



UNIVERSITY OF TORONTO

POL232 H1S - Introduction to Quantitative Reasoning II

SUMMER 2021

ST. GEORGE CAMPUS

Course Instructor:	Md Mujahedul Islam
Email:	mujahed.islam@mail.utoronto.ca
Office Location:	Online-synchronous (over Zoom)
Office Hours:	Tuesdays and Thursdays 8:00pm — 9:00pm (Eastern Time)
Extra Office Hours:	Upon Request or by Appointment

Class Location:	Online-synchronous (over Zoom)
Class Time:	Tuesdays and Thursdays 6:00pm — 8:00pm (Eastern Time)
Teaching Assistants	Ayub Khan. E-mail: ayub.khan@mail.utoronto.ca Semuhi Sinanoglu. E-mail: semuhi.sinanoglu@mail.utoronto.ca
Tutorial Location:	Online-synchronous (over Zoom)
Tutorial Schedules:	TUT5101 & TUT5301 (Tuesdays and Thursdays 5:00pm — 6:00pm EST) TUT5201 & TUT5401 (Tuesdays and Thursdays 8:00pm — 9:00pm EST)

1 Course Description and Objectives

This course builds on *POL222H1: Introduction to Quantitative Reasoning I* and continues to build theoretical foundations of quantitative empirical methods and the practical aspects of data analysis using computers. In addition to introducing students to fundamental concepts in statistics, the course covers descriptive statistics such as measures of central tendency and dispersion, visualization techniques, measures of association between variables, and bivariate and multivariate regression analysis, along with key concepts of probability theory and statistical inference. The course uses replication datasets to practically apply the most important concepts related to quantitative methods through hands-on programming with R/RStudio. The objectives of this course are both to produce informed consumers of quantitative research and to equip students with basic methodological skills so that they can conduct their own empirical research independently with minimum guidance. The course requires students, using an appropriate dataset of their choice and conducting necessary statistical analysis in R/RStudio, to write an empirical research paper with an option to write it in *LaTeX*, a document preparation system. By the end of semester, students will learn the basic use of statistical software (R/RStudio) and be able to conduct a basic data analysis and communicate their findings by themselves.

2 Required Textbooks

You will read assigned chapters from the following two required books. You are expected to complete the assigned chapters from these books before they are covered in the lectures. The books are available in the **U of T Bookstore**. You may want to order these books in advance so that you can get them before the class starts. Other required articles will be posted on Quercus although you can download them directly following the link provided.

- Paul M. Kellstedt and Guy D. Whitten, *The Fundamentals of Political Science Research, Third Edition* (Cambridge University Press, 2018).
- Philip H. Pollock III and Barry C. Edwards, *An R Companion to Political Analysis, 2nd Edition* (CQ Press, 2017). (*The above textbooks are available in the university bookstore. We will post other readings on Quercus.*)

3 Recommended Textbooks

The following books are recommended textbooks on methods and you may find them useful as well. You may collect them as well if you can!

- Loleen Berdahl. **Explorations: Conducting Empirical Research in Canadian Political Science**, 4th Edition. Oxford University Press, 2021.
- Michael A. Bailey. **Real Stats: Using Econometrics for Political Science and Public Policy**, Second Edition. Oxford University Press, 2021.
- Kosuke Imai. **Quantitative Social Science: An Introduction**. Princeton University Press, 2018.
- Jeffrey Wooldridge. **Introductory Econometrics: A Modern Approach**. Seventh Edition, New York: South-Western, 2020.
- Hadley Wickham, and Garrett Grolemund. **R for Data Science: Import, Tidy, Transform, Visualize, and Model Data**. O'Reilly Media, Inc, 2016.
- David M Diez., Christopher D. Barr, and Mine Çetinkaya-Rundel. **Open- Intro Statistics..** 4th Edition, 2019. You can download this book for free by clicking the link [here](#).
- John Fox and Sanford Weisberg. **An R Companion to Applied Regression**. 3rd Edition, Sage Publication, 2019.

4 Required Software for Computing: R/RStudio

You will be required to use **R** that is widely used in political science and policy analysis. R is a free, open source language and available to download for different operating systems (Windows, Mac, Linux, Ubuntu). If you are a Windows user, you can download R from [here](#). You can download R from [here](#) if you are a Mac user. You can also remotely get an access to R hosted on the U of T web-based (Citrix) learning platform by simply following the steps mentioned [here](#). Next, after installing R in your machine, you can install **RStudio** which is a unified expanded environment for R. RStudio can be downloaded according to your operating systems for free from [here](#) as well. Combining R with RStudio is an easy way to work with R language and allows you to execute your codes straightforwardly for statistical computing and visualization. **Please note that to be successful in this course, you must have access to R/RStudio.**

There are plenty of resources on the internet for learning R. You can start off practicing INTRODUCTION TO R tutorials for free from **DataCamp** and **PLURALSIGHT**. You may be interested in trying this **Getting Started With R** site as well.

5 Markup Language for Writing: *LaTeX*

In this course, you will have an option to use *LaTeX* to write your research proposal and final empirical research paper. *LaTeX* is a free, open-sourced markup language. Unlike “What You See Is What You Get” word processors like Microsoft Word, *LaTeX* allows you to have a full and systematic control over your document. It is flexible and produces high quality documents and allows you to combine your R/RStudio codes to present your findings and figures in an aesthetically beautiful and professional way. Importantly, you can use reference management software such as *BibTeX* with *LaTeX* that allows you to maintain an excellent integrated referencing system. If you are a Windows user, please download *MiKTeX* distribution. If you are Mac user, please download the *MacTeX* distribution. Both of these distributions are free and include an entire *TeX* system with *LaTeX* and required *TeX* editors to write documents.

6 Teaching Platform: Zoom

Due to the COVID-19 pandemic, this course will be offered online and taught synchronously using Zoom. U of T has an agreement with Zoom that provides a licensed Pro account for all students. To access your account, (1) go to <https://utoronto.zoom.us/> (2) click the **Sign in U of T faculty, staff, and students** (3) enter your **UTORid** and password and click the **Log in** once you are directed to the U of T weblogin page. Once logged in, you will be in your Zoom account’s profile. Please note that if you already have an account with Zoom, just follow the above steps and your account will automatically be licensed for Zoom Pro accounts.

I strongly urge all of you for getting ready at least 10 to 15 minutes early for each scheduled lecture to make sure that you (1) are connected to a consistent internet connection (2) have a good camera, microphone, headphones and/or speakers and (3) can access the Zoom meeting link successfully. Please note that you are expected to have a consistent internet access, webcam, headphone and/or speakers for this course. The University of Toronto has identified these as minimum technical requirements needed for students to access remote/online learning. You may find the [Recommended Technology Requirements for Remote/Online Learning](#) useful to make sure that you are equipped with the minimum technical requirements before starting the class.

7 Learning Platform: Quercus

The university eLearning portal is Quercus (<https://portal.utoronto.ca>) and all course details will primarily be posted there. Please check the portal regularly for assignments, readings, lecture slides, and important announcement updates. You can ask course related questions on **Discussion Board** of Quercus and we will answer your questions within 2 days. *Please note that it is your responsibility to gain access to Quercus as all course updates will be posted there.*

8 Class Structure and Attendance

The class structure aims to create a learning experience that is mutually beneficial for every student. All students must take an initiative to broaden their understanding of the lecture materials. Homework assignments, and exams have been designed to help students gaining deeper knowledge and understanding of the course. Students are welcomed and urged to ask questions and discuss course materials during lecture hours and e-office hours. Peer-to-peer discussions outside of e-lecture hours and on the discussion board in Quercus are highly encouraged. You are encouraged to form a small group over Zoom and regularly brainstorm with each other regarding important concepts taught in the class. Attendance in both e-lecture and e-lab is mandatory. Although you can miss only one lecture and tab without penalty, I urge all of you to attend all the e-sessions and keep up with the readings since the information in this class is highly cumulative.

9 Lecture Slides

A summary of the lecture slides will be uploaded on Quercus after each lecture to allow you to review the lecture materials. Please be advised that some lecture slides may vary from the ones during the lecture and you will be notified of such during the lecture.

10 Grading and Evaluation

- **Grades and Assessment:** You may refer to the following table to understand the weights for each assessment area.

Assessment	% of the Total Grade
Participation	10 %
Homework assignments (2 * 10)	20 %
Empirical Research Proposal	20 %
Empirical Research Paper	30 %
Final Test	20 %

- **Participation, 10%:** All students are required to be present remotely and prepared for every e-class session. Active participation during e-lectures and e-tutorials is essential. Your participation marks will be evaluated based on your attendance and the quality and frequency of your questions, comments and observations in e-lectures and e-tutorials. You can miss one e-lecture and e-tutorial, if circumstance arises, without penalty.
- **Homework assignments, 20% (2 equally weighted:)** You are required to submit 2 homework assignments. Each homework assignment weighs 10% of the total grade. Both homework assignments will be on data analysis and interpretation where you will apply the concepts learnt in lecture and tutorial using *R/RStudio* language/software. Details will be provided in class.

It is your responsibility to inform your TA of any absence, so as to make alternate arrangements for homework submission and participation marks. Note that official documentation for your absence is required to allow you to gain homework and participation marks.

- **Empirical Research Proposal, 20%:** You will write an empirical research proposal. You will precisely ask a research question, review existing literature, and formulate a theoretically informed testable hypothesis. Details will be provided in class.
- **Empirical Research Paper, 30%:** In light with your proposed research, you will write an empirical research paper and test your hypothesis using any of the relevant datasets available in Pollock and Edwards's book. You will run a multiple regression analysis of a dependent variable of your choice with *R* software. Details will be provided in class.

Late Penalties and Extension: We will apply the late penalties in line with the university's rules. However, if you have an extension, the late penalties will not be applied. Otherwise, for each day late, we will apply a 2 percentage point late penalty. For instance, a paper submitted after 3 days of the deadline will receive $3 \times 2 = 6$ percentage points deduction. Thus, if you receive 80, your grade will be $(80 - 6) = 74$.

Attention Students: Absence Declaration:

In response to the effects of the pandemic, the University introduced the Absence Declaration tool to record any absence from academic work, whether for medical or non-medical reasons. You should complete the Absence Declaration anytime you are absent from academic work, not just when you have missed a specific course deadline.

You will be able to add up to 14 consecutive dates for when you have been absent. 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 uses this information to consider students for academic accommodation and to monitor overall absences. If you need to declare an absence that was before yesterday, please contact your College Registrar's Office.

You should complete the Absence Declaration using the tool on ACORN (<https://www.acorn.utoronto.ca>). If for any reason you are unable to, and the opportunity has passed, reach out your College Registrar's Office to ask for their advice and help.

Your instructor will not be automatically alerted when you declare an absence. Therefore, it is your responsibility to let your instructor know that you have used the Absence Declaration so that you can discuss any needed consideration, where appropriate.

To repeat: ACORN self-declarations do not excuse you from late penalties on the essay assignment. Extensions will be granted for the essays only in cases of documented Absence Declarations, or for emergencies over which the student has no control.

To get an extension you must follow the procedure below:

- If you need an extension you must ask me for it as soon as possible.
- Feel free to contact me to request an extension. All requests must be formally submitted 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 may not get an approved extension 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 an essay deadline has passed, the rationale for an extension expires.
- If your extension runs out and you still have not submitted your essay, your extension has expired. Your late penalty will resume on the day after your extension expired and will continue to accumulate until the date you do submit your essay.
- This policy applies to all students taking this course.

Group Work and Collaboration: Group work and collaboration are strongly encouraged for some assignments and it will be notified during class. Students may work together and complement each others strengths and weaknesses; however, making sure that at the end of the exercise each one benefits and learns from the other. The final exam will be closed book and students will be assessed individually, so it is essential that all students know every concept taught thoroughly.

Turnitin: 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.

- **Final Test, 20%:** The Final Test will focus on terms, concepts, theories, methods and interpretation of descriptive and inferential statistics discussed in lecture, lab and readings. There will be one test, with 20% of the total grade. The test will consist of 10 multiple choice questions, 2 short questions and 1 broad question. Your answer for each short question needs to be within one paragraph and for broad question within 500 words. You will be given a *72-hour window* in which you would remotely write this exam. From the time you start the exam, you would have *exactly 2 hours*. You will write and submit your exams electronically on Quercus. Details will be provided in class.

University policy regarding makeup tests are as follows:

Students who miss a term test for reasons entirely beyond their control may, within one week of the missed test, submit to the instructor a written request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as a medical certificate. If a written request with documentation cannot be submitted within one week, the instructor may consider a request to extend the time limit. ... no student is automatically entitled to a second makeup test. *If a student is granted to write the make-up test and misses it, the student will receive a zero.*

11 Teaching Assistants (TA) and Tutorials

Students will have a TA for the course who will conduct the tutorials. Please see the schedules of all tutorials below:

Tutorials	Schedule
Week 2 — Tutorials 1	13 th July
Week 2 — Tutorials 2	15 th July
Week 3 — Tutorials 3	20 th July
Week 3 — Tutorials 4	22 nd July
Week 4 — Tutorials 5	27 th July
Week 4 — Tutorials 6	29 th July
Week 5 — Tutorials 7	3 rd August
Week 5 — Tutorials 8	5 th August

The TA will be responsible for grading assignments. Queries regarding homework assignments, tests, research papers or other course related issues could be directed towards both the course instructor and the TA.

12 Grade Appeals

Students not satisfied with their grades may approach the concerned TA and have a discussion. Following that, if the student is still unsatisfied then the student may approach the instructor with proper documentation to support his/her claim. The assignment/essay/paper will be re-graded by someone other than the original grader and that grade will be the final grade regardless of whether the re-graded mark is lower or higher than the original mark.

13 Outside Class Communication Policy

- **Office Hours:** Students are highly encouraged to visit the instructor during the mentioned office hours for clarification of any course material. Students may also approach the TA during their office hours which will be announced on Quercus.

- **Discussion Board** Students are encouraged to post questions about class materials on the discussion board, so that answers can be given quickly and easily by your peers, TA and instructor. Consequently, other students will also benefit, as they may have same queries.
- **Email Communications:** Email should be used when addressing a personal query such as requesting for submission extension with a valid reason. As mentioned, other class related questions can be posted on the discussion board. Students should allow for one working day for emails to be answered. If you do not hear from us within one working day, please feel free to send a reminder. All emails subject should start with **POL232:** for this course related communication.

14 Academic Integrity: A Warning about Plagiarism

Academic integrity and honesty is of the utmost importance in your learning journey at the University of Toronto. Students are expected to maintain the highest level of academic ethics during their studies to ensure that their academic achievements are genuine. Students are to familiarize themselves with **the Code of Behaviour on Academic Matters**. Some academic misconducts are: cheating on exams/tests, plagiarism, submitting fraudulent documentation and false credentials, and fabricating data among others. For particular examples and scenarios you may go through **Academic Misconduct** at the Office of Student Academic Integrity's website. Further information on academic integrity and plagiarism can be found **here**.

15 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 the AccessAbility Resource Centre as soon as possible.

AccessAbility colleagues are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Please call (416) 978- 8060 or visit <http://www.accessibility.utoronto.ca> for a detailed information about the Accessibility Services at University of Toronto. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

16 Respect for Equity, Human Rights and Diversity

The University of Toronto is committed to equity, human rights and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities.

17 Syllabus Change Policy

Any changes in the syllabus will be notified in advance during lecture hours, as well as announced and updated on Quercus. You are requested to keep abreast of changes in the syllabus, and important dates.

18 Course Outline and Exams at a Glance

Please refer to the table below for an overview of class schedule and readings for each week. Note that the schedule may be adjusted during the semester according to the actual pace with which the class progresses and assignment deadlines will also be modified. Any and all changes will be announced during the lecture and also on Quercus.

Week	Date	Topic	Assignment and Exam
1	6 th July	Introduction: Motivation, Overview and R Language	
1	8 th July	Summary Statistics and Data Visualization I: Measures of Central Tendency	
2	13 th July	Summary Statistics and Data Visualization II: Measures of Dispersion	HW I will be assigned on July 13
2	15 th July	Making Comparisons: Cross-Tabulations and Mosaic Plots, Line Charts, Mean Comparison, Box Plots and Strip Charts	
3	20 th July	Introduction to the <i>LaTeX</i> Text Processing System	HW I is due on July 20
3	22 nd July	Probability I: The Standard Normal (Z) Distribution, Binomial Probability Distribution	
4	27 th July	Probability II: Sampling and Inference; The t-distribution; Statistical Significance and Confidence Intervals	HW II will be assigned on 27 July
4	29 th July	Linear Regression 1: Correlation, Bivariate Regression; Goodness of fit & OLS Assumptions	Research proposal is due on July 29
5	3 rd August	Linear Regression II: Multivariate Regression, Dummy Regression & Influential Observations	HW II is due on August 3
5	5 th August	Linear Regression III: Multivariate Regression (continued); Regression Diagnostics; Multicollinearity, Heteroskedasticity, & Correlated Disturbances	Final Test will be held this week
6	10 th August	Model Specification, Interactions, & Polynomial Regression.	
6	12 th August	Ethical Considerations in Empirical Research, Overview and Review	
		Empirical research paper (ERP)	ERP is due on August 16

19 Detailed Course Outline and Required Readings

PART 1: FUNDAMENTALS OF CAUSAL EXPLANATIONS

Week 1, Lecture 1 (6th July) — Motivation, Overview and R Language

- **Topics to be covered:**

- Why data and statistics?
- Lies, damned lies, and statistics
- Research design, theory and concepts
- Variables: causal/independent variable, response/dependent variable and control variable(s)
- Levels of measurement: nominal, ordinal and interval
- Hypotheses: qualities of an empirically testable hypothesis

- **Required readings:**

- Kellstedt and Whitten: Chapters 1, 2 and 4
- Pollock and Edward's R companion (hereafter, R Companion): Introduction: Getting Acquainted with R and Chapter 1

- **Required tasks:**

- Download and install R and Rstudio.
- Install '*poliscidata*' package from R companion
- Download and install *LaTeX* markup language

PART 2: DESCRIPTIVE STATISTICS

Week 1, Lecture 2 (8th July) — Summary Statistics and Data Visualization I: Measures of Central Tendency

- **Topics to be covered:**

- Measures of central tendency: mean, median and mode
- Visualization of a single variable: frequency distribution tables and histograms
- Understanding and interpreting frequency distribution tables and histograms

- **Required readings:**

- Kellstedt and Whitten: Chapter 6
- R Companion: Chapters 2 and 3

Week 2, Lecture 3 (13th July) — Summary Statistics and Data Visualization II: Measures of Dispersion

- **Topics to be covered:**

- Measures of dispersion: range, inter quartile range (IQR), variance and standard deviation
- Skewness and detection of extreme observation or ‘outlier’
- Visualization of a single variable: bar graphs and boxplots
- Understanding and interpreting bar graphs and boxplots

- **Required readings:**

- Kellstedt and Whitten: Chapter 6
- R Companion: Chapters 2 and 3

- **Important notes**

- Tutorial 1
- Homework 1 will be assigned

Week 2, Lecture 4 (15th July) — Controlled Comparisons and Cross-tabulation

- **Topics to be covered:**

- Categorical variables comparisons with and without controlling for a third variable
- Cross-tabulations and chi-square goodness of fit test
- Visualization of two variables: mosaic plots, line charts, box plots and strip charts
- Substantive interpretation of results from cross-tabulation/crosstab

- **Required readings:**

- Kellstedt and Whitten: Chapter 5 and 6
- R Companion: Chapter 4 and 5

- **Important notes**

- Tutorial 2

Week 3, Lecture 5 (20th July) — Introduction to the *LaTeX* Text Processing System

- **Topics to be covered:**

- Getting acquainted with different essential packages for typesetting (journal) articles in *LaTeX*
- Organizing *TeX* documents with sections, cross-references, tables and figures
- Writing mathematical equation in *LaTeX*
- Generating references automatically using *BibTeX*

- **Replication:**

- Basic *LaTeX* replication codes will be provided by instructor

- **Important notes**

- Tutorial 3
- Homework 1 is due

Week 3, Lecture 6 (22nd July) — Probability I: Statistical Inference

- **Topics to be covered:**

- Sample to population: the central limit theorem
- The Standard normal (Z) distribution
- T-critical value and standard error
- Logics of confidence interval and probabilistic inference

- **Required readings:**

- Kellstedt and Whitten: Chapter 7
- R Companion: Chapter 6

- **Important notes**

- Tutorial 4

Week 4, Lecture 7 (27th July) — Probability II: The t-distribution, Confidence Intervals and Sample Proportions

- **Topics to be covered:**

- Sampling distribution
- Testing hypothesis about sample proportions
- Calculating 95% confidence intervals
- The t-distribution
- Understanding and interpreting *p-values*

- **Required readings:**

- Kellstedt and Whitten: Chapter 8
- R Companion: Chapter 6 again!

- **Important notes**

- Tutorial 5
- Homework 2 will be assigned

PART 3: INFERENCE STATISTICS

Week 4, Lecture 8 (29th July) — Linear Regression I: Bivariate (Two-Variables) Regression Analysis

- **Topics to be covered:**

- Correlation analysis: *correlation is not causation*
- Visualizing correlation between two continuous variables
- Goodness of fit and OLS assumptions
- Bivariate regression analysis with a dummy/ordinal/categorical independent variable
- Bivariate regression analysis with an interval/continuous/numeric independent variable
- Interpreting substantive importance and statistical significance of bivariate regression results

- **Required readings:**

- Kellstedt and Whitten: Chapter 9
- R Companion: Chapter 8

- **Important notes**

- Tutorial 6
- Empirical research proposal is due

Week 5, Lecture 9 (3rd August) — Linear Regression II: Multivariate (More than Two-Variables) Regression Analysis

- **Topics to be covered:**

- Multivariate regression analysis with a dummy/ordinal/categorical independent variable
- Multivariate regression analysis with an interval/continuous/numeric independent variable
- Creating tables of regression results
- Interpreting substantive importance and statistical significance of multivariate regression results

- **Required readings:**

- Kellstedt and Whitten: Chapter 9 again!
- R Companion: Chapter 8 again!

- **Important notes**

- Tutorial 7
- Homework 2 is due

Week 5, Lecture 10 (5th August) — Linear Regression III: Multivariate (More than Two-Variables) Regression Analysis

- **Topics to be covered:**

- Multivariate regression (continued)
- Visualizing/plotting multivariate regression results
- Regression diagnostics: multicollinearity, heteroskedasticity, and correlated disturbances
- Presenting regression results professionally

- **Required readings:**

- Kellstedt and Whitten: Chapter 10
- R Companion: Chapter 9

- **Important notes**

- Tutorial 8
- Final Test (Please see **Final Test** section above)

Week 6, Lecture 11 (10th August) — Model Specification, Interactions, & Polynomial Regression

- **Topics to be covered:**

- Model specification
- Over specification: multicollinearity
- Under specification: omitted variables bias
- Interactions and polynomial regression
- Interactions with dummy variables

- **Required reading:**

- Kellstedt and Whitten: Chapter 11
- R Companion: Chapter 8 and 9 again!

Week 6, Lecture 12 (12th August) — Ethical Considerations in Empirical Research, Overview and Review

- **Topics to be covered:**

- Informed consent prior to data collection
- Data collection, anonymity and confidentiality
- Right to withdraw
- Preregistration and data analysis
- Data storage and security

- **Required reading:**

- Fujii, L. A. (2012). Research ethics 101: Dilemmas and responsibilities. *PS: Political Science & Politics*, 45(4), 717-723.
- Wood, E. J. (2006). The ethical challenges of field research in conflict zones. *Qualitative sociology*, 29(3), 373-386.

- **Important notes**

- Empirical Research Paper is due on August 16

A WARNING ABOUT PLAGIARISM

Plagiarism is an academic offence with a severe penalty.

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

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

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

The following are some examples of plagiarism:

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

Ignorance of the rules against plagiarism is not a defense; students are presumed to know what plagiarism is and how to avoid it.

Students are especially reminded that material taken from the web **must** be quoted and cited in the same manner as if it came from a book or printed article.

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

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

Some website listed below on avoiding plagiarism:

'How to Use Sources and Avoid Plagiarism' - available at: <http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize> Other Advisory Material available at: <http://www.writing.utoronto.ca/home>

Good Luck!