

George Mason University  
Fairfax, Virginia  
**CRIMINAL INVESTIGATION**

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Office Hours: By Appointment (available 1 hour before and after class)

**CRIM 410, Criminal Investigations** meets Tuesday evening, in person **7:20 PM to 10:00 PM**

### **Course Description**

This is an introduction to criminal investigation. Study includes: the presentation of approaches to conducting a proper criminal investigation; Types of investigations, a comprehensive definition of evidence and the analysis and application of the elements of criminal acts in both statutory and common law will be discussed. A detailed review of the rights of accused according to the US Constitution will be considered. Investigative steps like crime scene response, interviews and adhering to administrative functions like report writing, and decision making to solve the case will be discussed in the context of a variety of investigative protocols. The use and development of Confidential Sources will be discussed the collection and preservation of physical evidence at crime scenes and the decision-making process will be explained. Benefits and limitations used in the scientific interpretation of evidence will be discussed. Special emphasis will be placed on obtaining Search warrants and arrest warrants. The coordination of all the legal steps required throughout the process will be practiced and utilized to ensure the investigation meets the legal requirements to take the case to court. Areas of specific concentration will be Homicides, Sexual Assault, Robbery, and Larceny. There will be lectures on how to conduct Gang investigations, and White-Collar Crime Investigations. There will also be an introduction to undercover operations, Title III cases and Terrorism cases.

**Number of Credits: Three (3)**

**Prerequisites: None**

**Required Textbook: Finding the Truth through Criminal Investigations Suspect, Subject Defendant, by Daniel Reilly Published 2019, by Rowan and Littlefield. Recommended Textbook, WORKING THE SCENE: Reilly, Daniel (2008). SB Glove Security Inc. Gulf Shores, Alabama**

### **Learning Outcomes**

At the end of the course the student will be able to: 1) Conduct a Criminal Investigation. 2) Describe how to develop and interpret the investigative value of physical evidence. 3) Conduct a Crime scene examination. 4) Have a unique understanding of the Criminal Justice system and how evidence is presented in Court. 5) Students will conduct interviews and be able to obtain information/evidence from witnesses, suspects, victims, and hostile witnesses. 6) Explain the foundations of criminal investigations. 7) Describe the key elements of criminal investigations

as they relate to: Homicide, Robbery, Rape/Sex Crimes, Burglary, and Arson and Explosives. 8) Develop an understanding of how multi-jurisdictional task forces operate and describe the benefits of utilizing resources from various agencies to meet the needs of a community struggling with a significant crime problem.

### **Course Objectives:**

The objective of the course is to provide the student with an understanding of criminal investigation and the variety of investigative steps that may be taken to be successful in solving a case. Since our current instructional capacity is limited to online capabilities it is essential that the students enthusiastically participate in online class discussions and be prepared to answer substantive questions from me based on the readings and research suggested in this syllabus.

### **Course Goals and Policies**

Please be aware of Mason's policy requiring instructors to submit final course grades within 2 days of the final exam and prohibiting instructors from changing submitted grades for any reason other than a computational or recording error (see page 37 of the University Catalog). This means that I cannot allow, nor is there any time, for you to do a last-minute paper or other extra work at the end of the semester to raise your grade. The time to do the work is when it is assigned, and the work to do is the work that is required as class assignments. There are, however, several extra credit opportunities available (more details later). Another relevant Mason policy specifies that incompletes can only be given to students who are passing a course but cannot complete scheduled coursework for causes beyond reasonable control (see page 36 of the University Catalog). Because incompletes are to be used when students cannot complete scheduled coursework, I cannot grant incompletes to allow you time to do extra work to raise your grade. If some sort of personal or family crisis arises for you during the semester, and it provides a compelling reason that is beyond your control and prevents you from finishing scheduled coursework, I will be more than willing to work with you to take that into account, but you must let me know right away. Your circumstances will be considered on a case-by-case basis. Please note that according to Mason policy, "Although many students must work to meet living expenses, employment must not take priority over academic responsibilities." (See page 33 of the University Catalog.)

### **Privacy Policy**

Please respect the privacy of any students who may disclose personal information in the class. Please also respect everyone's right to freely choose whether to disclose or not disclose personal information.

### **Grading Scale**

Below is the numeric equivalent of the letter grades which will be used in this class.

A+ 97-100% (4.0)

C+ 77-79% (2.33)

A	93-96% (4.0)	C	73-76% (2.0)
A-	90-92% (3.67)	C-	70-72% (1.67)
B+	87-89% (3.33)	D	60-69% (1.0)
B	83-86% (3.0)		
B-	80-82% (2.67)	F	0-59% (0)

### **Course Grade Components**

The final grade will be determined as follows.

Quizzes and Handouts assignments-10% Provided on Black Board (Quizzes provide me with a productive analysis regarding the areas of investigation that need more emphasis, therefore poor grades on the quizzes may be of limited concern if your colleagues are struggling with the same areas of study.)

4-Projects equally divided 20% for each. 80% overall

Participation and attendance 10%

Final Exam or a 3rd Project 20% (You will have a choice between the two.)

Total 100%

### **The Projects**

**Three of the four** projects will be an affidavit, which is a document an investigator must submit to a judge to prove probable cause. You will be provided with scenarios that reflect real investigations and require the submission of the affidavits as required. The 4<sup>th</sup> project is an investigative/interview presentation to be completed by yourself and a partner. The details will be provided in class.

### **The Exams**

The **final exam if chosen by the class** will most likely be an open-book exam. It will use a combination of structured response formats (such as multiple choice, true/false, matching, fill-in-the-blanks, etc.) and unstructured response format (such as short answer or essay). The final exam will focus on material covered since the beginning of the semester. Schedule permitting, I will try to reserve some time during the last class before the exam for a review session, which will involve answering your specific questions about the material to be covered. I will answer questions to clarify the reading material, if the question shows that you have actually read the material and attempted to understand it on your own. In this class there is an alternative project that may be offered. During my time a George Mason, every class has chosen the final affidavit instead of the final exam.

Obviously, the exams are to be taken on your Own. Any evidence that a student used another person as a resource, whether that other person was in the classroom or accessed

electronically, will result in a referral to the honor committee as a cheating violation. If the exams are closed book, then the same is true for any evidence that a student used any unauthorized hardcopy or electronic resource during the exam.

Make-ups will only be given under exceptional circumstances. If you know in advance that you will have to miss an exam, please notify me ASAP so we can discuss a make-up. If you miss any project without notifying me in advance, you need to contact me ASAP to schedule a new deadline, but you should expect to lose points on the grading. All projects must be completed within 1 business day (excluding weekends and spring break) of the original deadline date. Projects should be emailed to me on the deadline or posted on Black Board.

If you can provide written documentation from a professional (doctor, police, etc.) that demonstrates a compelling reason for missing a deadline, and the reason was beyond your control, there will be no penalty applied for a late project. Your circumstances will be considered on a case-by-case basis. Please remember the Mason policy about employment not taking priority over academic responsibilities (referenced above). If you cannot provide such documentation, there will be a 10-point reduction from your project score. (cf. pg. 35, University Catalog). I reserve the right to improve that reduction for excellent work.

**Examinations are the bulwark of many academic classes**, but for this course the utilization of your own mental evaluation of facts and circumstances is a more critical way to evaluate your readiness for becoming a professional law enforcement asset. As such I place a great deal of emphasis on the preparation of affidavits which provide a way for you to review the facts and actions you undertake during a criminal investigation and infuse those realities into a document that proves or sustains probable cause. Many new young criminal investigators often ask. "What is probable cause?" I work to allow you to see how the evolution of an investigation unfolds and makes that question easy to answer.

**Developing or "creating" an affidavit** is a skill that will stay with you throughout your career in criminal investigation work. I will provide you with "some" examples of probable cause and eventually I will give you samples of a workable outline to follow, but I refrain from that in the early stages of our class, because I want you to research the day-to-day use of affidavits online, in the library and in useful conversations with working police officers or federal law enforcement agents. I want you to understand **the concept** that the format, or procedure will vary depending on your agency, your jurisdiction and especially the Judges who you will present the affidavit to. I also want you to understand that as a professional criminal investigator all of your actions, especially your interaction with the Judicial system involves you in a rigorous oversight that can make or break your professional reputation as a reliable honest and productive criminal investigator. You must tell the truth. You must communicate the facts as they are known to you. You must show the judge that your investigation is a fulsome effort to reach a solution to a crime, and not some effort to exercise power or dominion over the persons who you are sworn to protect. So, when you create or develop an affidavit, I want you to understand and intellectually approve everything you say. Judges and anyone else who may need to review and understand the affidavit do not want to see Police jargon, or off handed unsupported statements which purport to be facts. Don't write a sworn formal document that pretends to prove something that is not proven in the "four corners" of the document. This is your presentation verifying that you are abiding by the legal concept that you are pursuing an effort to protect the rights to due process and the rights of the victim of a crime.

Because you will be pushed to reach this point of understanding about an affidavit it is a very important aspect of being successful in this class. You should not consider a career in law enforcement unless these issues mean something to you. Conducting criminal investigations is not a video game or a “shoot em up” television show. It is a serious effort to prove that the evidence you discover has meaning and provides the roadmap you need to follow to uncover the truth. Our system of justice requires that we be ready and anxious to allow objective review of the evidence you find and take advantage of those discoveries to reach the final goal. Two categories of thesis composition apply to affidavits. They are exposition and argumentation. So, when you begin the process of working on your affidavit try to apply these two approaches to your narrative. Your Narrative has to present evidence and argue that the evidence has specific meaning, but always remember that the Judge has to make the final decision and determine if your narrative is sufficient proof. **Our affidavit projects therefore have significant effect on your grade for this class, so listen to the lectures, read the material and DO THE PERSONAL RESEARCH THAT ALLOWS YOU TO STEP UP TO THESE TASKS WITH A FULL UNDERSTANDING OF WHAT YOU ARE DOING.**

As I said above, the alternative to a final exam is a fourth project. I will assign the project to the students if it is deemed appropriate based on the progress of the class.

**The interview project** will be an oral presentation before the class. Providing all the research conducted on the topic and the background on the topic’s source of information who will be an interviewee. The focus and general structure of the final presentation will include some type of Power Point presentation where you and your teammate provide at least ten minutes of oral presentation on the topic. In the event there are two teams carrying research on similar investigations you will be able to combine your presentations together if you choose. The overall theme of the presentation will be up to you. You can consider the nature of the subject, or subjects in the case. The effectiveness of the investigative effort, the overall impact on the community, or even the personalities of the investigators. You can speak to the importance of the investigation to community, or you can disagree with the need for the expenditure of taxpayer resources for the investigation. Any, and all of these areas can be considered. It is you and your partner’s analysis that is most important in this project.

### **Level of Effort**

*You’re Participation, Your Learning Experience, and Your Grade*

This class will offer you some unique opportunities, but you've got to be fully engaged in order to benefit from them. **That means participating in class, paying attention, taking notes, and reading the readings and the textbook.** In addition to the reading materials, everything that happens in the classroom is also fair game for the tests and projects, whether it provides documentation (such as Power Points) or not. That includes guest speakers, videos, and my lectures. If you miss classroom activities through either absence or inattentiveness, you can expect your grades to suffer because you won't have learned the material you need to know in order to do well on the quizzes, projects and assignments.

To encourage you to make the most of this class, 10% of your course grade will be based **on my evaluation** of your level of effort in the classroom. If you miss a few or no classes and are alert and involved in the class (asking and answering questions, offering comments, etc.),

your active participation may be rewarded with a bump up on your final course grade. In addition to the 10% participation component. If you participate in class regularly but sit quietly, the level of effort component probably won't change your course grade. If you miss a lot of classes or spend much of your time in the classroom sleeping or engaged in distractions (such as talking to your classmates), you can expect your course grade to suffer for it. Your grade will suffer based on your failure to be part of the team.

During the course of this semester, you will be provided handouts which are chapters from my old book Working the Scene. You will be expected to read the chapters and answer quiz questions which will be posted on Black Board. I will also provide other handouts on Black Board on topics of interest. I expect you to read these handouts and be ready to discuss the topics in class. You will also be given scenarios from real investigations that you will be expected to consider and make short comments on. These quiz postings will be graded, and that grade will be based on how well you have read and comprehended the material. In criminal investigations you are expected to make regular decisions about the **next move** in a case, during class we will discuss cases that I worked, and I will ask you to offer your ideas on what is the next move. I want to see how you will handle this decision-making component. Your projects will be fully explained in class on the day of their assignment. The projects will directly involve you in the legal process of criminal investigations and you will also be expected to conduct an interview with a veteran criminal investigator and report the results of that interview to the class.

Finally, when you submit **any written document** to me for grading it is expected that the document will be **written in clear and coherent prose**. Documents submitted that have not been properly edited and revised for proper grammar syntax and spelling will be returned for correction and your final grade will suffer if it is not properly reviewed. This is not an English composition class, but if I can't understand what you write you will receive a poor grade. **Well written narratives and prose are the hallmark of productive and careful investigations.**

**If any of you who have trouble writing you should take advantage of the George Mason Writing Center <https://writingcenter.gmu.edu/> It is an excellent resource for any kind of composition, and I highly recommend it; if you have any difficulty in that area. A well written affidavit will make me smile, even if you miss some of what is needed.**

**All of the papers that are required for this course will be submitted to me by email to [dreilly5@gmu.edu](mailto:dreilly5@gmu.edu) or submitted as an assignment on Black Board. If you do not receive an acknowledgement from me. Make sure your settings and your email are correctly set up. Under the new concerns with the Pandemic access to the GMU writing center will have changed please determine the changes and take the time to submit 1<sup>st</sup> drafts of your assignment to them for help. An alternative to the writing Center is to read the assignment out loud to a person you trust and attempt to correct your mistakes with the help of a person who can hear and see the mistakes. If you need other extra help in this area reach out to an old High School English teacher who likes you well enough to work with you on a final draft. Do all of this before you submit it to me. I tend to be more dismissive of incomprehensible prose and I will be brutally honest with you about problems. Writing skills are an essential element of the Criminal Justice system. Your reputation as a law enforcement professional is at stake every time you submit an affidavit, an investigative report, or even a memo**

**requesting investigative resources. As an upper-class student in the Criminal Justice field, you cannot afford to be less than competent in your ability to communicate in writing.**

### **Instructional Methodology**

This course will use a traditional lecture format to present a fair amount of the course content, coupled with class participation and discussion. You will be expected to participate in at least one outside Interview, which will require a comprehensive report. You will also be expected to conduct independent research to meet some of the course assignments.

Students are responsible for all assignments and are to be prepared for the following week's reading. Sufficient time should be allocated in preparing for course discussion and studying for quizzes and projects.

### **Blackboard**

We'll use Mason's online **Blackboard program** (version 8) for instructions for the quiz grades, and any other necessary course materials, such as syllabus and homework. Here is how to access Blackboard Make sure that your internet access can allow you to join in on video class meetings and you have the capability of video chat with me and your fellow students. This give you and I the ability to schedule a personal meeting in lieu of office visits. If there is a skill that is even more important for an investigator than good writing it is good face to face communications. The digital world offers significant access to information, but Criminal cases require witnesses and their testimony. Getting to the bottom of a serious crimes demands that you talk to the people involved. Personal communication with Victims, witnesses, family members, suspects and subjects are evidence you can use to further your investigation. You need to be able to provide your analysis of their case to an impartial judge and jury. You cannot do that without knowing how to talk to people.

For more on Black Board, Go to: [courses.gmu.edu](http://courses.gmu.edu)

Log on using your email username and 8-digit password. If your email account is *dreilly5.gmu.edu*, then your username is *dreilly5*.

**If you've never used Blackboard before and need some assistance, there is a student resource guide available at <http://tap.gmu.edu/bbstudentguide.pdf>. You can get personal assistance by calling (703)993-8870 or emailing [courses@gmu.edu](mailto:courses@gmu.edu).**

*I use the latest version of Office 365, so if you haven't upgraded from earlier versions of Office yet go to GMU's Microsoft's website and download the free compatibility pack so you can access the PPTs and other files. If you're using later versions of Office, they should be compatible.*

*COVID 19 INFORMATION. FOR THE INFORMATION OF THE CLASS I HAVE BEEN FULLY VACCINATED WITH THE COVID 19, 2 PART VACCINE. If you have not, make sure you wear the appropriate mask to class and maintain social distance from you classmates. GMU requires all students to be vaccinated, but there are exceptions for Health and Religious reasons.*

The following summary is my planned discussions listed by date. Some minor changes may be made to the schedule based on the work produced by the class.

8/24/2021	<b>Introduction and overview of course</b> <ul style="list-style-type: none"> <li>Syllabus Review</li> <li>Course Expectations</li> </ul> <b>Definitions and Profiles</b> Criminal Statutes and The U.S Constitution; Police and Sheriff's departments, State and Federal Agencies	Mockingbird Lane Search Warrant <b>PROJECT #1 ASSIGNED</b> <b>Proof Chart-Read Chapters 1-3 on investigative agencies and Criminal Statutes. Pay particular attention to US Constitution QUIZ #1 IS DUE 1/28</b>
8/31/2021	<b>Teamwork, Priorities, Violence, Killers, Theft, White Collar, Public Corruption, Terrorism Witnesses as Evidence. Victims and Witnesses, Civilian, Professional and Expert Witnesses.</b>	<u>Chapters 4, 5 and 6</u>
9/7/2021	<b>Crime Scene Analysis.</b> Continual review of crime scene analysis. <b>Applying Logic to what you see. What is evidence?</b> Investigative Plan.	<u>Read Chapter 6 on interviews</u> <b>INTERVIEW Assignments</b> Read Chapter 8 and 9 on investigative Plans "Beginning Middle and End"
9/14/2021	<b>What is Probable Cause?</b> Developing PC from evidence from Witnesses, Crime Scene, and other sources. <b>Goals and progress-PROBABLE CAUSE SEARCH WARRANTS AND ARREST WARRANTS. Is there a difference? Beginning of the decision-making process.</b>	<u>Chapter 9 Probable Cause Chart. Case Studies on Serial Killers, Terrorism and other high priority investigations</u> <b>Project #1 is Due</b>
9/21/2021	<b>Crime Scene Examination.</b> Ballistic Evidence Trace Evidence, ME Begin	<u>Read Posted Chapters in the Textbook Working the Scene</u> Textbook. Read Chapter 10 in the textbook <b>Quiz #2 on Black Board.</b>
9/28/2021	<b>Forensics Continued Begin in class Bank Robbery investigation.</b>	<b>The 2<sup>ND</sup> Project COLUMBIA BANK Robbery case for a search warrant affidavit will be assigned.</b>
10/5/2021	Quiz reviews and catch-up class <b>FORENSICS CONTINUED</b>	<u>Quiz 2- on Chapter 10 and WTS due</u>
10/12/2021	<b>FALL BREAK</b>	<b>NO CLASS</b>
10/19/2021	<b>Administrative processes "PAPERWORK" COURT PROCESSES</b> Trial Preparation	Chapter 11 and 12 <b>Review Chapters 4-9 and begin final Quiz #3</b>

10/26/2021	Interrogations <b>Confidential Sources</b>	CHAPTER 13 MIRANDA vs. ARIZONA: <b>LIUZZO v. UNITED STATES</b> Gates, Aguilar Spinelli Read Chapter 14, 15, 16
11/2/2021	TACTICS AND INFORMANTS' INVESTIGATIVE INTELLIGENCE	CHAPTER 17 QUIZ 3 IS DUE
11/9/2021	COVERT AND UNDERCOVER OPERATIONS Drug Investigations <b>Interview Projects</b>	CHAPTER 18
11/16/2021	Columbia Bank Robbery Invest. <b>Interview Projects</b> <b>Big Data, Crime Data</b> and other sources of Intel	LE Photography Power Point Drug Arrest Affidavit assignments
11/23/2021	<b>Interview Projects</b> TITLE III INVESTIGATIONS WIRE AND BUG OVERHEARS ALONG WITH DIGITAL SURVEILLANCE INTERVIEW PROJECTS	KATZ VS. US. <i>During down time We will discuss other kinds of investigations</i> 2 <sup>nd</sup> Search Affidavit Warrant Due
11/30/2021	<b>INTERVIEW PROJECTS</b>	
Final exam date 12/8-12/13		PROJECT 3-ARREST AFFIDAVT IS DUE
	<b>Interview Projects Final Exam Day</b>	

### Summary of Scheduled Lectures

### Bad Weather and Other Emergencies

Check Mason's homepage ([www.gmu.edu](http://www.gmu.edu)) to see if classes are cancelled for bad weather or other emergency circumstances. You can also register for Mason's emergency alert system at <https://alert.gmu.edu>. If I should have to cancel a class due to a personal emergency, I'll make every attempt to email you ASAP at your Mason email address. Be sure to stay on top of your Mason email so that you can receive urgent information when you need it.

### University Services and Resources

If you have (or think you may have) a learning disability or other condition that may affect your academic performance, you should: 1) make sure documentation is on file with the Office of Disability Services (703-993-2474; [ods.gmu.edu](http://ods.gmu.edu)) to determine the accommodations you need; and 2) see me to discuss your accommodation needs. By Mason policy, I cannot make any accommodations for students without certification from ODS on the existence of a disability and the specific accommodations needed.

If you feel you need to improve your writing skills, seek assistance from the University Writing Center (<http://writingcenter.gmu.edu/>). Your writing needs to be sufficiently fluent to make your meaning clear.

If you are in personal distress, you can get help from Counseling and Psychological Services ([caps.gmu.edu](http://caps.gmu.edu)).

If you are not a native English speaker and may be interested in linguistic and cultural enrichment services, you can contact Mason's English Language Institute ([eli.gmu.edu](http://eli.gmu.edu)).

If you'd like to improve your academic skills, you can get help from Learning Services [caps.gmu.edu/learning-services](http://caps.gmu.edu/learning-services). They offer workshops on the study cycle, effective note-taking techniques, individual learning styles, ways to prepare for exams, and effective time management. I've heard from former students that these services can be very helpful.

The University Catalog, <http://catalog.gmu.edu>, is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs.

Other policies are available at <http://universitypolicy.gmu.edu/>. All members of the university community are responsible for knowing and following established policies.

### **Enrollment Responsibilities and Deadlines**

Students are responsible for verifying their enrollment in this class. Schedule adjustments should be made by the deadlines published in the schedule of classes, see [registrar.gmu.edu](http://registrar.gmu.edu). Any other type of withdrawal requires the approval of the dean and is only allowed for nonacademic reasons. **If you enroll late** it is your responsibility to complete any assignments, you may have missed in class or on Black Board. Make an effort to establish a relationship with fellow students in class so you can get caught up on assignments you may miss **when and if you miss class**. Failure to meet deadlines on assignments will cause grades on those assignments to suffer.

### **University Honor Code**

The following is a summary of Mason 's honor code; see the Undergraduate Catalog and [honorcode.gmu.edu](http://honorcode.gmu.edu) for additional information. Mason 's honor code will be strictly enforced in this class and all violations will be reported to the Honor Committee.

The Honor Code of George Mason University specifically prohibits cheating and attempted cheating, plagiarism, lying, and stealing. Cheating and attempted cheating include "willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students." Examples include the use of unauthorized resources during an exam, copying off another student's work (with or without their permission), allowing another student to copy your work, using an assignment or test from another student who took the class previously, accessing tests or grades electronically for the purpose of getting an unfair advantage, and any other behavior that fits the general definition above.

Plagiarism includes "presenting as one's own words, the work, the ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgment. While direct quotations do need citations, so do paraphrases and

summaries of opinions or factual information formerly unknown to the writers or which the writers did not discover themselves. Exceptions for this include factual information which can be obtained from a variety of sources, the writers' own insights or findings from their own field research, and what has been termed common knowledge." Examples of plagiarism include taking or buying a paper from someone else or the internet and presenting it as your own and submitting as your own work a paper with substantial unacknowledged contributions from others. Information and graphics obtained from the internet (except for freeware clipart) must include source citations to avoid plagiarism.

Lying includes "the willful and knowledgeable telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work." Examples include making up source materials or source citations in a paper, pretending to use an actual source that you didn't really use, making up an excuse for missing a test or assignment due date, pretending you attended a class or an extra credit opportunity when you did not in order to write a paper or get points without justification, falsifying any written or electronic document, or presenting any other falsehoods through any method and in any context.

Stealing includes "taking or appropriating without the permission to do so, and with the intent to keep or to make use of wrongfully, property belonging to any member of the George Mason University community or any property located on the university campus. This includes misuse of university computer resources (see the Responsible Use of Computing Policy section in the "General Policies" chapter). This section is relevant only to academic work and related materials. "

**CONTACT INFORMATION:**

**I communicate regularly with students through email, using your Mason email account.** You really need to stay on top of your Mason email. See <http://masonlive.gmu.edu> for information on how to use your account. If you prefer to use another email account, just make sure you've set up the necessary forwarding, so you'll receive emails I send to your Mason account. I check my email many times a day, so that's both the quickest and the surest way to reach me. Also here is my telephone number **(703)795-4713** if you have to get a hold of me immediately. I will be available before and after class to have a private or semi-private meeting on any concern you may have. I will also set up a zoom meeting for any extensive discussion the either you or I need to have.

**GMU SCHEDULE**

<b>First Day of Fall Classes:</b>	<b>Mon. Aug 23</b>	<b>Mon. Aug 23</b>	<b>Mon. Oct 18</b>
Last Day to Submit Domicile	Mon. Aug 23	Mon. Aug 23	Mon. Aug 23
Reclassification Application		23	23

<b>Last Day to Add:</b> All Individual Sections Forms Due	Mon. Aug 30	Wed. Aug 25	Wed. Oct 20
Labor Day: University Closed	Mon. Sept 6	Mon. Sept 6	N/A
<b>Last Day to Drop: With 100% Tuition Refund</b>	Tues. Sept 7	Fri. Aug 27 (Final Drop)	Fri. Oct 22 (Final Drop)
<b>Last Day to Drop: With 50% Tuition Refund</b>	Tue. Sept 14	N/A	N/A
<b>Unrestricted Withdrawal Period: 100% Tuition Liability</b>	Wed. Sept 15 - Mon. Sept 27	Sat. Aug 28 - Fri. Sept 10	Sat. Oct 23 - Fri. Nov 5
<b>Fall Break (Classes Do Not Meet)</b>	<b>Mon. Oct 11</b>	<b>N/A</b>	<b>N/A</b>
<b>Monday Classes/Labs Meet (Tuesday Classes Do Not Meet This Week)</b>	<b>Tue. Oct 12</b>	<b>N/A</b>	<b>N/A</b>
<b>Mid-term Evaluation Period:</b> 100-200 level classes - Grades Available via PatriotWeb	Mon. Sept 20 - Fri. Oct 15	N/A	N/A
<b>Selective Withdrawal Period - Undergraduate Students Only (100% Tuition Liability)</b>	Tue. Sept 28 - Wed. Oct 27	Sat. Sept 11 - Fri. Sept 17	Sat. Nov 6 - Fri. Nov 12
<b>Incomplete Work</b> from Spring/Summer 2021 Due to Instructor	Friday, October 22	N/A	N/A
<b>Incomplete Grade Changes</b> from	Friday, October 29	N/A	N/A

Spring/Summer 2021  
Due to Registrar

<b>Thanksgiving Recess: No Classes (University Closed Nov. 24-28)</b>	Wed. Nov 24 - Sun. Nov 28	N/A	Wed. Nov 24 - Sun. Nov 28
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<b>Dissertation/Thesis Deadline</b>	Fri. Dec 3	N/A	N/A
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<b>Last Day of Class</b>	Sat. Dec 4	Mon. Oct 11	Wed. Dec 8
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<b>Reading Day(s):</b> Reading days provide students with additional study time for final examinations.	Mon. Dec 6 - Tue. Dec 7	N/A	N/A
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Faculty may schedule  
optional study sessions,  
but regular classes or  
exams may not be held.

<b>Examination Period</b>	Wed. Dec 8 - Wed. Dec 15	Tues. Oct 12 - Wed. Oct 13	Thu. Dec 9 - Fri. Dec 10
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<b>Winter Graduation</b>	Thu. Dec 16	Thu. Dec 16	Thu. Dec 16
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<b>Degree Conferral Date</b>	Sat. Dec 18	Sat. Dec 18	Sat. Dec 18
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