



**Political Science 214 Y1Y Summer 2019
Canadian Government and Politics**

Lectures: Tuesday & Thursday 6-8 pm, Rm 1085 in Sid Smith

Instructor: Professor David Pond

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Office Hours: Tuesday & Thursday from 5-6 PM in Woodsworth College, main floor lobby until July 2; from July 2 to August 8, Monday & Wednesday 1-2 PM, same location; always available after lecture, in classroom

Grading:

In-class Test (1 hr): Class Twelve on June 13 (15%)

First Essay due: Class Eleven on June 11 (15%)

Second Essay due: Class Nineteen on July 23 (25%)

Note: penalty for late essays is a deduction of 2 marks per calendar day from your essay mark out of 100

Tutorial Participation: 10%

Final Exam held in Exam Period (2 hrs): Aug 15-22 (35%)

Final Drop Date without Academic Penalty: July 15

The rules and policies set out in this course outline apply to all students taking this course.

Tutorials:

The tutorial time-slots are as follows:

Tutorial Group #	Time	Location
5101	Tuesday, 5-6 PM	Claude Bissell Bldg, Rm 113
5201	Thursday, 5-6 PM	Claude Bissell Bldg, Rm 113
5301	Tuesday, 8-9 PM	University College, Rm 330
5401	Thursday, 8-9 PM	University College, Rm 330

The tutorial schedule will be released when classes begin in May. We do not hold tutorials every week.

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.

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 ACORN, let the TA know. Keep in mind that the class list we use for recording marks is the list generated by ACORN.

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 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.

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*. Note, to the attention of the TA, not to me. We reserve the right to determine what are legitimate reasons for missing tutorials.

The medical/family excuse policy is designed to support students who encounter an unexpected problem once the term is underway, which causes them to miss the occasional tutorial. However, if you have a chronic problem or fixed time-conflict (such as a job) which causes you to miss tutorials consistently, week in and week out, your tutorial mark will suffer. Remember: your tutorial mark is a combination of attendance and participation. If you do not attend, you cannot participate. Students who do not attend are missing their opportunity to improve their participation mark.

Please do not come to me at the end of the summer term in August 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 a low grade in tutorials. I emphasize that this policy applies to all students.

Students sometimes need to switch between tutorial time-slots to accommodate changes in their personal schedule after the term is underway. Permission for any such switch must be granted by me, not the TA. Such switches are not registered through ACORN. Once the term begins, all tutorial registration issues are handled by me, not ACORN. It can be 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 between tutorial time-slots in mid-term, the onus is on you to make sure the TA formally notes this.

The topics to be discussed will be announced via e-mail and Quercus in advance of the tutorial date. This is another reason to keep your e-mail address up to date and in good functioning order.

Your tutorial mark will be calculated according to this formula: 40% for attendance + 60% for participation.

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

Book Required For Purchase:

Our textbook is: Patrick Malcolmson, et al., *The Canadian Regime* (6th edition, published 2016)

The textbook is available for purchase in the university bookstore. It can also be read online for free (but not downloaded) through the Library's website. Go to the Search Catalogue (<https://search.library.utoronto.ca/index>) and enter the book's title – then make sure you access the correct edition.

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

I do recognize that students' budgets are tight, and often the previous edition of the same textbook is 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 will be at a disadvantage without the current edition is in the tutorial discussions, and in preparing for the test and exam.

There are two additional shorter readings in this course:

- Peter Aucoin et al., *Responsible Government* (2004)
- Eugene Forsey, *How Canadians Govern Themselves* (Parliamentary Library, 9th ed., 2016)

Both of these are posted on the Quercus site and do not have to be purchased.

Any other supplementary readings that might be added during the term will be posted on the Quercus site. An example might be a topical newspaper article.

Quercus:

This course employs a Quercus website where you will find the course outline, essay assignments, lecture slides, and supplementary material. To access the Pol 214 website, go to <http://portal.utoronto.ca> and log in using your UTORid and password.

Contacting your professor:

I welcome e-mail queries and comments. It is your responsibility to maintain your UofT-issued e-mail address in good working order. Forwarding your utoronto.ca email to a Hotmail, Gmail, Yahoo or any other type of commercial e-mail account is not advisable. In some cases, messages from utoronto.ca addresses sent to Hotmail, Gmail, Yahoo or similar accounts are filtered as junk mail, which means that e-mails from me or a TA to you 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.

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

Remember: official communications and announcements from the University will always be sent to students' official UofT-issued e-mail addresses.

It is strongly advised that you load your essay onto TurnItIn using your UofT e-mail account, and not a commercial e-mail account. (The essay assignments are discussed below and in separate hand-outs).

Feel free to phone me if needed. If you are going to leave a message on my cellphone or text me, please identify yourself and the course you are taking.

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: <https://www.studentlife.utoronto.ca/as>. 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 Quercus 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, as well as to an alternate method for submitting your essays for marking. Such arrangements could include some or all of the following: submission of your drafts, rough work and notes; submission of photocopies of the sources you used; submission of the URLs of all sources you used in your research.

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>
- "Student Academic Integrity" at <https://www.artsci.utoronto.ca/academic-advising-and-support/student-academic-integrity-osai>
- "Academic Integrity at the University of Toronto" & "Code of Behaviour on Academic Matters" at <https://www.academicintegrity.utoronto.ca/>
- "Academic Misconduct" at <https://www.artsci.utoronto.ca/student-academic-integrity-osai/academic-misconduct>

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. 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.

The University of Toronto provides a process that faculty members must initiate when they suspect a case of plagiarism. 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. The Chair of the Department, or Dean, will assess the penalty.

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 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. All sources used must be properly cited.
- Using false citations or references.
- Seeking assistance from a friend or family member in respect to work you claim as your own.

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

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, or submit the same essay in two different courses in the same term, without my express permission ahead of time.

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.

Handing in Your Essays:

In this course, essays are submitted through TurnItIn. You should use your UofT e-mail address to mount your essay on TurnItIn. When you upload your essay to TurnItIn.com, the program automatically records the time and date you do this.

- The first essay is due June 11. You have until 11.59 PM on this day to mount your essay on TurnItIn without incurring a late penalty.
- The second essay is due July 23. You have until 11.59 PM on this day to mount your essay on TurnItIn without incurring a late penalty.

You do not submit a paper copy. Papers will not be accepted by fax, e-mail or other electronic means, unless specifically permitted by me beforehand. Do not submit your essays to a TA, in either paper form or via e-mail. The TAs are not authorized to formally accept essays.

TurnItIn Password Information:

Website: <http://turnitin.com>

Class ID: 21062813

Enrolment Key: Blue99Jays99

Note: you cannot “cut & paste” this data into the TurnItIn website. It must be inputted directly.

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.

In this course, students are not permitted to mount multiple versions of an essay on TurnItIn in order to see their TurnItIn Originality Report. So do not try to mount more than one version of your essay on TurnItIn, either using the same e-mail address, or a different one each time. If you encounter problems mounting your essay, do not keep trying! Instead, contact me immediately.

Some common sense is in order here. If you do not receive your essay mark back when everybody else does, the time to inquire as to what happened to your essay is right then, not weeks later. When you mount your essay on TurnItIn, you should receive a digital receipt via e-mail. If you do not, the time to look into this omission is right NOW, not at the end of the course.

The essay submission process is summarized as follows:

Submitting your Essays

- Review the *TurnItIn Guide* mounted on the course Quercus site under the “Essays” heading. This can be found in the “Pages” section.
- Create your essay as a single Word document, not PDF or ‘txt.’ Follow the formatting instructions contained in the essay assignment hand-out on Quercus under the “Essays” heading.
- Go to <http://turnitin.com>, and directly input the Class ID & enrolment key.
- Use your UofT e-mail address to mount your essay on TurnItIn, NOT a commercial e-mail account.
- After you have mounted your essay, mark sure you received a digital receipt at your UofT e-mail address. This receipt is your proof that you successfully mounted an essay. You will need this receipt if there is a subsequent dispute about whether I received your essay.
- I will announce in class when the essay marks will be mounted on Quercus. When the marks are mounted, check to make sure you got a mark. Do NOT wait until weeks later or the end of term to inquire about your essay mark.

You are strongly advised to keep your essay drafts and notes until essay marks 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 or other electronic device unguarded anywhere on campus.

Extensions on the Essay Deadlines:

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 for it as soon as possible. I am very unlikely to grant a request long after the due date for an 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 Quercus 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.

There is only one exception to this rule: if your medical note is dated *before* the due date of the essay. Only under this condition, will I entertain an application for an extension after the due date for an essay has passed.

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.

This extension policy applies to all students taking this course.

Submitting a Late Essay after Classes End in August

Classes end at St. George for the summer 2019 term on August 12. You can submit a late essay after the end of classes, with or without an extension. However, I will accept late essays only under the following conditions:

In order to submit a late essay after the end of classes without penalty, you need to obtain a medical extension before classes end. In other words, do not ask for an essay extension after classes end.

If you plan to submit a late essay after classes end and accept a late penalty, please warn me (not a TA) it is coming. If you do not warn me, I have no reason to assume it is coming. If I am warned, I will make a special effort to watch TurnItIn for it.

This course concludes on our exam day whenever it is scheduled during the exam period running from August 15 to 22. I emphasize: when you finish writing our exam, the course is over. You cannot submit a late essay after our exam. This rule is inflexible.

This policy applies to all students taking this course.

Missing the June Test:

Students who miss the June mid-term 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 as soon as possible that they will be missing a 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 "Term Work, Tests, and Final Exams" section of the *2019-20 Calendar*, at <https://fas.calendar.utoronto.ca/term-work-tests-and-final-exams>.

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 final exam in August. These reviews will be posted on Quercus. Once all test marks have been returned, an answer-key to the test will be posted on Quercus. Tests and exams from previous versions of this course will be made available on the Quercus.

Your Essay Marks

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. 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 an 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.

Your Tutorial Mark

Since I do not attend tutorials I cannot assess your participation in tutorials. If you feel the TA has not accurately recorded your attendance in tutorials you should address this issue with your TA as soon as possible. See above, p. 2.

Your Mid-Term Test Mark

As already noted above, an answer-key to the test questions will be mounted on Quercus once test marks have been returned. Students are invited to compare their own answers to the answer-key answers. However, students can certainly ask for more information about their test marks.

Please Note

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; or, to do extra work to compensate for missed assignments or tutorials. All students are evaluated under the same marking criteria on page one of this course outline.

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 or in a particular program, raising your mark in the course to the next letter grade level, maintaining your GPA at a certain level, retaining a scholarship or other funding source, etc. Therefore, please do not lobby me to raise your mark simply because you want a higher mark. Complaining to me about any of your marks in this course (including your final mark) simply because you do not like them and want a higher mark is a waste of your time. This policy applies to all students.

Getting Started:

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. Any supplementary readings will be accessible through the Quercus site. All lecture notes will be posted on the Quercus site after a topic has been covered. It is possible that a small number of additional required readings (for example, a recent newspaper article) will be added to the Quercus 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 7: Introduction to Course & Basic Concepts *started*

Reading:

- Textbook, chapter 1

Class Two, May 9: Review of First Essay-Assignment & Basic Concepts *concluded*

Class Three, May 14: Constitutional Foundations *started*

Readings (for Classes #3 & #4):

- Textbook, chapter 2; pp. 215-216; pp. 241-274 (the *Constitution Act, 1867*); & pp. 284-288 (amending formula in the *Constitution Act, 1982*)
- Forsey, pp. 7-19, 32-40

Class Four, May 16: Constitutional Foundations *concluded* & Responsible Government *started*

Readings (for Classes #4 to #6):

- Textbook, chapter 3; pp. 103-110
- Forsey, pp. 3-6, 24-29
- Aucoin, pp. 11-14, 17-24, 48-51

Class Five, May 21: Responsible Government *continued*

Class Six, May 23: Responsible Government *concluded* & Prime Minister & cabinet *started*

Readings (for Classes #6 & #7):

- Textbook, pp. 110-118
- Aucoin, pp. 25-34

Class Seven, May 28: Prime Minister & cabinet *concluded*

Class Eight, May 30: House of Commons *started*

Readings (for Classes #8 & #9):

- Textbook, chapter 7; pp. 217-218
- Forsey, pp. 41-45
- Aucoin, pp. 52-59, 71-74
- Andre Barnes, "Members of the House of Commons: Their Roles" (Parliamentary Library, 24 Aug. 2015)

Class Nine, June 4: House of Commons *concluded*

Class Ten, June 6: The Senate *started*

Readings (for Classes #10 & #11):

- Aucoin, pp. 59-61, 74-76
- Paul Thomas, "An upper house with snow on the roof and frozen in time: the case of the Canadian Senate," in Nicholas Aroney, et al., *Restraining Elective Dictatorship: The Upper House Solution?* (2008), pp. 130-141

First Essay due June 11

Class Eleven, June 11: Review for Test & the Senate *concluded*

Class Twelve, June 13: Mid-Term Test in Class (one hour)

Summer Break June 14 to July 1

Class Thirteen, July 2: Review of Second Essay Assignment & Bureaucracy *started*
Readings (for Classes #13 & #14):

- Textbook, pp. 118-121, 218-219
- Aucoin, pp. 35-47, 76-78

Class Fourteen, July 4: Bureaucracy *concluded*

Class Fifteen, July 9: Charter of Rights and Freedoms *started*
Readings (for Classes #15 to #18):

- Textbook, chapters 5 & 8; pp. 275-282 (*Charter of Rights and Freedoms*)
- Forsey, pp. 30-31
- “Is the Canadian Charter of Rights and Freedoms Antidemocratic? Yes or No,” *Crosscurrents* (8th ed., 2015), pp. 59-72

Class Sixteen, July 11: Charter of Rights and Freedoms *continued*

Final Drop Date July 15

Class Seventeen, July 16: Charter of Rights and Freedoms *continued*

Class Eighteen, July 18: Charter of Rights and Freedoms *concluded* & Parties & Elections *started*

Readings (for Classes #18 to #21):

- Textbook, chapters 9 to 11
- Aucoin, pp. 64-71
- Andre Barnes, et al., “Electoral Systems and Electoral Reform in Canada and Elsewhere: An Overview” (Parliamentary Library, 23 June 2016)

Second Essay due July 23

Class Nineteen, July 23: Parties & Elections *continued*

Class Twenty, July 25: Parties & Elections *continued*

Class Twenty-One, July 30: Parties & Elections *concluded*

Class Twenty-Two, August 1: Federalism *started*

Readings (for Classes #22 to #24):

- Textbook, chapter 4
- Forsey, pp. 20-23, 46

- Dara Lithwick, “*A pas de deux: The Division of Federal and Provincial Legislative Powers in Sections 91 and 92 of the Constitution Act, 1867*” (Parliamentary Library, 8 Dec. 2015)

Class Twenty-Three, August 6: Federalism *continued*

Class Twenty-Four, August 8: Federalism *concluded* & Exam Review

FINAL EXAM during Exam Period August 15-22

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.
6. Using false citations or references.

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://advice.writing.utoronto.ca/>