

**New York University**  
**School of Continuing and Professional Studies**  
**Humanities, Art, and Writing Programs**  
**Appraisal Studies**  
**7 East 12th Street, 7th Floor, NYC, NY 10003**  
**Spring Semester March/April 2014**

**Uniform Standards of Professional Appraisal Practice - Online**

ARTP1-CE9503 , Section ARTP1-CE9503002

Tuesdays March 25, April 8, 15, 22, 29, 2014 - 4:00-7:00 EST

Instructor: Gayle M. Skluzacek, AAA

Office phone: 212-316-5406

Office contact: Wendy Madsen

email: [gskluzacek@AOL.com](mailto:gskluzacek@AOL.com) AND [abigailhartmann@AOL.com](mailto:abigailhartmann@AOL.com)

See [gaylesteachingresources.weebly.com](http://gaylesteachingresources.weebly.com) for additional information

**COURSE SYLLABUS**

COURSE TITLE: Uniform Standards of Professional Appraisal Practice (USPAP)

COURSE OBJECTIVE: To review the Government sponsored appraisal course, USPAP; outlining proper appraisal procedure and methodology. Students who fulfill classroom hours and pass exam will learn to write USPAP compliant reports. A certificate will be issued from the Appraisers Association of America within 60 days from the successful completion of the course.

PRIMARY AREAS OF DISCUSSION AS RELATING TO USPAP

Fine Art: Paintings, Works on Paper, Photography, Sculpture, Prints

Decorative Art: Antique furniture, silver, ceramics, glass, rugs

Collectibles, Books, Jewelry, Watches

TEACHING METHOD: Synchronous lectures with reading assignments; discussions; weekly quizzes; multiple choice final exam

GRADING: Final exam - 100%

FINAL EXAM: 50 questions on line; multiple choice; no more than 14 wrong to pass (72%)

Must be completed in one hour on line - one sitting

ATTENDANCE: Mandatory (NO EXCUSES - NO TARDINESS); Random check-ins during course times

REQUIRED READING:

2014-2015 *Uniform Standards of Professional Appraisal Practice*

2014-2015 *Uniform Standards of Professional Appraisal Practice* Student Manual

**COURSE OUTLINE**

***Note: Times are EST. All students must be in attendance for the entire class - NO EXCEPTIONS***

***YOU CANNOT BE LATE OR LEAVE EARLY FOR THESE CLASSES***

**Forum - Respond to Introduce Yourself in the Forum**

**Send (email [gskluzacek@AOL.com](mailto:gskluzacek@AOL.com)) Background Information**

**Class One** (Tuesday, March 25)

4:00 Roll Call

AAA Certificate form (AKA Background information) - email to GMS ([gskluzacek@AOL.com](mailto:gskluzacek@AOL.com))

Intro

Class Format

History/Foreword (Page U-1)

Definitions (Page U1-U5)

5:30 10 minute break

Roll Call

Q & A

5:40 Definitions (Pages U1 - U5)  
Preamble (Page U6)

7:00 Sign off

**Quiz - 10 questions Fill in the blank quiz (p. 2-37 in handbook)**

**Quiz - 10 questions multiple choice/fill in blanks (p. 3-46 & 47 in handbook)**

**Practice test - Page 3-48 in handbook**

**Forum - Respond to Appraisal Foundations Qualifications**

**NO CLASS ON APRIL 1**

**Class Two** (Tuesday, April 8)

4:00 Roll Call  
Q & A  
Review quiz  
Ethics: Conduct (Pages U7 - U8)  
Ethics: Management (Page U8)

5:30 10 minute break  
Roll Call  
Q & A

5:40 Ethics: Confidentiality (Pages U8 - U9)  
Record Keeping Rule (Page U10)  
Competency Rule (Pages U11 - U12)  
Scope of Work Rule (Pages U13 - U14)  
Jurisdictional Exception Rule (Page U15)

7:00 Sign off

**Quiz - 10 questions T/F (p. 4-72 in handbook)**

**Quiz - 10 questions multiple choice/fill in blanks (p. 5-84 in handbook)**

**Review test - 15 questions multiple choice (p. 6-91 & 94 in handbook)**

**Forum - Respond to Changes in Appraisal Theory and Practice in Forum**

**Class Three** (Tuesday, April 15)

4:00 Roll Call  
Q & A  
Standard 1: Real Property Appraisal Development (Pages U16 - U21)  
Standard 7: Personal Property Appraisal Reporting (Pages U57 - U61)  
Exposure Time - Statement 6 (Page U-91, line 2874+)

5:30 10 minute break  
Roll Call  
Q & A

5:40 Standard 2: Real Property Appraisal Development (Pages U22 - U30)  
Standard 8: Personal Property Appraisal Reporting (Pages U62 - U70)  
Appraisal Updates - Advisory Opinion (Pages A8-A9, line 53-79)

7:00 Sign off  
Reminder of Homework assignments due for next class  
Case studies

**Quiz - 10 questions multiple choice/fill in blanks (p. 7-108 in handbook)**

**Quiz - 10 questions T/F (p. 8-119 in handbook)**

**Quiz - 10 questions multiple choice/fill in blanks (p. 9-131 & 132 in handbook)**

**Review test - 15 questions multiple choice (p. 9-133 & 136 in handbook)**

**Class Four** (Tuesday, April 22)

- 4:00 Roll Call  
Q & A  
Standard 3: Appraisal Review, Development and Reporting (Pages U31 - U38)  
Standard 4: Appraisal Consulting, Development (Pages U39 - U41)  
Standard 5: Appraisal Consulting, Reporting (Pages U42 - U45)
- 5:30 10 minute break  
Roll Call  
Q & A
- 5:40 Standard 6: Mass Appraisal, Development & Writing (Pages U46 - U56)  
Standard 9: Business Appraisal, Development (Pages U71 - U74)  
Standard 10: Business Appraisal, Reporting (Pages U75 - U80)
- 6:30 Case Studies Review
- 7:00 Reminder of Homework assignments due for next class (if we did not finish)  
Case studies  
Sign off

**Review quiz - 5 questions T/F (p. 10-153 in handbook)**

**Review test - 20 questions multiple choice (p. 11-160-163 in handbook)**

**Class Five** (Tuesday, April 29)

- 4:00 Roll Call  
Q & A  
Review Practice Exam
- 5:30 10 minute break  
Roll Call
- 5:40 Review Practice Exam
- 6:40 Exam if class is prepared or can take up to 7 days after class (May 6, 11:59PM)

**Disclaimer:** Syllabus is subject to change due to current events, schedule changes and/or level and interests of students, and their ability to grasp material.

**Academic Integrity:** Plagiarism involves borrowing or using information from other sources without proper and full credit. Students are expected to demonstrate how what they have learned incorporates an understanding of the research and expertise of scholars and other appropriate experts; and thus recognizing others' published work or teachings – whether that of authors, lecturers, or one's peers – is a required practice in all academic projects." The full policy is located at: <http://www.scps.nyu.edu/about-scps/policies-and-procedures/> It will be strictly enforced.

Grades will be available within 14 days of exam completion deadline.  
Certificates will be issued through the AAA within approximately 30 days.