



**Political Science 214 H1F Fall 2020
Canadian Government and Politics**

Please Note: all times listed in this course outline are Eastern Standard Time (EST)

Lectures: Tuesday, 6-8 PM Zoom only & posted on Quercus. This is an online synchronous course. There are no in-person lectures by the professor.

Instructor: Professor David Pond

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

Virtual Office Hours: 9-4 on Thursday

Grading:

Take Home Open Book Mid-Term Test: Test available on October 13/Answers due on TurnItIn by October 20 no later than 11.59 PM (25%)

Final Drop Date without Academic Penalty: November 9

Essay: due on TurnItIn by November 20 no later than 11.59 PM (30%)

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

Tutorial Participation (10%)

Take Home Open Book Final Assessment (Exam): Final Assessment (Exam) available on December 1/Answers due on TurnItIn during the Final Assessment (Exam) Period December 11-22 no later than 11.59 PM (35%)

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

Course Objectives:

This is an introductory course to Canadian politics and government. Students can succeed in this course without any prior background in Canadian studies, though a basic understanding of Canadian political history would be an asset. After taking this course, students will have a solid grounding in how Canadian politics and government work, and should be able to follow contemporary Canadian political debates.

Student Learning Outcomes:

Students will be prepared for taking other courses in Canadian government and related courses in the Department of Political Science. Students should acquire social science research and writing skills that will prepare them for taking other courses not just in the Department of Political Science, but also in other departments in the Faculty of Arts and Sciences at the University of Toronto.

Delivery of Course Materials:

This is an online synchronous course. All lectures and tutorials are delivered online exclusively.

The 'live' lectures are broadcast through Zoom. After the live presentation is over, the Zoom presentations will be mounted on the University's Cloud site, at <https://mymedia.library.utoronto.ca/login>. This site can be accessed by all students registered in this course. The URLs for accessing the Zoom presentations at this site will be made available on the Quercus Pol 214 site.

The essay-assignment, the Take Home Open Book mid-term test and the Final Assessment (Exam) will be completed online. All of the research needed to do the essay will be made available online. The test and exam will assess students' mastery of the course materials, which are delivered through 1) the online lecture slides, 2) the Zoom presentations, and 3) the online required readings.

Students are required to register for a UTM Zoom account (<https://utoronto.zoom.us>) in order to access the Zoom presentations. Only authenticated users can access the Zoom presentations. Students must follow the instructions to ensure that their account is authenticated.

Tutorials (online):

The tutorial time-slots are as follows:

Time-Slot	# of Groups in this Slot
Weds., 10 AM-11 AM	6 groups
Weds., 11 AM-Noon	6 groups
Weds., Noon-1 PM	6 groups
Weds., 1-2 PM	4 groups
Tues., 8-9 PM	6 groups

All students must be signed up to one of the 28 tutorial groups. Students who still need to sign up should consult the Timetable Planner at <https://timetable.iit.artsci.utoronto.ca/> to see which time-slots still have room.

The tutorial schedule will be released after classes begin. We do not hold tutorials every week. Tutorials are tentatively scheduled to begin on October 6.

Tutorials will be conducted online. Students will be assessed on the basis of their participation in online exercises. More details will be made available once the course starts.

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

Readings:

There is no textbook for you to purchase. Instead, all of the readings will be available on the Quercus site.

Quercus:

This course employs a Quercus website where you will find the course outline, essay assignment, lecture slides, test and exam questions, 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, Outlook 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, Outlook or similar 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.

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

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

It is strongly advised that you load your essays onto TurnItIn using your UofT e-mail account, and not a commercial e-mail account. (The essay assignment is discussed below and in a separate file, to be mounted on the Quercus site).

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>. 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 essay, mid-term test, and exam answers 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 "Submitting Your Essay."

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:

- “Student Academic Integrity” at <https://www.artsci.utoronto.ca/current/academic-advising-and-support/student-academic-integrity>
- “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/current/academic-advising-and-support/student-academic-integrity/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. See “Process and Procedures” at the University’s Academic Integrity website (<https://www.academicintegrity.utoronto.ca/process-and-procedures/>). 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 the Dean, will assess the penalty.

The following are some examples of plagiarism:

- Submitting as your own an assignment written by someone else, either completely or substantively.
- 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.
- Purchasing an essay and submitting it as your own work.

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.

Consult:

- “How Not to Plagiarize” at <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>
- “How can I cite properly?” at <https://sidneysmithcommons.artsci.utoronto.ca/how-can-i-cite-properly>
- “Academic Integrity and Plagiarism” at <https://guides.library.utoronto.ca/plagiarism>

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.

Extensions on the Essay Deadline:

Current University of Toronto policy (St George campus) on submitting work late, such as the essay and Take Home Open Book test and exam in this course, is as follows:

Since we are encouraging you to stay at home if you are unwell, the University is temporarily suspending the need for a doctor’s note or medical certificate for absences because of cold or flu-like symptoms, or due to self-isolation requirements. Instead, you will need to record these absences through the Absence Declaration tool on ACORN. The tool can be found in the ACORN Profile and Settings menu. You should record each day of your absence as soon as it begins, up until the day before you return to classes or other academic activities. The University will use this information to provide academic accommodation and to monitor overall absences.

Absences for other illnesses should continue to be documented through the Verification of Illness (VOI) form and normal divisional process.

While the University will make every effort to provide needed academic accommodation, you are responsible for meeting course requirements as determined by your instructors.

SOURCE: <https://www.artsci.utoronto.ca/news/message-dean-absence-declaration-tool>

How do I request an extension?

BEFORE YOU “FORMALLY” REQUEST AN EXTENSION:

Check your syllabus- often, your professor will include a “late submission policy.” This policy may include a penalty for each day that the assignment is late, and a final cut-off date for which an assignment will be accepted.

Speaking with your professor as soon as you know that you may not be able to hit the deadline. If you can explain why you are unable to complete the assignment, you may be able to negotiate an extension.

SOURCE: <https://sidneysmithcommons.artsci.utoronto.ca/how-do-i-request-an-extension/>

Please note the underlined sentences. ACORN self-declarations do *not* automatically excuse you from late penalties on the essay or the take home test and exam. ACORN self-declaration by itself, does *not* constitute adequate documentation. You cannot self-declare yourself too sick to work on the essay, the Take Home test or the Take Home final assessment (exam).

Every department and professor may adopt their own extension policies. To get an extension in Pol 214 you must follow the procedure below:

Extensions must be applied for. Documentation must be submitted directly to the professor.

If you need an extension on the essay deadline, 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 via e-mail 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.

You cannot get a medical/family excuse after the 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 documentation is dated *before* or *on* the due date of the essay. Only under this condition, will I entertain an application for an extension after the due date for the 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 to accumulate until the date you do submit your essay.

The late penalty in this course is a deduction of two marks per calendar day from your mark out of 100. For example, if your essay is one day late and you would otherwise have received a mark of 76, your mark is reduced to 74 ($76-2=74$).

This policy applies to all students taking this course.

Submitting Your Essay:

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 essay is due November 20. 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. TAs are not authorized to formally accept essays.

TurnItIn Password Information:

Website: <http://turnitin.com>

Class ID: 26514761

Enrolment Key: jane99austen

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.’ Please use Word, not Google Docs. Do not use PDF to mount your essay on TurnItIn.

In this course, students are not permitted to mount multiple versions of their essay on TurnItIn in order to see their TurnItIn Originality Report. So do not mount more than one version of your essay on TurnItIn, using different e-mail addresses. 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 the Essay

- Review the *TurnItIn Guide* mounted on the course Quercus site under the “Essay” heading. Go to “Pages” and then scroll down to “E.”
- 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 “Essay” heading.
- Go to <http://turnitin.com>, and directly input the enrolment key & Class ID.
- Use your UofT e-mail address to mount your essay on TurnItIn, NOT a commercial e-mail account.
- After you have mounted your essay, *make sure you receive 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 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, tablet or electronic notebook.

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 any other electronic device unguarded in any public location.

This policy applies to all students taking this course.

Submitting a Late Essay after Classes End in December

Classes end on the St George campus for the fall 2020 term on December 9. 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 an 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.

Once the final marks in this course have been submitted to the Chair, you cannot submit a late essay. After that point, you will have to consult the Registrar.

This policy applies to all students taking this course.

Writing the Take Home Test and the Final Assessment (Exam):

Both the mid-term test and the final assessment (exam) are Take Home Open Book.

The October Mid-Term Test questions will be mounted on Quercus on October 13. Your answers must be posted on the TurnItIn site by October 20 no later than 11.59 PM.

The December Final Assessment (Exam) questions will be mounted on Quercus on December 1 (Class #23). Your answers must be posted on the TurnItIn site during the Final Assessment (Exam) Period December 11-22, on a date to be determined by the Registrar, no later than 11.59 PM.

The extension policy for the essay outlined above, also applies to the Take Home Mid-Term Test.

If students miss the deadline for submitting their Take Home Open Book Mid-Term Test answers (and did not obtain an extension beforehand), they may be eligible to do a Make-Up Take Home Test. The Faculty of Arts & Sciences' policy regarding make-up tests is set out in the *2020-21 Academic Calendar*, on p. 32. The *Calendar* is available at: <https://fas.calendar.utoronto.ca/pdf-version-current-calendar>.

Students should notify me as soon as possible that they will be missing the deadline for submitting their answers to the Take Home Open Book mid-term test. Please note, under the *Calendar* policy, students have one week after the date of a missed Test, to apply to do a Make-Up Test.

Students who are unable to comply with the deadline for submitting their Take Home Open Book Final Assessment (Exam) answers before the course concludes should consult the Registrar.

A Note on Marking:

Feel free to contact me at any time to discuss the requirements of this course. Once all mid-term test marks have been returned, an Answer-Key to the mid-term test will be posted on Quercus. Students are invited to compare their own answers to the Answer-Key. Class averages and median marks on the test will be posted on Quercus. Students will be able to compare their own performance to their peers in the class.

If you are unhappy with the mark you received on the 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.

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 mid-term test, the essay, the tutorials, or the final assessment (exam); or, to do extra work to compensate for missed assignments or missed 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 or grade average at a certain level, retaining a scholarship or other funding source, etc.

Therefore, please do not lobby me (or a TA) 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/>

Lecture Delivery through Quercus and Zoom:

The topics covered in the weekly lectures are listed below, along with the required readings. All class readings will be accessible through the Quercus site. All lecture slides will be posted on the Quercus site. 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, failure to access the Zoom lecture presentations is not penalized. However, please remember that it is in the lectures that I deliver the material for which students are responsible on the mid-term test and exam, respond to student questions and concerns, and make important

announcements. Students who fail to read the lecture slides, or who do not follow the Zoom presentations of the lectures, do so at their own risk.

WEEKLY LECTURE SCHEDULE:

Class One, September 15: Introduction to Course & Constitutional Foundations *started*

Readings:

- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapter two
- Eugene Forsey, *How Canadians Govern Themselves* (Parliamentary Library, 9th ed., 2016), pp. 7-19, 32-40

Class Two, September 22: Review of Essay-Assignment, Constitutional Foundations & Responsible Government *started*

Readings for Classes #2 & #3:

- Forsey, pp. 3-6, 24-29
- Peter Aucoin, *Responsible Government* (2004), pp. 11-14, 17-24, 48-51
- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapter three

Class Three, September 29: Responsible Government, PM/Cabinet & the Executive

Readings for Classes #3 & #4:

- Aucoin, pp. 25-34
- “Review of Core Concepts,” in Alex Marland & Jared Wesley, *The Public Servant’s Guide to Government in Canada* (2019)
- Paul Wells & Marie-Danielle Smith, “The obvious lessons Justin Trudeau keeps failing to learn,” *Maclean’s* (July 29, 2020)
- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapter six
- Donald Savoie, “The Centre Rules: Executive Dominance,” in *Canadian Politics* (7th ed., 2020), pp. 47-63

Class Four, October 6: PM/Cabinet & the Executive *continued*

Take Home Open Book Mid-Term Test posted on Quercus October 13

Class Five, October 13: PM/Cabinet & the Executive *concluded* & House of Commons *started*

Readings for Class #5 & #6:

- Lori Turnbull, “The House of Commons and Responsible Government,” in *Canadian Politics* (7th ed., 2020), pp. 65-79
- 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)

Take Home Open Book Mid-Term Test answers due on October 20

Class Six, October 20: House of Commons *concluded*

Class Seven, October 27: The Senate

Readings:

- Aucoin, pp. 59-61, 74-76
- Andrew Heard, “The Senate: A Late- Blooming Chameleon,” in *Canadian Politics* (7th ed., 2020), pp. 81-103

Class Eight, November 3: Charter of Rights & Freedoms started**Readings for Classes # 8 & #9:**

- Forsey, pp. 30-31
- Raymond Bazowski, “Politics and the Charter of Rights and Freedoms,” in *Canadian Politics* (7th ed., 2020), pp. 171-195
- Robert Martin & Philip Bryden, “Is the Charter of Rights Antidemocratic? Yes or No,” in Mark Charlton & Paul Barker, eds., *Crosscurrents* (8th ed., 2015), pp. 59-72
- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapter five

Final Drop Date November 9

Fall Reading Week November 9-13

Class Nine, November 17: Charter of Rights & Freedoms concluded & Federalism started**Readings for Classes #9 & #10:**

- 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)
- Isabelle Brideau & Laurence Brosseau, “The Distribution of Legislative Powers: An Overview” (Parliamentary Library, 16 Oct. 2019)
- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapter four

Essay due November 20

Class Ten, November 24: Federalism concluded

Take Home Open Book Final Assessment (Exam) posted on Quercus December 1

Class Eleven, December 1: Parties & Elections started**Readings for Classes #11 & #12:**

- Aucoin, pp. 64-71
- Andre Barnes, et al., “Electoral Systems and Electoral Reform in Canada and Elsewhere: An Overview” (Parliamentary Library, 23 June 2016)
- Patrick Malcolmson, et al., *The Canadian Regime* (6th ed., 2016), chapters nine & ten

Class Twelve, December 8: Parties & Elections concluded

Take Home Open Book Final Assessment (Exam) Answers due on TurnItIn during the Final Assessment (Exam) Period December 11-22 on date to be determined

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/>