



**Political Science 214Y1Y Summer 2015**  
**Introduction to Canadian Government and Politics**  
**UNIVERSITY OF TORONTO – St. George Campus**

**Lectures:** 6-8 pm Monday & Wednesday, Rm 1180 in Bahen Centre (40 St George Street)

All students must sign up for a tutorial in one of the available time-slots (discussed below).

**Instructor:** Professor David Pond

**E-Mail:** david.pond@utoronto.ca; **Phone:** 647-515-1957

**Office Hour:** after every class, & before class as needed

**Grading:**

In-class Test (1 hr): during Mid-Term Break June 22-26 (15%)

First Essay due: Class Eleven on June 17 (15%)

Second Essay due: Class Eighteen on July 22 (25%)

*Note: penalty for late essays is 2% per day including week-ends*

Tutorial Participation: 10%

Final Exam held in Exam Period (2 hrs): August 11-17 (35%)

*Final Drop Date without Academic Penalty: July 19*

**Tutorials:**

All students are to participate in tutorials. Tutorials give students the opportunity to meet regularly in small groups to discuss readings, ideas raised in lectures, and course assignments. The grades assigned for tutorial participation will take into account both attendance and contributions to tutorial discussions. However, attendance alone will not guarantee a good tutorial grade.

The tutorial schedule will be available once the course begins. You will be asked to submit your top three ranked preferences for a tutorial time-slot. I will use this information to slot you into a tutorial.

I cannot promise you will get your first preference. It is important that each tutorial has approximately the same number of students. Therefore, the TAs will have the right to move you from one tutorial to another on your list of ranked preferences, in order to balance out the numbers.

Your tutorial grade is based on a combination of attendance and contributions to tutorial discussions. Please note that attendance alone will not guarantee a good tutorial grade. Students who attend diligently but do not make meaningful contributions to the discussion do better than students who do not attend at all, but not as well as students who attend diligently and make meaningful contributions.

If the name you commonly use varies from your name as recorded by ROSI, let the TA know. Keep in mind that the class list we use for recording marks is the list generated by ROSI.

Your TA will keep a formal attendance record. If you are concerned that the TA has failed to record your name properly, the time to bring this to his/her attention is NOW, not weeks later or at the end of term.

Do not show up at the end of a tutorial and expect the TA to give you credit for attendance. If you missed a tutorial for what you believe is a legitimate reason (such as a documented medical or family issue), bring this to the attention of the TA *as soon as possible*. We reserve the right to determine what is a legitimate reason for missing a tutorial.

Do not come to me weeks after a tutorial was held and claim the TA failed to record you as present. I cannot adjudicate questions about attendance or what may or may not have happened in a tutorial weeks after the event.

Please do not come to me at the end of term and request an opportunity to do make-up work to compensate retroactively for missed tutorials. There is no provision for students to do extra work or assignments to make up for missed tutorials or low grades in tutorials. I emphasize that this policy applies to all students.

Students often attempt to switch between tutorial time-slots to accommodate changes in their personal schedule after the term is underway. You do so at your own peril. It is very difficult for the TA to keep track of students who do not stay in the time-slot to which they have been assigned. If you do for some reason wish to switch tutorial time-slots in mid-term, the onus is on you to make sure the TA formally notes this.

The tutorial schedule will be released when classes begin. We do not hold tutorials every week. The topics to be discussed will be announced via e-mail and Blackboard in advance of the tutorial date.

Your TAs run the tutorials, and mark the two essays and mid-term test. I mark the exam.

**Book Required For Purchase:**

Our textbook is: Stephen Brooks, *Canadian Democracy* (8<sup>th</sup> ed., 2015). This textbook is available for purchase in the university bookstore.

Students often ask me whether the previous, older edition of the textbook is an acceptable substitute. The short answer is no – why would I assign the most recent edition if the older edition was equally acceptable?

I do recognize that students' budgets are tight, and often older versions of textbooks are cheaper to purchase. In this course, the textbook supplements the material presented in the lectures. You can follow the lectures without the current edition of the textbook. However, where you might be at a disadvantage without the current edition is in the tutorial discussions, and in preparing for the exam.

Also available on Blackboard are all of the supplementary readings listed in the lecture schedule below.

**Blackboard:**

This course employs a Blackboard website (also known as the Portal), where you will find the course outline, course readings, and supplementary material. To access the Pol 214Y website, go to <http://portal.utoronto.ca> and log in using your UTORid and password. If you need information on how to activate your UTORid and set your password for the first time, please go

to [www.utorid.utoronto.ca](http://www.utorid.utoronto.ca). Once you have logged in to the portal, look for the My Courses box, where you will find the link to the Pol 214Y website.

**E-mail:**

I welcome e-mail queries and comments. All UofT students are required to have a valid UTOR e-mail address. It is your responsibility to maintain your UofT e-mail address in good working order. The University expects you to correspond with me through your official UofT e-mail address, and not through a commercial e-mail account. For clarification see the University's *Policy on Official Correspondence with Students*, available on the website: <http://www.governingcouncil.utoronto.ca/policies> (under "C").

Failure to receive important class announcements and messages from me because of a faulty e-mail account (for example, an account which screens out my e-mails as junk mail; bounced messages because of overloaded caches) are not legitimate excuses.

Forwarding your utoronto.ca email to a Hotmail, Gmail, Yahoo or other type of e-mail account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail or Yahoo accounts are filtered as junk mail, which means that e-mails from me may end up in your spam or junk mail folder. Therefore, if it is your practice to forward your UofT e-mails to a commercial account, it is advisable to regularly check your spam and junk mail folders.

**Accessibility:**

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me, and/or Accessibility Services which can be reached at 416-978-8060 or at: <http://www.accessibility.utoronto.ca>. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course. It is important to note that the rules and policies set out in this course outline apply to all students taking this course.

**TurnItIn.com:**

Normally, students will be required to submit their course essays to TurnItIn.com for a review of textual similarity and detection of possible plagiarism. In doing so, students will allow their essays to be included as source documents in the TurnItIn.com reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of the TurnItIn.com service are described on the TurnItIn.com web site. A short guide on how to use TurnItIn.com is posted on the Blackboard site.

If a student does not wish to participate in TurnItIn, the student **MUST** advise me immediately, as you will be required to agree to alternate arrangements for vetting your work.

Students who do not wish to participate in TurnItIn are *strongly advised* to carefully read the section below headed "Handing In Your Essays."

**Plagiarism:**

Plagiarism is a serious offence and will be dealt with accordingly.

It is important that you familiarize yourself with U of T's policies and procedures. Consult:

- "How Not to Plagiarize" at <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>
- "Academic Honesty" at <http://life.utoronto.ca/get-smarter/academic-honesty.htm>
- "Rights + Responsibilities" at <http://life.utoronto.ca/get-help/rights-responsibilities.htm>
- "Code of Behaviour on Academic Matters" at <http://www.utoronto.ca/academicintegrity>

Your essays will be marked on the assumption you have read this section of the outline. Plagiarism is cheating. It is considered a serious offence against intellectual honesty and intellectual property. Penalties for an undergraduate can be severe. At a minimum, a student is likely to receive a “0” mark for the assignment or test in question. But a further penalty is often assessed, such as a further reduction from the course mark or placing a permanent notation of the incident on an academic record.

It is essential that you understand what plagiarism is and that you do not commit it. Under the University of Toronto policy, ignorance of the nature and consequences of plagiarism is not a valid defence.

In essence, plagiarism is the theft of the thoughts or words of others, without giving proper credit. You must put others’ words in quotation marks and cite your source(s). You must give citations when using others’ ideas, even if those ideas are paraphrased in your own words. Plagiarism is unacceptable in a university.

The following are some examples of plagiarism:

- Submitting as your own an assignment written by someone else.
- Quoting an author without indicating the source of the words.
- Using false citations or references.
- Using words, sentences, or paragraphs written by someone else and failing to place quotation marks around the material and reference the source and author. Using either quotation marks or reference alone is not sufficient. Both must be used!
- Adapting an author’s ideas or theme and using it as your own without referencing the original source.
- Seeking assistance from a friend or family member in respect to work you claim as your own.

It is also unacceptable to hand in the same essay in two different courses. You cannot submit an essay in this course for which you have already obtained credit in a previous course, without my express permission ahead of time.

If you are not sure whether you have committed plagiarism, it is better to ask me or a TA rather than risk discovery and be forced to accept an academic penalty. You can also consult the Academic Success Centre (<http://www.asc.utoronto.ca/index.htm>), and one of the Writing Centres on campus (<http://www.writing.utoronto.ca/writing-centres>).

As the passage above indicates, there are many forms of plagiarism. In my experience, the most common form of plagiarism is the failure to use quotation marks. So to repeat: all wording in your essays which is copied from another source must be in quotation marks.

### **Extensions on the Essay Deadlines:**

Essays may be submitted after the deadlines, with the late penalty outlined in the grading scheme on page one applying. In order to submit a late essay without a penalty, an extension from me must be obtained.

Extensions will be granted for the essays only in cases of *documented* medical problems or of *documented* family emergencies.

If you need an extension you must ask me (not a TA) for it as soon as possible. I am very unlikely to grant a request long after the due date for the essay.

Feel free to approach me in class or during office hours to request an extension. However, all requests must be formally submitted in writing (by e-mail). An extension is formally granted by me in writing, with the time-period indicated. Extensions are for fixed time periods. There is no such thing as an open-ended extension.

For a medical excuse I need the original medical note (not a photocopy) on U of T's Verification of Student Illness or Injury form. This form is available at:  
<http://www.illnessverification.utoronto.ca>. It is also available on the Blackboard site.

Remember, I am not under any obligation to grant an extension. I am not under any obligation to accept automatically any medical note you submit as valid. The medical note should establish that the physician examined and diagnosed you at the time of your illness, not after the fact. If you submit a falsified or altered medical note you are liable to penalty.

You cannot get a medical excuse after an essay is due and you have already missed the due date. The purpose of the extension policy is to assist students facing an imminent deadline. Once the essay deadline has passed, the rationale for an extension expires.

If your extension runs out and you still have not submitted your essay, your extension has expired. Your late penalty will resume on the day after your extension expired, and will continue until the date you do submit your essay.

### **Handing in Your Essays:**

In this course, essays are submitted in two ways: 1) you submit a paper copy, and 2) you mount an identical copy of your essay on TurnItIn.

#### ***Paper Copy***

Students should always try to ensure that they hand in their essays directly, to the TA or to me. Late papers may be submitted to the Department of Political Science reception, Room 3018, 3<sup>rd</sup> floor Sidney Smith Hall. During the working week, there is an after-hours mail slot in the Department. It is not available on weekends.

However, I am not responsible for any essay a student claims was submitted in the Department. If we cannot find your essay in the Department after you claimed you dropped it off there, we are not obligated to assume the essay was in fact submitted.

Do not slide your essay under my office door. This is an excellent way to have your paper go missing and end up with a zero. Do not rely on friends to drop off your essay for you.

Papers will not be accepted by fax, e-mail or other electronic means, unless specifically permitted by me.

Some common sense is in order here. If you do not receive your marked essay back when everybody else does, the time to inquire as to what happened to your paper is right then, not weeks later.

You are strongly advised to keep your essay drafts and notes until marked essays are returned. You should always retain your own copy of your submitted essay. Students are also strongly advised to back up the electronic version of their essays, to disks, an online storage system, or to an external hard drive. You should keep any storage devices separate from your laptop.

Please be advised that computer malfunctions, computer theft or failure to connect to the Internet are not legitimate excuses for handing in an essay late. *Never* leave your laptop unguarded anywhere on campus.

### ***TurnItIn submission***

At the same time as you hand in a paper copy of your essay directly, you are required to upload your essay to TurnItIn.com. The program automatically records the date you do this. Therefore, if for some reason you are unable to hand in your essay directly on the due date, uploading it to TurnItIn on the due date protects you from a late penalty. (This is why the late penalty in this course is calculated on the basis of *calendar* days late).

Remember, the version of your essay you mount on TurnItIn.com and the paper version you hand in directly *must* be exactly the same. If you hand in the paper copy of your essay and mount it on TurnItIn.com on different dates, be advised that we mark the version that comes in first. If you attempt to hand in an inferior version of your essay first in order to evade a late penalty, and then later submit a superior version – we *always* mark the earlier version. If you hand in the paper version and mount your essay on TurnItIn on the same day, we mark the paper version.

If you created your essay in separate files on your computer, make sure you merge them into a single file before uploading your essay to TurnItIn.com. Please upload your essay in ‘doc’ format, not ‘txt.’ Do not use PDF to mount your essay on TurnItIn.

Do not mount more than one version of your essay on TurnItIn. If you do, the program will record the second version you mount as 100% plagiarized from the first version. Therefore, if you have problems mounting your essay, do not keep trying! Instead, contact me.

### ***Submitting a Late Essay after Classes End***

The last day of classes in all Y courses on the St. George campus this summer is August 10. Only in exceptional circumstances will permission be granted to submit a late essay after August 10. To emphasize: do not assume you can submit an essay after August 10. Permission must be sought, and granted.

In order to submit a late essay after classes end without penalty, you need to obtain a medical extension before August 10. In other words, do not ask for an essay extension after classes in this course are over on August 10.

If you plan to submit a late essay after classes end for the summer term, with or without an extension, *it is extremely advisable* that you warn me it is coming. If you do not warn me, I have no reason to assume it is coming. I do not check my mailbox regularly after classes end. The Political Science Office cannot be expected to know that your late essay should be immediately recognized for what it is and promptly forwarded to me.

The exam period for the summer term at St. George is very brief: August 11 to August 17. This course concludes at the end of the exam period. I will *not* accept late essays after the exam period is over. Students who still intend to submit an essay after that point must petition through their College Registrar’s Office.

**Missing the June Test:**

Students who miss the June test because of *documented* medical problems or family emergencies *may* be entitled to write a makeup test. The standard of documentation required is the same as for essay extensions (see above).

Writing a makeup test is a privilege, not a right. There is no point showing up for a makeup test without the U of T medical certificate properly filled out. (You may of course, submit your medical certificate before the makeup test date). Without submission of the medical certificate (or other appropriate document), you will not be admitted to the makeup test.

Students should notify me (not a TA) as soon as possible that they will be missing the test. After the date of the missed test, you have *one week* to ask if it is possible to write a makeup test.

The Faculty of Arts & Sciences' policy regarding makeup tests is set out in the "Rules and Regulations" section of the *2015-16 Calendar*, available at [http://www.artsandscience.utoronto.ca/ofr/calendar/Rules\\_&\\_Regulations.html](http://www.artsandscience.utoronto.ca/ofr/calendar/Rules_&_Regulations.html).

**Missing the Final Exam:**

In summer courses, students occasionally book a vacation in advance, only to discover later when the exam schedule is released that the exam date conflicts with their planned holiday. They then approach me seeking permission to write the exam on an alternate day that fits their vacation schedule. Do not do this! I have NO authority to schedule private exams for students. The Office of the Faculty Registrar has authority over the scheduling of all exams.

Students who miss or are unable to write the final examination should consult their Registrar immediately.

**A Note on Marking:**

Feel free to contact me at any time to discuss the requirements of this course. I will conduct reviews before the June test and the August exam. These reviews will be posted on Blackboard. Once all test marks have been returned, an answer-key to the test will be posted on Blackboard. After the final marks have been submitted, an answer-key to the exam will be posted on Blackboard.

There is no provision for students to do extra work or assignments to make up for low grades on the June test.

If you are unhappy with the mark you received on the June test, your first step should be to compare your test answers to the answer-key posted on Blackboard. You may then formally ask the TA marker (by email) for a re-evaluation. You must do this no later than two weeks after receiving your marked test.

If you are unhappy with the mark you received on an essay, your first step is to discuss it with the TA marker. You should do this as soon as possible after receiving your essay mark, and no later than two weeks after receiving your marked essay. It is advisable to submit to the TA marker a written response to the comments on your essay. If you are unhappy with the TA marker's reply, then you may appeal to me. However, you must have a substantive reason for appealing your essay mark. You should submit to me a written response to the TA marker's comments. Keep in mind that an appeal to me is not a request for a re-grade of your essay. Instead, you are expected to persuade me why I should adjust the mark you received from the TA marker.

Remember, on any appeal of a test or essay mark to me from the initial TA marker, there will be one of three results: your mark may stay the same; it may go up; or it may go down.

Complaining to me about your marks (including your final mark) simply because you do not like them and want a higher mark is a waste of your time.

You are entitled to the mark your work merits. You are not entitled to the mark you think you personally deserve, or you need in order to achieve your personal goals such as getting into a professional program or graduate school, staying in university, raising your mark in the course to the next letter grade level, maintaining your GPA at a certain level, retaining a scholarship, etc. Do not lobby me to raise your mark simply because you want a higher mark. This is a waste of your time.

There is no provision for students to do extra work or assignments to make up for low grades on any of the assignments in this course, including the test, the essays, or tutorials. All students are evaluated under the same marking criteria on page one.

### **Getting Started:**

A good start to taking this course is to read the Forsey guide to Canadian government and politics, *How Canadians Govern Themselves* (8th ed., 2012), available on the Blackboard site. This pamphlet is expressly designed for readers seeking a brief introduction to our subject.

Now that you are studying Canadian politics and government, it is a good idea to follow current events. Here are the websites of some top Canadian news outlets:

CBC News: <http://www.cbc.ca/news>

Globe & Mail: <http://www.theglobeandmail.com/>

iPolitics: <http://www.ipolitics.ca/>

Montreal Gazette: <http://www.montrealgazette.com/index.html>

Ottawa Citizen: <http://www.ottawacitizen.com/index.html>

The Hill Times: <http://www.hilltimes.com/news>

Toronto Star: <http://www.thestar.com/>

National Post: <http://www.nationalpost.com/index.html>

Maclean's Magazine: <http://www.macleans.ca/>

### **The Lecture Schedule:**

The topics covered in the weekly lectures are listed below along with the required readings. The supplementary readings are accessible through the Blackboard site. All lecture notes will be posted on the Blackboard site after a topic has been covered. It is possible that a small number of additional required readings will be added to the Blackboard site as the course progresses.

Of course, attendance at lectures is not mandatory. However, please remember that it is in the lectures that I prepare students for the test and exam, respond to student questions and concerns, and make important announcements. Students who regularly miss lectures do so at their own risk.

## **WEEKLY LECTURE SCHEDULE:**

### **Class One, May 11: Introduction to Course & Political Culture *started***

#### **Readings:**

- Brooks, chap. 2
- Clifford Orwin, "Canadian values boil down to liberal democracy," *Globe and Mail*, May 9, 2009

### **Class Two, May 13: Canadian Political Culture *concluded***

### **Class Three, May 20: Constitutional Foundations *started***

#### **Readings:**

- Brooks, chap. 6, & pp. 263-269
- Tristin Hopper, "The privilege of sworn secrecy," *National Post*, September 18, 2012
- Doug Saunders, "The strange paradox of the constitutional monarch," *Globe and Mail*, May 19, 2012
- Charlotte Gray, "Reign Maker" (January/February 2012), *The Walrus*
- Peter Aucoin et al., *Responsible Government* (2004), Part 1 (pp. 17-24)

### **Class Four, May 25: Constitutional Foundations *continued***

### **Class Five, May 27: Constitutional Foundations *concluded* & Prime Minister/cabinet government *started***

#### **Readings:**

- Brooks, pp. 269-281
- Peter Aucoin et al., *Responsible Government*, Part 3 (pp. 48-61)
- Donald Savoie, "First Ministers, Cabinet, and the Public Service," in *Oxford Handbook of Canadian Politics* (2010)

### **Class Six, June 1: Prime Minister/cabinet government *concluded***

#### **Readings:**

- Jeffrey Simpson, "2015 is the Harper Election," *Globe and Mail*, September 17, 2014
- Donald Savoie, "Power at the Apex: Executive Dominance," in *Canadian Politics* (6<sup>th</sup> ed., 2014), pp. 135-151

### **Class Seven, June 3: House of Commons *started***

#### **Readings:**

- Brooks, pp. 281-293, 300-302
- Barry Campbell, "Politics as Unusual" (March 2008), *The Walrus* (memoirs of a former MP)
- Alison Loat, "Member of Parliament: A Job With No Job Description" (Spring 2011), *Canadian Parliamentary Review*, pp. 23-29

### **Class Eight, June 8: House of Commons *concluded* & Senate *started***

#### **Readings:**

- Mike De Souza, "Senate nominations: A patronage guide for prime ministers – and the public," *National Post*, June 11, 2013

### **Class Nine, June 10: The Senate *concluded* & Bureaucracy *started***

#### **Readings:**

- Brooks, chap. 10, & pp. 275-280

- Peter Aucoin et al., *Responsible Government*, Part 2 (pp. 25-47)

**Class Ten, June 15: The Bureaucracy concluded & Charter of Rights and Freedoms started**  
**Readings:**

- Brooks, chap. 7, & pp. 293-300
- James Kelly & Christopher Manfredi, “Courts,” in *Oxford Handbook*

*First Essay due June 17*

**Class Eleven, June 17: Charter of Rights and Freedoms continued**

**Reading:**

- “Is the Canadian Charter of Rights and Freedoms Antidemocratic? Yes or No,” *Crosscurrents* (8<sup>th</sup> ed., 2015), pp. 59-72

*Mid Term Test held during the Mid Term Break from June 22 to June 26*

**Class Twelve, June 29: Charter of Rights concluded & The Party System started**

**Reading:**

- Brooks, chap. 11
- Kenneth Carty & William Cross, “Political Parties and the Practice of Brokerage Politics,” in *Oxford Handbook*

**Class Thirteen, July 6: The Party System continued**

**Readings:**

- Brooks, chap. 5
- Tom Flanagan, “Ottawa is worth a Mass” (Summer 2006), 19 *Inroads*, pp. 80-83
- John Ibbitson, “The Collapse of the Laurentian Consensus” (Dec. 2011), *Literary Review of Canada*
- John Ibbitson, “How Harper created a more conservative Canada,” *Globe and Mail*, Feb. 6, 2015
- Max Nemni, “The Incrementalist: Stephen Harper is a patient man on a mission: remaking Trudeau’s Canada” (March 2014), *Literary Review of Canada*

**Class Fourteen, July 8: The Party System & Elections continued**

**Readings:**

- James Bickerton, “Competing for Power: Parties and Elections in Canada,” in *Canadian Politics* (6<sup>th</sup> ed., 2014), pp. 249-279
- Elisabeth Gidengil, “Challenge and Change: Elections and Voting,” in *Oxford Handbook*

**Class Fifteen, July 13: Elections concluded**

**Readings:**

- Brooks, chap. 15
- Brenda O’Neill, “Women in Canadian Politics,” in *Oxford Handbook*

**Class Sixteen, July 15: Federalism started**

**Readings:**

- Brooks, chap. 8
- David Smith, “Canada: A Double Federation,” in *Oxford Handbook*
- Richard Simeon, et al., “The Dynamics of Canadian Federalism,” in *Canadian Politics* (6<sup>th</sup> ed., 2014), pp. 65-91

**Class Seventeen, July 20: Federalism *continued***

*Second Essay due July 22*

**Class Eighteen, July 22: Federalism *concluded* & Quebec *started***

**Readings:**

- Brooks, chap. 14, & pp. 23-29
- Lawrence Martin, “Celebrate the Charter, but don’t forget the scars of patriation,” *Globe and Mail*, April 17, 2012
- Alain Noël, “Quebec,” in *Oxford Handbook*

**Class Nineteen, July 27: Quebec *concluded***

**Class Twenty, July 29: Aboriginal Peoples *started***

**Readings:**

- Brooks, chap. 16
- “Can Native Sovereignty Coexist with Canadian Sovereignty? Yes or No,” *Crosscurrents* (8<sup>th</sup> ed., 2015), pp. 39-58

**Class Twenty-One, August 5: Aboriginal Peoples *concluded***

**Class Twenty-Two, August 10: Wrap-Up & Exam Review**

**FINAL EXAM** during Exam Period August 11-17

## **A WARNING ABOUT PLAGIARISM**

**Plagiarism is an academic offence with a severe penalty.**

It is essential that you understand what plagiarism is and that you do not commit it. In essence, it is the theft of the thoughts or words of others, without giving proper credit. You must put others' words in quotation marks and cite your source(s). You must give citations when using others' ideas, even if those ideas are paraphrased in your own words. Plagiarism is unacceptable in a university. What the university calls "plagiarism", non-university institutions might call "fraud".

The University of Toronto provides a process that faculty members must initiate when they suspect a case of plagiarism. In the Department of Political Science, suspected evidence of plagiarism must be reported to the Chair; in most cases, the Chair passes the case on to the Dean.

A faculty member may not mark an assignment or assess a penalty if he or she finds evidence of plagiarism – the matter must be reported. Penalties are assigned by the Chair, by the Dean or by the University of Toronto Tribunal.

The following are some examples of plagiarism:

1. Submitting as your own an assignment written by someone else.
2. Quoting an author without indicating the source of the words.
3. Using words, sentences, or paragraphs written by someone else and failing to place quotation marks around the material and reference the source and author. **Using either quotation marks or reference alone is not sufficient. Both must be used!**
4. Adapting an author's ideas or theme and using it as your own without referencing the original source.
5. Seeking assistance from a friend or family member in respect to work you claim as your own.

Ignorance of the rules against plagiarism is not a defence; students are presumed to know what plagiarism is and how to avoid it. Students are especially reminded that material taken from the web **must** be quoted and cited in the same manner as if it came from a book or printed article.

If you are not sure whether you have committed plagiarism, it is better to ask a faculty member or teaching assistant than risk discovery and be forced to accept an academic penalty.

Plagiarism is **cheating**. It is considered a **serious offence** against intellectual honesty and intellectual property. Penalties can be **severe**, ranging from a mark of "0" for the assignment or test in question, **up to and including expulsion from the university**.

Some website listed below on avoiding plagiarism:

'How to Use Sources and Avoid Plagiarism' - available at:

<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>

Other Advisory Material available at: <http://www.writing.utoronto.ca/home>