Course ID and Title: RED 201 – Real Estate Career Seminar
Units: 2
Term—Day—Time: Fall 2023 – Wednesdays – 6:00pm-7:50pm

Location: Dr. Joseph Medicine Crow Center for International and Public Affairs (DMC - 109)
University of Southern California, Center for International and Public Affairs, 3518 Trousdale Pkwy, Los Angeles, CA 90089

Instructor: Professor Yunia Lubega
Office: DMC-109 - **Dr. Joseph Medicine Crow Center for International and Public Affairs**
Office Hours: https://YuniaLubegaCareerStrategist.as.me/
Contact Info: ylubega@usc.edu

Course Description

Dive into the dynamic world of real estate and explore the diverse career opportunities it offers. This seminar is designed for students who are considering a career in real estate or for those who simply wish to enrich their understanding of the industry. Our expert-led sessions provide insights into the challenges and rewards associated with a real estate career, along with the tools and strategies to achieve success. Let's kickstart your career by getting you prepared.

Learning Objectives

- Prepare students for their professional engagement in the real estate profession.
- Successfully identify competencies, functions, targeted industries, and best matched roles
- Develop and improve student's knowledge of how to present yourself in relationship to interviews, career preparation, and workplace dynamics.
- Identify both personal and professional skills and strategies that will help students succeed in chosen career.

Prerequisite(s): None

Course Notes

Lecture slides and other class information will be posted on Blackboard,

Required Readings and Supplementary Materials

- Biography or mindset book of your choice (see final assignment)
- Additional readings and videos will be assigned and available via Blackboard.

Description and Assessment of Assignments

Participation
This class will meet weekly in person. Students are expected to attend all class sessions. Up to three sessions may be missed due to an emergency or documented illness. Credit may not be given if the instructor feels that your participation is not substantive or representative of class participation.

Assessments - Homework is due as indicated below. Your willingness to be thoughtful and reflective will only help you achieve greater success in your career.

- **Discover your Why** – will help you assess your preferences and skills and begin to define your WHY.
- **Resume and Cover Letter**– will help prepare you for the internship and future job search.
- I**nformational Interviews** – will aid in building your network, knowledge, and job prospects.
- Presentation – will demonstrate your professional growth and prepare you to make presentations (7-9 minutes)

Grading Breakdown

Table 1 Grading Breakdown

Assessment Tool (assignments)	Points	% of Grade
Participation (class discussion)	10	10
Discover your WHY assignment	20	20
Resume and Cover Letter Review	20	20
Informational Interviews (2 total)	15	30
Mandatory Coaching Session	20	20
TOTAL	100	100

Grading Scale
Course final grades will be determined using the following scale:

Table 2 Course Grading Scale

Letter grade	Corresponding numerical point range
A	95-100
A-	90-94
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

Assignment Submission Policy
Assignments will be submitted on Blackboard, in the Assignments tab. Due dates are noted on Blackboard and in the weekly course schedule below.

Grading Timeline
Expect feedback within 5 business days following submission, unless otherwise communicated.

Course Specific Policies
[Add any additional policies that students should be aware of: late work submissions, missed classes, use of technology in the classroom, etc. Course-specific policies differ from university policies in that they are set by each instructor or department/program.]

Attendance
This seminar will be taught fully in-person unless otherwise communicated.

Classroom norms
- We will be practicing constructive feedback; how to give and receive it. It's not personal, it's for your own growth and improvement
- Comparison is with yourself and not with each other. Each person is on their own career journey.
- If you are not able to make it to class, please email me 24 hours in advance.
- If you are running late to class, please send an email.
- Attendance will be taken for each class and you will be marked absent without notification of tardiness

Zoom etiquette
Zoom netiquette policy in case I am not able to teach in-person. I encourage you to contact me with questions or concerns about complying with a policy. For instance, if you are unable to keep their camera on during the Zoom session, please contact me prior to the class session.

Academic Integrity
The University of Southern California is foremost a learning community committed to fostering successful scholars and researchers dedicated to the pursuit of knowledge and

the transmission of ideas. Academic misconduct is in contrast to the university's mission to educate students through a broad array of first-rank academic, professional, and extracurricular programs and includes any act of dishonesty in the submission of academic work (either in draft or final form).

This course will follow the expectations for academic integrity as stated in the [USC Student Handbook](#). All students are expected to submit assignments that are original work and prepared specifically for the course/section in this academic term. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s). Students suspected of engaging in academic misconduct will be reported to the Office of Academic Integrity.

Other violations of academic misconduct include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the [student handbook](#) or the [Office of Academic Integrity's website](#), and university policies on [Research and Scholarship Misconduct](#).

AI Policy

Permitted on specific assignments.

In this course, I encourage you to use artificial intelligence (AI)-powered programs to help you with assignments that indicate the permitted use of AI. You should also be aware that AI text generation tools may present incorrect information, biased responses, and incomplete analyses; thus they are not yet prepared to produce text that meets the standards of this course. To adhere to our university values ([USC Libraries AI Generators Citation Guidance](#)), you must cite any AI-generated material (e.g., text, images, etc.) included or referenced in your work and provide the prompts used to generate the content. Using an AI tool to generate content without proper attribution will be treated as plagiarism and reported to the Office of Academic Integrity. Please review the instructions in each assignment for more details on how and when to use AI Generators for your submissions.

Course Content Distribution and Synchronous Session Recordings Policies
USC has policies that prohibit recording and distribution of any synchronous and asynchronous course content outside of the learning environment.

Recording a university class without the express permission of the instructor and announcement to the class, or unless conducted pursuant to an Office of Student Accessibility Services (OSAS) accommodation. Recording can inhibit free discussion in the future, and thus infringe on the academic freedom of other students as well as the instructor. ([Living our Unifying Values: The USC Student Handbook](#), page 13).

Distribution or use of notes, recordings, exams, or other intellectual property, based on university classes or lectures without the express permission of the instructor for purposes other than individual or group study. This includes but is not limited to providing materials for distribution by services publishing course materials. This restriction on unauthorized use also applies to all information, which had been distributed to students or in any way had been displayed for use in relationship to the class, whether obtained in class, via email, on the internet, or via any other media. ([Living our Unifying Values: The USC Student Handbook](), page 13).

Course Evaluations
[Course evaluation occurs at the end of the semester university-wide. It is an important review of students' experience in the class. The process and intent of the end-of-semester evaluation should be provided. In addition, a [mid-semester evaluation]() is recommended practice for early course correction.]

Course Schedule
Table 3 Course schedule

	Topics/Daily Activities	**Readings/Preparation**	**Deliverables**
Week 1 Aug 23	Introductions, Syllabus Review, Book Selection	• Review Syllabus	None
Week 2 Aug 30	Growth Mindset	• Watch Mindset Video: Link on Blackboard • What is your "WHY" for your major?	Respond to Blackboard Prompt
Week 3 Sept 6	Career Assessment	• Review Blackboard Postings • In-class speaker (career center)	Respond to Blackboard Prompt
Week 4 Sept 13	**Industry Panel:** Why Real Estate	• Review company websites in preparation for guest speakers • In-Class Activity (questions for speakers)	Respond to Blackboard Prompt
Week 5 Sept 20	Resume Writing	• Review resources posted in Blackboard	
Week 6 Sept 27	Resume Review & Cove Letter	• Review resources posted in Blackboard. • In-Class Activity (resume and cover letter workshop)	Bring printed copy of resume for review
Week 7 Oct 4	Interview Preparation	• Watch video: (link on Blackboard	**DUE:** Update Resume
Week 8 Oct 11	Industry Panel	• Connect with Speakers for an informal interview. • In-class activity (Questions for speakers)	Review bios and background of speakers for active Q&A **DUE:** First Information Interview
Week 9 Oct 18	The Interview Process	• • Bring one printed copy of your resume • In-Class Activity (Peer Interview)	Respond to Blackboard Prompt
Week 10 Oct 25	Confidence and Body Language/Presentation	• Watch TED video: Amy Cuddy (link on Blackboard)	Respond to Blackboard Prompt
Week 11 Nov 1	The Job Interview Process	• • Bring one printed copy of your resume • In-Class Activity (Mock Interview)	
Week 12 Nov 8	LinkedIn/Presentations	• Review resources posted in Blackboard	Respond to Blackboard Prompt
Week 13 Nov 15	**Industry Panel**	• Connect with speakers for an informational interview. • In-Class Activity (Questions for speakers)	Review bios and background of speakers for active Q&A **DUE:** Second Information Interview

Week 14 Nov 29	Networking/Elevator Pitch	• In-Class Activity (Networking activity) • Bring your presentation questions	Respond to Blackboard Prompt
Week 14 Dec 6	Negotiating An Offer and Getting Oriented	• Watch video • Bring your questions	Respond to Blackboard Prompt
FINAL			Refer to the final exam schedule in the USC Schedule of Classes at classes.usc.edu.

Statement on Academic Conduct and Support Systems

Academic Integrity:
The University of Southern California is a learning community committed to developing successful scholars and researchers dedicated to the pursuit of knowledge and the dissemination of ideas. Academic misconduct, which includes any act of dishonesty in the production or submission of academic work, compromises the integrity of the person who commits the act and can impugn the perceived integrity of the entire university community. It stands in opposition to the university's mission to research, educate, and contribute productively to our community and the world.

All students are expected to submit assignments that represent their own original work, and that have been prepared specifically for the course or section for which they have been submitted. You may not submit work written by others or "recycle" work prepared for other courses without obtaining written permission from the instructor(s).

Other violations of academic integrity include, but are not limited to, cheating, plagiarism, fabrication (e.g., falsifying data), collusion, knowingly assisting others in acts of academic dishonesty, and any act that gains or is intended to gain an unfair academic advantage.

The impact of academic dishonesty is far-reaching and is considered a serious offense against the university. All incidences of academic misconduct will be reported to the Office of Academic Integrity and could result in outcomes such as failure on the assignment, failure in the course, suspension, or even expulsion from the university.

For more information about academic integrity see the student handbook or the Office of Academic Integrity's website, and university policies on Research and Scholarship Misconduct.

Please ask your instructor if you are unsure what constitutes unauthorized assistance on an exam or assignment, or what information requires citation and/or attribution.

Students and Disability Accommodations:

USC welcomes students with disabilities into all of the University's educational programs. The Office of Student Accessibility Services (OSAS) is responsible for the determination of appropriate accommodations for students who encounter disability-related barriers.

Once a student has completed the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined to be reasonable and appropriate, a Letter of Accommodation (LOA) will be available to generate for each course. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early in the semester as possible as accommodations are not retroactive. More information can be found at osas.usc.edu. You may contact OSAS at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

Support Systems:

Counseling and Mental Health - *(213) 740-9355 – 24/7 on call*
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

988 Suicide and Crisis Lifeline - *988 for both calls and text messages – 24/7 on call*
The 988 Suicide and Crisis Lifeline (formerly known as the National Suicide Prevention Lifeline) provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week, across the United States. The Lifeline is comprised of a national network of over 200 local crisis centers, combining custom local care and resources with national standards and best practices. The new, shorter phone number makes it easier for people to remember and access mental health crisis services (though the previous 1 (800) 273-8255 number will continue to function indefinitely) and represents a continued commitment to those in crisis.

Relationship and Sexual Violence Prevention Services (RSVP) - *(213) 740-9355(WELL) – 24/7 on call*
Free and confidential therapy services, workshops, and training for situations related to gender- and power-based harm (including sexual assault, intimate partner violence, and stalking).

Office for Equity, Equal Opportunity, and Title IX (EEO-TIX) - *(213) 740-5086*
Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants.

Reporting Incidents of Bias or Harassment - *(213) 740-5086 or (213) 821-8298*
Avenue to report incidents of bias, hate crimes, and microaggressions to the Office for Equity, Equal Opportunity, and Title for appropriate investigation, supportive measures, and response.

The Office of Student Accessibility Services (OSAS) - *(213) 740-0776*
OSAS ensures equal access for students with disabilities through providing academic accommodations and auxiliary aids in accordance with federal laws and university policy.

USC Campus Support and Intervention - *(213) 740-0411*
Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

Diversity, Equity and Inclusion - *(213) 740-2101*
Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

[USC Emergency](#) *- UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call*
Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

[USC Department of Public Safety](#) *- UPC: (213) 740-6000, HSC: (323) 442-1200 – 24/7 on call*
Non-emergency assistance or information.

[Office of the Ombuds](#) *- (213) 821-9556 (UPC) / (323-442-0382 (HSC)*
A safe and confidential place to share your USC-related issues with a University Ombuds who will work with you to explore options or paths to manage your concern.

[Occupational Therapy Faculty Practice](#) *- (323) 442-2850 or* otfp@med.usc.edu
Confidential Lifestyle Redesign services for USC students to support health promoting habits and routines that enhance quality of life and academic performance.