COURSE DESCRIPTION:
This course is an overview of private investigation as a profession. It covers the investigative process and the conduct, skills, and traits required of professional private investigators.

COURSE OBJECTIVES:
This course discusses the basic foundations of private investigation for the student. Case review is an important part of this process, and the interaction between clients, attorneys, law enforcement, other agencies and the general public will be a major focus of this course. Students will work through the details of investigations and learn the most successful traits found in today’s PI marketplace. Students will review:

- What is a Private Investigations?
- Myths of the Private Investigations Field
- Traits needed to become a successful Private Investigator
- History of the Private Investigations Field
- Internet Public Record Research conducted by Private Investigators
- Conduct background checks.
- Describe electronic surveillance equipment.
- Section 1702 of the Texas Occupational Code
- Rules and Regulations of the Private Security Board and DPS
- Ethics and the law with regard to private investigation
- Investigative Techniques in multiple areas of practice
- Criminal and Civil investigations
• Surveillance & Undercover Operations

• Communications & Client Interaction

TEXTBOOKS:
The assigned texts listed below are required for all students enrolled in this class. Reading assignments are noted in the course calendar. All students are expected to read the assigned chapters prior to the date specified in the course calendar. The assigned readings will serve as a foundation for the discussion of issues in class as well as examination material. THESE TEXTBOOKS ARE REQUIRED!

• McMahon, Rory (2007). *Practical Handbook for Professional Investigators*

COURSE REQUIREMENTS:
The following section lists the required components of this course as well as the points that may be earned toward the final course grade for each component.

Readings:
Students should follow the schedule of reading assignments found on the course calendar. The reading assignments need to be read *before* you come to class. This will not only facilitate class discussion, but will also allow you time to formulate questions as we go over the material in class. In addition to the required texts, the course will utilize video presentations, additional handouts, and guest lectures that concern issues pertinent to the study of ethical problems. Information from all sources (textbook, lectures, video presentations, handouts, guest speakers) may be included on course examinations. The instructor reserves the right to administer pop quizzes if he feels that the class is not following their readings.

Examinations:
Each exam will consist of some combination of multiple choice, true/false, matching, and/or essay questions. Note that any material covered in the textbook, class discussions, or any supplemental material (such as extra assigned readings, guest speakers, in-class movies, etc.) is “fair game”. All exams will be open book and open note. The use of listening devices (MP3 players, etc.) and electronics (including cell phones) is prohibited during testing. Anyone answering cell phone calls, text messages, etc. during the exam will receive a 0. If you have an extreme exception, please see me prior to the exam.

IMPORTANT: Make-up exams will absolutely NOT be considered unless there is documented proof of a hospitalization or emergency and I am contacted BEFORE THE EXAM BY EMAIL. Your doctor saying you are sick or you feeling sick is NOT A VALID EXCUSE FOR A MAKEUP EXAM. All makeup examinations will be full essay and will be administered on a date at my discretion. PLEASE DO NOT TRY TO MAKE UP AN EXCUSE IF YOU MISS THE EXAM!
If an emergency situation comes up on test day please notify me immediately by calling my office or the undergraduate office. For any other questions please contact instructor.

**Blackboard Assignments:**
During the semester the instructor will assign various blackboard discussion assignments and questions. The Blackboard discussion tool is a great place to post assignment questions so that everyone in class may follow the discussion/solution. I will reply to assignment questions in the discussion forum. When you have assignment questions, check the discussion forum first to see if an answer to your question has already been posted. Students that fail to discuss the topics that are proposed or participate minimally (decided at the discretion of the instructor) will not receive credit for this assignment and their final grade can be severely affected.

BLACKBOARD DAYS (No in class meeting on these days):
Feb 6, 20
March 5, 26
April 9, 25

Assignments for discussion sections are posted on Blackboard. They will include additional readings, video clips, discussion questions, and projects. These online assignments might take place in lieu of our standard class period.

**Extra Credit Paper:**
You may write one paper throughout the term. Of course, you do not have to write one. This is an optional extra credit assignment. If you do elect to complete this assignment, the paper should be a minimum of five pages in length and will be worth a maximum of five points added to your final grade. In this paper, you should write a paper illustrating a topic in the private investigations field. Please feel free to discuss your ideas for these papers with me. Also, please be creative. Extra credit papers must be turned in in class. I will not accept papers submitted via email, turned into the CJUS office, slipped under my door, or any method other than handed to me in class. Papers must be stapled and typed in 12-point, times new roman font with 1 inch margins.

The Paper will be reviewed to be possibly published in the Texas Investigator, a journal of the Texas Association of Licensed Investigators.

**Extra Credit Spy Store Visit**
To be discussed in Class

**GRADE BREAKDOWN:** Grades are based on your earned point totals for the semester.

Course Requirements:

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Spring 2012 Course Calendar: Class, Text and Case Reading Schedule*

Week 1: Introduction to Private Investigations/Myths of the Private Investigator
Professional Inv. (McMahon): Chapter 1
Legal Investigations (Beers): Chapter 1

Week 2: Intro (Cont). History of the Private Investigations Field (Pinkerton Article)
Professional Inv. (McMahon): Chapter 2-3
Legal Investigations (Beers): Chapter 2 & 3
Pinkerton Article on Blackboard

Week 3 Career Fields in Private Investigations
Professional Inv. (McMahon): Chapter 2-3
Legal Investigations (Beers): Chapters 4

Week 4 Career Fields in Private Investigations (Cont.) Methods of Investigations
Professional Inv. (McMahon): Chapter 3
Legal Investigations (Beers): Chapters 5

Week 5 Methods of Investigations
Professional Inv. (McMahon): Chapter 4, 5, 6
Legal Investigations (Beers): Chapters 6, 7, 8

Week 6 Methods of Investigations (Cont.)/Law and Ethics
Professional Inv. (McMahon): Chapter 5 & Chapter 8
Legal Investigations (Beers): Chapter 8&9

Week 7 Surveillance/Surveillance Equipment
Professional Inv. (McMahon): Chapter 9,13
Legal Investigations (Beers): None

Week 8 Background Investigations
Professional Inv. (McMahon): Chapter 11
Legal Investigations (Beers): Chapter 12

Week 9 Domestic Investigations
Professional Inv. (McMahon): Chapter 10
Legal Investigations (Beers): None
Week 10 ** Spring Break **

Week 11 Criminal Defense Investigations  
Professional Inv. (McMahon): Chapter 8,14  
Legal Investigations (Beers): Chapters 16,17,

Week 12 Criminal (Cont.)/Civil Investigations  
Professional Inv. (McMahon): Chapter 12  
Legal Investigations (Beers): Chapters Chapter 18,19

Week 13 Licensing Requirements for Private Investigators  
Professional Inv. (McMahon): Chapter 6, 20  
Legal Investigations (Beers): None  
Blackboard Handouts

Week 14 Insurance/Workers Comp. Investigations  
Professional Inv. (McMahon): Chapter 9  
Legal Investigations (Beers): None

Week 15 TCSM/ Technical Counter Surveillance Measures  
Professional Inv. (McMahon): None  
Legal Investigations (Beers): None

Week 16 Review for Final Exam (Finish Reading both Textbooks!)

Final Exam: TBA (Covers Material from Test 3 to end of course)  
*This reading schedule includes any University holidays. Even if we do not have class  
you will be still responsible for the material covered.

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you will be still responsible for the material covered.

**ATTENDANCE POLICY:**  
The professor expects that each student regularly and promptly attend class sessions. A  
student who is absent from a class session is responsible for the subject matter discussed  
during that particular session. It will be extremely difficult for you to obtain an  
acceptable grade in this course if you consistently miss class.

**ACADEMIC HONESTY:**  
It is expected that each student will do his/her own work. Cheating, including plagiarism,  
on any assignment will result in a zero for that assignment. This is criminal justice, how  
could anyone even contemplate cheating when you are studying to work in a system  
based on trust and honor? With that said, I reserve the right to pursue the formal channels  
for plagiarism/cheating set down in the UNT Policy Manual. All students are urged to
read the UNT Code of Student Conduct and Discipline located in the UNT Policy Manual (Section 5.2). Academic dishonesty will be handled on a case-by-case basis with the final disposition being at the discretion of the professor.

A GRADE OF “INCOMPLETE”
I – Incomplete; a non-punitive grade given only during the last one-fourth of a semester and only if a student (1) is passing the course; (2) has justifiable reason (medical or other emergency circumstance) why the work cannot be completed on a schedule; and (3) arranges with the professor before the end of the semester to finish the course at a later date by completing specific requirements that the professor must list on the grade sheet. All work in the course must be completed within the specified time (not to exceed one year after taking the course). If you do not meet the specifications for this grade, you will need to see the Registrar’s Office about resigning from the University.

INTELLECTUAL PROPERTY:
My lectures are protected by state and common law and by applicable federal copyright laws. You are not authorized to make any commercial use of them without express prior permission from myself. Persons who do make use of my lecture notes for commercial purposes (i.e. sell your class notes to an internet site or other commercially-related business) will be held legally liable.

ADA STATEMENT:
It is the policy of UNT not to discriminate on the basis of race, color, religions, sex, age, national origin, disability (where reasonable accommodations can be made), disabled veteran status or veteran of the Vietnam era status in its educational programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the University, through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals. Direct questions or concerns to the equal opportunity office, (940) 565-2456, or the dean of students, (940) 565-2648.

I will make every attempt possible to accommodate anyone with a documented disability. Please let me know in advance of exams or other class requirements so I have enough time to send exams or other materials to ODA. You must provide me with the appropriate exam request forms from ODA prior to the exam in order to take the exam at ODA.

GENERAL CLASSROOM POLICIES:
Cell Phones and Pagers: Please turn all cell phones and pagers to vibrate if you have that setting or silent if you do not. Please do not make a habit of text messaging during class. I understand emergencies arise. If you receive an emergency call that you must take, please leave class immediately and take the call or page.

Laptops: A student may use a laptop or PDA to take notes but the sound must be turned off. If you are using a laptop or other electronic device to take notes, I expect that you will be taking notes, not “surfing” the Internet or working on other course assignments.
Talking During Class: Students should only be talking during class when they are addressing a comment to the class, asking a question, or participating in class discussion. Now, admittedly you will always have one or two things to share with a neighbor or friend in the class. What I am referring to here is engaging in a lengthy conversation or overly loud talking with another person(s) while we are having a class discussion, watching a video, or while I’m lecturing.

Sleeping: Sleeping during class will not be tolerated. If a student is found sleeping, he/she will be asked to leave the classroom immediately. While I understand that you may be extremely tired, lying down and sleeping is not only rude, but also distracting.

Children in the Classroom: Due to University policy, liability concerns, and the course material, children are not permitted in this class, no exceptions.

Civility: Students are expected to display tolerance for others’ views and statements given in class. When disagreement occurs, students are to act considerately. All comments and language should be respectful and appropriate for a college community. If you feel you cannot act respectfully or appropriately, please exit the classroom and return only when your emotions and language are under control. I understand that every once in awhile a student may need to exit the class early. If you know you will need to leave early, please sit near the door so you do not distract other students when you exit.

Grades: Every semester, at least a couple of students come to my office around the end of the semester asking, “What can I do to raise my grade?” My policy and statement concerning that question is this:
• If you focus on learning and being responsible (i.e., keeping up with assignments, completing extra credit when given, etc.), your final grade will reflect this.
• I do not give individual extra credit. If and when I offer an extra credit assignment it will be offered to the entire class. I suggest you take advantage of extra credit whenever it is offered.
• Borderline grades will be evaluated on a case by case basis and my policy is this: if a student is 0.5 percentage points away from the next letter grade (borderline grade), has completed all extra credit opportunities, and has not missed more than the allotted number of absences, I will bump them to the next letter grade. I will not raise any grades that are not borderline grades. Not all borderline grades will be raised. Grades are not based on how much I like a person. They are based on work and performance, period. ALL GRADES ARE FINAL AFTER ENTERED IN THE COMPUTER. The final decision on whether or not to raise a grade is solely at the discretion of the professor. DO NOT EMAIL ME AT THE END OF THE SEMESTER, AFTER GRADES ARE OUT, ASKING ME TO BUMP YOUR GRADE. I DO NOT EVEN RESPOND TO THOSE EMAILS.

FINAL POINTS:
Please do not hesitate to come to me with any questions, problems, or issues you may have. Do not wait to address these issues until it is too late for you to receive an acceptable grade. I think you will find me to be very approachable and eager to address
any problems with you in a professional manner.

- To do well in this class the student must complete all assigned readings prior to that class date. (READ!, READ!!, READ!!!) This will allow for a better discussion and understanding of the material. I take test questions from the book and discussions!!!
- If you are having academic or even a personal problems please feel free to talk to me. I am here to help. I might understand more than you think!
- Do NOT email me at the end of the semester asking for your grades. Due to the large number of students that I have this becomes an impossible task. If you want to know your grades on your final and paper please provide me a self-addressed stamped envelope and I will mail them to you. This ensures privacy for the person requesting their grade.
- Please turn off any cell phones or pagers; they are immensely distracting to other students and to me. No recording devices will be allowed unless required by ADA Guidelines.
- Any student caught texting, listening to a device, calling or using any electronic device will be expelled from the rest of the class session. The student will also not receive any bonus or the attendance points for that day. A second offense will result in the permanent removal of the student from the class. During exams, any cell phone or other electronic device that activates the student will be asked to leave and receive a “0” on the exam.
- Students are reminded that discussions may involve issues that are sensitive and inflammatory in nature. Please remember that everyone is entitled to their own opinion and view of a topic. However, intentional provocation, insult, or abuse directed at another student or the instructor will not be tolerated, and the offender will be asked to leave.
- If you want to fall asleep, please do so at home, not in my class.
- If you are having difficulties, the best course is to let me know immediately. Do not wait until finals when I cannot help you. My goal is to have every student attain the grade they wish in this course, whatever that grade may be.
- Incompletes will only be given for major medical or other personal emergencies, not just because you are doing poorly in the course.
- Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The Code of Student Conduct can be found at www.unt.edu/csrr.

Although we will attempt to adhere to the schedule of topics listed and described below, the course schedule should be viewed as highly flexible. I am not interested in covering the material as fast as possible simply for the sake of covering it. Rather, I want to cover the material that we do cover thoroughly, and at a pace that is conducive to learning the material instead of simply covering the material. Consequently, it is your responsibility to
come to class, know where we are in the listing of assigned readings *irrespective of this schedule*, and know the material that we have covered prior to any reading assessment, examination, and/or presentation. Further, there may be additional items added to the calendar throughout the course of the semester (i.e. video presentations and/or handouts). It will be your responsibility to keep up with these as well.

**Syllabus Changes**

I reserve the right and have the discretion to make changes to this syllabus. If a change becomes necessary, I will announce the change(s) in class. It is your responsibility to be in class so you can be made aware of any changes. Failing to make syllabus changes because of missing class is not an excuse for missing or late work assignments.