

IOWA STATE UNIVERSITY

Ivy College of Business

Ivy Master of Real Estate Development Student Handbook 2019-2020

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I. Introduction

The Ivy College of Business at Iowa State University will launch the Master of Real Estate Development (MRED) in August 2019 as a part-time blended program. While most of the program is delivered online, students get acquainted with each other and the faculty through three , one-week residencies on the Ames campus.

This 33 credit, coursework-only program is an interdisciplinary graduate program for employed professionals that prepares students for career success in today's real estate industry. Jointly created by the College of Design, Ivy College of Business, and industry leaders, the MRED programs offers essential academic training, networking opportunities, and collaboration with leading academics and practitioners to solve real world problems. Areas of study include real estate market analysis, finance, investments, leadership and negotiation, fundamentals of the built environment, construction science and urban planning.

Students begin the 21-month program in the summer with a one-week, on campus, Real Estate Market Analysis Workshop. Students revisit the campus at the midway point, and at the end of the program. The remainder of the coursework is delivered online.

The learning goals of the MRED program are:

- Understand multiple disciplines as they relate to real estate.
- Acquire practical and theoretical knowledge of finance, design, construction and planning principles.
- Demonstrate and understanding of price dynamics and growth potential in real estate markets.
- Demonstrate knowledge of current industry innovations in green technology and practices.
- Demonstrate leadership, negotiation and successful communication abilities.

We welcome you to the Iowa State University Ivy MRED program. We are absolutely committed to providing you with a rewarding and valuable educational experience.

II. Getting Started

Ivy MRED Launch Week

For new MRED students, the Ivy MRED experience begins with launch week. During launch week, you take your first course, the Real Estate Market Analysis Workshop. Faculty and program staff will be introduced, and social events designed to help you become acquainted with the Ivy MRED faculty, staff, and your classmates will assist with your transition into the MRED program.

AccessPlus

Iowa State University's AccessPlus <https://accessplus.iastate.edu/frontdoor/login.jsp> is a personalized, secure university information online resource that provides accessibility to confidential student information. You can register for classes and access your class schedule, order textbooks, view your university bill and financial aid information, obtain a grade report and an unofficial transcript, update your student information including address changes, etc.

You can login into AccessPlus using your student ID number or Social Security number. You will receive a temporary login password with your admissions letter from Iowa State University.

ISUCard

As the MRED program is considered a distance program, you do not need an ISU student identification (ID) card. However, if you would like one, you can obtain your card at the ISUCard Office located in 0530 Beardshear Hall. www.isucard.iastate.edu.

CyMail Account

CyMail is Iowa State University's implementation of Google's Gmail system for students. It provides e-mail, calendaring, file sharing, and storage in an integrated environment.

E-mail is the primary means by which both the Ivy MRED faculty and staff communicate with you outside the classroom. It is therefore important that you set up a CyMail account at the beginning of your first semester.

CyMail accounts can be set up online at: <https://asw.iastate.edu/cgi-bin/acropolis/register>. (You will need your student identification number.)

You can access your CyMail at: <https://weblogin.iastate.edu/cgi-bin/index.cgi>

Visit www.it.iastate.edu/services/cymail for instructions on setting up CyMail on your mobile device and/or forwarding e-mail messages to another account.

Ivy MRED Course Registration

The Ivy Graduate Programs Office staff registers all new Ivy MRED students for their initial courses starting in launch week.

All MRED students are responsible for registering for their elective coursework via AccessPlus.

Textbooks

Textbooks and case packets for MRED classes can be ordered through University Book Store by logging into AccessPlus or via the book store website: www.isubookstore.com.

Academic Advising

The Director of Graduate Education (DOGE) serves as the academic adviser for MRED students. Most academic questions and inquiries should first be directed to the DOGE. Questions about launch week and on-campus courses can be directed to the staff in the Graduate Programs Office.

Career Services

Graduate Business Career Services (GBCS) is available to MRED students for questions about career growth and development.

Visit the Graduate Business Career Services website to learn more about the services offered; <https://www.ivybusiness.iastate.edu/masters/graduate-career-services/>

III. Academic Matters

Ivy MRED Degree Requirements

The Ivy MRED is comprised of 33 credit hours consisting of ten required, core courses (30 credits) and one elective course (3 credits). Subjects covered in the MRED core include real

estate market analysis, real estate finance, construction basics, building systems, and project management, real estate investments, architecture and sustainable design, leadership and conflict resolution, real estate law, real estate development, sustainable community development, and the capstone course. Students may choose between historic preservation or real estate securitization as an elective course.

Waiver of Iowa State MRED core courses is rare requiring consultation with the DOGE and special permission from the course instructor. Students for whom a course is waived will complete the program with 30 credit hours, which is the Graduate School required minimum credit hours for a graduate degree.

Required Core Courses (30 credits)

Term	Course	Number of Credits	Delivery Mode
Year One			
<i>August</i>	Real Estate Market Analysis Workshop	3	On-Campus
<i>Fall</i>	Real Estate Finance	3	Online
<i>Fall</i>	Construction Basics, Building Systems, and Project Management	3	Online
<i>Spring</i>	Real Estate Investments	3	Online
<i>Spring</i>	Architecture and Sustainable Design	3	Online
Year Two			
<i>August</i>	Leadership and Conflict Resolution Workshop	3	On-Campus
<i>Fall</i>	Real Estate Law	3	Online
<i>Fall</i>	Real Estate Development	3	Online
<i>Spring</i>	Sustainable Community Development	3	Online
<i>Spring</i>	Elective: Historic Preservation or Real Estate Securitization	3	Online
<i>May</i>	Capstone Course Workshop	3	On-Campus

MRED students may also add a Graduate Certificate to their study plan. The Ivy College of Business offers Graduate Certificates in Business Analytics, Enterprise Cybersecurity Management, Entrepreneurship and Innovation, Finance, and Supply Chain Management. Ivy Graduate Certificates require 12 credits. Please contact the DOGE to see if any graduate certificate courses can be applied towards MRED elective credits.

Students need to work closely with the DOGE to develop a study plan and to assure degree requirements are being met.

Grade Reports

Semester grades typically become available one week following the end of each term. Students can obtain final grades reports on AccessPlus.

Employer Tuition Reimbursement and Early Release of Grades

MRED students participating in an employer tuition reimbursement program may request an early grade confirmation letter for their MRED core courses from the Ivy Graduate Programs

Office. Students enrolled in elective courses will need to contact their course instructor(s) and request that final grade(s) be reported to the Ivy Graduate Programs Office before an early grade confirmation letter can be prepared.

MRED Transfer Credits

Transfer of MRED course credits from other academic institutions to the Ivy MRED is limited and requires approval to be included on a student's study plan. The university must have AACSB accreditation in order for transfer credit to be considered. The length of time since the requested transfer courses were taken is also a factor.

A final course grade of "B" or higher must be received on all transfer coursework. An official graduate transcript from the institution from which transfer credit has been approved must be submitted to the Ivy Graduate Programs Office.

IV. Progressing through the MRED

Academic Progress

Ivy MRED students are expected to make satisfactory academic progress during their graduate business studies. Students are placed on academic probation if their cumulative GPA falls below 3.00, and a hold is placed on future class registrations. MRED students on academic probation must consult with the DOGE to develop a plan for academic improvement and receive permission for continued enrollment in the program.

MRED students must complete all courses listed on their program of study with at least a C grade in each course and have achieved a minimum cumulative GPA of 3.00 in order to graduate.

Degree Completion

Ivy MRED students are expected to complete their programs in a timely manner. Typically students enrolled in the MRED program complete the program requirements in two academic years or 21 months.

Students who plan to extend their studies beyond two academic years must submit a request in writing explaining the rationale for the extension and their expected date of graduation. This request should be made to the DOGE.

Program of Study

Ivy MRED students must complete a program of study/committee (POSC) form no later than the semester prior to the expected term of graduation. The POSC lists the courses taken (or will be taken), credit hours, and grades earned to date to fulfill the MRED degree requirements. The POSC is reviewed by the DOGE to ensure degree requirements have been met. Modifications to the POSC are possible even after it has been reviewed and approved by the Ivy Graduate Programs Office. The POSC form can be found on AccessPlus.

A delay in graduation will occur if the POSC is not forwarded for final approval to the Iowa State University Graduate College by the specified deadline date so timely submission to the Ivy Graduate Programs Office is very important.

Ivy MRED students who have questions about their POSC should consult with the DOGE.

Graduation Procedures

The Application for Graduation is due by the end of the first week of the semester you plan to graduate. Your POSC must be approved before submitting an Application for Graduation. The graduation application can be found on AccessPlus.

Commencement

Graduation is a time of celebration of your academic accomplishments so participation in commencement ceremonies is highly encouraged.

A University graduate commencement ceremony takes place at the end of the fall and spring semesters. Iowa State University does not hold commencement ceremonies in the summer. However, summer graduates may participate in either the previous spring or following fall university commencements.

The Ivy College of Business also holds a convocation ceremony at that end of the fall and spring semesters for bachelor's, master's, and doctoral graduates.

Ivy MRED graduates must make their own arrangements for the purchase of the appropriate graduation regalia (i.e., cap & gown, tassel, hood) well in advance of university commencement. Graduation regalia can be purchased at the University Book Store. The Ivy Graduate Programs Office has a limited number of master's graduation hoods which are loaned to graduates on a first-come, first-served basis.

Diplomas are mailed approximately three weeks after graduation to the mailing address information through your AccessPlus account. You may also arrange to pick up your diploma instead in the Graduation Office, 210 Enrollment Services Center.

V. Student Rights and Responsibilities

Class Attendance and Punctuality

Ivy MRED students are expected to attend all scheduled in-person class meetings and to arrive for class in a timely manner. Each faculty member sets his or her policy with respect to class attendance, and excused absences are handled between the instructor and the student. An excused absence should be arranged prior to the expected missed class, if at all possible. If an emergency situation or illness arises which prevents prior notification, inform the faculty of the reason for the missed class as soon as it becomes feasible. In all cases, communication with the faculty is essential.

Online courses are typically delivered in modules that are released throughout the semester. Due to the teamwork component of many online courses, most online courses cannot be

completed during a very short period of time, such as all at once at the start or end of the semester. It is the student's responsibility to track all deadlines and manage their study and work time appropriately.

Teamwork

Teamwork is an integral part of the Ivy MRED experience. Different instructors may handle teams in different manners. Please be aware that some elective courses may be taken by graduate students from across campus. Ivy MRED students are expected to be an active, contributing member of the team.

Academic Integrity

Academic integrity might best be defined, quite simply, as doing one's own academic work without unauthorized assistance from other persons or resources. More specifically, academic integrity means that students take their coursework seriously and place significant value on learning and engagement in the classroom and while completing assignments and projects.

Visit the Iowa State University Dean of Students Office website for more information about student conduct: www.studentconduct.dso.iastate.edu/academic-misconduct/armstu

Alleged academic misconduct is subject to Student Disciplinary Regulations: www.policy.iastate.edu/policy/SDR

Plagiarism

Source: Iowa State University e-Library website: <http://instr.iastate.libguides.com/content.php?pid=10314>

“Simply put, plagiarism is making use of other people's ideas, words, creative works and expressions without giving credit or otherwise listing the source of the information. Plagiarism is stealing. Plagiarism is also misrepresentation, and includes handing in someone else's work, ideas, or answers as your own. Regardless of whether it happens inadvertently through sloppy research or on purpose through unethical behavior, it is plagiarism just the same and the person plagiarizing will be held liable.”

Best practices for avoiding plagiarism can be found on the above-referenced website.

Professionalism

Ivy MRED students are expected to conduct themselves in a manner that upholds high standards of professionalism. These standards must provide a foundation for your actions inside and outside the classroom. Students committing unprofessional or unethical acts, whether from carelessness, ignorance, or malice, quickly lose the respect of their peers and others.

If you witness unprofessional or unethical acts, you should first address the issue with the individual(s) involved. Acts of a serious nature must be discussed with the DOGE or the Associate Dean for Professional Masters Programs. In all cases, prompt attention to the issue at hand is desired in order to maintain the cohesiveness of the Ivy MRED student body and the integrity of the program.

Academic Grievance Procedures (Grades and Instruction)

Source: Graduate College Handbook, sec. 9.5.1

If a graduate student contends that a faculty member, in his or her academic capacity as a course instructor, has behaved unfairly or unprofessionally, a grievance may be reviewed through the procedure described below. This procedure may not be invoked more than one year following completion of the course. An appeal of a course grade must be initiated by midterm of the semester following the student's completion of the course.

- If the dispute or perceived violation does not directly involve the graduate student's major professor, the graduate student is encouraged to contact his or her major professor.
- The graduate student may contact the Graduate and Professional Student Senate (GPSS) by contacting the senator representing the student's academic unit or the GPSS president. The GPSS will represent the best interests of the student and may serve as a liaison between the student and the appropriate University administration and offices.
- The graduate student may contact Student Assistance staff within the Dean of Student's Office.
- Students may contact the Dean of the Graduate College to pursue informal dispute resolution.
- Graduate students are encouraged to contact the Ombuds Office for unbiased and neutral assessment for informal resolution of a dispute.
- Concerns of discrimination, harassment, and/or sexual misconduct do not fall within these procedures, and instead should be reported to the Office of Equal Opportunity as soon as possible.

Before initiating a formal appeal, the student may wish to discuss the situation informally with a staff member of the Dean of Students Office for advice on how to deal most effectively with the problem.

Academic grievances should be resolved, if at all possible, with the individual instructor involved. If a resolution cannot be reached, the student should discuss the grievance with the instructor's department chair and submit it in writing to him or her. The department chair will discuss the grievance with the instructor involved and/or refer it to a department grievance committee. The department chair should respond in writing to the student within five class days.

If a resolution of the grievance cannot be made with the department chair, the student may appeal in writing to the dean of the instructor's college. In cases involving Graduate College policy or procedure, the appeal should be made to the Dean of the Graduate College. The dean will hear the explanations of the department chair and instructor and should respond in writing within ten class days of receipt of the written notice of appeal.

If the grievance cannot be resolved with the dean, the student may forward a written appeal to the Provost, who will convene a quorum of the Committee to Review Student Grievances to hear the appeal within ten class days. Within five class days following the hearing, the Provost will make a decision regarding the grievance and transmit this decision to the student, dean, department chair, and instructor involved. An appeal of the decision of the Provost may be made to the President of the University.

The time limit specified at each level may be extended by mutual agreement of all parties concerned.

Discrimination and Harassment Policy

The university's policy on discrimination and harassment states, in part, *"Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color,*

religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation, gender identity, genetic information, status as a U.S. veteran (disabled, Vietnam, or other), or any other status protected by university policy or local, state, or federal law. Discrimination and harassment impede the realization of the university's mission of distinction in education, scholarship, and service, and diminish the whole community."

A complete text of Iowa State University discrimination and harassment policy can be found at:
www.policy.iastate.edu/policy/discrimination/#Statement.

VI. Administration and Contact Information

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