



School of Public Policy

Faculty Manual



SPP Faculty Handbook

School of Public Policy
 3351 Fairfax Drive, MS 3B1
 Arlington, Virginia 22201
 Phone: 703-993-2280

Dear New Colleague:

On behalf of the faculty and staff, I would like to welcome you to the School of Public Policy. This handbook is offered to help you get situated and find your way in your new surroundings as quickly and painlessly as possible. We begin with a checklist pertaining to the matters of most immediate interest to a new faculty member.

The handbook also introduces you to the many resources and services that SPP and the university provide. Inside you will find the phone number, location, and hours of operation for each service, as well as a brief description of its function.

In addition to the checklist and information on university services, this manual contains:

- The three-year academic calendar
- GMU policies on grading
- The SPP phone, office and e-mail list for faculty and staff
- Campus maps and directions
- A syllabus template that includes SPP's plagiarism policy and reminds you that office hours need to be clearly stated on your syllabus
- General information about the Arlington area

You will discover that at GMU you will be using several passwords. If you forget a password, or a password is no longer active, please visit ITU Support Center at <http://itusupport.gmu.edu/facstaff.asp> for helpful advice.

With regard to your teaching, Assistant Dean Elizabeth Eck schedules all SPP classes each semester. You will hear from her soon concerning your class schedule, if you haven't already. I would greatly appreciate your working closely with her, as she must coordinate a very complex set of exigencies for the School. She reports directly to me on the schedule. You should feel free to contact her at 703-993-8225 or eeck@gmu.edu. When calling from any GMU campus phone, you only need to dial the last five digits of the phone number.

Any time you need immediate assistance, please contact either the SPP Office Administrator [Barbara Hill](mailto:Barbara.Hill@gmu.edu) (703- 993-3179 or bhill11@gmu.edu), or the Assistant Dean for Human Resources and Planning Bill Coester (703-993-2261 or wcoester@gmu.edu).

Upon your arrival you should meet Senior Associate Dean Ann Baker, who oversees the budget and operations of the School, and Associate Dean for Academic Affairs, Matthys van Schaik. Of course, my door is always open, and I hope you will call on me if I can be of help in getting you acclimated. The person who can usually find me if I'm not in my office is Susan McClure at 703-993-4108.

I look forward to working with you and am delighted to welcome you to SPP.

Sincerely,

Edward Rhodes
 Professor and Dean



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Getting Started

Please note that only after we've entered you into George Mason University's personnel system can you activate your e-mail, MESA, PatriotWeb, and library accounts or obtain a parking permit. A single card serves as your ID and library card, though these functions must be activated separately.

George Mason's website: <http://www.gmu.edu>

School of Public Policy's website: <http://policy.gmu.edu>

People Finder (University-wide faculty/staff/student directory): <http://peoplefinder.gmu.edu>

Hours of Operation website: <http://www.gmu.edu/welcome/hours.html>

Maps and Directions to campuses website: <http://www.gmu.edu/welcome/Directions-to-GMU.html>

Checklist for New Full-Time Faculty

The following should be completed before the beginning of the semester. Please remember that ample time is needed to obtain keys, business cards, copy cards, Arlington parking passes and other requests.

For assistance with matters listed on the checklist, contact:

Arlington			
Chris Anclien	Admin. & HR/Planning Asst.	canclien@gmu.edu	703-993-9802
Darcelle Campbell	Administrative Assistant	dcampbe3@gmu.edu	703-993-8201
Bill Coester	Asst. Dean for HR & Planning	wcoester@gmu.edu	703-993-2261
Elizabeth Eck	Asst. Dean for Program Mgmt.	eeck@gmu.edu	703-993-8225
Barbara Hill	Office Administrator	bhill11@gmu.edu	703-993-3179
Alisha Klapholz	Academic Programs Coordinator	aklaphol@gmu.edu	703-993-2264

A full contact list of SPP administrative staff and program faculty is on our website:

<http://policy.gmu.edu>.

- Meet with SPP administrative staff immediately. Make an appointment with **Bill Coester** to complete and submit all necessary documentation for new faculty. Make an appointment with **Alisha Klapholz** if you are adjunct faculty.
- Make an appointment with **Elizabeth Eck** to plan your course assignments.

- Mark the following events on your calendar: GMU Faculty Orientation, President's Reception, Ph.D. Annual Retreat, Master's Programs Orientation, Faculty Meetings, and Thursday Brown Bag Seminars. For important dates, check the SPP Calendar of Events and the university's Academic Calendar at the links below.

SPP Calendar of Events :

<http://policy.gmu.edu/Home/NewsEvents/EventCalendar/tabid/90/Default.aspx>

George Mason University Academic Calendars – Registrar Website:

<http://registrar.gmu.edu/calendars/index.html>

- Access PatriotWeb at <https://patriotweb.gmu.edu/>
- Activate your Mason e-mail account at <https://mail.gmu.edu/>
- E-mail your syllabus to **Alisha Klapholz**. (See page 9 for additional syllabus information.)
- Order books for your classes. (See page 12 for additional book order information.)
- Obtain your photo ID at the University Card Office. <http://www2.gmu.edu/dpt/allunivcard/photoid/>
- Activate your library account at a University library. <http://library.gmu.edu/libinfo/hours.html>
- Access the wireless network by clicking on your internet provider and logging in using your Mason e-mail username and password.
- Send **Andy Brown**, SPP Director of Communications and Marketing, your bio and info for the SPP website.
- Locate your faculty mailbox in Founders Hall Room 532.
- To order your business cards contact **Susan McClure**.
- To obtain your office keys contact **Chris Anclien**.
- To obtain your copy card contact **Barbara Hill**.
- Purchase your faculty parking permit.
<http://parking.gmu.edu/index.html>
- To arrange for Arlington parking for visitors contact **Chris Anclien**.
- Make an appointment to meet with Human Resources. <http://hr.gmu.edu/>
- Meet the Student Services staff and obtain program guides.
- Plan your research.
- Familiarize yourself with useful University services.

Name	Email	Phone
Chris Anclien	canclien@gmu.edu	703-993-9802
Andy Brown	abrown27@gmu.edu	703-993-9824
Barbara Hill	bhill11@gmu.edu	703-993-3179
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264
Susan McClure	mmcclure@gmu.edu	703-993-4108

Make sure the Dean's Office Can Find You

If you plan to be out of town for more than one day during the term, please e-mail **Susan McClure** in the Dean's office to let her know when you will be gone and how you can be contacted in an emergency.

Plan Your Course Assignments

Assistant Dean **Elizabeth Eck** will discuss your teaching assignments with you. Full-time faculty who engage in an active research program typically teach two courses in the fall semester and two in the spring. Plan on teaching at least one common core course (see below), two required courses in the master's or Ph.D. programs, and one elective, depending on the needs of the School and on your areas of expertise.

In general, SPP courses are taught on the Arlington campus. Most classes are scheduled for either 4:30-7:10 p.m. or 7:20-10:00 p.m. once a week on Mondays, Tuesdays, Wednesdays, and Thursdays. A few classes are taught at 1:30 p.m. The Organization Development and Knowledge Management Program offers classes on Friday evenings and Saturdays. All faculty are expected to teach in both the 4:30 and 7:20 p.m. time slots.

Classroom assignment questions should be directed to **Elizabeth Eck** and **Alisha Klapholz**.

Guest parking requests are handled by **Chris Anclien**. Guest parking is not guaranteed in Arlington due to limited space.

Name	Email	Phone
Chris Anclien	canclien@gmu.edu	703-993-9802
Elizabeth Eck	eeck@gmu.edu	703-993-8225
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264

Teaching Standards in the School of Public Policy

Grades

The University-wide system for grading graduate courses is as follows:

Grade	Quality Points	Graduate Courses
A+	4.00	Satisfactory/Passing
A	4.00	Satisfactory/Passing
A-	3.67	Satisfactory/Passing
B+	3.33	Satisfactory/Passing
B	3.00	Satisfactory/Passing
B-	2.67	Satisfactory*/Passing
C	2.00	Unsatisfactory/Passing
F	0.00	Unsatisfactory/Failing

***Note:** A grade of B- is considered an unsatisfactory grade for a course in the School of Public Policy (see below). Under University and SPP rules, graduate students must maintain a 3.0 average in their degree program and present a 3.0 GPA on the courses listed on the graduation application. The grading policies are on page 13 of the Master's Student Services Guide:

<http://policy.gmu.edu/Home/StudentCareerServices/MastersAcademicAdvising/AcademicPoliciesForms/tabid/139/Default.aspx>

A student is dismissed from the university upon receiving 9 credit hours of C. Additionally, SPP rules stipulate that earning a single F leads to automatic termination from any SPP program.

Plagiarism

Plagiarism is not tolerated in the School of Public Policy. If you suspect a student of plagiarism, you should contact Dean **Thys van Schaik** immediately to discuss the situation and how to proceed. Please carefully read the plagiarism policy statement below in the Syllabus Template.

SPP has purchased the services of Turnitin (<https://turnitin.com>) which allows you to compare the text of a student paper with a wide array of online material to help determine whether work has been plagiarized. Kindly contact **Thys van Schaik** for any assistance you might need with Turnitin.

Blackboard

Blackboard (<http://courses.gmu.edu>) is a powerful course management tool supported by the University. See Learning Support Services on page 23 for information on training.

Teaching Standards

The teaching obligations of SPP faculty are close to sacrosanct. We simply do not miss classes unless an emergency arises or it is otherwise unavoidable. Any faculty member who must miss a class either arranges for a colleague to teach the class or reschedules it in consultation with the students. If an emergency arises, please call **Thys van Schaik**, **Beth Eck** or **Ann Baker** in Arlington as soon as possible.

Name	Email	Phone
Ann Baker	abaker1@gmu.edu	703-993-3805
Beth Eck	eeck@gmu.edu	703-993-8225
Thys van Schaik	mvenscha@gmu.edu	703-993-8227

It is expected that faculty order books on time, post complete syllabi (see page 9) at least one month prior to the start of the term, keep careful records regarding aspects of student performance on which grades are based, maintain office hours, respond promptly to e-mail and phone messages from students, interact professionally and respectfully with students, give students feedback on their performance throughout the semester, be understanding of the travel demands of students' jobs, and meet with any student with unsatisfactory performance to identify the difficulty and make suggestions for overcoming it.

We try to use only paperback books and to keep the cost of books in mind before assigning them, but recognize that sometimes keeping costs low is not possible given our pedagogical goals.

SPP faculty work to ensure that the content of their courses is carefully integrated into the degree program in which they are teaching. Because multiple sections of the same course are taught, it is important that faculty teaching the same course work together and agree on the course objectives, general content, and skills that should be learned in that course. Similarly, because the master's programs are professional tracks, faculty teach with the awareness that one course often builds upon

another. The goal is to produce graduates who are polished, capable professionals with the requisite skills and values to perform their jobs effectively and ethically.

To succeed in this goal, every faculty member should incorporate an ethics component in their courses. Faculty must be demanding in their courses and should not be overly deterred in this regard by the fact that most students work full-time.

Grades should reflect performance. A final grade of A should be given only to students whose work is truly outstanding. Under normal circumstances, no more than one-third of the class should receive a grade of A or A-.

Common Core Courses

All SPP full-time faculty should expect to teach one or more of our common core courses:

- PUBP502** Governance and Policy Processes
- PUBP503** Culture, Organization and Technology

These courses reflect a number of the themes of SPP and are required of all master's students in the School, regardless of degree program. Teaching students across such a wide range of interests is a challenge in several regards:

- First, by definition the courses are interdisciplinary and, as is often the case in a policy school, do not correspond perfectly with the graduate training of the faculty.
- Second, these courses must have relevance for all of the students—from those in the International Commerce and Policy program to those in Transportation Policy, Operations, and Logistics.
- Third, as is true of a number of our courses with multiple sections, program directors must be sure that courses with the same name are taught in a consistent manner, i.e., with largely the same content, and with the students learning the same skills.

With the assistance of faculty, we have progressed in making the common courses function as intended. Students across programs are meeting each other, and more points of view are brought out in the classroom as students are exposed to others of varied experiences. A sense of belonging in the School of Public Policy, not just a single program, seems to be developing among the students. In addition, faculty members are learning more about each others' specialties as they work with faculty in different programs, learn new material, and share their own academic perspectives.

Each group of faculty teaching a particular common course has collaborated closely to develop a common syllabus and a common, articulated understanding of what content is to be covered in the course and what specific skills are to be taught so that students are proficient in these areas by the end of the semester. Professors may want to choose one book or several articles on their own for the syllabus, but in general everyone follows the common syllabus. In addition, professors help each other by guest-teaching classes in areas of expertise. Faculty also share examples and knowledge. For example, someone trained in American politics may ask an economist for a good case study in international trade or in transportation infrastructure finance.

As you plan your courses, keep in mind that you are teaching students in the programs of Public Policy; International Commerce and Policy (largely international trade, development and globalization); Transportation Policy, Organization, and Logistics (including students from state Departments of Transportation via closed circuit TV throughout Virginia and in Montana); Peace Operations (focusing on on-the-ground police functions and institution building); and Organization Learning (emphasizing team-building and community learning to effect change). It is suggested that instructors use as much as possible of a pre-existing syllabus for your course and make adjustments as appropriate. Feel free to ask for help or examples to use in those areas in which you may be less conversant and for a guest lecture to fill the interstices.

Name	Email	Phone
Beth Eck	eeck@gmu.edu	703-993-8225
Jim Pfiffner	pfiffner@gmu.edu	703-993-1417
Janine Wedel	jwedel@gmu.edu	703-993-3567

Should you need or want to discuss your common course with a colleague, the leaders of the two courses would be delighted to hear from you. They are **Jim Pfiffner** for PUBP502, and **Janine Wedel** for PUBP503.

Events, Faculty Meetings, Arlington Brown Bag Seminars, and Mason Academic Calendar

**Please note many of the events are listed at <http://policy.gmu.edu/calendar/>

Orientation and Welcome

University Orientation for New Full-Time Faculty

The university offers a general orientation program at the start of the fall term for all new, full-time faculty members for which you should receive an invitation. Make plans to attend, as much information you will need to know is imparted at this session. This gathering gives you an opportunity to meet other new faculty members and university officers and to gain a sense of the larger environment here at George Mason. We would also like others in the university community to have a chance to meet you.

President's Reception for New Faculty and Students

Each year President and Mrs. Merten hold a reception at their home for new, full-time faculty. We very much hope you will be able to attend.

Dean's Reception for All Faculty and Students

Early in the fall term, Dean and Mrs. Rhodes host a welcome-back reception for faculty, new faculty and students in SPP. This reception is usually held on the same day as the President's Reception.

Ph.D. Annual Retreat

Prior to the beginning of the fall term, on the last Friday before classes begin, SPP holds an off-campus,

one day retreat for new Ph.D. students. All full-time faculty are expected to attend. This retreat serves as an excellent introduction for new faculty and students alike to learn about the extensive array of activities and programs in the School, our expectations of Ph.D. students, and some of the norms of SPP. You will have a chance to get to know your colleagues better and to learn of their research and teaching interests. **Beth Eck** will be in touch with you regarding the details about this event.

Orientation for Master's Programs

Prior to the beginning of the fall and spring terms, an orientation is held for all new students in our master's programs. Attending this event will provide you with an important perspective on the goals and content of these programs. All full-time faculty are expected to attend. **Jill Emerson** will be pleased to supply the date, time and location of this event.

Faculty Meetings

Throughout the year, an effort is made to protect faculty time by holding meetings to a minimum. Dean Rhodes calls one faculty meeting per month, typically held on the first Wednesday of the month from 10:00 a.m. to 11:30 a.m. Because we have few meetings, the faculty considers it essential to attend these meetings. You will be given an agenda prior to the meeting.

Standing Committees

In addition to faculty meetings, SPP currently has the following committees: Committee on Credentials, Retention, Promotion and Tenure; Standing Committee on Grievances; Standing Committee on the Curriculum; and Management Committee. Eligibility for membership on these committees is set by rules of SPP and the university. Within that constraint, eligible faculty are nominated and elected by secret ballot. Faculty recruitment committees are formed as needed. A Ph.D. Committee also assists the Director of the Ph.D. program in proposing policies to the faculty at large.

Name	Email	Phone
Jill Emerson	jemerson@gmu.edu	703-993-8209
David Armor	darmor@gmu.edu	703-993-2260

Brown Bag Seminars

Approximately once a month Brown Bag seminars are held, usually on the second Thursday of the month at 12:30 p.m., on the Arlington campus. These informal one-hour events allow faculty to present and discuss their research with colleagues, from initial conception to final product. All faculty and Ph.D. students are welcome to attend. Faculty, exclusively, present their work. If you are working on research for which you'd like some feedback, please contact **David Armor** to schedule a date for your presentation.

Mason Academic Calendar

Mason Academic Calendars for past and upcoming semesters, as well as three-year academic calendars, can be found at <http://registrar.gmu.edu/calendars/index.html>. See Appendix A of this handbook for a copy of the current three-year academic calendar.

Syllabi, Book Orders, Photo ID, Patriot Web, Parking and Human Resources

Preparing and Posting Your Syllabus on SPP's Website

All faculty are required to create a syllabus for each credit-bearing course that they teach. Syllabi should clearly outline the student's responsibilities in the course and provide a reasonable account of the faculty member's expectations. SPP posts syllabi for all courses on the SPP website:

(<http://policy.gmu.edu/Home/StudentCareerServices/CourseInformationSchedule/CourseSyllabi/tabid/146/Default.aspx>).

Name	Email	Phone
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264

Following university rules, syllabi are reviewed to ensure that course content and expectations are appropriate. Below is a template outlining the major sections that should comprise a syllabus in SPP, as well as several passages that are required (Policy on Plagiarism and the Disability Statement). It is not mandatory that you use the wording of this template, except in the case of the required passages.

E-mail your completed syllabus to **Alisha Klapholz**, who will promptly see that it is posted on the SPP website. Kindly have the final version of your syllabi posted no later than one month prior to the start of the semester. Draft syllabi should be available to students at least two months prior to the beginning of the term.

SYLLABUS TEMPLATE

(Please always mark the syllabus clearly as *DRAFT*.)

Header

Course Title	Professor/Instructor Name
Course section and number	Email and/or Phone Number
Course Time	Office location
Website (if applicable)	Office Hours (required)

Introduction and Objectives (highly recommended)

- Introduction to the subject matter that will be taught
- How the course ties in with the program of study
- Course objectives
- Specific skills that the students will be taught
- Prerequisites or permission of instructor requirement if applicable

Learning Outcomes (required)

- These should relate to the overall objectives of the programs, including Knowledge and Understanding; Development of Qualitative and Quantitative Skills; Professional Development. See posted syllabi for examples
(<http://policy.gmu.edu/Home/StudentCareerServices/CourseInformationSchedule/CourseSyllabi/tabid/146/Default.aspx>)
- See **Thys van Schaik** with questions

Course Materials (required)

- Required textbooks
 - All master's courses are **required** to use Diane Hacker. 2000. *A Pocket Manual of Style*, 3rd ed. New York: Bedford/St. Martin's.
- Recommended textbooks or articles
- List of items on reserve
- Instructions and password for e-reserve
- Any class fees
- Additional related material: web links, Blackboard or TownHall instructions, etc.

Grading and Requirements (required)

- Does this class rely on exams, papers, group projects, participation, or a mix of each?
 - Description of paper or group project
- What percent of the student's grade is each worth?
- Attendance Policy
- Late assignments/make-up assignments, if applicable
- Grade distribution policy (see PUBP 502 syllabus for an example, any section)
- Electronic device policies (cell phones, laptops, etc.)

Course Outline (required)

- Outline of class meeting dates
- Readings due for each particular class meeting date
- Related discussion questions or talking points
- Assignments due
- Additional reading on the topic
- Information about guest speaker or project
- Information on canceled class or make-up class

Please incorporate the following statements in your syllabus (required):**Academic Accommodation for a Disability**

If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 703-993-2474. All academic accommodations must be arranged through the ODS.

SPP Policy on Plagiarism

The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the School of Public Policy. It constitutes a serious breach of professional ethics and it is unacceptable.

Plagiarism is the use of another's words or ideas presented as one's own. It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another's work. Honesty and

thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one's professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the School of Public Policy takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of "F." This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student's transcript. For foreign students who are on a university-sponsored visa (e.g., F-1, J-1, J-2), dismissal also results in the revocation of their visa.

To help enforce the SPP policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student's work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The SPP policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. (<http://www.gmu.edu/facstaff/handbook/aD.html>)

If appropriate, please incorporate the following statement into your syllabus:

Student Journal: New Voices in Public Policy

I will consider nominating the very best papers in this course for publication in New Voices in Public Policy. New Voices is a student- and faculty-reviewed journal that shares SPP's finest student work with the rest of the world.

Order Your Books

To order books, be sure to include the titles, authors, publishers and ISBNs. **Distinguish between required and recommended reading.** Submit your book order as early as possible.

Faculty submit their book orders directly to the Arlington Bookstore. You are able to do so in a number of ways:

1. Submit your order online via <http://gmuarlington.bncollege.com/> or <http://www.facultycenter.net>

ADVANTAGE: The system will save your book orders from each semester and information can be used again without re-typing.

2. By e-mail: sm367@bncollege.com
3. By phone: 703-993-8170
4. By hard copy form (available from **Alisha Klapholz**)
5. By fax: 703-993-8172

Name	Email	Phone
Darcelle Campbell	dcampbe3@gmu.edu	703-993-8201
Elizabeth Eck	eeck@gmu.edu	703-993-8225
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264

Early book orders ensure the Bookstore has enough time to search for less expensive books, which allows them to pass on some of the savings to our students. For a thorough but brief five-minute explanation of the book ordering process, watch this video: <http://www.bncollege.com/facultyvideo1>

DESK COPY REQUESTS: Submit to **Darcelle Campbell**.

Should you have any questions about the book order submission process, please contact **Alisha Klapholz**. Should you have any difficulty with this process (or praise), please pass it along to **Beth Eck**—we closely monitor our relationship with the Bookstore and the service they provide.

Photo ID

<http://masonid.gmu.edu/photoid>

Photo IDs are necessary to gain access to GMU's library resources, entrance to academic buildings after hours, and athletic facilities.

Arlington

Phone Number: 703-993-9489

Arlington Location: Founders Hall, Room 218

Fairfax

Phone Number: 703-993-1004

Fairfax Location: Student Union II, Lower Level, Room 1014J

Activate Your Mason ID in the Library

Go to any of the George Mason University Libraries to have your Mason ID activated so that you can use all the library's resources. Make sure that the library staff member fully activates your card for all purposes, including Consortium school lending privileges. You can order books and articles on-line and can access the vast array of on-line journals from your office or home. GMU faculty have lending privileges at most of the Washington-area university libraries, including George Washington, American, Georgetown, Catholic, and the University of the District of Columbia. Books will be delivered in a few days to the GMU library that you designate, Fenwick or Arlington. For more information on the university's libraries, see the section below on Campus Libraries or see the university library website: <http://library.gmu.edu/>

Access the Wireless Network

The university is configured for wireless access on both the Arlington and Fairfax campuses. To access a wireless connection on your computer follow the instructions from the following link, Page 5 “Get Connected”: <http://security.gmu.edu/sysadmin/wireless-guidelines.pdf>.

Find Your Faculty Mailbox

All full-time and adjunct faculty members on the Arlington Campus have a faculty mailbox inside of the SPP Administrative Suite, in Room 532 of Founders Hall.

Mailboxes for Ph.D. students are located in Room 532 of Founders Hall, to the right of the faculty mailboxes.

Purchase Your Faculty Parking Permit (For Full-Time Faculty)

Parking on the Arlington Campus is extremely limited. To park on the Arlington Campus, you must have an Arlington parking permit and a swipe card so that you can get in and out of the parking garage when space is available. On the Arlington Campus, you can purchase parking permits at the parking office in Founders Hall Room 219. Arlington parking permits are also valid on the Fairfax Campus.

Name	Email	Phone
Chris Anclien	canclien@gmu.edu	703-993-9802

It is possible to have the cost of the permit deducted from your paycheck, as a non-taxable benefit. See the university’s parking website below for more information.

Once the lot is full, no one is allowed in the lot, even with a permit. Cars parked outside of designated parking lines will be ticketed and/or towed. A special FDIC parking permit is required in the FDIC lot after 5:00 p.m. The cost of an FDIC permit is the same as an Arlington permit. Fairfax parking permits can be purchased at both the Fairfax and Arlington Parking Services Offices.

Arlington Parking Office

Phone Number: 703-993-8146

Arlington Location: Founders Hall, Room 219

Fairfax Parking Office

Phone Number: 703-993-2710

Fairfax Location: York River Road and Sandy Creek Way next to the Sandy Creek Parking Deck

<http://parking.gmu.edu/>

If you are hosting a guest to the Arlington campus, please contact **Chris Anclien** for arrangements with at least 24 hours’ notice.

Parking Permits for Adjunct Faculty

A semester permit is issued to adjunct faculty on the Arlington campus. **Chris Anclien** will contact you with information on how to obtain your permit.

Meet with Human Resources

In conjunction with SPP's Human Resources Liaisons, HR is happy to help in areas as diverse as payroll issues (e.g., TIAA-CREF plans, medical savings accounts) employee relations, quality of work/life, and occupational health. Please consult their website at <http://hr.gmu.edu> for general information or contact them by phone at 703-993-2600. To access PatriotWeb click "Employee Self Service (PatriotWeb)". After you log in to PatriotWeb you can access payroll, benefits, and other related information (see page 16 for more details).

Permanent faculty are paid on a monthly basis over a 12-month period even if your contract is a 9-month agreement. Spending accounts are offered, as well as a matching flexible program for TIAA-CREF and health insurance. Human Resources can discuss the benefits and options available to you.

All faculty are required to establish direct deposit since paper paychecks are not issued by GMU. Please submit this information through Patriotweb (<https://patriotweb.gmu.edu>) in the Employee Services section.

Phone Number: 703-993-2600

Location: University Hall 4441 George Mason Blvd.

Directions: <http://hr.gmu.edu/general/directions.php>

Faculty Guide to PatriotWeb

From PatriotWeb, you can access your personal and class information, including your pay stub and class lists. Using PatriotWeb, you can also e-mail individual students or your entire class without logging in to your e-mail account. (To protect student privacy, please use blind carbon copy (bcc) until you secure permission from your students to disclose their e-mail addresses to others.)

To activate your PatriotWeb account, go to the Patriot Pass website. To log in, you will need your G number and your PIN (your 6-digit birth date [MMDDYY]):

<https://thanatos.gmu.edu/passwordchange/auth/gnum.jsp>

Welcome to Patriot Pass Password Management - Mozilla Firefox

File Edit View History Bookmarks Tools Help

gmu.edu https://thanatos.gmu.edu/passwordchange/auth/gnum.jsp

Most Visited Getting Started Latest Headlines Customize Links

Welcome to Patriot Pass Password ...

patriot pass

GEORGE MASON UNIVERSITY

Password Management

Get Your Mason Username (also called NetID) and Password

To get your Mason username and password please enter your G number and PIN below. If you do not have a PIN and were issued a Claim Code, please enter your G number and Claim Code below.

[Click here](#) for help or for more information

If you need assistance, please contact the ITU Support Center at (703) 993-8870.

G Number:

PIN or Claim Code:

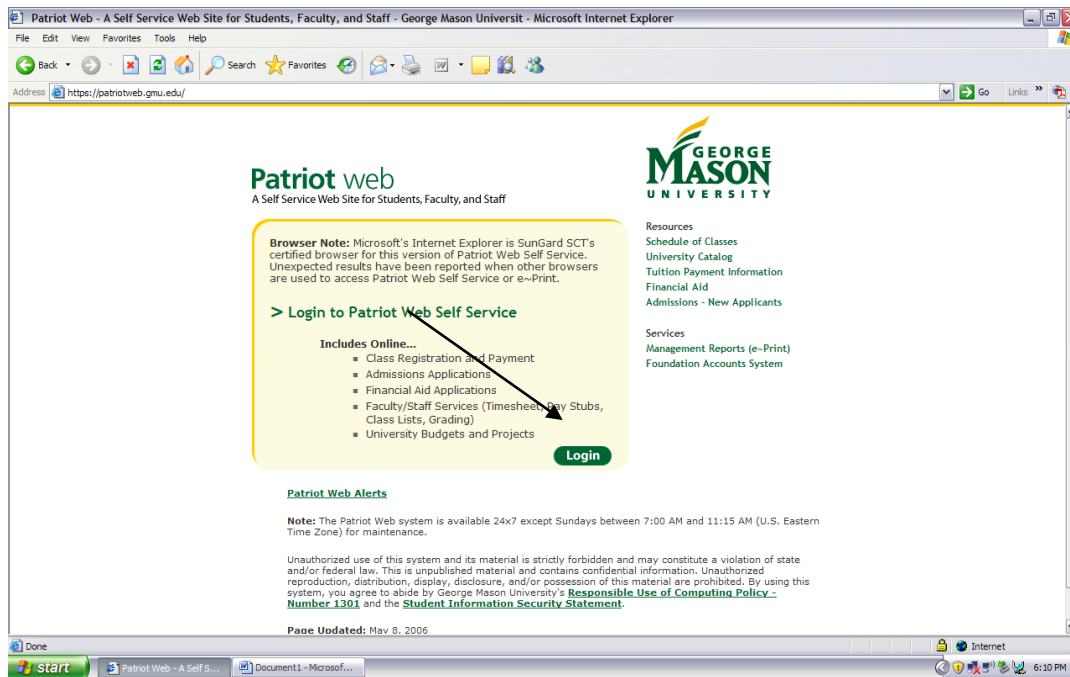
Done

start | Inbox - Mozilla Thu... | Mason Registrar - ... | Welcome to Patriot... | Faculty Adjuncts | Faculty Adjunct Gui... | 4:13 PM

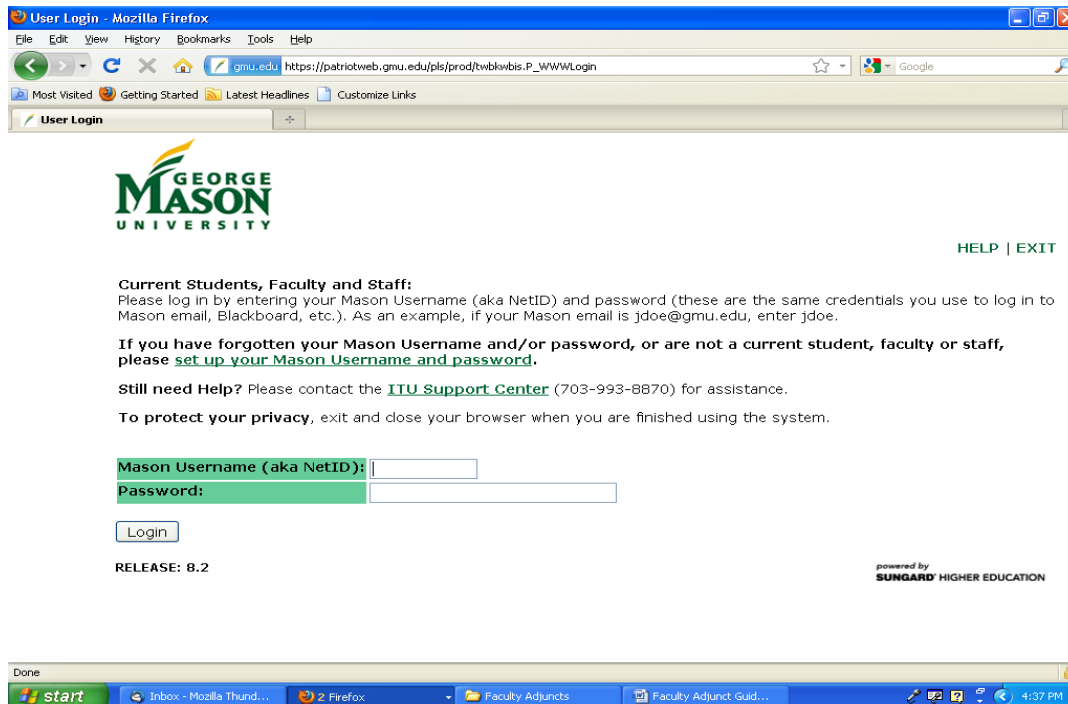
Once you log in, you will receive your official GMU user name, set up security questions (in case you ever forget your password) and set up your password to access email and PatriotWeb.

Accessing Your PatriotWeb Account

PatriotWeb is located at <https://patriotweb.gmu.edu/>. Click the login button to access your account (see below).



Clicking on Login will take you to the screen below. Your Mason Username is the one you received at the Patriot Pass website and the Password is what you set up in Patriot Pass. You will be asked to change the password after your initial login.



Your PatriotWeb Account

Once you access your account, you will see three different options:

Personal Information

Employee Services

Faculty and Advisor Services

Personal Information Section

The Personal Information section allows you to view and/or change basic information:

- PIN
- Address
- Phone Number
- Email

Please Note: It is critical that you keep the information in this section up-to-date because the School of Public Policy and other GMU departments (HR, et. al.) will direct all communication to the current address/phone number listed in your account.

Employee Services Section

The Employee Services section is where you will complete actions regarding pay and benefits. Here you will be able to:

- Complete your time sheet (not necessary for adjunct instructors)
- View your benefits information, pay stubs, leave history or balances and job information
- View W-2 forms
- View or update your Federal Tax Information (W-4)
- Arrange Direct Deposit Allocation

Faculty and Advisor Services Section

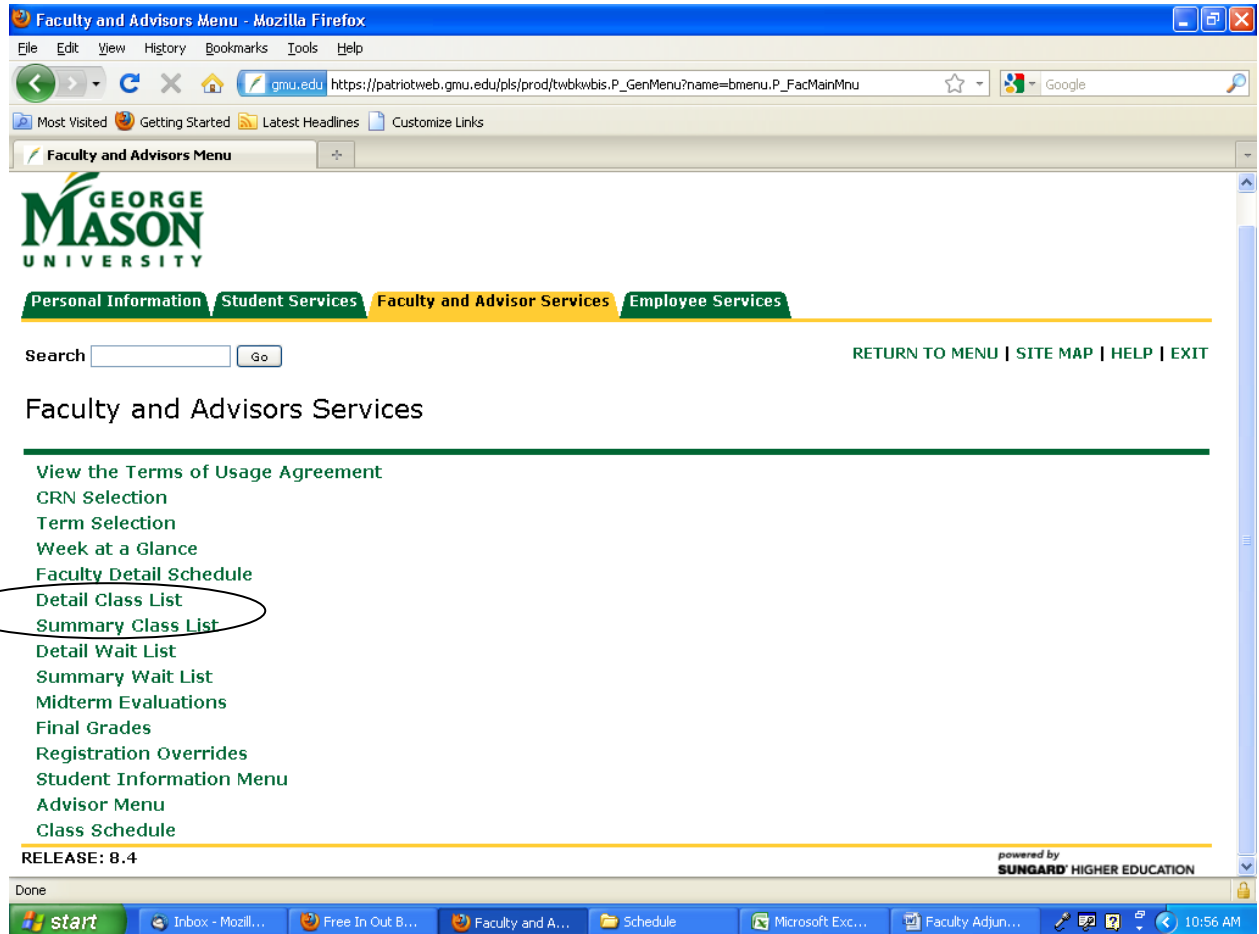
The Faculty and Advisor Services section is where you will complete most of your actions on PatriotWeb. Here you will be able to:

- View your class list
- View the wait lists for your class
- Enter final grades for students

Viewing Your Class List on PatriotWeb

Once you sign in to PatriotWeb, you can view the list of students in your class by following the step-by-step instructions below.

1. Select the Faculty and Advisor Services section.
2. From Faculty and Advisor Services menu, select Summary Class List or Detail Class List.



3. On the next screen, select the term from the drop-down menu and select Submit.
4. Select the course you'd like to view from the drop-down menu and select Submit. Please note that if you are teaching a cross-listed course, the classes will be listed separately in the drop-down menu, and you will need to view the class lists separately in PatriotWeb.

Note: If you are an assigned instructor and your course does not appear in the drop-down list, please contact **Alisha Klapholz** or **Beth Eck**.

5. The roster will display in alphabetical order. Use the scroll bar on the far right of the screen to view the complete list of students.

E-mailing Your Class List

Note: Any student that has a confidential indicator must be treated with extreme care. Mason is legally obligated to ensure that this person's email address is not visible to anyone else. E-mail correspondence with students that have a confidential indicator must be sent either individually (not as part of a group) or

blind carbon copy (bcc). For this reason, it is a good practice to always use blind carbon copy for all students when e-mailing your class.

1. Begin by displaying your Summary Class List (see previous section). Once you have displayed your class list, continue with Step 2.
2. To e-mail an individual student, select the envelope icon at the far right of the student's name. A message window will open, addressed to that student.
3. To e-mail the entire class, use the scroll bar on the far right of the screen to scroll down to the bottom of the class list. Select the **Display Email List** button located just below the last student on the roster. After a brief delay, the page will refresh and return to the top.
4. Scroll down again to the bottom of your class list. You will now see a separate box containing a list of e-mail addresses for all students in the class.
5. Right-click in this box to display a pop-up menu, and choose **Select All**. This will highlight the entire list of addresses.
6. Right-click in the box again to display a pop-up menu, and select **Copy**.
7. Open your preferred e-mail program and launch a new message window. Right-click in the Bcc: field to display a pop-up menu, and select **Paste**. In the To: field, enter your own e-mail address. Then compose and send your message as you normally would.

Submitting Final Grades for Your Class

Once you sign in to PatriotWeb, you can view the list of students in your class by following the step-by-step instructions below.

1. From the Main Menu, select **Faculty and Advisor Services**.
2. From the Faculty and Advisor Services menu, select **Term Selection**.
3. Select the desired term from the drop-down list, then select **Submit Term**.
4. Select the course you wish to grade from the drop-down list, then select **Submit CRN**.

NOTE: If you are an assigned instructor and your course does not appear in the drop-down list, please contact **Alisha Klapholz** or **Beth Eck**.

5. From the Faculty and Advisor Services menu, select **Final Grades**.
6. Your roster will display in alphabetical order. Click to position your cursor in the grade field for your first student on the roster. Click in the "Grade" box to use the drop-down list of grades appropriate for each student; select a grade by clicking on it. If you wish to type a grade you may do so. To type a grade with a + or -, you must type the letter grade again until it displays the correct version. You may tab or click in the Grade field for the next student. **Do not use the up or down arrow keys, as this will change the grade selected.**
7. Enter a grade for each student on the roster. If the student has officially withdrawn, a "W" will already appear in the grade field. If the student did not attend, select the grade NA. If the student stopped attending, enter the grade SA and enter the last known date of attendance in the Last Attend Date. Use the grade IN only when the student has incomplete work that cannot be completed on time for reasons beyond their control.

Note: It is not necessary to enter Last Attend Date or Attend Hours if the student completed the course.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student, Matthew	G00410973	3.000	**Registered** Aug 09, 2004	SA	N	10/18/2004		

Date must be in MM/DD/YYYY format.

8. When finished entering grades, select **Submit Grades**. Look for the message “**The changes you made were saved successfully**” at the top of the page—this means your grades have been received. If you see a STOP warning (like below), check the error message, make any necessary corrections and select the **Submit Grades** button again.



Last Attend Date cannot be earlier than first class date.

9. To grade additional courses, select **Return to Menu** in the upper, right corner of the screen to return to the Faculty and Advisor Services menu and repeat from Step 4.
10. To view confirmed grades, scroll to the bottom of the grading page and select **Summary Class List** from the links along the bottom.

Note: Please review your grades carefully before exiting PatriotWeb. Grades are posted (rolled) to the transcript nightly; once rolled, all grade changes must be made on a paper Change of Grade Form, bearing proper signatures. If you discover a recording or a calculation error that impacts a rolled grade, you should notify the student immediately.

Record Number	Student Name	ID	Credits	Registration Status	Grade	Rolled	Last Attend Date MM/DD/YYYY	Attend Hours 0-999.99	Registration Number
1	Student, Matthew	G00410973	3.000	**Registered** Aug 09, 2004	SA	Y	10/18/2004	None	13

Grades cannot be changed online once rolled.

School of Public Policy Communications

Andy Brown (Director of Communications and Marketing) and **Andrew Schappert** (Web Specialist) gather, write and maintain much information on our website and in our printed literature. A useful reference is the [SPP Communications Guide](#). Please send Andy information concerning your publications, awards, research, sponsored events, and news. This information is necessary for our website, our on-line newsletter, publications, and it is shared with University Media Relations.

Andy Brown, Director of Communications and Marketing

Email: abrown27@gmu.edu

Phone: 703-993-9824

Office: Room 511, Founders Hall

Andrew Schappert, Web Specialist

Email: aschapp1@gmu.edu

Phone: 703-993-8221

Office: Room 566, Founders Hall

Create Your Personal Webpage

School of Public Policy creates and maintains pages for faculty on <http://policy.gmu.edu>. To create and maintain your own personal webpage (in addition to being on SPP's site) Mason University provides you server space. To set up your personal Mason web site go to: http://webdev.gmu.edu/Main_Page.

Meet with School of Public Policy Student Services Staff and Obtain Program Guides

The Student Services staff is ready to help you with virtually all aspects of our graduate degree programs. A Program Guide is available for each degree program. This guide will provide the information you need about the required and elective courses and the aims of each program. Please read the program guides applicable to the courses you are teaching and use it as you prepare your courses.

SPP Student Services Office

SPP's Office of Student Services comprises professional staff to assist students with their academic, career and co-curricular endeavors. With these professional academic and advising services, SPP has made a commitment to students so they will be better prepared, organized and supported throughout their program. Having professional advisors also relieves faculty of knowing program details and frees them to provide broader advice to students. If you have any questions about requirements for SPP's degree programs or need related assistance please contact Student Services directors.

Academic Services:

Student Services works to provide seamless assistance from the time a student enrolls to the time of graduation. **Jill Emerson** oversees the master's students and she and **Silva Pecini** serve as the academic advisors for their assigned programs. **Beth Eck** and **Shannon Williams Hettler** provide student services for the doctoral students. These people are excellent resources for faculty and staff with regard to university policy, procedure and problem solving. Some of the ways in which faculty work directly with the Student Services staff include:

- Enrollment numbers/limits
- Waitlist maintenance
- Change of Grade (i.e., due to an "Incomplete", a recording or computational error)
- Comments/concerns about individual students
- Overrides
- Approvals of requests for independent studies or directed readings
- Resource referral to other university offices or personnel
- Seminars or events taking place outside of the classroom

Master's-level students are encouraged to participate in a dual system of advising; they work with their assigned Director of Student Services to explore personal and professional goals while also relying on the teaching faculty for subject matter and professional expertise. Master's students are not assigned to teaching faculty in order to encourage an open system in which students can work with any faculty member with whom they develop a rapport or with whom they share similar interests in the field.

Doctoral students are assigned a faculty advisor in their first year, but may change advisors as they develop their research agenda and assemble their dissertation committees. **Shannon Williams Hettler** advises students about university time limits, administrative requirements, and scheduling.

Jill Emerson, Assistant Dean of Student Services (Master's)

E-mail: jemerson@gmu.edu
 Phone: 703-993-8209
 Office: Room 563, Founders Hall

Silva Pecini, Assistant Director of Student Services (Master's)

E-mail: specini@gmu.edu
 Phone: 703-993-4157
 Office: Room 561, Founders Hall
 Programs: International Commerce and Policy; Peace Operations; Transportation Policy, Operations & Logistics

Elizabeth Eck, Assistant Dean for Program Management; PhD Student Services

E-mail: eeck@gmu.edu
 Phone: 703-993-8225
 Office: Room 554, Founders Hall
 Program: Doctoral Program

Shannon Williams Hettler, Assistant Director; PhD Student Services

E-mail: shettler@gmu.edu
 Phone: 703-993-4143
 Office: Room 555, Founders Hall
 Program: Doctoral Program

Career Services:

SPP offers comprehensive career services at the Arlington campus. The Career Services staff provides one-on-one assistance to students with reviewing and revising resumes and cover letters, exploring career goals, identifying employment opportunities, and providing skills needed for a successful career search. Also, Career Services maintains SPP JobNet, an online database which includes information about internships, positions, local events, and career fairs. If you become aware of available jobs or internships in public policy, please alert Career Services.

A number of workshops and employment information sessions are offered each semester. For information about upcoming Career Services Workshops and events, or to view SPP JobNet, go to: <http://policy.gmu.edu/Home/StudentCareerServices/CareerServices/tabid/82/Default.aspx>

Duane Bradshaw, Director for Career Development and Alumni Relations

E-mail: dbradsha@gmu.edu
 Phone: 703-993-3188
 Office: Room 565, Founders Hall

Heather Wright, Assistant Director for Career Development

E-mail: hwright5@gmu.edu
 Phone: 703-993-8559
 Office: Room 557, Founders Hall

Plan Your Research

Research is important at SPP. Teaching loads and administrative tasks are kept relatively light in order to afford faculty the time to publish. As a result, our number of publications per faculty greatly exceeds those of other units of the university. If you are an assistant or associate professor, please consult carefully the University's faculty handbook

(<http://www.gmu.edu/facstaff/handbook/>)

for information on tenure and promotion.

SPP senior faculty will be glad to discuss research expectations and strategies with you.

Name	Email	Phone
Jonathan Gifford	jgifford8@gmu.edu	703-993-2275
Dana Jones	djones20@gmu.edu	703-993-4159
Holly Park	cpark8@gmu.edu	703-993-2014
Rachael Tulinski-McGhee	rtulinsk@gmu.edu	703-993-8145

Plan Your Grant Proposals: Funded Research

Funded research is a central activity for SPP professors. Most SPP full-time Ph.D. students are supported by funded research. Correspondingly, by way of their funded research, faculty are able to have graduate research assistants. Faculty travel is financed by this method as well.

Holly Park, Rachael Tulinski-McGhee and **Jonathan Gifford** are also available to discuss the rules and regulations for sponsored programs, give tips on writing and submitting proposals, and aid with the budget process. **Holly Park**, Director of Fiscal Services, will help develop your budget and assist you in moving your proposal through the university. **Jonathan Gifford** is SPP's Associate Dean for Research.

If you are engaging in research that uses human subjects, special approval is required. Please contact **Holly Park** or **Rachael Tulinski-McGhee** for details.

Travel

You must request funds in advance if you have a commitment to attend a conference and would like travel support. Contact **Dana Jones** for travel assistance or for questions regarding travel forms. Forms for travel approval and for reimbursement upon your return from your trip are available online at <https://travel.gmu.edu/>.

For travel policies and procedures go to <http://fiscal.gmu.edu/> and click on "Travel Office".

Library Services

Campus Libraries:

Arlington (Founders Hall and Law Library) 703-993-8188

Fairfax (Fenwick and Johnson Center) 703-993-2240

Prince William (Mercer) 703-993-8340

Below is a list of services offered by the library. Visiting the library website (<http://library.gmu.edu>) is also an excellent way to become acquainted with the services they offer.

Circulation Services

Register your Mason ID card at the library to activate borrowing privileges and remote online access to university-subscribed databases.

Borrowing Privileges:

Faculty/Staff: up to four months with three fixed due dates per year (1/31, 5/31, 9/30), unlimited number of books. Consortium policies do not apply.

Renew Online:

<http://library.gmu.edu/services/circ.html>

Books can be renewed three times. Overdue books cannot be renewed online or via phone.

Overdue Fines:

There is a three-day grace period. Daily fine for books is \$0.25. Maximum fine is \$10.00 per book, unless you are otherwise notified.

E-Reserves/Book Reserves

If you are interested in submitting reserve or e-reserve requests for class reading materials through the library, the preferred method for this is in a Word document e-mailed to **Alisha Klapholz** (aklaphol@gmu.edu). You should also read the guidelines for reserve/e-reserve requests: <http://furbo.gmu.edu/OSCRweb/index.html>.

Please include the following information in your e-reserve request:

1. **Your name, e-mail, daytime phone number, course number and section.**
2. **A bibliography that includes the complete citations of items to be placed on regular reserve/e-reserve.** Specify which items, if any, you have placed on e-reserve in past semesters. Specify also whether items should be placed on regular reserve (for use inside the library only) on e-reserve, or both.
3. **Hard copies of items to be placed on e-reserve.** Photocopies will be provided to the library, and the originals will be returned to you. If you do not have copies but the items are available through the library, Alisha will help retrieve them. Note that this will add time to fulfilling your request. *If the item is something that cannot be easily obtained through the library* (examples include unpublished articles, conference papers, excerpts from out of print books), then you must provide a copy.

The library will place materials on e-reserve for your class and will obtain and pay for the appropriate copyright permissions. E-reserve requests should be submitted at least **one month** before the start of the semester. The library will try to accommodate any of your needs in a timely manner, however, at the beginning of the semester they are often inundated with requests and processing may take longer than normal. We understand this is inconvenient but please be patient.

Remember When Requesting Reserves

- Pages/Chapters photocopied from a book may not exceed 10% of the total work.
- Items in course packets may not be placed on reserve. More information on course packets can be found on page 29.

- There is a limit of 30 articles per course for e-reserves, and no limit for print reserves.
- Pages printed from a website will not be placed on either e-reserve or print reserve, but a link may be added to your e-reserve listing.

E-Reserves			
Jane Zhang	Arlington Coordinator, E-Reserves	jzhang@gmu.edu	703-993-8229

Loan Services/Document Delivery			
Jessica Montfort	Arlington Coordinator	jmontfor@gmu.edu	703-993-8273
Mark Hoban	CLS Coordinator (Fairfax)	mhoban1@gmu.edu	703-993-3492
Jake Weiner	Borrowing Supervisor (Fairfax)	tweiner1@gmu.edu	703-993-4623
Kristen Myers	Lending Supervisor (Fairfax)	kmyers3@gmu.edu	703-993-2227

Document Delivery Service (formerly called Inter-Campus Loan (ICL))

<http://library.gmu.edu/services/intraill.html>

Request books or journal articles from any of GMU's libraries online. Indicate the GMU library you want material sent to for pick up. You will receive an e-mail notification when material is available.

Consortium Loan (CLS)

<http://library.gmu.edu/libinfo/cls.html>

GMU students and faculty may borrow materials from any of the member libraries in the Washington Research Library Consortium: <http://www.wrlc.org/>. Requests may be initiated through the WRLC Libraries ALADIN Catalog, at: <http://catalog.wrlc.org/>

Loan status, requests, and web-delivered articles may be retrieved through MyALADIN.

Interlibrary Loan (ILL)

<http://library.gmu.edu/services/ill.html>

Interlibrary Loan			
Jessica Bowdoin	Head, Interlibrary Loan	jbowdoin@gmu.edu	703-993-4641

Library Related Websites

George Mason University Catalog: <http://library.gmu.edu/>

Washington Research Libraries Consortium Catalog (ALADIN): <http://catalog.wrlc.org/>

Databases: <http://furbo.gmu.edu/dbwiz/SPT--BrowseResources.php>

E-Books: <http://library.gmu.edu/resources/netlibrary/>

E-Journals: <http://library.gmu.edu/phpzone/ej.php>

Off Campus Access to library resources: http://iso.gmu.edu/ezproxy_faq.html

Research Guides (PDF subject guides): <http://library.gmu.edu/research/handouts.html>

Info Guides (web-based subject guides): <http://infoguides.gmu.edu/>

European Union Documents (EUROPA): http://europa.eu/index_en.htm

Citation Management Software (application software for managing references and creating bibliographies, e.g., Zotero): <http://infoguides.gmu.edu/citationmanagement>

Liaison Librarian Services

Liaison librarians serve as a primary contact to the libraries for academic departments. They are available to assist with navigating library resources and services. In addition, they can partner with you to integrate these resources and services into your courses.

The librarians work in collaboration with faculty members to identify materials for possible acquisition in each discipline's subject areas. A variety of formats are collected including books, journals, media (CD-ROM, DVD, VHS, etc.) and electronic/online. Recommendations are welcome from all faculty. To submit items for possible purchase, either phone or e-mail your program's Liaison Librarian or faculty representative to the Library.

The Liaison Librarians offer an assortment of instructional activities for individuals, groups, or classes including:

Library tours	Orientations
Class visits	Drop-in classes
Special workshops	Course-related instruction

Librarians can collaborate with faculty in developing course-specific instruction, including research assignments.

Arlington Campus Librarians		
Beth Roszkowski	broszkow@gmu.edu	703-993-9864
Liaison Librarian: Public Policy, Management Studies Liaison Librarian		
Gretchen Reynolds	greynol3@gmu.edu	703-993-8267
Liaison Librarian: Social Sciences Liaison Librarian		
LeRoy Jason LaFleur	llafleur@gmu.edu	703-993-8268
Head, Arlington Campus Library Liaison: IET, Education programs		

General University Services and Resources

Copyright Office

We adhere closely to copyright laws and expect all faculty and students to know and comport with rules pertaining to the use of intellectual property. The Copyright Office functions as an excellent source of information on copyright issues. When you have any questions about what material you may reproduce and under what circumstances, what permissions are needed, how to obtain permissions and related questions, please contact **Claudia Holland**. She wants to hear from you and will serve as your personal advisor on matters of copyright.

Head, Copyright Resources Office: **Claudia Holland**, 703-993-2544, chollan3@gmu.edu
 Fairfax Location: Room 227EB, Johnson Center Library
<http://copyright.gmu.edu/>

Campus Bookstores

<http://www.gmu.bkstore.com/>

Campus bookstores are located on the first floor of Founders Hall on the Arlington Campus and on the main floor of the Johnson Center on the Fairfax Campus.

Arlington 703-993-8170
 Founders Hall, Room 103B

Fairfax 703-993-2666
 Johnson Center, Room 112

Classroom Support

<http://classtech.gmu.edu/>

Classroom Support provides AV equipment and service. Most classrooms on the Arlington Campus are equipped with AV technology and are self-supported. If you require AV technology in an Arlington Campus room that does not have permanent AV equipment, contact **Alisha Klapholz**

(in Room 560) or **Darcelle Campbell** (in the SPP Administrative Suite). If you have questions about operating permanent equipment, contact Classroom Support at the below number.

Name	Email	Phone
Darcelle Campbell	dcampb3@gmu.edu	703-993-8201
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264

For assistance with classrooms on the Fairfax Campus, please go to <http://classtech.gmu.edu/> and fill out the Equipment/Support Request Form.

Classroom Support contact information:

Arlington 703-993-8226
 Founders Hall, Room B117

Fairfax 703-993-3456
 Robinson A, Room 104

Print Services

<http://printservices.gmu.edu/>

Arlington Copy Center 703-993-8141
 Location: Hazel Hall (Law School Building), Room 134A (inside the Law Library)

Fairfax Copy Center 703-993-9083
 Location: Johnson Center, Room 135

Fairfax Course Material Processing Center 703-993-3158
 Location: Johnson Center, Room 117B

Print Services provides quick copy jobs, course material sales, GMU card sales/add-ons, copy books, print jobs for the next work day, print jobs from CD or e-mail, transparencies, manuscripts, briefs, library reserve material, paste-up and design, spiral binding, shrink wrapping, electronic stapling, 3-hole punch copies, paper sales, resume material, and faxes. (Print Services does not provide inkjet cartridges for office printers; for these and other supplies, see **Barbara Hill**.)

Name	Email	Phone
Darcelle Campbell	dcampbe3@gmu.edu	703-993-8201
Barbara Hill	bhill11@gmu.edu	703-993-3179

Please direct your copy requests to the SPP Arlington Administrative Staff to

sppcopy@gmu.edu. You may either give hard copy requests to the front desk personnel or submit electronically by doing the following:

- 1) Indicate in your e-mail to how many copies needed, one-sided or double-sided, stapled, or in color.
- 2) Indicate to which class the copies are intended.
- 3) Attach your document(s) to the e-mail.
- 4) Please allow a 24-hour notice for copy requests to be made.

The **sppcopy@gmu.edu** e-mail box will be monitored by several members of the Administrative Staff to ensure your copies are processed on time. Please send *exam* copy requests directly to Barbara Hill or Darcelle Campbell. All copy requests will be confirmed when completed.

SPP staff will pick up copies from the copy center twice daily (morning and afternoon). Copies will be delivered to your mailbox or at the front desk (larger jobs) for pick up.

Should you have any questions, please contact Barbara Hill.

Course Materials Packets

Instructors who plan to use course packets instead of requiring books should make arrangements through the Print Services Course Material Office in Fairfax. (Arlington Print Services will not print course packets without approval from the Course Material Office.) The Course Material Office prepares customized course packets with instructors' personalized reading lists, as well as non-copyrighted materials such as syllabi, lab manuals and class notes. They do all the background work of obtaining permissions to reprint copyrighted materials and make arrangements for course packets to be printed at Arlington Print Services (Hazel Hall Room 134, in the Law Library), where students can pick them up.

Contact **Susan Murphy** in the University Libraries Copyright Office by e-mail at cpacks4u@gmu.edu or by phone at 703-993-3158 with information about what will be included in the course packet. Specific details can be found on the Print Services website at: http://printservices.gmu.edu/coursemat_basics.php.

Please keep in mind that it takes some time to secure permission to use copyrighted materials, so instructors should allow several months for the entire process (e.g., deadline for Fall 2011 was June 1).

Learning Support Services

The Instructional Resource Center provides:

- FREE workshops scheduled regularly, certificates available for Track completion, tailored “workshops on request” with sufficient enrollment
- Consultations with staff, assignment construction, course redesign, problem-solving
- Support for faculty teaching in University electronic environments

Susan Campbell scampbel@gmu.edu 703-993-3424

- Course Management Tools:

Blackboard <http://courses.gmu.edu/>

Collaborative Learning Hub Lab 703-993-3141

Townhall and Classweb (faculty server space)

Rick Reo rreo@gmu.edu 703-993-8536

- Online Resource Grid for job aids, software learning, teaching with technology issues:

<http://doit.gmu.edu/staffSection.asp?page=club>

- Showcase events sharing best practices and lessons learned (with Center for Teaching Excellence)

<http://cte.gmu.edu/>

Mail Services

Website: <http://mailservices.gmu.edu/mail.html>

Mail Services will deliver U.S. Postal and inter-campus mail to your designated faculty mailbox and will pick-up mail from the SPP Administrative Suite. Please be advised that a budget code is required for outgoing mail. Check with the reception desk for the code that should be used for your mail.

Arlington Mail Services

Phone Number: 703-993-8270

Location: Founders Hall, Room B114

Fairfax Mail Services

Phone Number: 703-993-2691

Location: Student Union II, lower lobby;
Johnson Center, main floor

Campus Police

The Arlington Campus Police monitor the campus, regulate the campus lost and found, and unlock classrooms if needed. One officer is always on patrol. If you need assistance from the police, please remember to provide building location, floor location and/or room number. Please visit

<http://www.gmu.edu/depts/police> for information about the Fairfax Campus Police.

Emergency Phone Number: 911

Arlington Phone Number: 703-993-8070

Arlington Officer Page: 703-993-2810

Arlington Location: Hazel Hall, B-1, Room 15

Arlington Hours of Operation: 24-Hours

Fairfax Phone Number: 703-993-2810/2811

Fairfax Location: 4400 University Drive
(in front of Rappahannock River Deck)

Fairfax Hours of Operation: 24-Hours

Note: When dialing 911 from an Arlington Campus phone, you will be connected

to the Fairfax operator. Call 911 from a cell phone or dial the Arlington Campus Police from a campus phone at 3-8070

ITU Computer Support

ITU Computer Support is responsible for repairing office/GMU computers. If you are having a technical problem with an office computer, contact the ITU Support Center and not Classroom Support.

ITU Help Desk: 703-993-8870

Arlington Location: Founders Hall, Room B117

Fairfax Location: Innovation Hall, Room 233

University Information

Information Services provides general information about the campuses of George Mason and surrounding communities. The staff is knowledgeable about classes and events at all campuses, and where services are located. Information Services can help advertise events you host as well.

Arlington Phone Number: 703-993-8999

Arlington Location: Founders Hall, Lobby

Fairfax Phone Number: 703-993-9000

Fairfax Location: Johnson Center, Finley Kiosk, Mason Pond Kiosk

Name	Email	Phone
Chris Anclien	canclien@gmu.edu	703-993-9802
Meredith Asbury	masbury@gmu.edu	703-993-3762
Elizabeth Eck	eeck@gmu.edu	703-993-8225
Barbara Hill	bhill11@gmu.edu	703-993-3179
Alisha Klapholz	aklaphol@gmu.edu	703-993-2264

Arlington Campus Operations

Arlington Campus Operations is responsible for the day-to-day activities of the Arlington Campus. Responsibilities include classroom assignments, key approval, special guest parking, and registered complaints. *On most occasions you will not need to contact Operations directly.* Arlington classroom assignment questions or problems should be directed to **Elizabeth Eck** or **Alisha Klapholz**. Key approval questions should be directed to **Barbara Hill**. Guest parking requests or problems should be directed to **Chris Anclien**.

Arlington Operations 703-993-8140

Manager: Jennifer Gantt, jgantt@gmu.edu

Arlington Building and Grounds

Arlington Building and Grounds attends to the daily maintenance of the Arlington Campus. If you have a maintenance problem (lighting, heating and air) in either your classroom or office, please contact **Barbara Hill** and she will place a work order with the building and grounds staff. If you have a maintenance emergency, you can contact building and grounds directly at 703-993-8150, but please

follow up your request by notifying **Barbara Hill**.

Location: Founders Hall, B124

Building Manager: Mike Ruais, mruais@gmu.edu

Events Management

Events Management is in charge of coordinating all events on the Arlington and Fairfax Campuses that are not regular scheduled courses by the Registrar. To reserve a room and/or AV equipment for a non-class related event, contact **Darcelle Campbell**, who will submit a request to Events Management on your behalf. If you would like to reserve one of SPP's conference rooms (Rooms 502, 548, 602 and 664), see Barbara Hill; the conference room in the Student Services Suite (Room 556) can be booked through **Meredith Asbury**. Class-related events (classes that need a computer lab for one evening, rescheduled classes, etc.) can be reserved through **Alisha Klapholz**.

Benefits, Perks, and Discounts

Athletic Facilities

<http://recsports.gmu.edu/afc>

The George Mason University Aquatic & Fitness Center's state-of-the-art facilities support a wide range of activities for the university community.

Phone Number: 703-993-3939

Fairfax Location: Aquatic and Fitness Center

YMCA, 3422 N. 13th Street, Arlington, 703-525-5420

GMU Faculty/ Staff rate YMCA membership for \$44 per month.

Gold's Gym, 1220 North Filmore Street, Arlington, 703-879-4200 (inquire about GMU rate)

Sport and Health Club, 1122 Kirkwood Road, Arlington, 703-522-1702

Child Care

Arlington:

Bright Horizons Family Solutions (<http://centers.brighthorizons.com/fdicva/>) opened its doors on October 2, 2006. The center serves 92 children on a full-time basis. The teacher to child ratio meets widely recognized national standards of quality as defined by the National Association for the Education of Young Children and the Arlington, Virginia Department of Human Services.

Phone Number: 703-516-1223

Address: 3501 Fairfax Drive

Fairfax:

The Child Development Center (<http://www.gmu.edu/dpt/cdc/>) serves faculty, staff, and students at the university on the Fairfax Campus, with enrollment on a first-come, first-served basis. Children may

attend two, three or five days per week. Parents should visit the CDC with their children prior to enrollment, for a meeting with the director.

Phone Number: 703-993-3750

Address: 20 Patriots Village

Campus and Area Restaurants

Arlington Campus

Einstein Bros Bagels, First Floor, Founders Hall, 703-993-9987

Deli style, seating available

Off-campus restaurants within walking distance of **Arlington Campus**:

Mala Tang, 3434 Washington Blvd., (1 block away from campus)

703-243-2381

Chinese, Sichuan style, hot pot

Cosi, 3503 Fairfax Drive, (2 blocks away from campus)

703-248-9408

Sandwiches, salads, brick oven pizza

Quiznos, 3434 Washington Boulevard, (Foundation building)

703-812-3888

Subs, salads, soup

Liberty Tavern, 3195 Wilson Boulevard, (5 minute walk)

703-465-9360

Modern American

Northside Social Coffee & Wine, 3211 Wilson Boulevard, (5 minute walk)

703-465-0145

Coffee, drinks, light breakfast, lunch, dinner, indoor and outdoor seating

Rocklands, 3471 Washington Boulevard, (across from Giant)

703-778-8000

Barbeque sandwiches, ribs, chicken, salads

Festival Café, 3701 Fairfax Drive, (5 minute walk)

703-522-7455

Sandwiches, Chinese food, limited seating available

Metro Café, 901 N. Nelson Street, next to Virginia Square Metro Station,
703-248-9988
Hot and cold deli sandwiches, snacks, convenience items

El Pollo Rico, 932 N. Kenmore Street, (3 minute walk)
703-522-3220
¼, ½ and whole Peruvian-style chicken with French fries and coleslaw, chicken only, seating indoors

Silver Diner, 3200 Wilson Boulevard (5 minute walk)
703-812-8600
Diner food

A variety of restaurants are located approximately ½ a mile to a mile from the Arlington campus. Many are located east of campus near Clarendon (one metro stop from Virginia Square) and to the west of campus Ballston (one metro stop from Virginia Square).

Fairfax Campus

Food courts are located in the Johnson Center and Student Union Building I, basement, 703-993-8002
<http://dining.gmu.edu/>

University Phone List, Campus Maps, and Directions

University People Finder: <http://peoplefinder.gmu.edu/>

Quick University Phone List

Athletic Facilities

Fairfax 703-993-3939

Facilities

Arlington 703-993-2525

Fairfax 703-993-2525

Campus Bookstore

Arlington 703-993-8170

Fairfax 703-993-2666

Campus Libraries

Arlington 703-993-8188

Fairfax

Fenwick 703-993-2250

Johnson Center 703-993-9000

Campus Operations

Arlington 703-993-8140

Fairfax 703-993-2921

Campus Police

Arlington 703-993-8070

Fairfax 703-993-2810

Child Care at Mason

Fairfax 703-993-3750

Classroom Support

Arlington 703-993-8226

Fairfax 703-993-3419

Dining Services

Arlington 703-993-8002

Fairfax 703-993-3300

Events Management

Arlington 703-993-8190

Fairfax 703-993-2853

Human Resources/Payroll 703-993-2600**Information Services**

Arlington 703-993-8999

Fairfax 703-993-9000

ITU Computer Support

Arlington 703-993-8870

Fairfax 703-993-8870

Key Control

Arlington 703-993-8207

Fairfax 703-993-2823

Learning Support Services

Arlington 703-993-9447

Fairfax 703-993-3141

Mail Services

Arlington 703-993-8270

Fairfax 703-993-2691

Parking Services

Arlington 703-993-8146

Fairfax 703-993-2710

Photo ID

Arlington 703-993-9489

Fairfax 703-993-1004

Print Services

Arlington 703-993-8141

Fairfax 703-993-9083

School of Public Policy

Arlington 703-993-8200

Fairfax 703-993-2280

Switchboard 703-993-1000**Travel Office** 703-993-2623**Campus Maps and Directions**

The following link provides you with directions to the Arlington Campus and the Fairfax Campus:

www.gmu.edu/welcome/Directions-to-GMU.html

Appendix A: 3-Year Academic Calendar
<http://registrar.gmu.edu/calendars/3y201170.pdf>

George Mason University		Three Year Calendar		
FALL SEMESTER	Fall 2011	Fall 2012	Fall 2013	
First day of classes	Mon Aug 29	Mon Aug 27	Mon Aug 26	
Labor Day (University closed)	Mon Sept 5	Mon Sept 3	Mon Sept 2	
Last Day to Add (Census)	Tues Sept 6	Tues Sept 4	Tues Sept 3	
Last Day to Drop	Fri Sept 30	Fri Sept 28	Fri Sept 27	
Saturday Classes in session	Sat Oct 8	Sat Oct 6	Sat Oct 5	
Columbus Day Recess	Mon Oct 10	Mon Oct 8	Mon Oct 7	
Mon classes meet instead of Tues classes this day only	Tues Oct 11	Tues Oct 9	Tues Oct 8	
Mid-term evaluation period for full-semester 100-200 level classes	Mon Sept 26 – Fri Oct 21	Mon Sept 24 - Fri Oct 19	Mon Sept 23 - Fri Oct 18	
Selective Withdrawal Period – undergraduate	Mon Oct 3 – Fri Oct 28	Mon Oct 1 – Fri Oct 26	Mon Sept 30 – Fri Oct 25	
Thanksgiving (No classes Wed; Recess Thurs - Sun)	Wed Nov 23 - Sun Nov 27	Wed Nov 21 – Sun Nov 25	Wed Nov 20 – Sun Nov 24	
Dissertation/Thesis Deadline	Fri Dec 9	Fri Dec 7	Fri Dec 6	
Last Day of Class	Sat Dec 10	Sat Dec 8	Sat Dec 7	
Reading Day(s)	Mon Dec 12	Mon Dec 10 – Tues Dec 11, 4:30 pm	Mon Dec 9 – Tues Dec 10, 4:30 pm	
Examination Period	Tues Dec 13, 7:30 am – Tues Dec 20, 10:15 pm	Tues Dec 11, 4:30 pm – Wed Dec 19, 10:15 pm	Tues Dec 10, 4:30 pm – Wed Dec 18, 10:15 pm	
Winter Degree Date (2 nd Sat before classes)	Sat Jan 14, 2012	Sat, Jan 12, 2013	Sat, Jan 11, 2014	
SPRING SEMESTER	Spring 2012	Spring 2013	Spring 2014	
January 1 Day of Week	Sunday	Tuesday	Wednesday	
MLK Day - (no classes)	Mon Jan 16	Mon Jan 21	Mon Jan 20	
First Day of Spring Classes	Mon Jan 23	Tues Jan 22	Tues Jan 21	
Last Day to Add (Census)	Tues Jan 31 *	Tues Jan 29 *	Tues Jan 28	
Last Day to Drop	Fri Feb 24	Fri Feb 22	Fri Feb 21	
Saturday Classes in session	Sat Mar 10	Sat Mar 9	Sat Mar 8	
Spring Recess	Mon Mar 12 - Sun Mar 18	Mon Mar 11 – Sun Mar 17	Mon Mar 10 – Sun Mar 16	
Mid-term evaluation period for full-semester 100-200 level classes	Mon Feb 20 - Fri Mar 23	Mon Feb 18 - Fri Mar 22	Mon Feb 17 - Fri Mar 21	
Selective Withdrawal Period – undergraduate	Mon Feb 27 – Fri Mar 30	Mon Feb 25 – Fri Mar 29	Mon Feb 24 – Fri Mar 28	
Dissertation/Thesis Deadline	Fri May 4	Fri May 3	Fri May 2	
Last Day of Class	Sat May 5	Mon May 6	Mon May 5	
Reading Day(s)	Mon & Tues May 7 & 8	Tues May 7	Tues May 6	
Examination Period	Wed May 9, 7:30 am - Wed May 16, 10:15 pm	Wed May 8, 7:30 am – Wed May 15, 10:15 pm	Wed May 7, 7:30 am – Wed May 14, 10:15 pm	
Commencement	Sat May 19	Sat May 18	Sat May 17	
Summer Term Dates	Mon May 21 – Fri Aug 10	Mon May 20 – Fri Aug 9	Mon May 19 – Fri Aug 8	

Approved by Faculty Senate: April 27, 2011