



**Political Science 214 H1-S LEC 0101 Winter 2022
Canadian Government and Politics**

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

Lectures: Wednesday, 10 AM-Noon, Wilson Hall-New College (WI) Room 106 in-person starting in February; in January, Zoom only (this is explained below)

Instructor: Professor David Pond

Virtual Office Hours: as requested by students (Zoom, FaceTime)

Phone/Texting/FaceTime/WhatsApp: 647-515-1957

E-Mail: david.pond@utoronto.ca

Grading:

Test in Classroom: February 16 (25%)

Essay due: March 11 on Quercus by 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

Final Drop Date without Academic Penalty: March 14

Tutorial Participation (10%)

Exam in Final Exam Period April 11-29 (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.

Quercus:

This course employs a Quercus website where the course outline, essay assignment, lecture slides, supplementary class readings, marks, and other supplementary material will be mounted

as we progress through the term. To access the Pol 214H website, go to <http://portal.utoronto.ca> and log in using your UTORid and password.

Delivery of Course Materials:

The first three lectures in January will be broadcast through Zoom only. To access the Zoom presentations, students are required to register for a UofT Zoom account (<https://utoronto.zoom.us>) prior to the first lecture. Only authenticated users can access the Zoom presentations. Students must follow the instructions to ensure that their account is authenticated.

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 214H website.

Students are expected to review and be in compliance with the University’s requirements for online learning (<https://www.viceprovoststudents.utoronto.ca/tech-requirements-online-learning/>). The technology requirements students need in order to take this course are also explained on this website.

Starting on February 2 (Class #4), the lectures will be delivered in-person only, in Room 106 in Wilson Hall, New College. There will be no Zoom broadcasts or recordings from Class #4 onwards.

Tutorials:

The tutorial time-slots are as follows:

Tutorial Group	Time	Room/Delivery Mode
TUT 0101	Weds., Noon-1 PM	In-person, Rm 113 Claude Bissell Bldg
TUT 0102	Weds., Noon-1 PM	Zoom only
TUT 0201	Weds., 1-2 PM	In-person, RM 14190, Robarts Library
TUT 0202	Weds., 1-2 PM	Zoom only
TUT 0301	Weds., 2-3 PM	In-person, Rm 1016M, Earth Sciences Bldg
TUT 0302	Weds., 2-3 PM	Zoom only

All students must be signed up to one of the six 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. All January tutorials will be Zoom only, regardless of the delivery mode shown above.

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 attendance and 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 term in April 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 the two tutorial time-slots in mid-term, the onus is on you to make sure the TA formally notes this.

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:

E-Book Required For Purchase:

Our textbook is: Patrick Malcolmson, et al., *The Canadian Regime* (7th edition, published 2021).

The e-book version of this textbook can be purchased from the publisher's website at: <https://utorontopress.com/9781487525378/the-canadian-regime/>. Make sure you purchase the seventh edition, published in 2021. Of course, you can order a print copy of the book from the publisher, at the same web site. The e-book version is identical to the print version.

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?

However, the older, sixth edition can be read online for free, and downloaded chapter-by-chapter, through the Library's website.

In addition to the textbook, there are short supplementary readings, listed below in the lecture schedule on pp. 10-11. All of these supplementary readings will be posted on Quercus.

Contacting your professor:

I welcome queries and comments through: e-mail; cell phone; texting; FaceTime; and WhatsApp.

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.

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 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 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.

Students are encouraged to regularly check the 'Announcements' page at the Quercus site for this course.

It is strongly advised that you load your essays onto Quercus using your UofT e-mail account, and not a commercial e-mail account. (The essay assignments are briefly discussed below and will be outlined in detail in separate files to be made available on Quercus).

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.

Plagiarism Detection Tool:

Normally, students will be required to submit their course essays to the University's plagiarism detection tool 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 tool's reference database, where they will be used solely for the purpose of detecting plagiarism. The terms that apply to the University's use of this tool are described on the Centre for Teaching Support & Innovation web site (<https://uoft.me/pdt-faq>).

In this course your essays will be submitted through the plagiarism detection tool linked to the Quercus site for this course.

If a student does not wish to participate in the University's plagiarism detection tool, the student MUST advise me immediately via e-mail. Ideally, students should do so in the first two weeks of class. You will be required to agree to alternate arrangements for vetting your work, as well as to an alternate method for submitting your essays. 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.

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 to 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 any source **must** be in quotation marks.

Submitting Your Essay:

Essays are to be submitted through the “Assignments” tab on the Quercus site for this course.

When you upload an essay to Quercus, the program automatically records the time and date you do this.

You have until 11.59 PM on March 11 (EST) to mount your essay on Quercus 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. The TAs are not authorized to receive student submissions.

Essay Extensions:

An extension applies to a deadline which has not yet happened. An extension extends the deadline into the future.

The purpose of an extension is to accommodate a student who is confronted with an unforeseeable problem before an essay is due. Typical examples of unforeseen problems, which form legitimate grounds for an extension application include: absences due to illness, and death or illness in the family.

Students are also eligible for religious accommodation.

The length of a granted extension is calculated to level the playing field for the student, in relation to other students who do not need an extension. It follows that all extensions are for fixed time-periods, negotiated ahead of time with the professor.

Please note, students cannot get an extension simply because they are busy juggling deadlines in different courses. Course deadlines are foreseen, not unforeseen. If students take on more courses than they can handle, they must accept responsibility for that choice. Skilful time-management is essential to a successful academic career.

Current University of Toronto policy (St George campus) on submitting work late, such as the essay 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 essays. ACORN self-declaration by itself, does *not* constitute adequate grounds for an extension. You cannot self-declare yourself too sick to work on an essay.

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

Extensions must be applied for. Students should never take it for granted that their requests for extensions will be accepted automatically. This rule applies to all students.

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.

While I am happy to talk to students after class and on social media, extension requests must be submitted to me via UofT e-mail. An extension is formally granted by me in writing via return UofT e-mail, with the time-period indicated. Extensions are for fixed time periods. There is no such thing as an open-ended extension. Do not ask for one.

You cannot get an extension 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.

Missing the Mid-Term Test & Qualifying to Write a Make-Up Test:

The Faculty of Arts & Sciences' policy regarding make-up tests is set out in the *2021-22 Academic Calendar*, p. 42. A copy of the *Calendar* is posted on the Quercus site for this course. The *Calendar* is available online at: <https://artsci.calendar.utoronto.ca/term-work-tests-and-final-exams>.

After the date of the missed February 16 mid-term test, students have *one week* to ask me if it is possible to write a make-up test. Such an application must be made to me via the student's UofT e-mail address. While students seeking permission to do a make-up test are not required to fill out the University's Verification of Illness or Injury form, they are required to make a submission through the Absence Declaration tool on ACORN.

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 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 mid-term 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 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 in this course 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. Complaining to me that a mark assigned in this course, is lower than marks you received in other courses, is a waste of your time.

The policies outlined above in this section of the course outline apply 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 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 attend lectures in person 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 regularly miss the in-person lectures (or who do not follow the Zoom presentations of the lectures in January), do so at their own risk.

WEEKLY LECTURE SCHEDULE:

Class #1 on January 12: Introduction to Course & Constitutional Foundations *started*

Readings:

- Malcolmson, *The Canadian Regime* (7th ed., 2021), chapters 1 & 2; & pp. 241-273 (the *Constitution Act, 1867*)

Class #2 on January 19: Review of Essay-Assignment & Constitutional Foundations *concluded* & Responsible Government *started*

Readings:

- Malcolmson, *The Canadian Regime* (7th ed., 2021), chapter 3; & pp. 66-73
- Aucoin, pp. 11-14, 17-24, 48-51

Class #3 on January 26: Responsible Government *continued*

Class #4 on February 2: Responsible Government *concluded* & PM/Cabinet *started*

Readings:

- Philippe Lagassé, “The Crown and Prime Ministerial Power,” *Canadian Parliamentary Review* (Summer 2016), vol. 39(2), pp. 17-23
- Malcolmson, *The Canadian Regime* (7th ed., 2021), pp. 73-82
- Aucoin, pp. 25-34

Class #5 on February 9: PM/Cabinet & Public Service *concluded*

Readings:

- Malcolmson, *The Canadian Regime* (7th ed., 2021), pp. 82-84
- “Review of Core Concepts,” in Alex Marland & Jared Wesley, *The Public Servant’s Guide to Government in Canada* (2019)
- Aucoin, pp. 35-47, 76-79

Class #6 on February 16: House of Commons *started*

Readings:

- Malcolmson, *The Canadian Regime* (7th ed., 2021), chapter 5
- Aucoin, pp. 52-59, 71-74
- Andre Barnes, “Members of the House of Commons: Their Roles” (Parliamentary Library, 24 August 2015)
- Alex Marland, “Whip it, good,” *The Globe and Mail*, September 18, 2020

Reading Week February 21-25

Class #7 on March 2: House of Commons *concluded*

Class #8 on March 9: Senate started

Readings:

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

Essay due March 11

Last Drop Date without Academic Penalty: March 14

Class #9 on March 16: Senate concluded & Federalism started

Readings:

- 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 December 2015)
- Isabelle Brideau & Laurence Brosseau, “The Distribution of Legislative Powers: An Overview” (Parliamentary Library, 16 October 2019)
- Malcolmson, *The Canadian Regime* (7th ed., 2021), chapter 8; & pp. 283-286 (amending formula in the *Constitution Act, 1982*)

Class #10 on March 23: Federalism concluded

Class #11 on March 30: The Charter of Rights & the Courts

Readings:

- 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
- Malcolmson, *The Canadian Regime* (7th ed., 2021), chapters 9 & 10; & pp. 275-282 (*Charter of Rights and Freedoms*)

Class #12 on April 6: Indigenous Peoples

Readings:

- Naiomi Walqwan Metallic, “The Relationship between Canada and Indigenous Peoples: Where Are We?,” in *Canadian Politics* (7th ed., 2020), pp. 423-441
- Tonina Simeone & Olivier Leblanc-Laurendeau, *Indigenous Peoples: Terminology Guide* (Parliamentary Library, May 2020)
- Canadian Geographic, “First Nations: Frequently Asked Questions,” in *Indigenous Peoples Atlas of Canada* (<https://indigenouspeoplesatlasofcanada.ca/article/fn-frequently-asked-questions>)

FINAL EXAM during Exam Period April 11-29

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/>

ACADEMIC INTEGRITY

The University of Toronto is committed to the free and open exchange of ideas, and to the values of independent inquiry. Academic integrity is fundamental to our university community's intellectual life. What does it mean to act with academic integrity? U of T supports the International Center for Academic Integrity's definition of academic integrity as acting in all academic matters with **honesty, trust, fairness, respect, responsibility, and courage**. For an Indigenous perspective on these values, you might also like to read more about the Seven Grandfathers approaches to academic integrity.

In our *Code of Behaviour on Academic Matters*, the University has identified academic offences that run counter to those values, and that are in opposition to our mission to create internationally significant research and excellent academic programs. This code outlines the behaviours that constitute academic misconduct, the processes for addressing academic offences, and the penalties that may be imposed. You are expected to be familiar with the contents of this document. Potential offences include, but are not limited to:

In papers and assignments:

- Using someone else's ideas or words without appropriate acknowledgement.
- Submitting your own work in more than one course without the permission of the instructor.
- Making up sources or facts.
- Obtaining or providing unauthorized assistance on any assignment (this includes working in groups on assignments that are supposed to be individual work).

On tests and exams:

- Using or possessing any unauthorized aid, including a cell phone.
- Looking at someone else's answers.
- Letting someone else look at your answers.
- Misrepresenting your identity.
- Submitting an altered test for re-grading.

Misrepresentation:

- Falsifying or altering any documentation required by the University, including (but not limited to) doctor's notes.
- Falsifying institutional documents or grades.

All suspected cases of academic dishonesty will be investigated following the procedures outlined in the *Code of Behaviour on Academic Matters*. If you have any questions about what is or is not permitted in this course, please do not hesitate to contact me. If you have questions about appropriate research and citation methods, you are expected to seek out additional information from me or other available campus resources such as the College Writing Centres (<https://writing.utoronto.ca/writing-centres/arts-and-science/>), the Academic Success Centre (<https://studentlife.utoronto.ca/departments/academic-success>), or the U of T Writing Website (<https://writing.utoronto.ca/writing-centres>).