



Department of Political Science
POL 111H5F Canada in Comparative Perspective
Fall 2016

Lectures: 9-11 AM on Tuesday, Instructional Building (IB) Rm 120

Tutorial Times: Wednesday throughout the day (see below)

Instructor: Professor David Pond

Office: Rm 3274 Davis Building

Office Hours: 11.15 AM-noon & 1-2 PM, Tuesday, fall term

Phone: 647-515-1957

E-Mail: david.pond@utoronto.ca

Grading:

In-class Test (1 hr): October 18 (25%)

Essay due: November 10 (25%)

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

Tutorial Participation: 10%

Note: the final drop date is November 9

Final Exam: during December 8-20 Exam Period (2 hrs): (40%)

Note: This grading scheme applies to all students and will not be varied once the course starts

Tutorials:

The Wednesday tutorial time-slots are as follows:

Group	Time	Location
Group #1	Wednesday, 9 AM to 10 AM	Davis Building Rm 1144
Group #2	Wednesday, 9 AM to 10 AM	CCT Building, Rm 2134
Group #3	Wednesday, 9 AM to 10 AM	Davis Building, Rm 1092A
Group #4	Wednesday, 10 AM to 11 AM	Davis Building, Rm 1144
Group #5	Wednesday, 10 AM to 11 AM	CCT Building, Rm 2134
Group #6	Wednesday, 10 AM to 11 AM	Davis Building, Rm 1092A
Group #7	Wednesday, 11 AM to Noon	Davis Building, Rm 1144
Group #8	Wednesday, 11 AM to Noon	CCT Building, Rm 2134
Group #9	Wednesday, 11 AM to Noon	Davis Building, Rm 1092A
Group #10	Wednesday, Noon to 1 PM	Davis Building, RM 2094C
Group #11	Wednesday, Noon to 1 PM	Davis Building, Rm 1161

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

All students are to participate in tutorials. Tutorials give students the opportunity to meet regularly in small groups to discuss readings, ideas raised in lectures, and course assignments.

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

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

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

Do not 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 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.

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

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

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

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

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

Book Required For Purchase:

The textbook in this course is:

- *Canada in Comparative Perspective* (2016)

This book has been directly customized for this course. It is available for purchase in the UTM bookstore.

From time to time, supplementary readings may be posted on the Blackboard site.

Blackboard:

This course employs a Blackboard website (also known as the Portal), where you will find the course outline, essay assignments, and all supplementary material. To access the Pol 111H website, go to <http://portal.utoronto.ca> and log in using your UTORid and password. If you need information on how to activate your UTORid and set your password for the first time, please go to www.utorid.utoronto.ca. Once you have logged in to the portal, look for the My Courses box, where you will find the link to the Pol 111H website.

Contacting your professor:

I welcome e-mail queries and comments. It is your responsibility to maintain your e-mail addresses in good working order and to ensure that the e-mail address known to the university (and listed on Blackboard) is accurate. Failure to receive important class announcements and messages from me because of a faulty e-mail account (for example, an account which screens out my e-mails as junk mail; bounced messages because of overloaded caches; a virus on your computer) are not legitimate excuses.

All UofT students are required to have a valid UTOR e-mail address. You are responsible for ensuring that your UofT email address is properly entered in the ACORN system. For clarification see the *New Students Registration Guide 2016-17* (<http://www.utm.utoronto.ca/registrar/office-registrar-publications/new-students-registration-guide>).

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

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

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

Never slide a note or document under my office door. Instead, drop it off in the Political Science Office (Rm 3125, Davis Building).

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.

It is important to note that the rules and policies set out in this course outline apply to all students taking this course.

AccessAbility staff (located in Rm 2037, Davis Building), are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. Please call 905-569-4699 or email: access.utm@utoronto.ca. The Centre's website is at: <http://www.utm.utoronto.ca/accessibility/>. The sooner you let us know your needs the quicker we can assist you in achieving your learning goals in this course.

Notice of Collection:

The University of Toronto respects your privacy. The information on medical certificates is collected pursuant to section 2(14) of the *University of Toronto Act, 1971*. It is collected for the purpose of administering accommodations for academic purposes based on medical grounds. The Department will maintain a record of all medical certificates received. At all times it will be protected in accordance with the *Freedom of Information and Protection of Privacy Act*.

If you have questions, please refer to <http://www.fippa.utoronto.ca/about.htm>, or contact the University's Freedom of Information and Protection of Privacy Office at 416-946-5835. The address is: Room 201, McMurrich Bldg., 12 Queen's Park Crescent, Toronto, ON, M5S 1A1.

Equity Statement:

The University of Toronto is committed to equity and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect. As a course instructor, I will neither condone nor tolerate behaviour that undermines the dignity or self-esteem of any individual in this course and wish to be alerted to any attempt to create an intimidating or hostile environment. It is our collective responsibility to create a space that is inclusive and welcomes discussion. Discrimination, harassment and hate speech will not be tolerated. If you have any questions, comments, or concerns you may contact the UTM Equity and Diversity officer at edo.utm@utoronto.ca or the University of Toronto Mississauga Students' Union Vice President Equity at vpequity@utmsu.ca.

TurnItIn.com:

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

If a student does not wish to participate in TurnItIn, the student **MUST** advise me immediately, as you will be required to agree to alternate arrangements for vetting your work, as well as to an alternate method for submitting your essays for marking. Such arrangements could include some or all of the following: submission of your drafts, rough work and notes; submission of photocopies of the sources you used; submission of the URLs of all sources you used in your research.

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

Plagiarism:

Plagiarism is cheating. It is considered a serious offence against intellectual honesty and intellectual property. Penalties for an undergraduate can be severe. At a minimum, a student is likely to receive a "0" mark for the assignment or test in question. But a further penalty is often assessed, such as a further reduction from the course mark or placing a permanent notation of the incident on an academic record.

It is essential that you understand what plagiarism is and that you do not commit it. In essence, it is the theft of the thoughts or words of others, without giving proper credit. You must put others' words in quotation marks and cite your source(s). You must give citations when using others'

ideas, even if those ideas are paraphrased in your own words. Plagiarism is unacceptable in a university.

The University of Toronto provides a process that faculty members must initiate when they suspect a case of plagiarism. A faculty member may not mark an assignment or assess a penalty if he or she finds evidence of plagiarism – the matter must be reported. The Chairman, or Dean, will assess the penalty.

The following are some examples of plagiarism:

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

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

If you are not sure whether you have committed plagiarism, it is better to consult me or the TA rather than risk discovery and be forced to accept an academic penalty.

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.

It is important that you familiarize yourself with UTM's policies and procedures. The following official documents are available on the Blackboard site: "Academic Honesty," the "Code of Behaviour on Academic Matters," and the "Code of Student Conduct." Also available on the Blackboard site is the University's "How Not To Plagiarize" guide. Your essays will be marked on the assumption you have reviewed these documents.

You should also consult:

- "Advice on Academic Writing" (www.writing.utoronto.ca/advice);
- UTM Writing Centre (www.utm.utoronto.ca/asc/);
- The University's web page on plagiarism (<http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize>);
- The UTM Library's webpage on writing (<http://library.utm.utoronto.ca/research/writing>).

All grading, appeal and discipline issues in this course are governed by the regulations set out in the *UTM Academic Calendar*. In particular, you are advised to review the relevant sections of the *2016-17 Calendar*, at pp. 19-23.

Extensions on the Essay Deadline:

Extensions will be granted for the essay only in cases of *documented* medical problems or of *documented* family emergencies. You cannot self-declare yourself too sick to work on the essay. ACORN self-declaration does *not* constitute adequate documentation. For clarification see the *New Students Registration Guide 2016-17*, at "Declaration of Absence of Any Reason." The

same language appears in the *Returning Students Registration Guide*. The *Guides* make clear that every department may require additional documentation (as does the *2016-17 Academic Calendar*, at section 8.9, p. 21). The documentation required in this course is set out here.

To repeat: ACORN self-declarations do *not* excuse you from late penalties on the essay assignment. To get an extension you must follow the procedure below:

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

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

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

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

You cannot get a medical excuse after 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 medical note is dated *before* the due date of the essay. Only under this condition, will I entertain an application for an extension after the due date for 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.

Do NOT simply drop your medical certificate off in the Department of Political Science Office, and assume your request for an extension will be approved. To repeat: extensions are a privilege not a right, and must be applied for directly.

This policy applies to all students taking this course.

Handing in Your Essay:

In this course, the essay is submitted through TurnItIn. When you upload your essay to TurnItIn.com, the program automatically records the time and date you do this. On the day the essay is due, you have the entire day to submit your essay without incurring a late penalty. Therefore, you have until 11.59 PM on November 10 to mount your essay on TurnItIn without incurring a late penalty.

You do not have to 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 essay to a TA, in either paper form or via e-mail.

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

Do not mount more than one version of your essay on TurnItIn. If you have 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 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.

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 essay, to disks, an online storage system, or to an external hard drive. You should keep any storage devices separate from your laptop.

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

Submitting a Late Essay after Classes End at UTM on December 5

The fall term at UTM ends on Monday December 5. You can certainly submit a late essay after the end of classes on December 5, with or without an extension. Essays may be accepted until the last permissible day, which is explained below. However, I will accept late essays only under the following conditions:

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

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

The exam in this course will take place during the exam period from December 8 to 20. This course concludes on our exam day. I emphasize: when you finish writing our exam, the course is over. You cannot submit a late essay after our exam. This rule is inflexible.

This policy applies to all students taking this course.

Missing the October Test:

Students who miss the October test because of *documented* medical problems or family emergencies *may* be entitled to write a makeup test. The standard of documentation required is the same as for essay extensions (see above). ACORN self-declarations are *not* sufficient.

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

Students should notify me (not a TA) as soon as possible that they will be missing the October test. Do *not* wait for weeks after the test date before asking if it is possible to write the makeup test.

University policy regarding makeup tests are set out in the *UTM Academic Calendar 2016-17* at p. 20. This policy is 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 Verification of Illness or Injury form [medical certificate].

If the student is granted permission to take a makeup test and misses it, then he or she is assigned a mark of zero for the test unless the instructor is satisfied that missing the makeup test was unavoidable. No student is automatically entitled to a second makeup test.

If a make-up test is necessary, it will be held at a date scheduled by the Department. This policy applies to all students taking this course.

Missing the Final Exam:

In fall courses, students occasionally book a vacation in advance, only to discover later when the exam schedule is released that the exam date conflicts with their planned holiday. They then approach me seeking permission to write the exam on an alternate day that fits their vacation schedule. Do not do this! I have NO authority to schedule private exams for students. The Registrar controls the exam schedule, for both regular and deferred exams.

Students who miss or are unable to write the final examination should consult the Registrar's Office immediately. See the "Exams" section in the *Registration Guides* for this term, and the *Academic Calendar 2016-17*, p. 21.

A Note on Marking:

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

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 your essay mark. You should submit to me a written response to the TA marker's comments. Keep in mind that an appeal to me is not a request for a re-grade of your essay. Instead, you are expected to persuade me why I should adjust the mark you received from the TA marker.

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

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.

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

You cannot challenge any in-term mark you receive in this course after the end of the fall term on December 5 and the submission of your final mark by me to the Chair of the Department.

Getting Started:

A good start to taking this course is to read the Parliamentary Library guide to Canadian government and politics, *How Canadians Govern Themselves* (9th ed., 2016), available on the Blackboard site. This pamphlet is expressly designed for readers seeking a brief introduction to our subject.

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

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

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

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

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

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

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

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

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

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

The Lecture Schedule:

The topics covered in the weekly lectures are listed below along with the required readings. All lecture notes will be posted on the Blackboard site after a topic has been covered. It is possible that a small number of additional required readings (for example, a recent newspaper article) will be added to the Blackboard site as the course progresses.

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

WEEKLY LECTURE SCHEDULE *with the textbook chapters you should read:*

Class One, September 6: Introduction to Course & The World of Liberal Democracies *started*

Readings for Classes One & Two:

- Textbook, Chapters 1 & 2

Class Two, September 13: Review of Essay-Assignment & Liberal Democracies *continued*

Class Three, September 20: Liberal Democracies *concluded & Constitutions started*

Readings for Classes Three to Five:

- Textbook, Chapters 3, 4 & 6

Class Four, September 27: Constitutions *continued*

Class Five, October 4: Review for Test & Constitutions *concluded*

October 11-14: Reading Week at UTM

Class Six, October 18: Mid-Term Test in First Half of Class; Democratic Government *started*

Readings for Classes Six & Seven:

- Textbook, Chapters 5 & 7

Class Seven, October 25: Democratic Government *continued*

Class Eight, November 1: Democratic Government *concluded & Parties/Elections started*

Readings for Classes Eight to Ten:

- Textbook, Chapters 8, 9 & 10

Class Nine, November 8: Elections *continued*

Last Drop Date without Academic Penalty: November 9

Essay due November 10

Class Ten, November 15: Elections *concluded*

Class Eleven, November 22: Federalism *started*

Readings for Classes Eleven & Twelve:

- Textbook, Chapters 11 & 12

Class Twelve, November 29: Federalism *concluded & Exam Review*

FINAL EXAM during Exam Period December 8-20

A WARNING ABOUT PLAGIARISM

Plagiarism is an academic offence with a severe penalty.

It is essential that you understand what plagiarism is and that you do not commit it. In essence, it is the theft of the thoughts or words of others, without giving proper credit. You must put others' words in quotation marks and cite your source(s). You must give citations when using others' ideas, even if those ideas are paraphrased in your own words. Plagiarism is unacceptable in a university. What the university calls "plagiarism", non-university institutions might call "fraud". The University of Toronto provides a process that faculty members must initiate when they suspect a case of plagiarism. In the Department of Political Science, suspected evidence of plagiarism must be reported to the Chair; in most cases, the Chair passes the case on to the Dean.

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

The following are some examples of plagiarism:

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

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

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

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

Some website listed below on avoiding plagiarism:

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

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

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