field Trips: Field trips visits are mandatory and are meant as an enrichment experience. Field trip locations will be announced prior to the scheduled visit. It is the student's responsibility to wear hard-toed shoes, hard hats, protective eye cover (on certain sites) and long trousers/slacks during the field trip. Students are required to fill out and sign the Georgia Tech's "Release and Waiver of Liability" form, as well as any other forms required by the company whose site is being visited.

Laptop/Handheld Computer Use: Laptop/handheld computers may be used in class to take notes ONLY, but not for other purposes, such as e-mail, Web site searches, chat, or other personal uses. Students using computers during class for work not related to that class must leave the classroom for the remainder of the class period. Abuse of this policy will result in the prohibition of laptop use by this student.

Cell Phones: All communication devices must be turned off in the classroom. The use of cell phones, beepers, or other communication devices is disruptive, and is therefore prohibited during class. No personal listening devices or personal transportation devices are permitted.

Make-up Exams: There will be no make-up exams under any circumstances, except medical reasons. Provide your instructor with a letter from your medical doctor to schedule a make-up exam.

Food and Drink in the Classroom: Students are not allowed to bring food or drinks into classroom unless approved by the instructor.

Class Discussions: Your active and productive participation in class discussions is encouraged. Various viewpoints and opinions are encouraged and welcome. Questioning the ideas of others, including the instructor, is similarly welcome. However, the instructor will exercise his/her responsibility to manage the discussions so that ideas and argument can proceed in an orderly fashion. If your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

Instructor's Absence or Tardiness: If the instructor is late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions the instructor may give you about an anticipated absence or tardiness.

Plagiarism: Students are expected to do their own work in this course. To use another writer's or speaker's ideas without giving proper credit by means of standard documentation is plagiarism. All course papers, notes, homework, and projects submitted to the instructor are subject to

textual similarity review for the detection of plagiarism. All submitted papers will be included as source documents in the reference database for the purpose of detecting plagiarism of such papers. The instructor will follow the Institute's policy for plagiarism.

Academic Misconduct/Honor Code: Students in this course are responsible for behaving in accordance with the Georgia Tech Academic Honor Code. The Institute Student Honor Code is printed in the Georgia Tech General Catalog, as well as available on the Web at www.honor.gatech.edu.

Disabilities: Any student that may need an accommodation for any sort of disability should contact the ADAPTS Office: Assistant Dean/Coordinator for Students with Disabilities, Smithgall Students Services Building, Suite 221. The phone number is (404) 894-2564.

Computer Specifications: For information on computer specifications to meet Georgia Tech standards, visit www.coa.gatech.edu/computing/comp_specs.htm. Internet access is required for this course, as is an e-mail account for communication with the instructor.

Policy Changes: Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate by the instructor.

Detailed Course Description and Objectives:

Introduction to Property Management is aimed at orienting students to the basics of apartment management. This course is an excellent platform for transitioning from construction issues to management of a residential property. Students will conduct property visits, research current topics related to property management, risk management, legal issues as well as, leasing and marketing techniques. Students will also participate in group projects analyzing financial statements and reviewing case studies.