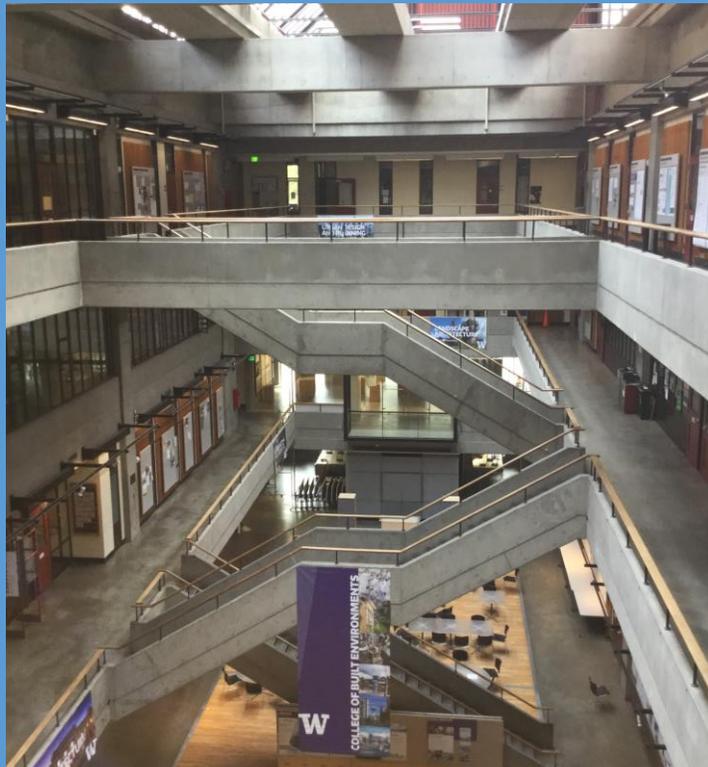


Master of Science in Real Estate (MSRE) Student Handbook 2019-2020



Runstad Department of Real Estate, University of Washington

<http://realestate.washington.edu/>

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General Information:

It would not be possible for any one publication to hold the breadth of information that exists within the University of Washington. Program participants are therefore encouraged to refer to other sources of information within the Runstad Department of Real Estate, the College of Built Environment and the University of Washington. The MSRE Student Handbook will be a useful reference for the student body. The Runstad Department of Real Estate, University of Washington is not however, bound by any error in, or omission from, this publication.

Although the information herein is accurate at the time of publication, aspects of the program and of Department practice may be subject to modification and revision. The University reserves the right to modify the program in unforeseen circumstances, or where the process of academic development and feedback from students, quality assurance processes or external sources, such as professional bodies, requires a change to be made. In such circumstances, revised information will be issued. Information subsequently provided by the Department should be regarded, where appropriate, as superseding the information contained in the handbook. Comments are always welcome with regard to additions or changes that may be considered in the future.

Please keep this handbook in a safe place as you will need to refer to it throughout your program.

1: Welcome to the Runstad Department of Real Estate

1.1 Welcome from the Department Chair

Welcome to the Runstad Department of Real Estate where we educate aspiring professionals. We are also the focal point for real estate research at the University of Washington.

Students who enroll in our degree and certificate programs are immersed in a dynamic learning environment. Our course work combines academic rigor with commercial relevance. Our graduates begin or continue their real estate careers with skills and perspective essential to becoming industry and community leaders.

Our department emphasizes a broad understanding of real estate. We address the challenges associated with climate change, providing affordable housing, and dealing with disruptive technologies. Working across the university, we focus on how to create and nurture a resilient and equitable built environment.

Welcome!

A handwritten signature in black ink, appearing to read 'H. Pike Oliver', with a stylized flourish extending to the right.

H. Pike Oliver
Acting Chair, Runstad Department of Real Estate

1.2 History & Mission

In the mid 1980s the University began offering graduate level real estate courses. These courses raised awareness of an industry that was rapidly developing and helping bring Seattle onto the national stage. The late eighties saw the launch of the non-degree certificate program in commercial real estate.

A cornerstone gift from Jon and Judy Runstad helped to establish the Runstad Center for Real Estate Studies in 2002. The center initially focused upon extending the range of graduate courses and developing both its academic and industry-facing research program. This led to the launch of the Master of Science in Real Estate (MSRE) degree program in 2009.

Since its inception, the MSRE program has seen over 150 students graduate. Combining academic rigor and commercial relevance, the program prepares the real estate leaders of tomorrow through an innovative, interdisciplinary program. Students have the opportunity to learn about development, finance & investment and corporate real estate.

The research capabilities of the Runstad Center were enhanced in 2012 by the transfer of the [Washington Center for Real Estate Research](#) (WCRER) from Washington State University to the University of Washington. WCRER provides a focal point for our applied industry-facing research, including the regular housing reports produced for the State of Washington.

In 2017, the center became the Runstad Department of Real Estate within the College of Built Environments. The attainment of departmental status highlights the commitment and ambition at the University of Washington to develop a world-leading center of excellence in real estate, research, and education.

A major gift from the Jacobi family (founders of Windermere Real Estate) allowed the department to recruit three additional full-time tenure-track faculty in 2017 and establish an undergraduate minor in real estate in 2018.

Our vision:

Leveraging the strengths of the University of Washington and our location in a global hub of innovation, we aspire to be a leader addressing key real estate and built environment challenges.

Our mission is to:

- *educate future real estate professionals*
- *produce research relevant to scholarly and industry audiences as well as the broader society*
- *engage the community in addressing the challenges of creating and sustaining the built environment through real estate investment, development and management.*

To achieve our vision and mission we aim to:

- *provide a globally relevant, interdisciplinary educational experience that combines the rigor and learning experience expected of a world class academic institution with career enhancing applied skills.*
- *produce high impact innovative research that address the challenges facing real estate, the broader built environment and society.*
- *be thought leaders providing an intellectual hub that takes the lead in the examination of developing trends and issues.*

1.3 Runstad Department of Real Estate Faculty and Staff Directory

| Name | Position | Email |
|---------------------------|--|--|
| Arthur Acolin | Assistant Professor & co-Director of Undergraduate Studies | acolin@uw.edu |
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| Melissa Best | Assistant to the Chair | bestm2@uw.edu |
| Suzanne Cartwright | Director of Community Engagement | suzanne5@uw.edu |
| Gregg Colburn | Assistant Professor | colburn3@uw.edu |
| Nicole DeNamur | Affiliate Instructor | ndenamur@uw.edu |
| Sofia Dermisi | Professor & Director of Graduate Studies | sdermisi@uw.edu |
| John Fandel | Affiliate Instructor | john.fandel@foster.com |
| Chris Hellstern | Affiliate Instructor | chellste@uw.edu |
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| A-P Hurd | Affiliate Instructor | aphurd@gmail.com |
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| Al Levine | Affiliate Instructor | al.levine@live.com |
| Pat McCabe | Lecturer | pmccabe@uw.edu |
| Nick Portman | Work Study | nportman@uw.edu |
| H. Pike Oliver | Acting Department Chair | hpo@uw.edu |
| Scott Osborne | Affiliate Instructor | scott.osborne@foster.com |
| Tim Overland | Affiliate Instructor | tim@overlandrealestate.net |
| Simon Stevenson | Professor | ss243@uw.edu |
| Pete Stone | Affiliate Instructor | pstone@trinityre.com |
| Rebecca J. Walter | Assistant Professor & co-Director of Undergraduate Studies | rjwalter@uw.edu |
| James Young | Director, Washington Center for Real Estate Research (WCRER) | jyoung4@uw.edu |

2: MSRE Program

2.1 Introduction to the MSRE Program

The MSRE program is designed to facilitate lifelong learning and prepare students for multiple careers paths and opportunities. The program deepens the understanding of core concepts and helps to develop key skill sets. Real estate sits at the center of the built environment. Therefore, real estate professionals need to interact with a spectrum of other professionals including architects, construction managers, urban planners and investors.

a) **Theoretical and Conceptual Context**

The program has at its core a focus on academic rigor. Students will leave the program understanding, from a theoretical and conceptual perspective, the core issues in real estate today. The core modules will provide students a strong foundation. This is then added to in the specialist options and elective courses, which allow students to develop their interests in specific areas.

b) **Commercial Awareness**

In both the classroom, and through interaction with the industry, students will develop a heightened awareness and appreciation of how the technical and conceptual skills developed are of relevance and can be applied in a work place environment. This also includes an appreciation of the complexity and interdisciplinary nature of real estate and its role economically and in society.

c) **Enhanced Skill Sets**

The program will enhance a participants' skills in both technical and inter-personal areas. Technically students will further develop their skills in fields such as financial modelling. However, the program also focuses upon areas such as critical thinking and personal effectiveness skills. This is particularly evident in such courses as those in leadership and negotiation.

Forward-thinking research is fundamental to the real estate faculty at the University of Washington. Our faculty are leaders in their respective fields, bringing their groundbreaking research into the classroom in an accessible and applied context, helping students to fully engage with the subject matter and develop analytical problem solving skills. The Master of Science in Real Estate program combines academic rigor and research led teaching with industry facing application.

Students benefit from theoretical and applied approaches to a variety of real estate issues. In addition to our core faculty students are also taught by world leading academics from across the College of Built Environments and the broader University. The UW faculty is augmented by an extensive array of affiliate instructors who are industry leaders in law, asset & portfolio management, corporate real estate, development and sustainability. The program enjoys a close relationship with the real estate industry. The MSRE Program focuses on increasing students' knowledge of the fundamentals of real estate finance, investment, and development, as well as developing the broad business management and leadership skills required to improve the sustainable performance and quality of urban built environments. It is a demanding, interdisciplinary program of study combining business, legal, construction and planning skills with an understanding of how real estate markets work. The aim of the program is to prepare graduates to become future leaders in real estate by fostering innovative and interdisciplinary critical thinking.

The MSRE Program is structured as follows when students specialize in one Option:

- 60 credits; full-time (18 months) or part-time (36 months) schedule
- 33 credits of core courses
- Students choose an option (corporate real estate, finance & investment, development, or general degree)
- Minimum 15 credits in chosen option
- 12 Credits of Elective credits;
 - A minimum of 3 real estate elective credits and 6 interdisciplinary elective credits

The core modules are generally taken during the first three quarters of the program. Students can then opt to either take a general MSRE Option or specialize in Corporate Real Estate, Development, or Finance & Investment. Joint specialisms/Options in corporate real estate + finance and investment, or development + finance and investment are also available, however, students are required to complete 75 credits. The normal course of study is five quarters. This would mean that a student starting the program in September 2019 would graduate at the end of the spring quarter, March 2021. Students can however opt to lengthen this by pursuing a part-time program of study. This would usually result in the program taking nine quarters to complete. Descriptions of the individual courses are available here; <http://www.realestate.washington.edu/programs/masters-of-real-estate/course-descriptions/>

Table 1. Academic Calendar 2019-20

| | Instruction Begins | Last Day of Instruction | Final Examination Week |
|-----------------------------|---------------------------|--------------------------------|-------------------------------|
| Autumn Quarter 2019 | September 25, 2019 | December 6, 2019 | December 7-13 |
| Winter Quarter 2020 | January 6, 2020 | March 13, 2020 | March 14-20 |
| Spring Quarter 2020 | March 30, 2020 | June 5, 2020 | June 6-12 |
| Summer 2020 (A-Term) | June 22, 2020 | July 22, 2020 | |
| Summer 2020 (B-Term) | July 23, 2020 | August 21, 2020 | |

Details can also be found here; <https://www.washington.edu/students/reg/1920cal.html>

2.2 Course Credit Requirements

Students pursuing the MSRE can specialize in one of four single Options or two dual Options. The single Options are: Corporate Real Estate, Real Estate Development, Real Estate Finance & Investment or General. Under the General Option, students can design their own single Option curriculum with the same credits as any of the other single Options in coordination with their academic advisor. The Dual Options are: Corporate Real Estate and Real Estate Finance & Investment or Real Estate Development and Real Estate Finance & Investment.

If students select to pursue any of the single Options they are required to successfully complete a minimum of 60 credits, while the minimum threshold for each of the two dual Options is 75 credits. Table 1 highlights the minimum credit breakdown per category and Option students are required to successfully complete.

Table 2. MSRE credit requirements by different categories and Options

| | Single Option | Dual Options |
|--|---------------|--------------|
| 1. Core Courses | 33 | 33 |
| 2. Min Option requirements | 15 | 30 |
| 3. Electives* | 12 | 12 |
| 3.1. Max R.E. elective beyond options | 6 or 3 | 6 or 3 |
| 3.2. Max Interdisciplinary electives beyond options | 6 or 9 | 6 or 9 |
| Total credit hours | 60 | 75 |

* Students are also allowed to distribute their electives as 3 credits in real estate and 9 in interdisciplinary electives or 6 credits in real estate and 6 in interdisciplinary electives.

MSRE students who are pursuing the program full-time (min 10 credits per quarter) are expected to graduate in 5 quarters. The University of Washington also allows students to take a maximum of 18 credits per quarter without paying any additional fees. Students are required to receive their academic advisor's consent in their selection of elective courses. Elective courses will need to be at least at the 400 level to allow them to count towards real estate or interdisciplinary credit.

Graduate students at the University of Washington are required to maintain an overall GPA of 3.0 each quarter, however, the minimum passing grade for courses is 2.7. Students who do not receive a passing grade in a core course will need to repeat it. Elective courses that need to be repeated can be replaced by others. The university does not allow a course to be repeated more than twice(<https://registrar.washington.edu/curriculum/repeat-policy/>) and if a student chooses to do so a departmental approval is required.

2.3 Prerequisites and Requirements

Incoming MSRE students without a business undergraduate degree or another degree for which they have completed an accounting course are required to take and successfully complete by the autumn of their second year a basic accounting class. Students can take RE400 Accounting for Real Estate and count it towards their real estate elective credits or any other 400 or above accounting course at any of the University of Washington campuses. If a course is successfully completed at a community college it will be acknowledged as satisfying the prerequisite requirement, but credit will not be applied towards the MSRE. If the course is taken outside of UW students need to provide evidence of successful completion to the Director of Graduate Programs by the winter quarter of their second year.

Students without any business background who are pursuing the Real Estate Finance Option or the dual Finance & Development Option are required to take a basic finance course at any of the University of Washington campuses. If the course is taken at the 300-level (e.g. FIN350 Business Finance) it will not count as an MSRE interdisciplinary elective, however it will satisfy the requirement. If the course is at the 400-level or above it will also count as an MSRE interdisciplinary elective. Suggestions on such courses should be coordinated with an academic advisor.

Finally, students without any urban planning background who are pursuing the Real Estate Development Option are highly encouraged to take a basic urban planning course (e.g. URBDP 405 The Urban Form) after consultation with their academic advisor.

2.4 MSRE Curriculum

2.4.1: MSRE Program Core

Students are required to successfully complete 11 core courses with a total of 33 credits (Table 3)

Table 3. Core MSRE Courses

| Code | Course Title | Instructor | Credits | Quarter |
|--------|---|-----------------|-----------|---------|
| RE 510 | Introduction to Real Estate | Dermisi | 3 | Autumn |
| RE 508 | Financial Modeling for Real Estate I - EXCEL | Colburn | 2 | Autumn |
| RE 511 | Real Estate Appraisal | Overland | 3 | Autumn |
| RE 512 | Leadership in the Built Environment | Affholter | 3 | Autumn |
| RE 509 | Financial Modeling for Real Estate II - ARGUS | Tu | 2 | Winter |
| RE 513 | Real Estate Finance & Investment | Stevenson | 4 | Winter |
| RE 515 | Real Estate Law I | Osborn & Fandel | 3 | Winter |
| RE 514 | Negotiations & conflict resolution | McCabe | 3 | Spring |
| RE 516 | Real Estate Economics/Market Analysis | Acolin | 4 | Spring |
| RE 517 | Real Estate Asset Management | Stone | 3 | Spring |
| RE 518 | Best Practices in Sustainable R.E. | Hellstern | 3 | Winter |
| | Total credit hours | | 33 | |

2.4.2: MSRE Tracks

Students are required to declare their Option by the end of the Winter Quarter of their first year.

MSRE students selecting one of the single Options (Tables 4a through d: Corporate Real Estate, Real Estate Development, Real Estate Finance & Investment or a General Option) are required to complete 15 credits (min grade per course 2.7). Those choosing a general Option need to coordinate with their academic advisor on a minimum of 15 credits selected among any 400 or above real estate courses that are not part of the MSRE core. Those selecting one of the two dual Options (Tables 4e and 4f: Corporate Real Estate/Real Estate Finance & Investment or Real Estate Development/Real Estate Finance & Investment) are required to successfully complete 30 credits.

Table 4a. Real Estate Corporate Option

| Code | Course Title | Instructor | Credits | Quarter |
|---------------|---|------------|-----------|---------|
| TBD | To Be Determined | TBD | 3 | TBD |
| LAW A523 A | Real Estate Law II (leasing & transactions) This class is taught in the Law School | TBD | 3 | Spring |
| RE530 | Corporate R.E. – Gateway | Leith | 3 | Autumn |
| RE531 | Risk & Portfolio Management | Huntington | 3 | Autumn |
| RE532 | Real Estate Project Management | Dermisi | 3 | Autumn |
| | Total credit hours | | 15 | |

Table 4b. Real Estate Development Option

| Code | Course Title | Instructor | Credits | Quarter |
|--------|-----------------------------------|------------|-----------|--------------------|
| RE 550 | Real Estate Development - Gateway | McCabe | 4 | Spring |
| RE 532 | R.E. Project Management | Dermisi | 3 | Autumn |
| RE 542 | Private-Public Project Finance | McCabe | 3 | Autumn |
| RE 551 | Real Estate Dev Studio | Levine | 5 | Autumn 2nd year |
| | Total credit hours | | 15 | |

Table 4c. Real Estate Finance & Investment Option

| Code | Course Title | Instructor | Credits | Quarter |
|---------------|---|------------|-----------|---------|
| RE 540 | Advanced R.E. Finance & Investment - Gateway | Acolin | 3 | Spring |
| LAW A523 A | Real Estate Law II (leasing & transactions) This class is taught in the Law School | TBD | 3 | Spring |
| RE 531 | Risk & Portfolio Management | Huntington | 3 | Autumn |
| RE 541 | Real Estate Capital Markets | Stevenson | 3 | Autumn |
| RE 542 | Private-Public Project Finance | McCabe | 3 | Autumn |
| | Total credit hours | | 15 | |

Table 4d. General Option (to be determined in coordination with academic advisor)

| Code | Course Title | Credits | Quarter |
|------|---------------------------|-----------|---------|
| RE | To Be Determined | 3 | TBD |
| RE | To Be Determined | 3 | TBD |
| RE | To Be Determined | 3 | TBD |
| RE | To Be Determined | 3 | TBD |
| RE | To Be Determined | 3 | TBD |
| | Total credit hours | 15 | |

Table 4e. Corporate Real Estate and Real Estate Finance & Investment

| DUAL OPTION | Code | Course Title | Credits | Quarter |
|-------------|---------------|---|-----------|---------|
| | TBD | To Be Determined | 3 | TBD |
| | LAW A523 A | Real Estate Law II (leasing & transactions) This class is taught in the Law School | 3 | Spring |
| | RE530 | Corporate R.E. - Gateway | 3 | Autumn |
| | RE531 | Risk & Portfolio Management | 3 | Autumn |
| | RE532 | R.E. Project Management | 3 | Autumn |
| | RE540 | Advanced R.E. Finance & Investment - Gateway | 3 | Spring |
| | RE541 | Real Estate Capital Markets | 3 | Autumn |
| | RE542 | Private-Public Project Finance | 3 | Autumn |
| | RE | RE elective | 3 | TBD |
| | RE | RE elective | 3 | TBD |
| | | Total credit hours | 30 | |

Table 4f. Real Estate Finance & Investment and Development

| DUAL OPTION | Code | Course Title | Credits | Quarter |
|-------------|---------------|--|-----------|--------------------|
| | RE 540 | Advanced R.E. Finance & Investment - Gateway | 3 | Spring |
| | LAW A523 A | R.E. Law II (leasing & transactions) - taught at law school | 3 | Spring |
| | RE 531 | Risk & Portfolio Management | 3 | Autumn |
| | RE 541 | Real Estate Capital Markets | 3 | Autumn |
| | RE 542 | Private-Public Project Finance | 3 | Autumn |
| | RE 550 | Real Estate Development - Gateway | 4 | Spring |
| | RE 532 | R.E. Project Management | 3 | Autumn |
| | RE 551 | Real Estate Dev Studio | 5 | Autumn 2nd year |
| | RE | RE elective | 3 | TBD |
| | | Total credit hours | 30 | |

2.4.3: Electives

MSRE students are required to complete 12 credits of elective courses beyond the core and option courses. These 12 credits can be taken as either 6 real estate and 6 interdisciplinary credits or 3 real estate and 9 interdisciplinary credits. Students are required to receive their academic advisor's consent in their selection of interdisciplinary elective courses. All elective courses will need to be at least at the 400 level to have them count towards credit.

Real Estate electives can be selected from Table 5 or any Option beyond the Option a student has selected. For course credits to count as Interdisciplinary they cannot have an "RE" prefix or be cross-listed with a real estate course (graduate or undergraduate) while also being at the 400 level or above. MSRE students are allowed to take one interdisciplinary elective with a max of 4 credits as satisfactory/non-satisfactory rather than graded. All other interdisciplinary and real estate elective courses taken are required to be graded.

Table 5. Real Estate General Electives Beyond Option Courses

| Code | Course Title | Instructor | Credits | Quarter |
|--------|---|------------|---------|---------|
| RE 400 | Accounting for Real Estate | TBD | 3 | Winter |
| RE 559 | Risk and Reward in Sustainable Development | DeNamur | 3 | Autumn |
| RE 563 | Housing Markets and Policy | Acolin | 3 | Autumn |
| RE 564 | Affordable Housing | Walter | 4 | Winter |
| RE 565 | Advanced Housing Studies | Colburn | 4 | Winter |
| RE 597 | Spatial Analysis of Real Estate and Housing Markets | Walter | 4 | Autumn |
| RE 598 | Sustainable Development and Regional Economics | Hurd | 3 | Winter |

2.4.4: Independent Studies

MSRE students can register for a RE 600 Independent Study. This involves a project undertaken in conjunction with, and under the supervision of, a real estate instructor. Both the respective instructor and the department Chair are required to approve and sign off on the proposed course of study. This form can be obtained from the Assistant to the Chair.

MSRE students are not allowed to take more than one Real Estate Independent study and total credits cannot exceed 2. Students can take an independent study from another UW department, however, likewise, the credits cannot exceed 2.

2.4.5: Waiver of Required Core Classes

Incoming MSRE students can petition the Director of Graduate Programs and Department Chair to waive RE510 (Introduction to Real Estate) and replace it with another real estate course. Incoming students may qualify for the waiver on the following grounds:

- Five to ten years of appropriately broad real estate professional experience (exclusively internship experience will not be counted towards professional experience) and a relevant undergraduate degree (e.g. business, engineering, architecture, planning etc.) or
- A certificate in a real estate related field from a US accredited institution (submission of documentation is required)

A course waiver will not be granted based on the following professional experience:

- Internship experience
- Real estate professional experience in the following fields: public relations, front desk duties, logistics etc.
- Unrelated to real estate professional experience

2.4.6: Transfer Credits

A maximum of 6 credits of graduate level coursework taken at another recognized academic institution and not applied to another degree may be approved for use in fulfilling the MSRE degree credit requirements. See UW Graduate School policies: <https://grad.uw.edu/policies-procedures/masters-degree-policies/transfer-credit/>

2.4.7: Internship

The MSRE has an internship requirement for all students, unless they are currently working in real estate or relevant industry. Internships should be viewed as a long-term interview process, which can help them build their professional network and be considered for future job opportunities in the same or other companies.

The internship requirement should be satisfied during the summer of the first and second year of studies, as students need to focus on their regular coursework during the regular academic year. The internship can take place in Seattle, anywhere in the US or abroad. No graduate course credit can be received, however the student and company will sign a document acknowledging the tasks and internship period (Appendix A).

During their first year of studies, students are required to meet with the Director of Community Engagement and provide more information regarding their professional interests, availability and possible locations of internships to help the Director identify companies with similar needs. Internships through the Department are not guaranteed so students will need to be proactive and generate their own potential internships. Students are encouraged to also reach out to the UW internship resources for Graduate Students (<https://careers.uw.edu/graduate-students/>). Before making a final decision on an internship, students are required to discuss them with the Director of Community Engagement and the Department Chair and complete the form in Appendix A. Students participating in internships either through the Department or their own are required to submit the signed form (Appendix A) to the Assistant to the Chair.

Students should keep in mind that while participating in an internship opportunity they represent the program and their conduct should be exemplary, very professional and at the highest ethical standards.

Students are also required to alert immediately both the Director of Community Engagement and the Department Chair of any situations they feel uncomfortable either professionally or personally to allow an immediate intervention.

2.4.8: Graduate Non-Matriculated (GNM) Credits

Graduate Non-Matriculated (GNM) students who are admitted to the MSRE program may apply a maximum of 12 applicable GNM credits towards the MSRE degree. These credits include both real estate and interdisciplinary coursework. See UW Graduate School policies:

http://www.nondegree.washington.edu/nondegree/faq/#gnm_credits

2.5: Concurrent, Joint Programs and Certificates

2.5.1: University of Washington-University of Regensburg Dual MSRE/DMSRE Degree

The Department of Real Estate at the University of Washington has an agreement with the University of Regensburg's IREBS for the selection of students for a Dual MSRE through a process outlined in the agreement of both universities. Regensburg students study in Germany in their first year and after their successful completion of their studies in Germany and admission to the MSRE, they study their second year at UW before returning to Germany to complete their thesis. The agreed course requirements for these students while at UW are outlined in Table 5. The Director of Graduate Programs serves as the primary academic advisor for all DMSRE students however, they can seek the advice of relevant faculty while at UW.

Table 6. Dual MSRE Student Requirements

| DMSRE - Autumn | | | | | | |
|--------------------------------------|------|---|-----------|---------|---|-----------|
| Unit | Code | Corporate R.E Option | credits | Quarter | Equivalent IREBS MsRE, University of Regensburg | ECTS |
| RE | 508 | Financial Modeling I - EXCEL | 2 | Autumn | Practice Semilar | 3 |
| RE | 531 | Risk & Portfolio Management | 3 | Autumn | Corporate Finance | 6 |
| RE | 541 | Real Estate Capital Markets | 3 | Autumn | Real Estate Banking | 6 |
| | | Elective Course | 3 | Autumn | Elective Course | 3 |
| | | Elective Course | 3 | Autumn | Elective Course | 3 |
| Required subtotal - Autumn | | | 8 | | Required subtotal - Autumn | 15 |
| Elective subtotal - Autumn | | | 6 | | Elective subtotal - Autumn | 6 |
| Total - Autumn | | | 14 | | Total - Autumn | 21 |
| DMSRE - Winter | | | | | | |
| Unit | Code | Corporate R.E Option | credits | Quarter | Equivalent IREBS MsRE, University of Regensburg | ECTS |
| RE | 509 | Financial Modeling II - ARGUS | 2 | Winter | Practice Semilar | 3 |
| RE | 518 | Best Practices in Sustainable R.E. | 3 | Winter | Sustainable Real Estate | 6 |
| | | Elective Course | 3 | Winter | Elective Course | 3 |
| | | Elective Course | 3 | Winter | Elective Course | 3 |
| Required subtotal - Winter | | | 5 | | Required subtotal - Winter | 9 |
| Elective subtotal - Winter | | | 6 | | Elective subtotal - Winter | 6 |
| Total - Winter | | | 11 | | Total - Winter | 15 |
| DMSRE - Spring | | | | | | |
| Unit | Code | Corporate R.E Option | credits | Quarter | Equivalent IREBS MsRE, University of Regensburg | ECTS |
| RE | 550 | Real Estate Development | 4 | Spring | Real Estate Development II | 6 |
| RE | 540 | Adv. R.E. Finance & Investment | 3 | Spring | Real Estate Finance II | 6 |
| RE | 516 | Introduction to Real Estate Economics/Market Analysis | 4 | Spring | Real Estate Economics III | 6 |
| Required subtotal - Spring | | | 11 | | Required subtotal - Spring | 18 |
| Elective subtotal - Spring | | | 0 | | Elective subtotal - Spring | 0 |
| Total - Spring | | | 11 | | Total - Spring | 18 |
| Required total - All quarters | | | 24 | | Required total - All quarters | 42 |
| Elective total - All quarters | | | 12 | | Elective total - All quarters | 12 |
| Overall Total - All quarters | | | 36 | | Overall Total - All quarters | 54 |

Notes:

- 1) IREBS students will determine the 12 elective DMSRE credits and their quarter allocation with their academic advisor. A max of 6 interdisciplinary non-real estate elective credits is allowed.
- 2) In addition to the 36 overall credits allocated above, UW recognises 24 credits IREBS students received at IREBS totaling the DMSRE credits to 60
- 3) DMSRE students will qualify for RE 600: Independent study in real estate 1-3 credits

2.5.1: Real Estate/Law Joint Degree

The University of Washington's Law School offers a joint degree with the Runstad Department of Real Estate. Law school students, pursuing the concurrent JD/MSRE degree, can apply at both schools at the same time or during their first or second year of Law School to the MSRE. First-year law students who are admitted into the MSRE can complete the MSRE along with the law degree in approximately four years. The Director of Graduate Programs serves as the primary academic advisor; however, they can seek the advice of relevant faculty while at UW. Table 6 outlines the allowed course substitutions.

Table 7. JDMSRE Concurrent Degree

| Core MSRE courses | | | | |
|---|---------------------|--------------------|-----------------------|--|
| | Real Estate credits | Law credits | Shared credits | |
| RE 508 Financial Modeling for Real Estate I - Excel (A) | 2 | | | |
| RE509 Financial Modeling for Real Estate II – ARGUS (W) | 2 | | | |
| RE 510 Introduction to Real Estate (A) | 3 | | | Option to waive |
| RE 511 Real Estate Appraisal (A) | 3 | | | |
| RE 512 Leadership in the Built Environment (A) | 3 | | 2 | Waived for concurrent degree students who have taken Law and Leadership course: Law B58 Lawyers, the Legal System and Professionalism ² |
| RE 513 Real Estate Finance & Investment (W) | 4 | | | |
| RE 514 Negotiation and Conflict Resolution in the Built Environment (W) | 3 | | 4 | Not required for concurrent degree student who have taken Law B523 Negotiation ¹ |
| RE 515 Real Estate Law I (W) | 3 | | | |
| RE 516 Introduction to Real Estate Economics/Market Analysis (Sp) | 4 | | | |
| RE 517 Real Estate Asset Management (Sp) | 3 | | | |
| Re 518 Best Practices in Sustainable Real Estate (W) | 3 | | | |
| Total Core MSRE Credits | 33 | | | |
| Total Core – Including Waived Law course shared credits | 27 | | | |
| MSRE Electives** | | | | |
| Minimum Option courses*** | 15 | | 6 | Concurrent Degree students will take:6 related law credits to meet the additional minimum option and interdisciplinary elective requirement. These will be the 12 double counted credits |
| Additional Minimum MSRE Elective | 3 | | | |
| Minimum Interdisciplinary electives | 9 | | | |
| | MSRE credits | SOL credits | Shared credits | Concurrent Total: |
| Total for MSRE requirements, without waived and shared law courses | 60 | 135 | | 195 |
| Total for MSRE requirements, with waived and shared law courses | 60**** | 135 | -12 | 183 |

* Other Law School requirement – a student must complete at least eight quarters of study in residence. For students in concurrent degree programs, a full quarter of residence credit will be granted for a quarter in which a student successfully completes a total of at least 12 credits of law courses and courses applied to the concurrent degree, regardless of whether the student will receive credit toward the J.D. degree for the non-law courses. A partial quarter of residence credit will be granted if a student successfully completes a total of at least 7 credits of law and concurrent degree courses, and two partial quarters may be combined to produce a full quarter of residence credit. ** Real Estate electives: RE532 R.E. Project Management (3), RE540 Advanced R.E. Finance & Investment (3), RE541 Real Estate Capital Markets (3), RE550 Real Estate Development (4), Real Estate Dev Studio (5), RE598 Sustainable Development and Regional Economics (3), RE598 Built Environment Law & Risk Mitigation (3) *** Law students enrolling in the concurrent degree program will be encouraged to take Law B523 Negotiations, Law B587 Law and Leadership and to select the Corporate Real Estate or Real Estate Finance & Investment Option to maximize the efficiencies of the concurrent degree. Qualified students may realize additional efficiencies if they are able to successfully test out of RE 508 and RE 510 **** The MSRE credit count will be reduced to 48 credits because of the 12 shared law course credits

2.5.2: Graduate Certificate in Real Estate (non-MSRE Students only)

The Runstad Department of Real Estate offers a Graduate Certificate in Real Estate (GCRE) exclusively for non-MSRE graduate students across all UW campuses. Graduate students are required to successfully complete the courses specified in Table 7, which can be completed in two quarters or more. The GCRE allows for the substitution of RE513 with FIN579, however space availability in the latter can be challenging. Students who take RE510 before applying will be able to count it towards the certificate if accepted into the program. More details can be found at: <http://www.realestate.washington.edu/programs/graduate-re-certificate/>. The Director of Graduate Programs serves as the primary academic advisor; however, students can seek the advice of relevant faculty.

Table 8. Graduate Certificate in Real Estate (GCRE) – Non-MSRE students only

| Code | Course Name | Credits | Quarter |
|--------|---|---------|---------|
| RE 510 | Introduction to Real Estate* | 3 | Winter |
| RE 513 | Real Estate Finance & Investment** | 4 | Winter |
| RE 516 | Introduction to Real Estate Economics/Market Analysis | 4 | Spring |
| RE 550 | Real Estate Development | 4 | Spring |

* RE 510 is also offered in the autumn quarter and students have the option of taking it in either the autumn or winter quarter.

**RE513 can be substituted by: FIN 579 Real Estate Finance & Investment (offered in the autumn quarter at Foster).

2.5.3: Graduate Certificate in Housing Studies

The Runstad Department of Real Estate offers a Graduate Certificate in Housing Studies (GCHS). This program is open to both MSRE and non-MSRE graduate students across UW. However, credits cannot be double counted towards both the MSRE and certificate. The certificate can be completed in two quarters. Although several substitutes are offered, students may substitute a maximum of two courses. The Director of Graduate Programs serves as the primary academic advisor, although faculty members with expertise in housing markets will serve as secondary advisors.

Table 9. Graduate Certificate in Housing Studies (GCHS)

| Code | Course Name | Credits | Quarter |
|--------|--|---------|---------|
| RE 563 | Housing Markets and Policy | 3 | Autumn |
| RE 597 | Spatial Analysis of Real Estate and Housing Markets* | 4 | Autumn |
| RE 564 | Affordable Housing (currently offered as RE 598)** | 4 | Winter |
| RE 565 | Advanced Housing Studies*** | 4 | Winter |

* RE597 can be substituted by: URBDP 520; URBDP 522; GEOG 561.

** RE564 can be ideally taken by first year MSRE students. It can also be substituted by: PUBPOL 564; ENV H 443; GEOG 445; URBDP 553; SOC 415; SOC 530; T URB 480.

*** RE565 should ideally be taken by MSRE students in their second year.

2.6: Registration and Student Status

2.6.1: Course Registration

MSRE students entering the program will be automatically registered for the core courses of their first and second quarters. However, they should register directly for any elective or open enrollment courses. For the third, fourth, and fifth quarter students are responsible to register for all their courses, except of LAW A523 for those selecting Options which require it. Students are required to register before the 5th day of each quarter. After the selection of Options, the Director of Graduate Programs will inform the the Law School of the names of the MSRE students who need to register for the two required courses.

2.6.2: Full or Part Time Student Status

Students need to inform the Assistant to the Chair the first week of registration if they will be full or part-time the following quarter. Graduate students are **full-time** by taking at least 10 credits per quarter. The normal course load for full-time graduate students is 12-14 credits per quarter. Students who attend the program full-time are expected to complete the degree in 5 quarters. Students can take up to 18 credits a quarter without any additional cost.

Students are considered **part-time** if they take less than 10 credits per quarter. Students who want to attend the program part-time need to discuss their course plan with their academic advisor and inform the assistant to the chair and the graduate program coordinator of the pace they plan on taking the courses each quarter.

2.6.3: On-Leave Policy

If a student is not going to enroll a specific quarter they need to be “on-leave”, by filling a petition, which requires the approval of the Department chair. A student may go on leave for a maximum of one quarter, unless the circumstances are exceptional. Students requesting on-leave status must submit an online Request for on-leave status via MyGrad Program. For a given quarter, students can submit the request as early as two weeks prior to the first day of instruction and must submit payment of the non-refundable fee.

Please review carefully the UW policies on on-leave status at:

<https://grad.uw.edu/policies-procedures/general-graduate-student-policies/graduate-on-leave-status/>

and Memo 9:

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-9-on-leave-policy-to-maintain-graduate-student-status/>

2.7: Grades and Grading

2.7.1: Grading Requirements

A 3.0 cumulative Grade Point Average (GPA) is required for good standing and graduation. The Graduate School requires students to achieve a minimum of 2.7 as an individual course grade to allow the course to be counted towards graduate credit.

Memo 19

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>

Table 10. Grading System for Graduate students

| GPA Equivalent | Letter Grade |
|----------------|--------------|
| 4.0 | A |
| 3.9 | |
| 3.8 | A- |
| 3.7 | |
| 3.6 | |
| 3.5 | |
| 3.4 | B+ |
| 3.3 | |
| 3.2 | |
| 3.1 | |
| 3.0 | B |
| 2.9 | |
| 2.8 | B- |
| 2.7 | |
| 2.6 | |
| 2.5 | |
| 2.4 | C+ |
| 2.3 | |
| 2.2 | |
| 2.1 | |
| 2.0 | C |
| 1.9 | |
| 1.8 | |
| 1.7 | |
| 1.6 – 0.0 | e |

If a student's GPA falls below 3.0 the student will be reviewed quarterly and a written explanation of the performance expectations and a timetable for the correction of deficiencies will be provided with actions spanning from warning- probation (two stages) to dismissal.

Memo 16

<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-16-unsatisfactory-performance-and-progress/>

2.7.2: Graded versus Non-Graded Courses

MSRE students are required to take all real estate courses and non-real estate courses which are required by their Options graded and for credit. One interdisciplinary elective with a maximum of 4-credits can be taken as Satisfactory/Not-Satisfactory (S/NS).

2.7.3: Incomplete Grades

A student may request an "Incomplete" which may be given only when they have been in attendance and done satisfactory work within two weeks of the end of the quarter, while furnishing proof to the instructor for the reasons (illness or other circumstances beyond the student's control) they cannot complete the required work [Memo 19 (<https://grad.uw.edu/policies-procedures/graduate-school-memoranda/memo-19-grading-system-for-graduate-students/>)]. To obtain credit for a course, a student must complete the work and the instructor must convert an incomplete into a passing grade by the last day of the next quarter in residence. Incompletes cannot be converted to passing grades after two years or more.

2.7.4: Appeal Process

The policies for grade appeal follow those of the University of Washington and are outlined at the following link: https://www.washington.edu/students/gencat/front/Grading_Sys.html Specifically, if a student believes that an instructor erred in an assignment grade or believes a grade recording error or omission occurred he/she needs to document in detail the concern and discuss it first with the instructor before reaching out to the Director of Graduate Programs and the Department Chair, which is a more formal process. The student should reach out to the Director of Graduate Programs and the Department Chair with a detailed memo of the concern. The memo needs to be submitted to the Department's administrators no later than ten days after his/her discussion with the instructor if the instructor's response is unsatisfactory. Within ten calendar days, the Director of Graduate Programs and the Department Chair will consult with the instructor to ensure that the evaluation of the student's performance has not been arbitrary or capricious.

Should the Department Chair believe the instructor's conduct to be arbitrary or capricious and the instructor declines to revise the grade, the Chair, with the approval of the voting members of the faculty, shall appoint an appropriate member, or members, of the faculty to evaluate the performance of the student and assign a grade. The Dean and Provost should be informed of this action.

2.8: MSRE Degree Completion

2.8.1: Requirements and Graduate School Procedures

As earlier highlighted, the MSRE has a 60-credit requirement for a Single or General Option and a 75 for a Dual Option. Students are required to complete successfully 33 core credits, 12 elective credits (either 6 real estate and 6 interdisciplinary electives or 3 real estate and 9 interdisciplinary) and 15 Option credits (single Option) or 30 Option credits (dual Option).

Students must be enrolled for a minimum of 2 credits during the quarter in which they intend to graduate and the application for graduation should be made during the first two weeks of the graduating quarter via the web at: <https://apps.grad.uw.edu/student/mastapp.aspx> If the student does not graduate during that quarter, she/he must register for the following quarter and again submit a master's degree request to the Graduate School.

All students should check with the Assistant to the Chair on the credits the quarter before they graduate to make sure they will have the time to make-up any missing credits their last quarter.

2.8.2: Credit Audit

All student transcripts are audited at the beginning of the quarter before graduation (typically autumn quarter of the second year) and the quarter of graduation by the Assistant to the Chair and the Graduate Program Coordinator. It is the MSRE student's responsibility to check their credits every quarter and coordinate with both aforementioned administrators the quarter before their graduation on the credit requirements for the degree to minimize any missed credits before their graduation.

2.8.3: Academic Advising

Upon entering the MSRE program all students are assigned an Academic Advisor for the Autumn and Winter quarters. As students select their Option in the winter quarter of the first year they are reassigned to an advisor focusing on that Option. That advisor may differ from their initial advisor.

All students are free to consult with the Director of Graduate Programs for administrative and general curriculum questions throughout their studies even though they might not be their designated academic adviser.

Academic advisors can help students understand the MSRE program, discuss possible electives and answer questions regarding the curriculum or the profession. Students are required to meet with their academic advisor the first two weeks of each quarter to make sure they are on track with the program requirements for each quarter. Additionally, all interdisciplinary electives require the academic advisor's sign off. All first year MSRE students are required to also check-in with their advisors the fifth week of the quarter and discuss any issues they might be facing or any additional challenges.

3: Student Conduct and Affairs

3.1: Code of Conduct and Plagiarism

The student conduct code requires students to practice “*high standards of academic and professional honesty and integrity*”. Students who are suspected of cheating or plagiarism will be confronted directly by the instructor, who will inform the appropriate parties within the Department, College, and University to determine if the student's actions warrant disciplinary action, which may include probation or dismissal. If you have any doubt about whether a specific use of material constitutes plagiarism or whether it is appropriate to work with others on a project or assignment, please ask.

The University's Student Conduct Code can be found at: <http://www.washington.edu/cssc/for-students/student-code-of-conduct/> Additional information can be found at the Washington Administrative Code 478-120 (<http://app.leg.wa.gov/WAC/default.aspx?cite=478-120>).

It is important for students to understand the meaning of plagiarism, which “occurs whenever someone uses the ideas or writings of another as their own without giving due credit” (<https://depts.washington.edu/pswrite/plag.html>) Additional resources can be found at: <https://depts.washington.edu/grading/pdf/AcademicResponsibility.pdf>

3.1.1: Respectful Environment-Email Etiquette-Event Attire

It is important for students to be respectful of the opinions of their classmates, other students, faculty, staff and others in the UW community and beyond. The University of Washington values and honors diverse experiences and perspectives and strives to create welcoming and respectful learning environments and promotes access and opportunity. If students experience bias they should report it to the Director of Graduate Programs and the Department Chair. Students are also free to use the UW bias reporting resources as a second step: <https://www.washington.edu/bias/>

It is important for MSRE students to exercise professional email etiquette when contacting staff, faculty, advisors, mentors, speakers, industry professionals, internship liaisons etc. A respectful and polite email will be more likely to receive an answer and will avoid any bad impression by the recipient. If a student wishes to email an Advisory Board Member they should first consult with the Director of Community Engagement. Please make sure you check your emails for spelling, grammar errors and be concise on the information you want conveyed to have your question answered. UW Bothell offers an outline of a respectful email and a clip we suggest you review: <https://www.uwb.edu/studentaffairs/resources/email-etiquette>

MSRE students participate in various events with professionals and it is important to project an image of professionalism by wearing the appropriate attire during events or individual meetings. Students should consider these interactions as an opportunity to extent their network and should dress according to the occasion. For additional details UW offers suggestions on how to dress for success: <https://careers.uw.edu/resources/dress-for-success/> select view resource.

For additional other resources include:

- https://foster.uw.edu/wp-content/uploads/2015/07/Dress-For-Success_-Business-Professional-5.pdf
- <http://www.businessinsider.com/how-to-dress-for-work-business-attire-2014-8>

3.2: Disabilities Center

The Runstad Department of Real Estate and the University of Washington are committed to ensuring learning opportunities for students with temporary (e.g. a broken limb etc.) or permanent disabilities. Students are not required to notify their instructors directly of their disability to ensure student privacy. If a student has a disability he/she needs to contact the office of Disability Resources for Students (<http://depts.washington.edu/uwdrs/>) as quickly as possible. DRS will request the appropriate documentation from the student and contact all of the students' instructors informing them of the accommodation required, without notifying them of the type of disability. Instructors will comply with the request and accommodate the students. In case of any miscommunication between DRS and the instructors, the students need to notify their instructors that they will be receiving an email from DRS.

3.3: Diversity

The Runstad Department of Real Estate is committed to promoting an inclusive community and culture that supports faculty, staff and students who collectively reflect the diversity of our society. Diversity, in all of its forms should not only be celebrated but is also necessary in helping us advance our understanding of the built environment via both our teaching and our research. As a department we aim to achieve these goals by recognizing and serving the many types of diversity reflected amongst our community, including, but not limited to, race, ethnicity, nationality, sexual orientation, gender identity, culture, religion, educational and social background, veteran status, age, language and (dis)ability. For more information about diversity resources please see; <http://www.realestate.washington.edu/diversity/>

3.4: Student Safety

The safety of the University of Washington community is critical. Students are advised to refer to UW policies and procedures to ensure their safety and security on campus. For more information, go to: <http://www.washington.edu/safecampus/> To report threats, seek advice, or get counseling, dial 206-685-SAFE (7233).

3.5: Counseling Resources

The University of Washington offers counseling services to students who might be dealing with stressful situations due to their studies or personal situations, while exercising full confidence. Students should not be hesitant to reach out to the UW professionals who are ready to help them through short or long-term difficult situations. Students should reach out for counseling at: <https://www.washington.edu/counseling/>

3.6: Writing Centers

The University of Washington can help students who haven't done research before or experience various writing challenges through the Odegaard Writing and Research Center: <http://www.lib.washington.edu/ougl/owrc> Although the center is mainly focusing on undergraduate students it offers resources for graduate students as well.

For international students who experiences challenges in writing, there is the Targeted Learning Communities (TLC) for English Language Learners through the Odegaard Writing and Research Center (<https://depts.washington.edu/owrc/tlc>). The program allows small groups of students who are enrolled in reading or writing-intensive courses to meet weekly with OWRC tutors. Together, they work to decode academic and cultural norms, practice language acquisition, and develop collaboration skills.

TLCs can cover many topics, including:

- Reading difficult course texts

- Participating in class discussions and activities
- Understanding assignments/feedback
- Interpreting classroom and cultural norms
- Finding other resources and support services
- Working collaboratively with instructors and peers

3.7: Background Courses for Non-Business Majors

MSRE students who have not completed an undergraduate business program or do not feel comfortable with basic concepts of statistics and finance are highly encouraged to take some quantitative courses in advance or during their studies at UW. Although courses may not always be taken for credit (less than 400 level) the following courses can be very helpful in their understanding of some basic concepts of statistics and finance:

- STAT 221 Statistical Concepts and Methods for the Social Sciences (5) (Autumn)- <http://faculty.washington.edu/cadolph/221/221.pdf>
- QMETH 500 Statistical Data Analysis for Management (4) (winter) - <https://foster.uw.edu/wp-content/uploads/2018/04/QMETH-500-WIN18.pdf>
- URBDP 520 Quantitative Methods in Urban Design and Planning (4) (Autumn) - <http://urbdp.be.uw.edu/resources/udp-course-listings-and-syllabi/udp-520-2014-syllabus/>
- -FIN 350 Business Finance (4) (every quarter but entry may be limited)

4: Computer Requirements and Facilities

4.1: Student Computer/Calculator Requirements

Students are required to have a PC laptop for the proper functionality of various software. If students have a Mac laptop it is mandatory for them to install a windows emulator to allow them to work with the ARGUS software. Those with Mac laptops will experience significant challenges in working with GIS software due to compatibility issues, which will lead them to spend more time on the College's computers.

Students are required to purchase a financial calculator of their choosing. The HP12C is recommended. Students will be responsible for their own training.

4.2: Building Use Permits and CAAMS Building Access

Building Use Permits are issued annually in autumn to currently enrolled students through the Assistant to the Chair. Students should carry their permit during hours when the building is not open to the public.

Gould Hall utilizes the CAAMS monitoring system. Outside of regular operating building hours, entry is restricted to College students with CAAMS access. Students are programmed into the system each quarter. Should you find that you do not have the access you need, reach out to the Assistant to the Chair. If you lose your Husky Card, you can replace it through the Husky Card Office.

4.3: Mail and Lockers

There are no facilities available for MSRE students' postal mail; either personal or program-related. Students should not use the MSRE office address for their personal mail.

A limited number of lockers are available for MSRE students. Locker assignments are coordinated through the Assistant to the Chair in the Autumn Quarter every year. Students should use lockers assigned to them and may not use unoccupied lockers. Items cannot be placed on top of the lockers due to safety regulations. Students are responsible for cleaning out their lockers at the end of their rental period. Any items left behind in a locker are subject to disposal.

4.4: E-Mail

The MSRE program staff will correspond with the MSRE students via their UW email address. Students who prefer to use alternate emails should take appropriate measures to ensure the MSRE announcements reach them, such as setting up email forwarding etc. Please keep in mind that as a state university, UW email is considered public record, and may be subject to public records requests so please be professional in your communications.

5: Events

5.1: Student Orientation and Reception

Students are required to attend all of the events organized during Orientation. Orientation balances academic concepts (finance, real estate and excel fundamentals) with introduction to the area and the local industry and community. The program is split between on and off campus activities. Students typically receive more information on the orientation schedule late August or early September.

One of the events during Orientation is a Welcome Reception, which provides students the opportunity to meet members of the Runstad Advisory Board.

5.2: Runstad Leadership Dinner

The Runstad Department of Real Estate hosts an annual Leadership Dinner every October. This is a wonderful opportunity for students to network with professionals. For minimal cost students can attend the event and sit with executives at assigned seating as close as possible to their interests. The event requires business attire. Typically, real estate courses accommodate this event allowing students to attend it.

5.3: Graduation Reception and Ceremony

The full-time MSRE program is 5 quarters, with students graduating in the Winter Quarter of their second year. The Department hosts a Reception at the end of the Winter Quarter to celebrate the completion of the program. The University of Washington however, only has one graduation ceremony, which is held every year in June. Students in the Seattle area are strongly encouraged to attend the graduation ceremonies in June. This will give you an opportunity to wear the traditional cap and gown (<http://www.washington.edu/graduation/registrationorder-form/>) and represent the program among all other graduating programs in the College. Class photos will be taken at the time with a reception to follow.

6: Career Development and Mentoring Program

6.1: Career Development Resources

Upon arrival students should schedule a meeting with the Director of Community Engagement and provide more information regarding their professional interests. The Director will provide more information on the appropriate organizations (e.g. ULI, NAIOP, CoreNet etc.) a student can join based on their interests. Beyond the resources offered within the department, students need to be very proactive and seek help from the University resources, which offer regular seminars and other events aiding students with their resumes, elevator speech etc: (<https://careers.uw.edu/graduate-students/>).

Additionally, students should explore open resources of other schools within UW. They be useful, even if aimed at undergraduate students

e.g. <https://foster.uw.edu/careers/career-services/undergraduate-students/interview-prep/>, <https://www.uwb.edu/careers/job-search-tools>

6.2: External Professional Mentoring

Students should be very respectful and professional when reaching out to their mentors following the email etiquette and attire outlined in the handbook. Students should alert the Director of Community Engagement and the Department Chair of any personal or professional uncomfortable situations immediately to allow the Department to address them. Guidelines for both the mentor and mentee helping manage expectations are outlined in Appendix B. Both parties need to sign the Appendix agreement in addition to the Department Chair. If either the mentor or mentee wish to end their relationship they need to contact immediately both the Director of Community Engagement and the Department Chair.

Appendix A
MSRE – University of Washington
Internship form

The Master’s in Science and Real Estate (MSRE) students of the Runstad Department of Real Estate at the University of Washington are required to complete a summer internship as part of their graduation requirement even though course credit is not obtained. We believe that this is a wonderful opportunity for students to apply the knowledge they obtained during their first year of studies and gain from the hands-on industry exposure on actual projects.

Overall goals:

1. Help students identify the area of real estate their skillset and interests are more applicable
2. Involve them in a project actively
3. Help students expand their professional network and interview for available positions

| | |
|-----------------------------------|--|
| Student Name | |
| Preferred Email | |
| Expected Graduation | |
| How did you find this internship? | |
| | |
| Employer Name | |
| Sector | |
| Street Address | |
| City | |
| State, Zip code | |
| Country | |
| | |
| Supervisor Name | |
| Supervisor Title | |
| Supervisor Phone | |
| Supervisor Email | |
| | |
| Intern position title | |

Start date _____ End date _____
 Paid (include \$/hour) _____ Unpaid _____
 Internship expectations (Number of hours per week/total estimated hours): _____

Internship job description and learning objectives (responsibilities, tasks, expectations etc.):

Student Agreement

1. Students should conduct themselves professionally/respectfully and adhere to all personnel rules of the company.
2. Students should perform tasks at a high level and to the satisfaction of their supervisor, who they will meet on a regular basis.
3. Students are required to provide a progress report to the Director of Community Engagement and the Department Chair half-way through their internship and upon the completion, outlining the tasks performed and their experiences.
4. Students should make aware their supervisor of any absence due to illness or other reasons as soon as possible and coordinate the delivery of the tasks assigned.
5. The student reserves the right to alert the Director of Community Engagement and the Department Chair if they feel uncomfortable either professionally or personally during their internship.
6. Students reserves the right to end the internship.

Internship company/organization Agreement

1. The internship company/organization is required to appoint an internship supervisor who will be the point of contact for the student and the University
2. Tasks assigned to the students should be relevant to the experience gained in the program while furthering their hands-on knowledge on different real estate subjects.
3. Students should be made aware of any confidentiality agreements between the company/organizations and their clients and should strictly adhere to them
4. Accidents in the workplace will be covered by the internship company/organization and the student's insurance. The department or the university will not be liable.
5. The internship company/organization is entitled to contact the department chair and terminate the internship if a student does not adhere to company policies or fails to perform the tasks assigned.

| Student Signature | Company Representative | Department Chair |
|-------------------|------------------------|------------------|
| | | |
| Print Name: | Print Name: | Print Name: |
| Date: | Date: | Date: |

Appendix B
MSRE – University of Washington
Mentoring form

The Runstad Department of Real Estate at the University of Washington focuses in the wholistic development of the future leaders of real estate and views industry involvement in such development as critical in a student’s comprehensive understanding of the workings of real estate markets. Mentoring and sharing experiences with students is therefore a valuable first step in preparing them to deal with industry challenges upon their graduation. Mentors and mentees can decide on the type of interaction they will have based on the ones mentioned below based on their schedules. The expectation for mentors is to schedule at least 2-3 meetings per quarter with their mentee. They are also expected to cover costs of an event a mentee is invited and lunch/coffee.

Overall Goals:

1. Help students understand the inner-workings of the industry and expand their network
2. Expose students to different projects allowing them to understand the area they wish to specialize
3. Help students make more employable

| | |
|-------------------------------|--|
| Student Name | |
| Preferred Email | |
| Expected Graduation | |
| How did you find your mentor? | |
| | |
| Employer Name | |
| Sector | |
| Street Address | |
| City | |
| State, Zip code | |
| Country | |
| | |
| Mentor Name | |
| Mentor Title | |
| Mentor Phone | |
| Mentor Email | |

Start date _____ End date _____

Mentoring type (select all that apply): a. breakfast/lunches/dinners___ b. business meetings__ c. office meeting shadowing___ c. invitation to business event___ d. oversight on a project_____

Meeting frequency per month _____

Student Agreement

1. Prepare goals and objectives for the mentor
2. Respect the mentor’s time and be professional in your communications
3. Be open to a mentor’s advice and demonstrate how much you value their opinion
4. Share your professional concerns, challenges and ways you think he/she can be helpful
5. Listen to your mentor rather than talk too much
6. A mentee reserves the right to end the mentoring relationship and provide feedback to the department administration

Mentor Agreement

1. Help your mentee engage in mentoring by reaching out to them and engaging them with you, your employees or organizations
2. Listen to your mentees interests and goals from mentoring
3. Help your mentee in making progress in their individual goals
4. Inform them that you are open to initiatives they might want to take
5. Mentor should not assume that the advice or suggestions will be followed even if the mentee does not openly disagree as it might be a cultural issue
6. Be sensitive to people of different cultures and upbringings
7. A mentor reserves the right to end the mentoring relationship and provide feedback to the department administration

| Student Signature | Company Representative | Department Chair |
|-------------------|------------------------|------------------|
| | | |
| Print Name: | Print Name: | Print Name: |
| Date: | Date: | Date: |

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