

CARLETON UNIVERSITY  
2006  
DEPARTMENT OF POLITICAL SCIENCE

W I N T E R

**PSCI 4204A / PSCI 5204W  
ELECTIONS**

**Seminar:** Tuesday, 11:35 a.m.- 2:25 p.m.; 308DT

**INSTRUCTOR:** Professor J. H. Pammett  
**TELEPHONE:** 520-2600, ext 8863.  
**EMAIL:** Jon\_Pammett@carleton.ca

**OFFICE:** D386LA  
**OFFICE HOURS:** Tues 2:30-4:00  
Wed 10-12; 1-2

**GRADES AND REQUIREMENTS:** 50% of the final grade will consist of a term paper, which will be discussed with the instructor. Term papers will be comparative, normally involving some aspect of elections in two countries (4204\*) or two or three countries (5204\*). Normal paper length is 20 pages (4204\*) or 25 pages (5204\*). Papers are due on **April 7. Late papers will be accepted on April 14 with a penalty of one grade-point (e.g. B paper becomes B-).** 15% of the final grade will be given for a presentation on how elections in a particular country illustrate the topic under discussion. The remaining 35% of the grade will be given for class participation (3 marks for each of the 11 classes beginning on January 17, with 1 being given for attendance, and the remaining 2 for participation and bringing extra reading into the discussion. Those attending the optional class on April 7 will have 3 marks available as normal. For those choosing not to attend, the remaining 2 marks will be pro-rated. A greater amount of extra reading will be expected of 5204\* students. The instructor makes every effort to allow each student opportunities to participate in each class; if time constraints affect these opportunities, students may email the instructor with the comments they would have made if called upon.

**TEXT:** Lawrence LeDuc, Richard D. Niemi, and Pippa Norris, eds, Comparing Democracies 2: New Challenges in the Study of Elections and Voting (Sage: 2002). Readings from this book are required when listed below.

**R** denotes book is on library reserve.

**SEMINAR TOPICS**

**January 10** Introduction (JHP)

**January 17** **The Electoral Rules. Electoral Systems.**

Comparing Democracies 2 Chapters 1,2

R Martin Harrop and William L Miller, Elections and Voters, ch 3

Charles Boix, "Setting the Rules of the Game: The Choice of Electoral Systems in Advanced Democracies," APSR, 93:3 (September, 1999), pp 609-624.

Andre Blais, "The Debate over Electoral Systems," International Political Science Review, 12:3, July, 1991, pp 239-260.

Pippa Norris, "Choosing Electoral Systems: Proportional, Majoritarian, and Mixed Systems," International Political Science Review, 18:3 July, 1997, pp 297-312.

Pippa Norris, Electoral Engineering: Voting Rules and Political Behaviour.

Michael Dummett, Principles of Electoral Reform.

Maurice Duverger, Political Parties

Bernard Grofman and Arend Lijphart, eds., Electoral Laws and Their Political Consequences, Chapters 1, 2 and 3 examine "Duverger's Laws."

R Henry Milner, ed, Making Every Vote Count

Henry Milner, ed., Steps Toward Making Every Vote Count: Electoral System Reform in Canada and its Provinces.

Law Commission of Canada, Voting Counts: Electoral Reform for Canada

Enid Lakeman, Power to Elect: the Case for Proportional Representation

Garry Cox, Making Votes Count

R Bingham Powell, Elections as Instruments of Democracy

R David Farrell, Electoral Systems

Juliet Roper, et al, The Politics of Representation; Election Campaigning and Proportional Representation. (Germany, New Zealand, Italy)

Robert P. Watson, ed, Counting Votes: Lessons from the 2000 Presidential Election in Florida.

Josep Colomer, Handbook of Electoral System Choice.

IDEA, Electoral System Design

**January 24 Country Presentations: Suggestions: Germany; France; New Zealand; Australia; Israel; Ireland**

[What kind of electoral rules are used--who is eligible to vote; how does voter registration take place? What kind of electoral system is used? What effects do these factors have on the results?]

**January 31 Elections and Political Parties.**

Comparing Democracies 2 Chapters 4,5

R Alan Gerber and Donald Green, Get Out the Vote

R Alan Ware, Political Parties and Party Systems, Part 1 (party ideology and organization) or Part 2 (party systems).

R Herbert Kitschelt, The Transformation of European Social Democracy

R Herbert Kitschelt, The Radical Right in Western Europe

R Russell Dalton, Citizen Politics

Richard Katz and Peter Mair, eds., How Parties Organize: Change and adaptation in Party Organizations in Western Democracies

Patrick Seyd and Paul Whiteley, Labour's Grass Roots: The Politics of Party Membership

Joni Lovenduski and Pippa Norris, Gender and Party Politics

Michael Gallagher and Michael Marsh, Candidate Selection in Comparative Perspective Special Issue of *Party Politics* on “Party Members and Activists”, vol 10, No. 4 (July, 2004).

**February 7 Country Presentations: Suggestions: Mexico; Japan; Britain; France; Italy; United States**

[What is the political party system like? How many significant parties exist, and what are they? Are the parties ideological, advocates for groups, or brokerage/pragmatic. Are they under the control of elites, or their mass membership? What is the purpose of elections for them?]

**February 14 Election Campaigns**

Comparing Democracies 2 Chapter 6

Comparing Democracies (first edition) Chapter 6 “Campaign Strategies and Tactics” by David Farrell. (Photocopies on reserve)

David Farrell & Rudiger Schmitt-Beck, eds., Do Political Campaigns Matter? Campaign Effects in Elections and Referendums (material on Switzerland, Hungary, Canada, Finland, Britain, US)

R David Swanson and Paolo Mancini, Politics, Media and Modern Democracy

R Shawn Bowler and David Farrell, Electoral Strategies and Political Marketing

R David Butler and Austin Ranney, eds., Electioneering: a Comparative Study of Continuity and Change

Jon Pammett and Christopher Dornan, eds., The Canadian General Election of 2004 (series)

R Dennis Kavanagh, Election Campaigning: The New Marketing of Politics (Britain)

David Menefee-Libey, The Triumph of Campaign-Centered Politics (US)

Thomas Holbrook, Do Campaigns Matter?

*Party Politics*: 9:1 (January, 2003) Party Politics on the Net

**February 28 Country Presentations: Suggestions: United States; Britain; Brazil; Australia**

[Describe one or more recent election campaign in the country. How much emphasis is placed by the parties on direct, personal campaigning, and media appeals? How sophisticated is the "political marketing?" Are electoral abuses and corruption widespread?]

**March 7 Electoral Participation and Voting**

Comparing Democracies 2 Chapters 7,8,9

Jon H. Pammett & Lawrence LeDuc, Explaining the Turnout Decline in Canadian Federal Elections: Evidence from a New Study of Non-voters

(Copies in library; or at [www.elections.ca](http://www.elections.ca)).

R Martin Wattenberg, Where Have All the Voters Gone?

Pippa Norris, Democratic Phoenix: Reinventing Political Activism

Andre Blais, To Vote or Not to Vote? The Merits and Limits of Rational Choice Theory

R Martin Harrop and William L. Miller, Elections and Voters ch 6-8.

S.M. Lipset and Stein Rokkan, "Cleavage Structures, Party Systems and Voter Alignments: an Introduction," in Party Systems and Voter Alignments

Ian Budge and Dennis Farlie, Explaining and Predicting Elections: Issue Effects and Party Strategies in Twenty-Three Democracies

Stanley Kelley, Jr., Interpreting Elections

Harold Clarke, Jane Jenson, Lawrence LeDuc and Jon Pammett, Absent Mandate: Canadian Electoral Politics in an Era of Restructuring

Mark Franklin, et al, Electoral Change: Responses to Evolving Social and Attitudinal Structures in Western Countries

Anthony King, eds., Leaders' Personalities and the Outcomes of Democratic Elections

**March 14 Country Presentations: Suggestions: Scandinavia; Israel; European Parliament; Britain; Germany**

[What are the trends in voting turnout in the country, and the reasons for this? What do we know about the political cleavages in the society which are important at election time? What kinds of issues do the parties emphasize? How much "party identification" exists?]

**March 21 Elections and Democracy**

Comparing Democracies 2 Chapter 10

R. G. Bingham Powell, Elections as Instruments of Democracy

R Richard Katz, Democracy and Elections

Arend Lijphart, Democracies

R H-D Klingemann *et al*, Parties, Policies and Democracy

Benjamin Barber, Strong Democracy

R Marina Ottaway, Democracy in Africa: The Long Road Ahead

R Roderic Camp, Democracy in Latin America

Krishna Kumar, Postconflict Elections, Democratization, and International Assistance.

**March 28 Country Presentations: Suggestions: Russia; South Africa; India; Peru; Iran; Philippines; Mexico; Korea**

[What role have elections played in the establishment of democratic institutions? How are the theoretical ideas of democracy viewed, and what is associated with democracy in practice? How committed are all the major political actors to democracy?]

**April 4 Referendums.**

Comparing Democracies 2 Chapter 3

Lawrence LeDuc, The Politics of Direct Democracy

R Ian Budge, The New challenge of Direct Democracy

R David Butler and Austin Ranney, eds., Referendums Around the World: The Growing Use of Direct Democracy

Matthew Mendelsohn and Andrew Parkin, eds., Referendum Democracy: Citizens, Elites and Deliberation in Referendum Campaigns.

Shaun Bowler and Todd Donovan, Demanding Choices: Opinion, Voting and Direct Democracy

David Butler and Austin Ranney, eds., Referendums: a Comparative Study of Practice and Theory

Austin Ranney, ed., The Referendum Device

Michael Gallagher and Pier Uleri, The Referendum Experience In Europe.

C.H. de Vreese and H. Semetko, Political Campaigning in Referendums.

Joseph Zimmerman, The Initiative: Citizen Lawmaking. (U.S.)

Lawrence LeDuc and Jon Pammett, "Referendum Voting: Attitudes and Behaviour in the 1992 Constitutional Referendum," CJPS Vol 23: No: 1 (March 1995).

Richard Johnston, et al, The Challenge of Direct Democracy: The 1992 Canadian Referendum

Harlan Hahn and Sheldon Kamienicki, Referendum Voting: Social Status and Policy Preferences

Anthony King, Britain Says Yes: the 1975 Referendum on the Common Market

John T. Rourke, et al, Direct Democracy and International Politics: Deciding International Issues Through Referendums

**April 7 (Optional class) Country Presentations: Suggestions: Switzerland; United States; Ireland; Italy; Australia; Denmark.**

## **RESEARCH SOURCES: A SELECTION**

### **GENERAL**

*Comparative Politics* JA1.P6

*Comparative Political Studies* JA1.C6

*Economist* HG11.E2 (especially special sections)

*Electoral Studies* JF1001.A1 E44

*European Journal of Political Research*

*Government and Opposition* D839.G6

*Journal of Commonwealth and Comparative Politics* JN248.A1 J6822

*Parliamentary Affairs* JN101.P3

*Party Politics* (not in library, but JP subscribes. Ask)

*West European Politics* (available online through library; some issues published separately)

Michael Gallagher and Pier Uleri, The Referendum Experience in Europe, (chapters on many countries)

Frank Wilson, The European Center-Right at the End of the Twentieth Century.

### **ARGENTINA**

Edward Gibson, Class and Conservative Parties: Argentina in Comparative Perspective

Peter Snow & Luigi Manzetti, Political Forces in Argentina

Javier Corrales, Presidents Without Parties  
Steven Levitsky, Transforming Labor-Based Parties in Latin America  
*Party Politics*: 4:1; 4:4

## **AUSTRALIA**

*Australian Quarterly* JA26.A85  
C. Sharman, Parties and Federalism in Australia and Canada  
M. Alexander and B. Galligan, Comparative Political Studies: Australia and Canada  
Dean Jaensch, Election! How and Why Australia Votes.  
Don Aitken, Stability and Change in Australian Politics  
-check journal articles by Clive Bean and Ian McAllister.  
*Party Politics*: 1:2; 5:1; 6:4; 8:3

## **BRAZIL**

Scott Mainwaring, Rethinking Party Systems in the Third Wave of Democratization: the Case of Brazil  
Peter Kingstone and Timothy Power, Democratic Brazil  
Kurt von Mettenheim, The Brazilian Voter  
Timothy Power, The Political Right in Postauthoritarian Brazil  
Peter Kingstone and Timothy Power, Democratic Brazil: Actors, Institutions and Processes  
Barry Ames, The deadlock of Democracy in Brazil  
*Party Politics*: 3:2; 7:1; 7:2; 11:2

## **BRITAIN**

*British Journal of Political Science* JA8.B7  
*British Elections and Parties Review* JN956.A1B742  
Harold Clarke, et al, Political Choice in Britain  
Pippa Norris, ed., Britain Votes, 2001  
Anthony Mughan, Media and the Presidentialization of Parliamentary Elections  
Anthony King, ed., Britain at the Polls, 2001  
Anthony King, ed, New Labour Triumphs: Britain at the Polls (1997)  
David Butler and Dennis Kavanagh, The British General Election of 2001.  
David Denver, Elections and Voters in Britain  
Anthony Heath, et al, The Rise of New Labour  
David Butler, British General Elections since 1945  
Andrew Geddes and Jonathan Tonge, Labour's Landslide and Labour's Second Landslide  
Alice Brown, et al, The Scottish Electorate  
Geoffrey Evans and Pippa Norris, Critical Elections.  
Pippa Norris, et al, On Message: Communicating the Campaign.  
Ron Johnston, et al, From Votes to Seats: the Operation of the UK Electoral System since 1945  
Anthony Mughan, Media and the Presidentialization of Parliamentary Elections

*Party Politics*: 1:3; 5:3; 6:3; 6:4; 7:6; 8:1; 8:5; 9:3;10:4; 10:6

## **EUROPEAN PARLIAMENT**

Juliet Lodge, The 1999 Elections to the European Parliament  
Juliet Lodge, The 1994 Elections to the European Parliament  
Juliet Lodge, Direct Elections to the European Parliament  
Cees van der Eijk and Mark Franklin, Choosing Europe  
Cees van der Eijk, “What Voters Teach us about Europe-wide Elections--What Europe-Wide Elections Teach us about Voters”, Electoral Studies 14 (1995)  
Simon Hix and Christopher Lloyd, Political Parties in the European Union  
John Gaffney, Political Parties and the European Union  
European Journal of Political Research special issue 32:2 (1997)  
David Butler and Martin Westlake, British Politics and European Elections (two books, 1994; 1999)  
Jean Blondel, Richard Sinnott and Palle Svensson, People and Parliament in the European Union

## **FRANCE**

*Revue française de science politique* JA11.R6  
John Gaffney, ed, The French Presidential and Legislative Elections of 2002  
Michael Lewis-Beck, How France Votes.  
David Hanley, Party, Society and Government: Republican Democracy in France  
John Frears, Parties and Voters in France.  
Peter Fych and Jim Wolfreys, The Politics of Racism in France  
*Party Politics*: 1:3; 3:3; 5:2; 6:4; 8:1

## **GERMANY**

Russell Dalton, Germans Divided: the 1994 Bundestag Elections  
David Conradt, Germany's New Politics: Parties and Issues in the 1990s  
----- et al, Power shift in Germany: the 1998 Election and the End of the Kohl Era  
-----Precarious Victory: The 2002 German Election and Its Aftermath  
Christopher Anderson and Carsten Zelle, Stability and Change in German Elections.  
*Party Politics*: 3:4; 4:1; 5:3; 5:4; 6:4; 7:1; 7:5

## **ISRAEL**

Gideon Doron, Public Policy and Electoral Reform: the Case of Israel  
Reuven Hazen and Moshe Maor Parties, Elections and Cleavages: Israel in comparative Perspective  
Adam Goodman, The Presidentialization of Peacemaking: the Impact of Israeli Electoral Reform on the Middle East  
Daniel Elazar, et al, Israel at the Polls, 1996

Asher Arian and Michal Shamir, The Elections in Israel, 1996; 1999 (series)  
Abraham Diskin, Elections and Voters in Israel  
*Party Politics* 2:3; 6:1; 7:6

## ITALY

Gianfranco Pasquino and Patrick McCarthy, The End of Postwar Politics in Italy: the Landmark 1992 Elections  
Stephen Gundle and Simon Parker, The New Italian Republic: From the Fall of the Berlin Wall to Berlusconi  
*Italian Politics* JN5451.I83 (a book series, several volumes)  
*Party Politics*: 2:1; 2:2; 2:4; 3:1; 5:4; 11:3

## JAPAN

*Japan Echo* (see JP. Also on the web at [www.japanecho.co.jp](http://www.japanecho.co.jp) or [www.japanecho.com](http://www.japanecho.com))  
John Hsieh and David Newman, How Asia Votes (also chapters on other Asian countries)  
Bradley Richardson, Japanese Democracy  
Scott Flanagan, The Japanese Voter.  
Gerald Curtis, Election Campaigning Japanese Style, The Japanese Way of Politics, The Logic of Japanese Politics.  
*Party Politics*: 3:2; 4:2; 5:4; 6:4; 11:3 (Korea 8:5; 11:5; Taiwan 11:1)

## LATIN AMERICA

Scott Mainwaring and Matthew Shugart, Presidentialism and Democracy in Latin America  
Scott Mainwaring and Timothy Scully, Building Democratic Institutions: Party Systems in Latin America  
Larry Diamond, Democracy in Developing Countries: Latin America  
Democracy in Latin America (several recent books with same title)  
Jorge Dominguez, Parties, Elections and Political Participation in Latin America.  
Kevin Middlebrook, Conservative Parties, the Right, and Democracy in Latin America  
Kenneth Roberts & Erik Wibbels, "Party Systems and Electoral Volatility in Latin America," *APSR*, 93:3 (September, 1999) 575-90.  
Douglas Chalmers, et al, The Right and Democracy in Latin America  
*Party Politics*: (4:4 for region; see individual countries)

## MEXICO

Kathleen Bruhn, Taking on Goliath: The Emergence of a New left party and the Struggle for Democracy in Mexico.  
Wayne Cornelius, Mexican Politics in Transition  
Caroline C. Beer, Electoral Competition and Institutional Change in Mexico  
Roderic Camp, Polling for Democracy: Public Opinion and Political Liberalization in Mexico



Monica Serano, Governing Mexico: Political Parties and Elections.  
Jorge Dominguez, Democratising Mexico.  
-----& chappell H. Lawson, Mexico's Pivotal Democratic Election: Candidates, Voters and the Presidential Election of 2000  
Vikram Chand, Mexico's Political Awakening  
*Party Politics*: 10:6

## NETHERLANDS

Cees van der Eijk, Electoral Change in the Netherlands  
C.P. Middendorp, Ideology in Dutch Politics  
Herman Bakvis, Catholic Power in the Netherlands  
Cas Mudde, The Ideology of the Extreme Right (also Germany and Belgium)  
*Party Politics*: 2:2;8:5; 11:1

## NEW ZEALAND

*Political Science* JA1.P6  
G.W.R. Palmer, Bridled Power: New Zealand Government Under MMP  
Jack Vowles, Voters' Vengeance  
*Party Politics*: 2:3; 4:2; 5:4; 6:4; 8:3; 8:5

## RUSSIA AND EASTERN EUROPE

*Communist and Post-Communist Studies*  
*Europe Asia Studies*  
*Post-Soviet Affairs*  
*Electoral Studies*, special issue 17:2, June 1998  
Richard Rose & Neil Munro, Elections Without Order: Russia's Challenge to Vladimir Putin  
Timothy Colton, Transitional Citizens: Voters and What Influences Them in the New Russia  
-----& Michael McFaul, Popular Choice and Managed Democracy: the Russian Elections of 1999 and 2000.  
Robert Moser, Unexpected Outcomes: Electoral Systems, Political Parties and Representation in Russia  
Vicki Hesli & William Reisinger, The 1999-2000 Elections in Russia: their Impact and Legacy  
Michael Urban, The Rebirth of Politics in Russia  
Herbert Kitschelt, Post-Communist Party Systems  
Art Miller and Thomas Klobucar, "The Development of Party Identification in Post-Soviet Societies," AJPS 44:4 (October, 2000) pp 667-686.  
Stephen White, Richard Rose and Ian McAllister, How Russia Votes  
Laura Belim and Robert Ortung, The Russian Parliamentary Election of 1995  
Michael McFaul, Russia's 1996 Presidential Election: The End of Polarized Politics  
Paul Lewis, Political Parties in Post-Communist Eastern Europe

Anna Grzymaa, Redeeming the Communist past: the Regeneration of Communist Parties in Eastern Europe

Geoffrey Pridham, and Paul Lewis, Stabilizing Fragile Democracies: Comparing Party Systems in Southern and Eastern Europe

Kay Lawson, et al, Cleavages, Parties and Voters: Studies from Bulgaria, Czech, Hungary, Poland and Romania.

*Party Politics*: 1:1; 1:4; 2:2; 6:3; 7:1; 7:4; 10:5; 11:3 (East Europe 1:4; 2:2; 7:5) (Hungary: 2:3; 3:3; 5:4; 6:4; 8:5. Poland 5:4; 6:4; 8:5. Czech 6:1; 6:4)

## **SOUTH AFRICA**

J.E. Spence, ed., After Mandela:the 1999 South African Elections

R.W. Johnson, Launching Democracy in South Africa

Anthony Butler, Democracy and Apartheid

Andrew Reynolds, Election '94 South Africa & Election '99 South Africa

Tom Lodge, Consolidating democracy: South Africa's Second Popular Election.

Andrew Reynolds, Electoral Systems and Democratization in Southern Africa.

*Party Politics*: 1:3; 11:4 (Africa 7:4; 11:4)

## **SWITZERLAND**

Farrell & Schmitt-Beck (see campaigns topic)

Gregory A Fossedal, Direct Democracy in Switzerland

Kris Kobach, The Referendum: Direct democracy in Switzerland.

Wolf Linder, Swiss Democracy

Daniel Elazar, Commonwealth

*Party Politics*: 5:3; 9:4; 11:2

## **UNITED STATES**

Morris P. Fiorina, Culture War?: The Myth of a Polarized America (second edition)

Gerald Pomper, The Election of 2000 (also The Election of 1996)

Larry Sabato, Overtime: the Election 2000 Thriller

Robert Dudley and Alan Gitelson, American Elections: the Rules Matter

Larry Bartels and Lynn Vavreck, Campaign Reform

James Caeser and Andrew Busch, Losing to Win: the 1996 Elections and American Politics

Larry Sabato, Toward the Millenium: the Elections of 1996

Warren Miller and Merrill Shanks, The New American Voter

Paul Abramson, et al, Change and Continuity in the 2000 and 2002 Elections

Matthew J. Streb, ed., Law and Election Politics: The Rules of the Game

Michael Alvarez and Thad Hall, Point, click and Vote: The Future of Internet Voting

## **SOME USEFUL INTERNET ADDRESSES FOR RESEARCH ON ELECTIONS**

The Internet can be accessed through the CHAT GUI graphical interface. All of the sites mentioned below are gateways to numerous other election-related sites. **Any material obtained from the Internet used in essays must be accompanied by a complete citation, including author (if known), title, web address, any subsequent branching needed to get to actual document, page number, and date accessed.**

Professor Lawrence LeDuc maintains a website related to the [Comparing Democracies2](#) text. There are many election-related links and references to specific countries and topics:  
[www.chass.utoronto.ca/~leduc/](http://www.chass.utoronto.ca/~leduc/)

Richard Kimber of Keele University in England maintains a large site which has material on elections by country, listed alphabetically. There are also links to other sites with election information, and those with material on electoral systems.  
[www.psr.keele.ac.uk/](http://www.psr.keele.ac.uk/)

Gerald Derksen maintains a site on Parliamentary elections around the world. This site is also organized by country, and has links to political parties and other political databases.  
[www.electionworld.org](http://www.electionworld.org)

Another good source is Manuel Alvarez-Rivers' Election Resources on the Internet.  
[www.electionresources.org](http://www.electionresources.org)

A big site is Adam Carr's Election Archive [www.psephos.adam-carr.net](http://www.psephos.adam-carr.net).

The Institute for Democracy and Electoral Assistance (IDEA) in Stockholm is the most complete source for statistics on electoral turnout, political party funding and women's representation.  
[www.idea.int](http://www.idea.int)

IDEA also managed the Epic Project, which collects election-related information from many countries in a very useful format for comparative research. You can compare two countries side by side using this database.  
[www.epicproject.org](http://www.epicproject.org)

The International Federation for Election Systems maintains an elections calendar, guide and links list to national election commissions at:  
[www.ifes.org](http://www.ifes.org)

Elections Canada is at [www.elections.ca](http://www.elections.ca)

A comprehensive set of links to research sites in political science and other social sciences is maintained by Craig McKie of the Carleton Sociology department:  
[www.socsciresearch.com](http://www.socsciresearch.com)

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**Academic Accommodations**

**For Students with Disabilities:** Students with disabilities requiring academic accommodations in this course are encouraged to contact the Paul Menton Centre (PMC) for Students with Disabilities (500 University Centre) to complete the necessary forms. After registering with the PMC, make an appointment to meet with the instructor in order to discuss your needs **at least two weeks before the first in-class test or CUTV midterm exam**. This will allow for sufficient time to process your request. Please note the following deadlines for submitting completed forms to the PMC for formally scheduled exam accommodations: **November 7th, 2005** for fall and fall/winter term courses, and **March 10, 2006** for winter term courses.

**For Religious Observance:** Students requesting accommodation for religious observances should apply in writing to their instructor for alternate dates and/or means of satisfying academic requirements. Such requests should be made during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist, but no later than two weeks before the compulsory academic event. Accommodation is to be worked out directly and on an individual basis between the student and the instructor(s) involved. Instructors will make accommodations in a way that avoids academic disadvantage to the student. Instructors and students may contact an Equity Services Advisor for assistance ([www.carleton.ca/equity](http://www.carleton.ca/equity)).

**For Pregnancy:** Pregnant students requiring academic accommodations are encouraged to contact an Equity Advisor in Equity Services to complete a *letter of accommodation*. Then, make an appointment to discuss your needs with the instructor at least two weeks prior to the first academic event in which it is anticipated the accommodation will be required.

**Plagiarism:** The Undergraduate Calendar defines plagiarism as: "to use and pass off as one's own idea or product, work of another without expressly giving credit to another." The Graduate Calendar states that plagiarism has occurred when a student either: (a) directly copies another's work without acknowledgment; or (b) closely paraphrases the equivalent of a short paragraph or more without acknowledgment; or (c) borrows, without acknowledgment, any ideas in a clear and recognizable form in such a way as to present them as the student's own thought, where such ideas, if they were the student's own would contribute to the merit of his or her own work. Instructors who suspect plagiarism are required to submit the paper and supporting documentation to the Departmental Chair who will refer the case to the Dean. It is not permitted to hand in the same assignment to two or more courses. The Department's Style Guide is available at: [www.carleton.ca/polisci/undergrad/styleguide.pdf](http://www.carleton.ca/polisci/undergrad/styleguide.pdf)

**Oral Examination:** At the discretion of the instructor, students may be required to pass a brief oral examination on research papers and essays.

**Submission and Return of Term Work:** Papers must be handed directly to the instructor and will not be date-stamped in the departmental office. Late assignments may be submitted to the drop box in the corridor outside B640 Loeb. Assignments will be retrieved every business day at 4 p.m., stamped with that day's date, and then distributed to the instructor. For essays not returned in class please attach a **stamped, self-addressed envelope** if you wish to have your assignment returned by mail. Please note that assignments sent via fax or email will not be accepted. Final exams are intended solely for the purpose of evaluation and will not be returned.

**Approval of final grades:** Standing in a course is determined by the course instructor, *subject to the approval of the Faculty Dean*.

**Course Requirements:** Students must fulfill all course requirements in order to achieve a passing grade. Failure to hand in any assignment will result in a grade of F. Failure to write the final exam will result in a grade of ABS. FND (Failure – No Deferred) is assigned when a student's performance is so poor during the term that they cannot pass the course even with 100% on the final examination. In such cases, instructors may use this notation on the Final Grade Report to indicate that a student has already failed the course due to inadequate term work and should not be permitted access to a deferral of the examination. Deferred final exams are available ONLY if the student is in good standing in the course.

**Connect Email Accounts:** The Department of Political Science strongly encourages students to sign up for a campus email account. Important course and University information will be distributed via the Connect email system. See <http://connect.carleton.ca> for instructions on how to set up your account.