



# MASTER OF LAND AND PROPERTY DEVELOPMENT (MLPD) – HANDBOOK

## **Program Coordinator**

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(979) 845-1046

**Welcome to the Master of Land and Property Development Program**

## Who to Contact for Help

Please contact one of the people below if you have questions about the MLPD program or its requirements.

### **Tim Early – Program Coordinator**

Associate Professor of the Practice

Email – [time86@tamu.edu](mailto:time86@tamu.edu)

Office Hours by Appointment

Office: Langford A room 318A

### **Deepa Maheshwari – Administrative Coordinator & Graduate Advisor**

Email – [deepa\\_m@tamu.edu](mailto:deepa_m@tamu.edu)

Office – Langford A room 318

Phone – 979.845.1046

## MLPD Faculty & Staff

The Master of Land and Property Development program is delivered by a dynamic group of research, teaching, and professional faculty and supported by experienced staff members. You can find a list of all **department faculty** and **staff members** – including contact information – on the college website.

- Tim Early (MLPD Program Coordinator) – [time86@arch.tamu.edu](mailto:time86@arch.tamu.edu) or 713-822-1014
- Dan Leverett – [dleverett@arch.tamu.edu](mailto:dleverett@arch.tamu.edu) or 713-502-6574
- Dr. Youngre Noh – [ynoh@arch.tamu.edu](mailto:ynoh@arch.tamu.edu) or 979-458-1326
- Dr. Russ Peterson – [jpeterson@mays.tamu.edu](mailto:jpeterson@mays.tamu.edu) or 979-862-1406
- William “Chip” Winslow – [chipwin@tamu.edu](mailto:chipwin@tamu.edu) or 785-341-0229
- Bentley Scott – [bscott@arch.tamu.edu](mailto:bscott@arch.tamu.edu)
- Jonathan Clark – [jhclark@tamu.edu](mailto:jhclark@tamu.edu)

## Introduction

The Master of Land and Property Development (or MLPD) program is 36-credit hour professional program designed to prepare students to embark on careers in real estate development. MLPD combines real estate planning with best business practices. With an emphasis in land development education, this program prepares students for success as entrepreneurs, property developers and industry leaders.

The MLPD draws from all disciplines in the College of Architecture to turn an idea into a place. We approach real estate from a holistic, interdisciplinary perspective that is rooted in land development education. The MLPD coursework will equip you to acquire, create and invest in projects with sustainable value. Unique to this program, you will also learn how to subdivide land, negotiate development agreements, and assemble a team of consultants to develop and operate a real estate enterprise.

The MLPD program also provides a fast track for students to earn the CCIM designation upon graduation. Students learn to pair business and finance with physical planning, design, and construction to develop residential and commercial properties.

Completion of the MLPD program requires 36 hours of coursework that includes topics such as: introduction to development; due diligence; market analysis; site analysis; Texas property law; property finance; project management; income property development; single-family development; entrepreneurship and sustainability; and a capstone course. See the MLPD Course Progression below.

Students are required to complete a professional internship during the summer semester. In addition to the professional internship, students must prepare an E-Portfolio which is a “personal website” to showcase each student’s skills and aptitudes. During the last semester in the Program, students must pass a final oral exam administered by their Student Advisory Committee (see below) that tests the student’s knowledge in five areas related to real estate development listed below.

- **Law and Regulation:** Students will be able to review, summarize and/or revise regulations and development agreements and contracts.
- **Finance:** Students will be able to prepare discounted cash flow models and deal structures
- **Feasibility:** Students will be able to describe and conduct due diligence investigations and market analyses for commercial and residential properties
- **Property Development:** Students will be able to prepare development budgets; prepare critical path timelines; and describe the development process from conceptualization to completion of development projects
- **Stewardship:** Students will understand be able to explain context sensitive development and low-impact development

## Admission Requirements

Admission requirements are the same for students applying for the In-Person and the On-Line version of the Program with the exception that students applying for the On-Line Program must have a minimum of three years professional work experience after obtaining their undergraduate degree, or with prior approval of the Program Coordinator. The MLPD admission process consists of the following:

- Submit an application on-line
- Submit transcripts from all undergraduate institutions
- Statement of Purpose (a one to two-page explanation of your interest in real estate development)
- Submit three letters of recommendation from employers or former professors
- The GRE is not currently required

## On-Line MLPD Program

The On-Line MLPD consists of the same requirements as the In-Person MLPD Program. Students enrolled in the On-Line MLPD program access recorded lectures by means of A&M's Canvas learning management system and may view lectures asynchronously at times that fit the student's schedule. Assignments and exams are submitted/completed on Canvas in accordance with the due dates posted in the syllabus for each course. Professors typically have on-line office hours for students enrolled in the On-Line Program on a weekly basis.

## Calendars

Graduate & Professional School Calendar (GPS) – <https://grad.tamu.edu/Buttons/Calendars>

Registrar Calendar – <https://registrar.tamu.edu/Academic-Calendar>

A&M Catalogs Calendar - <https://catalog.tamu.edu/graduate/academic-calendar/>

## MLPD Curriculum – Overview

### FALL ADMISSION- Course Progression

#### FALL SEMESTER

Course	Credits
LDEV 664 – Market Analysis for Development	3
LDEV 667 – Design and Development Economy	3
LDEV 687 – Development Feasibility & Design I	3
LDEV 669 – Income Property Land Development	3
<b>Total</b>	<b>12</b>

#### SPRING SEMESTER

Course	Credits
LDEV 661 – Development and Environment	3
LDEV 668 – Land Development Practice	3
LDEV 660 – Fundamentals of Entrepreneurial Real Estate	3
LDEV 651 – Property Development Agreements and Regulation	3
<b>Total</b>	<b>12</b>

#### SUMMER SEMESTER

Course	Credits
LDEV 684 – Professional Internship	1
<b>Total</b>	<b>1</b>

#### FALL SEMESTER

Course	Credits
LDEV 663 – Introduction to Project Management	3
LDEV 650 – Land and Property Development Analysis	3
LDEV 688 – Development Feasibility and Design II (Capstone)	3
LDEV 685 – Directed Studies (Online Portfolio)	2
<b>Total</b>	<b>11</b>

Please note pre-requisite/preliminary/leveling courses are not included on this Course Progression sheet and if required, will not be counted towards your minimum of 36 credit hour required to be conferred with the MLPD degree. Please request an advising appointment for further information.

## SPRING ADMISSION- Course Progression

### SPRING SEMESTER

Course	Credits
LDEV 667 – Design and Development Economy	3
LDEV 668 – Land Development Practice	3
LDEV 661 – Development and Environment	3
LDEV 651 – Property Development Agreements and Regulation	3
<b>Total</b>	<b>12</b>

### SUMMER SEMESTER

Course	Credits
LDEV 684 – Professional Internship	1
<b>Total</b>	<b>1</b>

### FALL SEMESTER

Course	Credits
LDEV 664 – Market Analysis for Development	3
LDEV 663 – Introduction to Project Management	3
LDEV 669 – Income Property Development	3
LDEV 687 – Development Feasibility and Design I	3
<b>Total</b>	<b>12</b>

### SPRING SEMESTER

Course	Credits
LDEV 660 – Fundamentals of Entrepreneurial Real Estate	3
LDEV 650 – Land and Property Development Analysis	3
LDEV 688 – Development Feasibility and Design 2 (Capstone)	3
LDEV 685 – Direct Studies (Online Portfolio)	2
<b>Total</b>	<b>11</b>

Please note pre-requisite/preliminary/leveling courses are not included on this Course Progression sheet and if required, will not be counted towards your minimum of 36 credit hour required to be conferred with the MLPD degree. Please request an advising appointment for further information.

## Pre-Requisites/Leveling Courses

Students that did not complete courses in finance and/or real estate finance during their undergraduate studies may be required to take either leveling courses or on-line courses to prepare them for the MLPD Program.

Classes such as ACCT 640 and/or FINC 635 may be requested and/or required for MLPD candidates who do not possess the pre-requisite accounting and finance knowledge and/or proficiency. These leveling subjects are not included in – and are not counted towards - the minimum 36 credit hours required to confirm a MLPD degree according to the Texas Higher Education Coordinating Board.

Alternatively, students may complete one, or more, of the following on-line courses to build a base of knowledge related to real estate finance prior to starting coursework in the Program.

- **UDEMY**- The Complete Financial Analyst Course 2020  
<https://www.udemy.com/>
- **REFM**- The Real Estate Financial Modeling Boot Camp, Levels 1-3  
<https://getrefm.com/shop/self-study/foundations-and-certification/levels-1-2-and-3-bootcamps-bundle-excel-for-real-estate-and-real-estate-finance-bootcamps-self-study-video-tutorials-with-excel-files-levels-1-2-and-3-certification-prep-material/>
- **NAIOP**- Basic Real Estate Finance Course  
<https://learn.naiop.org/products/basic-real-estate-finance-course>
- **CCIM**- Build Your Own DCF Model in Excel  
<https://www.ccim.com/education/course/discounted-cash-flows-with-excel/>
- **Urban Land Institute (ULI)**- Introduction to Excel for Real Estate Professionals  
[https://learning.uli.org/products/introduction-to-excel-for-real-estate-professionals#tab-product\\_tab\\_overview](https://learning.uli.org/products/introduction-to-excel-for-real-estate-professionals#tab-product_tab_overview)

## Requirements to Complete the MLPD Program

In addition to completing the required courses for the MLPD program, students must complete the following:

- File a Degree Plan
- Select a Student Advisory Committee (aka “Graduate Committee”)
- Complete a Professional Internship (may be waived for On-Line Students)
- Complete an E-Portfolio & Pass a Final Oral Exam

### Degree Plan

Students must file a degree plan on-line with Texas A&M’s Graduate and Professional School (GPS) to graduate. You are required to file your degree plan no later than the semester before the expected graduation term. For example, if you are planning to graduate in December 2022, then the degree plan should be filed no later than the end of Spring 2022 semester. If you are planning to graduate in Spring 2023, then the degree plan should be filed no later than the end of Fall 2022 semester. A student’s degree plan typically consists of the courses listed in the Course Progression above, but exceptions may be granted with prior approval by the student’s Student Advisory Committee.

The degree plan must be completed and filed with the Graduate and Professional School (GPS) prior to the deadlines imposed by the student’s college, and no later than 90 days prior to the date of the final oral examination. This proposed degree plan should be submitted through the online Document Processing Submission System located on the <https://ogsdps.tamu.edu> website. Upon submitting the degree plan on-line, the degree plan will be routed by DocuSign to the student’s advisory committee for their approval.

A student submitting a proposed degree plan for Master of Land and Property Development degrees should designate on the official degree plan form the “non-thesis” option. Additional coursework may be added to the approved degree plan by petition if it is deemed necessary by the advisory committee to correct deficiencies in the student’s academic preparation. No changes can be made to the degree plan once the student’s Request for Final Examination or Request for Final Examination Exemption (see below) is approved by GPS.



## Student's Advisory Committee

After receiving admission to the MLPD Program and enrolling for coursework, the student will consult with Program Coordinator to determine potential faculty candidates for a student's Student Advisory Committee. The student's advisory committee for the master's degree will consist of no fewer than three members of the graduate faculty representative of the student's fields of study and research. The chair of the advisory committee must be from the student's department, and at least one or more of the members must have an appointment to a department other than the student's major department.

The student, in consultation with the chairperson of their committee, will select the remainder of the advisory committee. The student will interview each prospective committee member to determine whether he or she is willing to serve. Only graduate faculty members located on Texas A&M University campuses may serve as chair of a student's advisory committee. See the following link to determine if a faculty member is on the graduate faculty, <https://gradcom.tamu.edu/faculty>

MLPD students are required to contact (e.g. in-person, phone call, or e-mail) potential faculty to serve on the student's Student Advisory Committee prior to filing their degree plan. The committee member's DocuSign approval of the degree plan acknowledges the faculty member's willingness to accept the responsibility for guiding and directing the entire academic program of the student and for initiating all academic actions concerning the student.

## Professional Internship (LDEV 684)

### Finding a Professional Internship

Students enrolled in the Master of Land and Property Development Program must complete a professional internship as a requirement for graduation. The internship requirement consists of a minimum of 120 hours of work (paid or unpaid) with a company engaged in real estate development; brokerage; builder/developer; or real estate-related agency or organization. To complete this requirement, students must enroll in LDEV 684. Although students complete their professional internship during the summer, students should enroll in LDEV 684 during the Fall semester after completion of the internship. Students enrolled in the On-Line program that are employed full-time in a real estate related industry may, with prior permission from their Student Advisory Committee, prepare a professional paper in lieu of the Professional Internship.

### **Finding an internship is solely the responsibility of the student.**

Students are encouraged to seek internships locally, nationally, and abroad, both paid and unpaid. The Department office has lists of Career Fair-participating firms, many of whom offer internships to students. Students may seek advice on the appropriateness of an internship from the MLPD Program Coordinator. The Program Coordinator will consider the following factors when advising students in this regard:

- Type of employer
- Job duties
- Appropriateness with respect to student's stated career track
- Other relevant factors.

In the rare instance that a student has exhausted all internship opportunities which are feasible, he or she may appeal to the MLPD program coordinator, in writing, to ask for placement. The student must raise this appeal before the end of the spring semester. The MLPD program coordinator will assist the student in finding a supplemental opportunity to fulfill the internship requirement. This supplemental opportunity might include assisting a faculty member with an on-going research project which is practice related. Students should be aware that paid compensation is unlikely in this option.

To facilitate the successful completion of the internship requirement, students should:

- Apply for internships no later than the spring semester
- Interview broadly with prospective employers
- Provide an agreement or letter signed by the potential employer which states the scope of the intern's responsibilities and number of hours to the student's Advisory Committee Chairperson
- Register for LDEV 684, typically in the semester following the summer internship
- Before grades are due, submit a report to the supervising professor for signature

*For International Students If you are attending Texas A&M as an international student (on a visa), you MUST do a CPT process through the Texas A&M International Student Services office AND be registered for the internship course during the summer session. The only exception is if you are working on campus and getting a check from Texas A&M University. (If*

*you are working on campus and it is counting for your internship, then you don't have to complete the CPT form.)*

*To learn more about CPT, please visit: <https://iss.tamu.edu/Current-Students/F-1-Status/Curricular-Practical-Training> or contact the Texas A&M ISS office at [iss@tamu.edu](mailto:iss@tamu.edu) or 979-845-1824.*

## **The Internship Report**

The internship requirement (LDEV 684) for the MLPD is designed to allow students to apply the knowledge gained in the program and observe the workings of a professional office. The professional office setting gives students the opportunity to participate in real-world projects, make professional contacts, and observe workplace practices and ethical decision-making.

Upon completion of the internship, students are expected to submit a report on their internship in which they reflect upon what the FIVE MLPD Student Learning Outcomes. While the first part of the report may be primarily descriptive— what they did, who they worked with, what types of deliverables were produced, etc.—the second part of the report should address workplace practices and ethics. This paper must be submitted to the Chairperson of the student's Student Advisory Committee in accordance with any requirements established by the faculty teaching the student's LDEV 684 course.

**Please note that you are required to fill out and submit a “Graduate Variable Credit Course Proposal Form” to be registered for LDEV 684. See Appendix A.**

## Final Examination

<https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>

All MLPD students must pass a final examination by dates announced each semester in the Graduate and Professional School (GPS) calendar. To be eligible for the final examination, a student's GPA must be at least 3.00 for courses on the degree plan and for all courses completed at Texas A&M which are eligible to be applied to a graduate degree, and no unabsolved grades of "D". A "U" can occur for any course listed on the degree plan. To absolve a deficient grade, the student must repeat the course at Texas A&M University and achieve a grade of C or better. All coursework on the degree plan must have been completed except for those hours for which the student is registered.

Students must submit a "Request and Announcement of the Final Examination" a minimum of 10 working days in advance of the scheduled date for the examination. Students should keep in mind that they must obtain approval of the date and time of their Final Examination from the members of their Student Advisory Committee prior to submitting the request through the GPS site. GPS must be notified in writing of any cancellation. In the event a student does not pass their Final Examination, a student may be given ONE opportunity to repeat the final examination for the master's degree that must be completed prior to the end of the next regular semester (summer terms are excluded).

The final examination is a meeting during which the members of the student's Student Advisory Committee ask the student questions about any topic related to the student's degree plan. Most questions are related to course work and the student's E-Portfolio (see below).

For information and a link to the Request and Announcement of the Final Examination on the GPS site, see... **<https://grad.tamu.edu/knowledge-center/forms/request-and-announcement-of-the-final-examination>**

## E-Portfolio Requirement (LDEV 685)

Students are required to prepare an e-portfolio which is to be provided to your Graduate Committee no later than ten days prior to the date of your scheduled final exam. The E-Portfolio is each student's personal website to showcase the student's mastery of the Program's Student Learning Outcomes and provide additional information about the student.

Each student must send a link to every member of the student's Student Advisory Committee ten days prior to their Final Examination (submitting a link to the E-Portfolio on the Canvas Learning Management System is not sufficient).

### The FIVE Student Learning Outcomes of the MLPD Program:

- **Law and Regulation:** Students will be able to review, summarize and/or revise regulations and development agreements and contracts.
- **Finance:** Students will be able to prepare discounted cash flow models and deal structures
- **Feasibility:** Students will be able to describe and conduct due diligence investigations and market analyses for commercial and residential properties
- **Property Development:** Students will be able to prepare development budgets; prepare critical path timelines; and describe the development process from conceptualization to completion of development projects
- **Stewardship:** Students will understand be able to explain context sensitive development and low-impact development concepts and practices

**Please note that you are required to fill out and submit a "Graduate Variable Credit Course Proposal Form" to be registered for LDEV 685. See Appendix A.**

**For more information about the FIVE Student Learning Outcomes see Appendix B.**

## Interdisciplinary Certificates

The College of Architecture's research centers offer six interdisciplinary certificates, which feature courses and faculty from each of the College's three departments. Certificates require a minimum of five courses. Course work required for a certificate are in addition to the required courses listed in the MLPD Course Progression.

Certificates available in the College include:

- **Community Development Certificate** (Center for Housing and Urban Development)
- **Environmental Hazard Management Certificate** (Hazard Reduction and Recovery Center)
- **Health Systems & Design Certificate** (Center for Health Systems & Design)
- **Historical Preservation Certificate** (Center for Heritage Conservation)
- **Sustainable Urbanism Certificate** (Center for Housing and Urban Development)
- **Transportation Planning Certificate** (COA, TTI and the Bush School)

It is important to know that graduate certificates are administered by the research centers and not by the MPLD program. That means that the authority to make decisions about certificate requirements, course substitutions, and other administrative matters rests with the certificate coordinator. Please see the certificate pages linked above for more information on required and elective courses and to contact the coordinator.

## Graduate Assistantships and Work Opportunities

The department of Landscape Architecture and Urban Planning offers a limited number of Graduate Assistantships to incoming students. These students are assigned to a particular professor to help with classes, research, or special projects. Typically, these assistantships are for 20 hours per week. Once the student has been assigned to the professor, he or she should arrange a meeting with the professor to discuss what things the student will be working on, and what expectations the professor has for the student.

Students who do not receive graduate assistantships from the department and still need work may seek graduate research assistantships. These assistantships may be offered by individual faculty members who have funded research projects. Faculty members will seek students with skills or areas of expertise that are needed for their research project, such as statistical analysis, GIS skills, strong writing skills, verbal communication skills, specialty software skills, programming, etc., depending on the needs of the project. You can learn more about potential research assistantships by asking research faculty whether they have positions available.

Another alternative is hourly work as a student technician. Faculty members will often hire students for an hourly wage to work on specific projects related to research, outreach, or other special projects. Students may talk to individual faculty members about the availability of these jobs. International students have limits on the number of hours that they can work each week (not more than 20). The type of work for research or non-teaching assistants will vary widely, and may include data entry; literature searches; making phone calls, creating charts, graphs, maps, or figures; cataloging photos or data; creating graphics or drawings; writing and editing; etc.

## Professional Organizations and Networks

Real Estate education also happens outside of the classroom. There are numerous real estate-related organizations and professional networks that students are strongly encouraged to join:

- The [Urban Land Institute](#) is a membership organization centered on real-estate development and land-use planning. ULI hosts a national conference and has active chapters in many different cities in Texas and the Gulf Coast.
- Certified Commercial Investment Member- [CCIM](#) offers a University Fast Track to obtain the CCIM certification after completing the MLPD Program.
- National Association of Industrial and Office Professionals- [NAIOP](#) the Commercial Real Estate Development Association, is the leading organization for developers, owners and investors of office, industrial, retail, and mixed-use real estate. NAIOP comprises 20,000+ members and provides strong advocacy, education, and business opportunities through a powerful North American network.
- Aggie Real Estate Network- [AREN](#) The Aggie Real Estate Network strives to: educate, promote and support commercial real estate professionals to become industry leaders; network with their peers; provide scholarships to current students; support the real estate programs at Texas A&M University.



## **Real Estate Development Association**

The Real Estate Development Association (REDA) is a recognized Texas A&M University student organization that represents students both in the Masters of Land & Property Development (MLPD) program and those with interest in real estate development. REDA seeks to give its members the opportunity to tour real job sites, hear from reputable industry leaders, and establish valuable relationships within the organization and industry through a variety of events. It is led by student officers in the Masters of Land & Property Development program. The officers of REDA play an important role in both the College of Architecture and Department of Landscape Architecture and Urban Planning.

### **Monthly Meetings**

REDA members gather monthly for a wide variety of educational and networking opportunities. Often, these meetings are anchored by a site tour, guest speaker, or officer-lead discussion about a certain aspect of the industry where members will hear real-world insights and further their career readiness and knowledgebase. These opportunities provide members with an excellent opportunity to further pursue their passion for real estate development outside academia.

### **Career Fair**

Each year the Department of Landscape Architecture and Urban Planning hosts a career fair which attracts companies from across the state and even from other parts of the country. This event occurs every February and allows students to distribute their résumés and interview with different firms.

### **Conferences**

Occasionally, the Urban Land Institute (ULI) will host its national, bi-annual meeting within the State of Texas. When so, REDA aims to encourage and assist its members to attend these conferences. These conferences are a great opportunity for students to network with and learn from other practicing real estate developers, and the many supporting fields therein from across the nation.

### **Elections**

The Real Estate Development Association holds bi-annual elections for officer positions, one being in March, and the other, November. The March – or Spring – Election is for the officer positions of industry relations chair and social chair, otherwise known as committee positions, that are held on a semesterly basis. The November – or Fall – Election is for the officer positions of president, vice-president, treasurer, and secretary, otherwise known as the executive officer positions, that are held on an annual basis. If any of the committee positions are vacant, they will additionally be nominated during the Fall Election as needed. This timeline allows for new officers and old officers to transition between academic years. As a student in the Masters of Land & Property Development program at Texas A&M University, participation in REDA enhances your personal and professional experience.

# University Policies

## Academic Integrity

“An Aggie does not lie, cheat, or steal or tolerate those who do.”

Upon accepting admission to Texas A&M University, a student immediately assumes a commitment to uphold the **Honor Code**, to accept responsibility for learning, and to follow the philosophy and rules of the Honor System. Ignorance of the rules does not exclude any member of the TAMU community from the requirements or the processes of the Honor System.

To meet this standard in the Master of Urban Planning courses and program requirements such as the master's paper or thesis, all ideas (including text, data, or graphics) that are not your own must be properly cited. If you have questions about what constitutes plagiarism, please see the “**Academic Integrity and Plagiarism**” section on the TAMU Library website. Violations of university policies on academic integrity will be handled according to university guidelines. Depending on the severity of the infraction, sanctions for academic dishonesty include:

- A failing grade for the assignment
- A failing grade for the course
- Student dismissal from the program
- Student dismissal from the university

## Americans With Disabilities Act

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. You can learn more about accessibility or request an accommodation on the **university website**.

## **ADDITIONAL RESOURCES**

### **General and Program Information**

College of Architecture Graduate Programs

<https://www.arch.tamu.edu/academics/graduate-programs/>

Department of Landscape Architecture and Urban Planning

<https://www.arch.tamu.edu/laup>

Master of Land and Property Development program (MLPD)

<https://www.arch.tamu.edu/academics/graduate-programs/master-of-land-and-property-development/>

College of Architecture Future Students Information

<https://www.arch.tamu.edu/for-you/future-students/>

College of Architecture Current Students Information

<https://www.arch.tamu.edu/for-you/current-students/>

### **Admissions Information**

MLPD Admissions Info

<https://www.arch.tamu.edu/apply/graduate-admissions/master-of-land-property-development-admissions/>

A&M Graduate Admissions

<https://admissions.tamu.edu/apply/graduate>

A&M International Applicant Info – <https://admissions.tamu.edu/apply/international/international-graduate>

A&M GradCas System (where you submit your official application) -

<https://texasam2022.liasoncas.com/applicant-ux/#/login>

### **Other referenced websites:**

Graduate and Professional School (GPS) - <https://grad.tamu.edu/>

Document Processing Submission System - <https://ogsdps.tamu.edu/>

Office of the Registrar - <https://registrar.tamu.edu/>

Texas A&M Catalogs - <https://catalog.tamu.edu/>

Texas A&M Graduate Catalog - <https://catalog.tamu.edu/graduate/academic-expectations-general-degree-requirements/>

Office of International Student Services - <https://iss.tamu.edu/>

Office of Financial Aid - <https://financialaid.tamu.edu/>

Office of Scholarships - <https://scholarships.tamu.edu/>

**Enrollment and student registration system websites:**

Howdy - <https://howdy.tamu.edu/uPortal/normal/render.uP>

Banner - <https://compassxe-ssb.tamu.edu/StudentRegistrationSsb/ssb/registration>

**Calendars**

OGAPS Calendar – <https://grad.tamu.edu/Buttons/Calendars>

Registrar Calendar – <https://registrar.tamu.edu/Academic-Calendar>

A&M Catalogs Calendar - <https://catalog.tamu.edu/graduate/academic-calendar/>

**\*\*Please remember to check and pay attention to all University, College, and/or Departmental provided dates and deadlines. It is the student's responsibility. \*\***

## **APPENDIX A**

**College of Architecture**  
**Graduate Variable Credit Course Proposal Form**

Complete this form and obtain signature from the supervising faculty. Bring the completed and signed form to Thena Morris A308 Langford for course registration.

Check appropriate course:

\_\_\_\_\_ARCH \_\_\_\_\_COSC \_\_\_\_\_LAND \_\_\_\_\_LDEV \_\_\_\_\_PLAN \_\_\_\_\_VIZA \_\_\_\_\_URSC

Check appropriate course number: \_\_\_\_\_684 \_\_\_\_\_685 \_\_\_\_\_691 \_\_\_\_\_693

Spring \_\_\_\_ Summer I \_\_\_\_ Summer II \_\_\_\_ Summer 10 k \_\_\_\_ Fall \_\_\_\_ Year \_\_\_\_ Section \_\_\_\_

Do you need to register for this course with "In Absentia" status? \_\_\_\_\_

Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Email: \_\_\_\_\_ Major: \_\_\_\_\_ Classification: \_\_\_\_\_

Proposal for study (Be as specific as possible): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Credit hours: \_\_\_\_\_

Proposed Supervising Faculty Member: \_\_\_\_\_

Statement on how this study will complement your other university courses:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Work Submission Schedule: (If needed by Supervising Faculty)

Interim Report No. 1 date: \_\_\_\_\_

Interim Report No. 2 date: \_\_\_\_\_

Final Report date: \_\_\_\_\_

Approvals (All signatures must be obtained prior to registration):

Student: \_\_\_\_\_ date: \_\_\_\_\_

Supervising Faculty: \_\_\_\_\_ date: \_\_\_\_\_

## APPENDIX B

- **Law and Regulation: Students will be able to review, summarize and/or revise regulations and development agreements and contracts.**
  - Recognize and investigate fundamentals of real estate law and purchase and sale agreements
  - Investigate regulations affecting the development of a property including zoning ordinances, subdivision ordinances, drainage ordinances
  - Examine and evaluate title commitments and boundary surveys
- **Finance: Students will be able to prepare discounted cash flow models and deal structures**
  - Prepare deal structures for proposed developments (legal and financial)
  - Prepare discounted cash flow analysis using Microsoft Excel
  - Conduct comparable analysis & market valuation for proposed developments
  - Calculate and structure debt and equity for proposed developments
  - Describe the composition and operation of public finance entities such as municipal utility districts, tax increment reinvestment zones, and public improvement districts
- **Feasibility: Students will be able to describe and conduct due diligence investigations and market analyses for commercial and residential properties**
  - Conduct market analyses and prepare market summaries for proposed developments
  - Conduct environmental investigations of properties including soils investigations; environmental assessments; threatened and endangered species; wetlands; and flood plain and drainage areas
  - Prepare “land books”/business plans for commercial and residential developments
  - Summarize and review all underwriting documents for a proposed development
- **Property Development: Students will be able to prepare development budgets; prepare critical path timelines; and describe the development process from conceptualization to completion of development projects**
  - Prepare a site inventory and site analysis for a proposed development
  - Prepare site plans for residential and commercial properties
  - Describe critical phases of property development Management
  - Prepare critical path schedule for all phases of property development
  - Prepare and maintain preliminary development costs and budgets
- **Stewardship: Students will understand be able to explain context sensitive development and low-impact development**
  - Understand and articulate the elements of a context sensitive development
  - Categorize and evaluate elements of low-impact development
  - Complete a skills/aptitude assessment