

PSCI 3608B

MIGRATION GOVERNANCE

Tuesday, 11:35 – 14:25
(Confirm location on Carleton Central)

Instructor: Dr. Martin Geiger
Office: D696 Loeb Building
Office Hours: Tuesdays, 15:00 – 16:00, or by appointment (email)
Email: martin.geiger@carleton.ca

Important Remarks:

First class: Tuesday, January 9th – Last class: Tuesday, March 27th

No classes: February 20th (reading week) and April 3rd (to accommodate extra work of students providing feedback notes/acting as rapporteurs/providing optional co-teaching in EURR 4304/5304).

The use of laptops, tablets and phones during class time will only be permitted for purposes closely related to the course, including note-taking, accessing readings and other course materials. There will be a break during which students can write text messages, use their phones and access Facebook and other social media sites. The instructor may apply a one-time penalty (five percent, to be deducted from the final grade) for any unsanctioned and not class-related use of electronic devices.

As a student enrolled in this course, you are expected to:

- (1) read and understand this course outline;
- (2) not distract others in class;
- (3) come to class prepared and complete your own work;
- (4) to document your research, and not cheat or plagiarize work;
- (4) fully commit to collective learning and dissemination of knowledge;
- (5) be aware of the resources at Carleton University that are available to help you reach your academic goals, the learning outcomes of this class, and the program you are enrolled in.

Students in this class can earn three bonus percentage points (applied to their final grade at the end of the course) when they volunteer to present their research findings to a combined senior undergraduate and Master's course on migration (EURR 4304/5304). Detailed information and a list of possible dates for this 'co-teaching' opportunity will be provided in class, at the beginning of the term.

1) Course format and thematic description

This lecture course provides students with the opportunity to conduct intensive literature research, to compile a synthesis of existing scholarly knowledge and to effectively disseminate the understanding acquired to class colleagues and senior peers in the format of small group presentations ('sharing circles'). This course differs from traditional lecture formats and includes elements of senior undergraduate and Master course seminars. Strong and consistent student involvement is necessary. Regular attendance, active participation and major individual research efforts, including independent and extensive research of scholarly literature and materials, will be required.

Following an introduction to the course and introductory lectures provided by the instructor early in the term (January 9th – February 27th), the remaining class sessions will be conducted in the format of 'sharing circles'. Students will first receive guidance in how to conduct extensive literature research. They will then compile a knowledge synthesis report (existing research, its strengths and weaknesses, and potential future research). In the following, their synthesis will be shared with other class colleagues, teaching assistants and invited guests. Students will present their main findings in the format of small group-based 'sharing circles' that will provide them with feedback. Other students will comment on their synthesis report in the format of rapporteurs (oral summaries to class) or in the format of written summaries and constructive feedback (feedback notes). Incorporating the feedback received from sharing circles and through feedback notes written by other students, students will finalize their knowledge synthesis in the format of a take-home research paper and submit their final synthesis (take-home exam) at the end of the term (April 26th).

International mobility, migration and closely related issues (e.g. border security, rights of migrant workers, irregular migration, trafficking and refugee movements) receive significant attention from policy-makers, media and the public. This lecture course offers an introduction to some of the key themes concerning, and related to cross-border movements of people. The course is global in scope, with reference given to specific cross-regional/global themes and specific regional and country case studies. The goal is to link the field of mobility/migration studies with discussions on other global themes and broader political discussions.

This course critically engages with policies and approaches to migration and cross-border mobility emerging under the umbrella of migration governance/management since the early 1990s, and the proliferation of stakeholders (international organizations, NGOs, private companies, etc.) 'beyond the state' that have become involved in shaping and contributing to migration governance/management. Migration governance/management marks a new and strongly contested field of political practice, as well as theoretical and empirical inquiry. In the opinion of its proponents, governance or management of migration provide more effective and efficient solutions to tackle manifold and complex challenges and situations related to migration and mobility. Researchers, migrant advocates, support groups and human rights organizations, in contrast, often criticize the technocratic and apolitical nature of contemporary migration governance and management, while highlighting the unfavourable effects new policies and approaches entail for migrants and societies.

2) Learning Outcomes, Content and Objectives

By the end of the course, students will be familiar with fundamental concepts and theories in migration studies. They will be trained in conducting literature research, compiling comprehensive knowledge synthesis reports, and be able to speak to existing strengths and gaps of scholarly knowledge and understanding, and trained in effective oral and written knowledge dissemination. Specifically, students will be able to identify different types of mobility, become competent in evaluating political responses of states, the international system and additional actors as they relate to mobility and migration movements in different world regions, and in country-related case studies. Students will also be able to evaluate the underpinning political causative factors and the implications of cross-border mobility and migration for individuals, societies, states and the international system. This will help participants in this course in justifying their own informed position with reference to human and migrant rights, state sovereignty, evolving governance structures beyond the state, and on the security and wellbeing of citizens and non-citizens. In turn, this will enable students to take part in academic and policy-oriented debates about migration, mobility and closely related themes and issues (including, for example, the development or the protection of human rights), the social and political effects of migration and mobility-related politics, and the future of migration governance.

3) Course Readings

The textbook which will be used in this course is available for free download from the Carleton library (you need to be signed in on campus or logged in from home):

Mavroudi & Nagel (2016), *Global migration. Patterns, processes and politics*, London & New York: Routledge, <https://www-taylorfrancis-com.proxy.library.carleton.ca/books/9781317225881>

This book will also be available for purchase from Carleton University's bookstore.

In addition to the mentioned textbook, some other texts will be required (see attached schedule). Some of these readings might change or be replaced. In case this happens, you will receive timely notification from your course instructor. All additional readings will be provided electronically, at no cost for students, through Carleton's ARES system.

4) Requirements and Evaluation

4.1 Evaluation at a Glance

Grading will be done on the following basis (note: you must complete all elements of evaluation to receive a passing grade):

- **Attendance and Participation – 15%**
 - Regular feedback is provided throughout the term. At the end of the term, once all assignments are submitted, students receive the grade for his section.

- **Mid-term test (in-class) – 20%**
 - January 23rd (45 mins.). Students receive grades by February 6th.
- **Preliminary knowledge synthesis – 20%**
 - Submission deadline: February 27th (4 p.m.). Students receive feedback and grades by March 6th.
- **Oral summary and feedback (rapporteur) – or – written summary and feedback – 15%**
 - Individual deadlines apply. Students act as rapporteurs and provide an oral summary or provide a written summary and feedback on the knowledge synthesis of other students (acting 'feedback providers').
 - Students will receive feedback and grade within seven business days following their assignment.
- **Final knowledge synthesis (take-home exam) – 30%**
 - Submission deadline: April 26th (4 p.m.). Students receive feedback and grades by May 7th.
- **Bonus percentage – 3%**
 - Voluntary 'co-teaching' in EURR 4304/5304 (present your preliminary knowledge synthesis to senior peers; detailed information will be provided by the instructor at the beginning of the course). The bonus percentage will be added to your final grade at the end of the term (once all assignments have been graded and received).

4.2 Evaluation in Detail

Attendance and Participation (15%)

Students will be evaluated on the basis of their active, constant, informed and thoughtful participation in class. Students are expected to do all assigned readings and come to class prepared. Attendance and participation will be taken and noted at every class. Not actively contributing to class, missing classes, late arrivals and early departures will cause students to lose attendance and participation marks. Students that cannot attend a class for credible reasons (e.g., medical issues) need to provide the instructor with valid documentation that justifies their absence (e.g., doctor's note).

Students have to be prepared to discuss other students' presentations and to summarize the key arguments of course readings, contrast the perspectives of the readings, and respond to the readings within the context of the course. What contribution does the specific reading make? Is there a link/commonality/tension between the readings? Do you agree with their position? How do the arguments of the authors relate to the theme of the course and previous discussions in class? It is recommended that students take notes when reading the mandatory texts, this facilitates class discussion and individual learning progress.

Mid-term test (20%)

On January 23rd, we will write a mid-term test. This test (45 mins) is an in-class test and it takes place at the regular beginning of the class meeting. The test will consist of a mix of multiple choice and short answer questions. The test is designed to evaluate knowledge and understanding on key topics and issues, as well as the ability of students to interpret and critically discuss class contents.

The term test will be based on the content found within the required ten readings of the two previous class sessions (January 9th and January 16th), the lectures provided by the instructor, the class discussions on the readings, lectures and additional material/content discussed during these three class sessions.

Preliminary knowledge synthesis (20%)

Submission deadline: February 27th (4 p.m.). Students receive feedback and grades by March 6th.

Each student will be assigned an individual topic for a knowledge synthesis project. This project will involve and depend on the following elements:

- (1) an independent and extensive scholarly literature research (training and guidance provided by instructor, teaching assistants, library professionals);
- (2) the identification of the existing state of scholarly understanding and discussion, strengths and gaps of knowledge, and future research needs by each student;
- (3) the compilation of a written preliminary knowledge synthesis report (a template will be provided by the instructor); and
- (4) in the following, the preliminary report will be presented during a 'sharing circle' (see further below for details) and become finalized at the end of the term (submission of final report/take-home exam on April 26th, see below for more details).

The preliminary knowledge synthesis report needs to be submitted in electronic format (readable pdf) to the instructor in the week following reading week. It is due on February 27th, 2017, at 4pm (at the latest). The assignment needs to be submitted by email, the recipient is the instructor of this course (martin.geiger@carleton.ca). Only submissions from the personal Carleton email- account of the student submitting the assignment will be accepted.

Each student in this course will be assigned to theme-specific, small group 'sharing circles'. All preliminary knowledge synthesis reports submitted will become assigned mandatory readings for the participants of these theme-specific discussion groups. Other students and guests attending the sharing circles (including students from EURR 4304/5304) will read the preliminary knowledge synthesis in advance of the sharing circles and then comment on the student's findings during these sharing circles. Students who have prepared the knowledge synthesis report will provide at the beginning of each sharing circle a short oral contribution, summarizing and reflecting on key findings of their preliminary knowledge synthesis. Following their presentation, they will receive oral and written feedback provided by a student rapporteur and other participants of their sharing circle (see further below). This feedback will be designed to help students in finalizing their knowledge synthesis report (final report/take-home exam to be submitted April 26th, see below).

The preliminary knowledge synthesis accounts for 20% of the final grade. It needs to be well prepared and extensive and comprehensive literature research is required. The written synthesis should be 4,000-5,000 words long, including all references, footnotes/endnotes and chapter headings etc. The purpose of this knowledge synthesis is to provide students with an opportunity to discuss the existing state of knowledge, the gaps and strengths of understanding, and future research needs in a comprehensive, scholarly

format. It is expected that students conduct intensive academic research on the topic selected, that they critically engage with the existing scholarly literature and make use of what they have already learned during the course and in other courses.

The preliminary synthesis must be based on students' own intellectual work. It is not permitted that students work together with others on their knowledge synthesis report; group work is not permitted in this assignment and all students in this course will discuss and agree on an individual topic for their paper with the instructor.

The preliminary knowledge synthesis will be marked along the following criteria:

- 1) argument, organization and logic (are the state of existing knowledge, the gaps and strengths in scholarly understand and the future research needs presented in a logical and convincing manner?);
- 2) research and use of evidence (does the report make extensive and effective use of available research sources and academic literature? Does the report contain proper footnotes/endnotes and bibliographic style?);
- 3) communication (is the report organized and written as clearly and concisely as possible?);
- 4) the preliminary and the final knowledge synthesis report (take-home exam) should also be free of spelling and grammar errors.

Knowledge syntheses that do not address the topic which was previously discussed (see above) and assigned by the instructor will receive a failing grade and not pass this course.

Oral summary and feedback (rapporteur) – or – written summary and feedback (15%)

Students receive 15% of their final grade for acting as rapporteurs (individual deadlines apply). Students can either act as rapporteurs and provide an oral summary on knowledge synthesis reports provided to one of the sharing circles or, alternatively, can provide a written summary and feedback on the knowledge synthesis of other students (individual deadlines will apply for the submission of these feedback notes, these deadlines will be communicated at the beginning of the term in class). Students receive feedback and the grade on their assignment as rapporteur or feedback-provider within seven business days following the respective assignment.

Each student in this class will be assigned to a thematic, small group sharing circle, either as rapporteur or as 'feedback-provider'.

- Rapporteurs will be assigned to each sharing circles. They will receive the preliminary knowledge synthesis report of students presenting in the sharing circle, attend their presentation and then summarize and provide feedback on the other student's presentation to the plenum (to the whole class) on the day of the sharing circles.
- Alternatively, students can become assigned to sharing circles as 'feedback providers'. The idea is that these students instead of providing oral feedback directly following the sharing circle, will provide *written* summaries and feedback to the presenters. These written notes (maximum 1,500 words) need to be submitted by a deadline agreed at the beginning of the term when assignments are handed out (see course schedule for more details). These notes are meant to inform and advice students in their finalization of knowledge synthesis reports.

The evaluation of this assignment will be based on:

- (1) success in identifying, presenting and assessing relevant information on basis of knowledge syntheses disseminated and presented in oral format by other students;
- (2) effective, succinct and smart communication of this information to the class (rapporteurs) or in format of feedback-notes ('feedback-providers').

Final knowledge synthesis (take-home exam) (30%)

Submission deadline: April 26th (4 p.m., at the latest). Students receive feedback and grades by May 7th. The final knowledge synthesis (assigned as take-home exam) accounts for 30% of the final grade and is based on the previous knowledge synthesis compiled by the student (see above for more details), the presentation of this report to a sharing circle and the incorporation of feedback and advice received from rapporteurs, 'feedback-providers', teaching assistants, the instructor and other participants in sharing circles.

The final synthesis report (take-home exam) needs to be submitted electronically as a readable PDF-file via email (recipient: martin.geiger@carleton.ca). Students will receive a confirmation of their submission shortly after they have submitted their paper. Only submissions from Carleton email- accounts will be accepted.

The final synthesis report (take-home exam) should be approximately 5,000 words long, including all references, footnotes/endnotes and chapter headings etc. It must be based on each student's own intellectual work. It is not permitted that students work together with others on their final synthesis report (take-home exam). All students in this course will discuss and agree on an individual topic for their knowledge synthesis with the instructor.

The final synthesis report (take-home exam) needs to be well prepared and extensive and comprehensive literature research is required. The final knowledge synthesis will take the preliminary knowledge synthesis into account and the progress made since the submission and presentation of this preliminary report. The final synthesis report will be marked along the following criteria:

- 1) argument, organization and logic (are the state of existing knowledge, the gaps and strengths in scholarly understand and the future research needs presented in a logical and convincing manner?);
- 2) research and use of evidence (does the report make extensive and effective use of available research sources and academic literature? Does the report contain proper footnotes/endnotes and bibliographic style?);
- 3) communication (is the report organized and written as clearly and concisely as possible?);
- 4) also the final knowledge synthesis report should be free of spelling and grammar errors.

Knowledge syntheses that do not address the topic which was previously discussed (see above) and assigned by the instructor will receive a failing grade and not pass this course.

Bonus percentage (3%)

Students in this class have the chance to disseminate their acquired knowledge on topics related to migration governance to more senior student peers enrolled in EURR 4304/5304. Detailed information will be provided at the beginning of the term. The bonus percentage of 3% will be added to each student's final grade at the end of the term, once all assignments have been received and graded.

4.3 Classroom policies and policies on assignments and emails

The use of laptops, tablets and phones during class time will only be permitted for purposes closely related to the course, including note-taking, accessing readings and other course materials. There will be a break during which students can send text messages, use their phones and access Facebook and other social media sites. The instructor may apply a one-time penalty (five percent, to be deducted from the final grade) for any unsanctioned and not class-related use of electronic devices.

The University takes instructional offences (including plagiarism) very seriously. Please make sure that you are familiar with the regulations regarding instructional offences, which are outlined in the Undergraduate Calendar. It is also not acceptable to submit the same assignment in two or more different courses.

Classroom teaching and learning activities, including lectures, discussions, presentations, etc., by both instructors and students, are copy protected and remain the intellectual property of their respective author(s). All course materials, including Power Point presentations, outlines, and other materials, are also protected by copyright and remain the intellectual property of their respective author(s). Students registered in the course may take notes and make copies of course materials for their own educational use only. Students are not permitted to reproduce or distribute lecture notes and course materials publicly for commercial or non-commercial purposes without express written consent from the copyright holder(s).

All assignments in this course should be free of spelling and grammar errors. They must include appropriate citations (endnotes or footnotes) and a bibliography. Assignments are due on the dates specified in the course outline or as they were agreed upon between instructor and student(s).

Late submissions will be subject to a penalty of 5% of the assignment grade per 24 hours (not including weekends). Assignments will not be accepted later than seven business days after the due date. Exceptions to this policy will only be made for academic accommodations, as outlined below, or for medical or personal emergencies substantiated by official documentation. If you anticipate any problems, please approach the instructor as soon as you can and well in advance of the respective assignment.

In case you are using email as a way of communication with the instructor and for submitting assignments, make sure that you always use your personal Carleton email address. All email communication to students will be via official Carleton university email accounts and/or cuLearn. As important course and University information is distributed this way, it is your own responsibility to monitor your Carleton and cuLearn accounts.

Emails from other accounts might end up in spam folders and will not be answered because it is not possible to verify that it was really you writing, replying or submitting an assignment through this different email account. This also applies for forwarded messages to/from other accounts than Carleton accounts.

5) Schedule

January 9th: Making sense of global migration. Migration in historical perspective.

Course requirements and assignments

Lecture

Mandatory readings:

Mavroudi & Nagel (2016), "Making sense of global migration", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 1-27.

Mavroudi & Nagel (2016), "Global migration in historical perspective", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 28-56.

Mavroudi & Nagel (2016), "Refugees", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 118-150.

Attendance is required. If you cannot attend today, contact the instructor immediately.

January 16th: Migration: Theory and historical experiences.

Lecture

Mandatory readings:

Mavroudi & Nagel (2016), "Migrant labour in the economy", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 57-90.

Mavroudi & Nagel (2016), "Migration and development", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 91-117.

Mavroudi & Nagel (2016), "Migrant identities, mobilizations, and place-making practices", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 205-229.

Castles et al (2009), "Theories of migration", in: Castles et al, *The age of migration. International population movements in the modern world*, 5th edition, New York & London: The Guilford Press, pp. 25-54.

Attendance is required. Remaining class assignments will be handed out today. Students who wish to stay in this course but were not able to attend last week's meeting: you need to attend today or contact the instructor immediately. There are important deadlines all students are required to meet.

January 23rd: Mid-Term Test (45 mins.), in-class.

Students who miss the mid-term and are unable to provide a doctor's note or any other substantiated documentation will fail the course. Students who have missed classes, failed to report and/or have not signed up for a knowledge synthesis assignment and as rapporteur/feedback-provider by today will receive a failing grade and not pass the course.

January 30th: Immigration control and border politics. Citizenship and integration.

Lecture

Mandatory readings:

Mavroudi & Nagel (2016), "Immigration control and border politics", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 151-177.

Mavroudi & Nagel (2016), "The politics of citizenship and integration", in: Mavroudi & Nagel, *Global migration. Patterns, processes and politics*, London & New York: Routledge, pp. 178-204.

Castles (2004), "The factors that make and unmake migration policies", *International Migration Review* 38(3): 852-884.

February 6th: Denationalization and securitization of migration politics

Lecture

Mandatory readings:

Sassen (1996), "Immigration tests the new order", in: Sassen, *Losing Control? Sovereignty in the Age of Globalization*, New York: Columbia University Press, pp. 61-107.

Hollifield et al (2014), "The dilemmas of immigration control" (and commentaries), in: Hollifield et al (eds), *Controlling immigration. A global perspective*, 3rd edition, pp. 3-46.

Bigo, Didier (2002), "Security and immigration: Toward a critique of the governmentality of unease", *Alternatives: Global, Local, Political* 27: 63-92.

Training I: Knowledge synthesis (including training by library specialist)

February 13th: Migration governance vs. management

Lecture

Mandatory readings:

Betts (2011), "Global migration governance", in: Betts (ed.), *Global migration governance*, Oxford: Oxford University Press, pp. 1-28.

Geiger (2013), "The transformation of migration politics: From migration control to disciplining mobility", in: Geiger & Pécoud (eds.), *Disciplining the transnational mobility of people*, Basingstoke et al.: Palgrave Macmillan, pp. 15-40.

Lahav (2003), *Migration and security: the role of non-state actors and civil liberties in liberal democracies*, http://www.un.org/esa/population/meetings/secoord2003/ITT_COOR2_CH16_Lahav.pdf

Training II: Knowledge synthesis (including training by library specialist)

February 20th

No class today (reading week).

February 27th: Training on knowledge dissemination (sharing circles feat. guest speakers)

Training on effective knowledge dissemination (sharing circles, rapporteurs, feedback)

Mandatory readings will be provided by guest speakers

4 p.m.: – Deadline for the electronic submission of a preliminary knowledge synthesis, via email:
martin.geiger@carleton.ca

March 6th: Immigration and emigration countries

Sharing circles based on preliminary knowledge syntheses

Mandatory readings to be provided by presenters (= knowledge syntheses)

March 13th: Global migration governance and management

Sharing circles based on preliminary knowledge syntheses

Mandatory readings to be provided by presenters (= knowledge syntheses)

4 p.m.: – Deadline for written summary and feedback (meeting of March 6th), via email:
martin.geiger@carleton.ca

March 20th: Regional migration governance and management (I)

Sharing circles based on preliminary knowledge syntheses

Mandatory readings to be provided by presenters (= knowledge syntheses)

4 p.m.: – Deadline for written summary and feedback (meeting of March 13th), via email:
martin.geiger@carleton.ca

March 27th: Regional migration governance and management (II: EU/Europe)

Sharing circles based on preliminary knowledge syntheses

Mandatory readings to be provided by guest presenters (= knowledge syntheses) enrolled in EURL 4304/5304 (specialized BA/MA class on Europe and international migration)

4 p.m.: – Deadline for written summary and feedback (meeting of March 20th), via email:
martin.geiger@carleton.ca

April 3rd

No class today (to accommodate extra work of students providing feedback notes and acting as reviewers/acting as rapporteurs/providing optional co-teaching in EURL 4304/5304).

April 26th

4 p.m.: – Deadline for the electronic submission of final knowledge synthesis (take-home exam), via email: martin.geiger@carleton.ca

Academic Accommodations

The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or pmc@carleton.ca for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your **Letter of Accommodation** at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (*if applicable*). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally-scheduled exam (*if applicable*).

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).

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 University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- Reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original source;
- Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- Using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- Using another’s data or research findings;
- Failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- Handing in “substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.

Plagiarism is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They may include a mark of zero for the plagiarized work or a final grade of "F" for the course. Student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). They are

intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Submission and Return of Term Work: Papers must be submitted directly to the instructor according to the instructions in the course outline 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. Final exams are intended solely for the purpose of evaluation and will not be returned.

Grading: Standing in a course is determined by the course instructor, subject to the approval of the faculty Dean. Final standing in courses will be shown by alphabetical grades. The system of grades used, with corresponding grade points is:

Percentage	Letter grade	12-point scale	Percentage	Letter grade	12-point scale
90-100	A+	12	67-69	C+	6
85-89	A	11	63-66	C	5
80-84	A-	10	60-62	C-	4
77-79	B+	9	57-59	D+	3
73-76	B	8	53-56	D	2
70-72	B-	7	50-52	D-	1

Approval of final grades: Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by an instructor may be subject to revision. No grades are final until they have been approved by the Dean.

Carleton E-mail Accounts: All email communication to students from the Department of Political Science will be via official Carleton university e-mail accounts and/or cuLearn. As important course and University information is distributed this way, it is the student's responsibility to monitor their Carleton and cuLearn accounts.

Carleton Political Science Society: The Carleton Political Science Society (CPSS) has made its mission to provide a social environment for politically inclined students and faculty. Holding social events, debates, and panel discussions, CPSS aims to involve all political science students at Carleton University. Our mandate is to arrange social and academic activities in order to instill a sense of belonging within the Department and the larger University community. Members can benefit through numerous opportunities which will complement both academic and social life at Carleton University. To find out more, visit <https://www.facebook.com/groups/politicalsciencesociety/> or come to our office in Loeb D688.

Official Course Outline: The course outline posted to the Political Science website is the official course outline.