



Course Approval Form

For instructions see:
<http://registrar.gmu.edu/facultystaff/catalog-revisions/course/>

Action Requested:

Create new course Inactivate existing course

Modify existing course (check all that apply)

Title Credits Repeat Status Grade Type

Prereq/coreq Schedule Type Restrictions

Other:

Course Level:

Undergraduate

Graduate

College/School: **Department:**

Submitted by: **Ext:** **Email:**

Subject Code: **Number:** **Effective Term:** Fall Spring Summer **Year:**

(Do not list multiple codes or numbers. Each course proposal must have a separate form.)

Title: Current **Fulfills Mason Core Req?** (undergrad only)

Banner (30 characters max w/ spaces) Currently fulfills requirement

New Submission in progress

Credits: Fixed Variable

Repeat Status: Not Repeatable (NR) Repeatable within degree (RD) Repeatable within term (RT) **Maximum credits allowed:**

Grade Mode: Regular (A, B, C, etc.) Satisfactory/No Credit Special (A, B, C, etc. +IP)

Schedule Type: Lecture (LEC) Lab (LAB) Recitation (RCT) Internship (INT)

Independent Study (IND) Seminar (SEM) Studio (STU)

Prerequisite(s): **Corequisite(s):**

Instructional Mode: 100% face-to-face Hybrid: ≤ 50% electronically delivered 100% electronically delivered

Restrictions Enforced by System: Major, College, Degree, Program, etc. (include code)

Equivalencies: (check only as applicable)

YES, course is 100% equivalent to: _____

YES, course is being renumbered to/will replace the following: _____

Catalog Copy for NEW Courses Only (Consult University Catalog for models)

Description (No more than 60 words, use verb phrases and present tense)	Notes (List additional information for the course)
Theory and principles of handwriting, duplicating and printing processes, paper manufacture and fiber analysis, fracture match comparison, ink analysis, and indented writing examinations; methods of examining questioned documents.	

Indicate number of contact hours: Hours of Lecture or Seminar per week: Hours of Lab or Studio:

When Offered: (check all that apply) Fall Summer Spring

Approval Signatures

Department Approval _____ Date _____ College/School Approval _____ Date _____

If this course includes subject matter currently dealt with by any other units, the originating department must circulate this proposal for review by those units and obtain the necessary signatures prior to submission. Failure to do so will delay action on this proposal.

Unit Name	Unit Approval Name	Unit Approver's Signature	Date

For Graduate Courses Only

Graduate Council Member _____ Provost Office _____ Graduate Council Approval Date _____

Course Proposal Submitted to the College of Science Curriculum Committee (COSCC)

The form above is processed by the Office of the University Registrar. This second page is for the COSCC's reference. Please complete the applicable portions of this page to clearly communicate what the form above is requesting.

FOR ALL COURSES (required)

Course Number and Title: FRSC 517-000/ Questioned Document Examination

Date of Departmental Approval: 11/23/15

FOR INACTIVATED/REINSTATED COURSES (required if inactivating/reinstating a course)

- Reason for Inactivating/Reinstating:

FOR MODIFIED COURSES (required if modifying a course)

- Summary of the Modification:
- Text before Modification (title, repeat status, catalog description, etc.):
- Text after Modification (title, repeat status, catalog description, etc.):
- Reason for the Modification:

FOR NEW COURSES (required if creating a new course)

- Reason for the New Course: Questioned Document Examinations play an important role in criminal and intelligence investigations. GMU Forensic Science Program graduate students are currently lacking instruction in this area and this course will provide valuable instruction/experience for GMU Forensic Science Program graduate students.
 - Relationship to Existing Programs: The Questioned Document Examination Course will be an elective course requirement for all of the GMU Forensic Science Program graduate concentrations and will also be offered as an elective course for the three other GMU Forensic Science Program graduate concentrations.
 - Relationship to Existing Courses: : The Questioned Document Examination Course is a new course which significantly enhances the GMU Forensic Science Program graduate concentrations as an elective course choice for students enrolled in all of the GMU Forensic Science Program graduate concentrations.
 - Semester of Initial Offering: Spring 2017
 - Proposed Instructors: Professor Lindsey Dyn - Adjunct Professor of Forensic Science
 - Insert Tentative Syllabus Below
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GEORGE MASON UNIVERSITY

Questioned Document Examination – FRSC 517-000

Fall 2016

Instructor: Professor Lindsey Dyn, Adjunct Professor of Forensic Science

Office: Exploratory Hall Suite 3400

Email: fscience@gmu.edu

Phone #: 703-993-5071 (main desk)

Text: TBD

Course Description: Due to the introductory nature of this course, it will follow a lecture format interspersed with class demonstrations, group discussions, midterm exam, case study analysis & presentation, and a final exam. Only by combining knowledge of the principles and techniques of forensic science, with logic and common sense, will students gain comprehensive insight into the meaning and significance of Questioned Document evidence and its role in criminal investigations. This course will cover the exploration of the techniques and methods of analysis of Questioned Document evidence, including consideration of different Questioned Document examination techniques and practical exercises for examining Questioned Document evidence.

Student Responsibilities: The lectures will cover the same topics as found in the assigned reading. It is expected that the student will read the assigned sections of the text prior to class so as to facilitate discussion and participation in the lecture and demonstrations. Students can expect homework assignments and unannounced quizzes throughout the semester; no make-up quizzes will be given, quizzes are graded as part of attendance/participation. Students are responsible for acquiring all lectures and handouts on Blackboard prior to attending class each week; the instructor will not bring copies of these documents to class. If you miss a class it is the students responsibility to ask a peer for missed notes; you may only contact your instructor if you have questions regarding the missed material.

Questioned Document Case Study Paper & Presentation: All students will pick one real case study in which at Questioned Documents highly impacted the case to examine and to use for the basis of their presentation.

The case study must include at least one piece of Questioned Document evidence which highly impacted the reconstruction of the crime scene or identification of a perpetrator. The Questioned Document evidence, as well as, the analysis/comparison of this physical evidence must be described in detail including how it impacted the case.

This will result in an oral presentation of the case study in class highlighting the prominent points. PowerPoint presentations may be saved on a CD, thumb drive, and/or your email (presentation must be saved to at least two of these sources for backup purposes). A minimum of 8 references are required from credible resources i.e. journal articles, texts, newspapers, etc., websites may be used on a limited basis (Snap-TV is NOT a credible resource

HOMEWORK:

Case study selection deadline; all students will turn in a printed page containing the following:

- ❖ student's name
- ❖ name of case study (i.e. DC Sniper Case)

- ❖ what Questioned Document evidence will be discussed
- ❖ what analysis/comparison was conducted on this physical evidence
- ❖ how did the Questioned Document evidence impact the case (i.e. linked suspect to location and ultimately convicted of the murders and sentenced to death)
- ❖ a list of a minimum of 4 references

Please do not contact your instructor regarding possible case study topics until you have conducted preliminary research and can provide the above information. Each student will have an opportunity during this class time to verbally review their topic with the instructor in which at least 4 references must be presented during this time; please print out or photocopy articles, newspapers, court documents, and/or bring in books if possible.

Student presentations will take place over a two week period; however all students must turn in a printout of the PowerPoint presentation (thumbnails of slides is preferred) on the first week of the class presentations. Due to limited time each presentation will be strictly limited to 15 minutes each; deductions will be given for presentations that are under or over the 15 minute time limit.

A grade will be determined for the presentation by the following factors:

- ❖ overview of case
- ❖ description of fingerprint evidence
- ❖ description of analysis/comparison of fingerprint evidence
- ❖ explanation of how the evidence impacted the case (reconstruction/identification of perpetrator)
- ❖ organization and overall presentation score
- ❖ overall presentation score

Grading: Not only am I interested in your analytical development and how you apply critical thinking to the issues presented, I must also evaluate your intellectual efforts. To accomplish this, class participation, attendance, pop quizzes, homework, paper/presentation, a midterm exam, and a final exam will determine your grade in the course.

Specifically, your final grade will be calculated based upon the following formula:

- ❖ Class Participation, Pop Quizzes, Homework, and Attendance- 10%
- ❖ Paper/Presentation- 30 %
- ❖ Midterm Exam- 30 %
- ❖ Final Exam- 30 %

Grading Scale:

100	A+	89-87	B+	79-70	C
99-95	A	86-83	B	69 and below	F
94-90	A-	82-80	B-		

Note: Additional reading assignments may be added throughout the semester.

Note: The schedule is subject to change, please listen for announcements during class for changes; if you are late/absent from class please ask a peer for any missed announcements.

UNIVERSITY RESOURCES

GMU Honor Code:

Standards of academic integrity as set forth by the University are strictly observed and rigorously enforced in this class. The complete Honor Code is as follows: *To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: **Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.***

GMU Email: <http://masonlive.gmu.edu>

Each student is responsible for activating their GMU email account and checking their account on a regular basis for University and class announcements. **All masonlive accounts must be activated.**

GMU Police Policy: 703-993-2810

If you are currently employed with a law enforcement agency as a sworn officer and would like to carry a firearm on campus and into class, you must contact GMU Police Department as a courtesy.

GMU Students with Disabilities: <http://ods.gmu.edu>

If you are a student with a disability and you need academic accommodations, please contact the Office of Disability Resources at 703-993-2474. All academic accommodations must be arranged through that office, your instructor is not obligated to provide accommodations without documentation from ODS.

Writing Center: <http://writingcenter.gmu.edu>

For general questions and comments please contact wcenter@gmu.edu or call:

703-993-1200 (Robinson Hall A114, Fairfax Campus)

703-993-1824 (Enterprise Hall 076, Fairfax Campus)

All appointments are made through the online scheduling system so please do not email or call to schedule appointments. If you would like to cancel an appointment you may do so via the online scheduler, simply select your appointment and click the "Cancel appointment" box at the bottom of the reservation form and then "save."

University Libraries: "Ask a Librarian" <http://library.gmu.edu/mudge/IM/IMRef.html>

Margaret Lam, Physical Sciences Liaison Librarian; <http://infoguides.gmu.edu/forensics>

Fenwick Library, A244 (703)993-2212 mlam3@gmu.edu

Counseling and Psychology Services (CAPS): (703) 993-2380; <http://caps.gmu.edu>

University Policies:

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.
