

PSCI 3402 A
Canadian Public Policy
11:35 a.m. – 2:25 p.m. Mondays
Please confirm location on Carleton Central

Instructor: David C.G. Brown
Office: A800 Loeb Building
Office Hours: 2:40-4:00 p.m. Mondays – other times by arrangement with the instructor.
Phone: (613) 520-2600 ext. 2063 (during office hours). Weekly office hours or e-mail are the best means of reaching the instructor.
Email: dcgbrown@connect.carleton.ca

Course description

The course provides an overview of public policy in Canada, looking at the tools of policy making and implementation, the Canadian context, and a selection of policy sectors. Public policy has been described as “whatever governments choose to do or not to do.” It is a relatively new discipline, drawing in particular on political science and economics but linking with the whole range of the social sciences. It offers both a theoretical basis for understanding the policy process and practical tools for participating in that process. While there is a body of concepts and insights that can be used in looking at any political system, the course is concerned specifically with Canada.

The course begins with a review of key concepts used to explain the public policy process, notably power and rationalism, and how they underpin the major analytical models. The next three classes look at the elements of the policy cycle: agenda setting and the roles played by communities and networks; decision-making and choice of policy instruments; and implementation and evaluation. This is followed by a discussion of the political, institutional, social and economic context for policy-making in Canada. The second half of the course applies these insights to six policy sectors: economic policy; policy about institutions; social, environmental and aboriginal policy; and Canadian public policy in a global context. While by no means a comprehensive list, these sectors illustrate the wide range of policy issues and dynamics found in Canadian public life.

The course is based on twelve three-hour classes in the Winter term. Each class has two lecture segments, with a 15-minute lunch break at about 1:00 p.m. Required and recommended readings provide a variety of perspectives on the topic of each class, and the lectures build on those readings. Additional material and weblinks are also made available in learning modules on the course WebCT site. Students are encouraged to ask questions and discuss the content of the readings and lectures during the class. In addition, most classes have a segment for more structured discussion of readings related to the week’s topic. Three of the classes have an invited guest participating in the second half of the class: a journalist, to talk about the role of the media in the policy process; an independent policy consultant to the federal government; and a specialist in aboriginal governance.

Marks for the course are based on two written assignments, class participation and a final exam. The shorter written assignment aims to increase a student’s understanding of the course readings while the final assignment combines a central stage of the policy-making process with policy content by asking students to draft a Memorandum to Cabinet. Students are encouraged to contact the instructor or teaching assistant either during office hours or by e-mail to discuss questions or problems relating to the written assignments and other aspects of the course.

The course is designed with students in mind who are considering working in the public sector or who wish to have a better understanding of the policy process in order to be informed participants or observers. It assumes a basic knowledge of Canadian politics and political institutions, including having taken at least one of the course prerequisites.

Structure for weekly classes (will vary with guest lecturers)

Discussion of the readings: 35 minutes
Lecture: 50 minutes
Break: 15 minutes
Lecture: 50 minutes

Discussion: 20 minutes

Text and course materials

The **required text** is available at the Carleton University Bookstore:

Lydia Miljan. 2008. *Public Policy in Canada: An Introduction Fifth Edition*. Don Mills: Oxford University. 334 pp.

A **course pack** containing other required and recommended readings is available at the University Bookstore. A copy of the course pack material, other than material that can be found on-line, is available on reserve at MacOdrum Library.

Lecture slides, Websites links and other relevant materials are posted in a **learning module** for each class on the PSCI 3402A WebCT course website.

Communication with the instructor

Students are encouraged to meet with the instructor or the teaching assistant during office hours at least once during the term, in particular to discuss the topic for the MC research paper but also to discuss any questions or difficulties they are having in the class. Every effort will be made to reply promptly to e-mails to the instructor, using either Carleton Connect or the e-mail facility on the course WebCT site. It is assumed that all students will visit the course WebCT site regularly, including to check their e-mail and course announcements. The instructor will hold office hours at the regular weekly time in the period between the last class and the final examination.

Evaluation

The class mark will be based on a combination of the following elements (details provided below):

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|--|----------------|
| 1. Reading assignment | 20% |
| a. Critical reading review due February 2 | 5% |
| b. Reading presentation in class (sign-up) | 5% |
| 2. Memorandum to Cabinet research paper | 40% |
| a. Outline due March 2 | 5% |
| b. MC due March 23 | 35% |
| 3. Final examination | 40% |
| 4. Attendance and class participation | up to 3% bonus |

Requirements for written assignments are summarized below. Additional guidance will be provided during class and posted on the course WebCT site. Written assignments should follow the Department of Political Science essay style guide (found on the undergraduate programs page on the Departmental website at <http://www.carleton.ca/polisci/undergrad/Essay%20Style%20Guide.html>). Another standard format for footnoting and bibliographic references may also be followed. There are specific formatting requirements for the research paper.

The written assignments must be submitted to the instructor by the end of class on the due date. They may also be turned in without penalty during the instructor's office hours immediately after class on the due date. Term work assignments will only be accepted for marking if they are provided in hard copy form. In addition, the research paper, due on March 23, must be submitted to the instructor's e-mail account in electronic format by the end of office hours on the due date. Failure to do so will result in a reduction of one third letter grade in the mark assigned to the essay (e.g., a letter mark of B becomes a B-).

Written assignments that are handed in late will be penalized one-third of a letter grade for each day they are late, up to a maximum of two full letter grades. Late assignments (or other assignments, in exceptional circumstances and with the agreement of the instructor) may be left at the Political Science drop box, located outside the Political Science departmental office at room B640 Loeb Building. The drop box is emptied **every weekday at 4 p.m.** and all items collected at that time are date-stamped with that day's date.

1. Reading assignment (20%)

This assignment has two parts: a written critical reading review and a presentation of one of the readings covered in the review at the beginning of the related class. Additional details on the assignment and grading criteria will be handed out during the first class and then posted on the course WebCT site.

a. Critical reading review (15% – due February 2)

- The reading review will be a critical analysis of three different readings from the list of required or recommended readings (see Class Schedule and Readings, below). Each of the three readings must come from a different week. As discussed below, one of the readings must be the one which the student will present during class. In the critical reading review, students will comment on how the readings fit together to help with an understanding of the themes of the course; they will also link each reading to the particular topic of the class for which it was assigned.
- The critical reading review should be 1500-2000 words long (6-8 pages). Students should be guided by the “Notes on how to write a critical review” in the political science departmental essay style guide.
- As part of preparing the critical reading review, every student will take responsibility for one of the required or recommended readings, first to include it in their reading review and second to present it during the reading discussion segment at the beginning of one of the classes (normally the class to which the reading is related, but another class if there are no presentations that class).
- There will be a sign-up sheet in the first two classes and during the instructor’s office hours after the first two classes. Students who have not signed up by the end of the second class will be assigned a reading. There will be only one student assigned to each reading.
- Graded reading reports will be returned during class on February 9 and marks posted on WebCT.

b. Reading assignment presentation in class (5% – timing based on sign-up sheet)

- The first 35-40 minutes of each class will be taken up with reading presentations, with the intention of opening up class discussion on an aspect of the assigned topic for that class. The Class Schedule includes a thematic statement that is intended to provoke discussion. This will also be a way of helping students to familiarize themselves with the course readings.
- The reading presentations will focus on the readings linked to that day’s class, although for scheduling reasons a reading may be added from another class. Each student who has prepared a note on one of that day’s readings will be given five minutes (strictly enforced) to present the reading, including a summary and a recommendation to the class on the merits of the reading. In the balance of the presentation period, the presenters will be encouraged to debate the relative merits of the readings and the issues they address; questions and discussion from the class will also be encouraged.

2. Memorandum to Cabinet Research Paper (40%: outline worth 5% due March 2; paper worth 35% due March 23)

- The research paper will be on a specific Canadian public policy issue (federal or provincial level) from one of the six policy sectors covered in the second half of the course (economic, social, environmental and aboriginal policy, policy about institutions and policy in a global context).
- It should be in the format of a Memorandum to Cabinet, setting out a recommended course of government action. The templates for the components of a Memorandum to Cabinet, including annexes, can be found on the Privy Council Office website at: http://www.pco-bcp.gc.ca/index.asp?lang=eng&page=information&sub=publications&doc=mc/mc_e.htm. The paper should also indicate references for sources used in preparing it (this is a departure from the PCO format for MCs).
- The final MC should be 3000-4000 words long (12-15 pages). There is no specified length for the outline, but it must be approved by the instructor by no later than March 2. Detailed guidance will be provided in class on January 26 and then posted on the course WebCT site. *You are strongly encouraged to attend this class.*
- Papers received on time will be available for pickup at the review session on April 6 or during regular office hours in the lead-up to the final examination. Marks will be posted on WebCT.

3. Final examination (40%)

- There will be a three-hour final examination during the regularly scheduled examination period, April 8-27th excluding April 11th. It will include a combination of essay and short-answer questions. The examination paper will assume that students are familiar with the content of the required readings and the lecture notes.

4. Attendance and class participation (up to 3% bonus)

- An attendance and class participation mark will be calculated at the end of the term but will only be included in the final average if it has the effect of raising the student's mark to a higher letter grade or part letter grade (e.g., a raise from a B to a B+)
- Attendance will be taken at each class. More than two classes missed without satisfactory explanation to the instructor will result in a deduction of one percentage point (out of the three available for attendance and class participation) for each additional class missed, up to the limit of the full amount of the class participation mark.
- The class participation mark will be assessed by the instructor, in consultation with the teaching assistant. In addition to attendance it will recognize active but respectful participation in the class and evidence in class participation of having read the readings.

Class Schedule and Readings

Week 1 – January 5: Introduction

- Course outline and procedures
 - What is public policy?
 - What makes it Canadian?
 - Key issues and big debates
 - Discussion of reading presentations and sign-up
- No required or recommended readings.

Week 2 – January 12: Public policy basics

Readings discussion 1: Good theory is good practice

- Building blocks: State, society and the individual; reason and power
- Theoretical approaches to public policy
- The dynamics of public policy and the policy cycle

Required readings: Miljan ch. 1: Basic Concepts in Studying Public Policy (pp. 2-21)

Miljan ch. 2: Theories of Public Policy (pp. 22-49)

Recommended readings:

Jessica R. Adolino and Charles H. Blake. 2001. "Theories of Policy Making" in *Comparing Public Policies: Issues and Choices in Six Industrialized Countries*. Washington, D.C.: CQ Press, pp. 31—45.

Michael Howlett and M. Ramesh. (2003). "Policy Regimes and Policy Dynamics" in *Studying Public Policy: Policy Cycles and Policy Subsystems*. Toronto: Oxford University Press, pp. 228—244.

Leslie A. Pal (2006). "What is Public Policy Analysis?" in *Beyond Policy Analysis: Public Management in Turbulent Times, Third Edition*. Toronto: Thomson Nelson, pp. 14—27.

Week 3 – January 19: The policy cycle (1): communities, networks, problem definition and agenda-setting

Readings discussion 2: A level playing field?

a. Guest Lecturer

- Jim Bronskill, reporter, The Canadian Press

b. *Class*

- Policy actors and the formulation of the policy agenda
- Policy making in the electronic environment
- The role of the media in public policy

Required readings: Leslie A. Pal (2006). "Policy Communities and Networks" in *Beyond Policy Analysis: Public Management in Turbulent Times, Third Edition*. Toronto: Thomson Nelson, pp. 237—263.

Allan Blakeney and Sandford Borins (1998) "Public Consultation" in *Political Management in Canada*. Toronto: University of Toronto Press, pp. 185—197.

Recommended readings:

McNutt, Kathleen. 2006. "Research Note: Do Virtual Policy Networks Matter? Tracing Network Structure Online" in *Canadian Journal of Political Science* 39:2 (June 2006): 391—405. Available at http://journals.cambridge.org.proxy.library.carleton.ca/download.php?file=%2FCJP%2FCJP39_02%2FS0008423906060161a.pdf&code=46f21cb1f2d86725968140bc4db80943

Andrea D. Rounce (2006). "Ottawa's Spending on Public Opinion Research: Implications for Democratic Governance" in G. Bruce Doern, ed., *How Ottawa Spends 2006-2007: In From the Cold – the Tory Rise and the Liberal Demise*. Montreal and Kingston: McGill-Queen's University Press, pp. 138—161.

Lisa Young and Joanna Everitt (2004). "Who Participates in Advocacy Groups?" in *Advocacy Groups*. Vancouver: UBC Press, pp. 25—43.

Week 4 – January 26: **The policy cycle (2): policy instruments and decision-making**

⇒ **Guidance for Memorandum to Cabinet research paper provided in class**

Readings discussion 3: The squeaky wheel gets the grease?

- Choice of policy instruments
- Policy advice and consultation
- Cabinet decision-making and Budgeting

Required readings: Leslie A. Pal (2006). "Policy Instruments and Design: Inventory and the Dynamics of Instrument Choice" in *Beyond Policy Analysis: Public Management in Turbulent Times, Third Edition*. Toronto: Thomson Nelson, pp. 137—162.

Graham White (2005). "Democracy through Cabinet Structure and Process?" in *Cabinets and First Ministers*. Vancouver: UBC Press, pp. 144-169.

Recommended readings:

Allan Blakeney and Sandford Borins (1998) "Setting Priorities" in *Political Management in Canada*. Toronto: University of Toronto Press, pp. 41—57.

Eddie Goldenberg (2006). "Budget Making" in *The Way it Works Inside Ottawa*. Toronto: Douglas Gibson, pp. 131—153.

Week 5 – February 2: **The policy cycle (3): implementation and evaluation**

⇒ **Reading Review due**

Readings discussion 4: Policy-making is the easy part.

- Politicians and the public service
- Acting through others: partnerships with other jurisdictions, the private sector and non-governmental actors
- Evaluation and accountability

Required readings: Miljan ch. 4: Policy Implementation (pp. 88-110)

James R. Mitchell and S.L. Sutherland (1999). "Ministerial Responsibility: the Submission of Politics and Administration to the Electorate" in Martin W. Westmacott and Hugh P. Mellon, eds., *Public Administration and Policy: Governing in Challenging Times*. Scarborough, Ont.: Prentice Hall Allyn and Bacon, Canada, pp. 21—37.

Recommended readings:

- David C. Docherty (2005). "Scrutiny and the Size of Legislatures" in *Legislatures*. Vancouver: UBC Press, pp. 118—137.
- Ruth Hubbard and Gilles Paquet (2007). "Public-Private Partnerships: P3 and the 'Porcupine Problem'" in G. Bruce Doern, ed., *How Ottawa Spends 2007-2008: The Harper Conservatives – Climate of Change*. Montreal and Kingston: McGill-Queen's University Press, pp. 254—272.

Week 6 – February 9: **The context of Canadian public policy****Readings discussion 5:** You are what you eat

- Geography and history
- Economy, society and culture
- Constitution and politics

Required readings: Miljan ch. 3: The Context of Policy-Making in Canada (pp. 50-87)

David Cameron and Richard Simeon (2003). "Democracy and Intergovernmental Relations: An Oxymoron if There Ever Was One?" in Herman Bakvis and Grace Skogstad. *Canadian Federalism: Performance, Effectiveness and Legitimacy*. Toronto: Oxford University Press, pp. 278—295.

Recommended readings:

- Janine Brodie (1996). "Canadian Women, Changing State Forms and Public Policy" in Janine Brodie, ed., *Women and Canadian Public Policy*. Toronto: Harcourt Brace, pp. 1—30.
- Elizabeth Mancke (1999). "Early Modern Imperial Governance and the Origins of Canadian Political Culture" in *Canadian Journal of Political Science*, 32: 3—20
Available at <http://www.jstor.org.proxy.library.carleton.ca/stable/3232770>.

Week 7 – February 16: **No class – reading week**Week 8 – February 23: **Economic policy****Readings discussion 6:** The only good economic policy is market-driven

- Institutions and dynamics of economic policy
- Macroeconomic policy and the business cycle
- Fiscal, monetary and tax policy
- Microeconomic and industrial policy

Required readings: Miljan ch. 5: Macroeconomic policy (pp. 112-149)

Duanjie Chen and Jack Mintz (2005). "Assessing Ontario's Fiscal Competitiveness" in *Canadian Public Policy*. 31(1), March 2005: 1-28. Available at <http://economics.ca/cgi/jab?journal=cpp&article=v31n1p0001>

Recommended reading:

- Keith Brownsey (2006). "Energy Shift: Canadian Energy Policy Under the Harper Conservatives" in G. Bruce Doern, ed., *How Ottawa Spends 2007-2008: the Harper Conservatives – Climate of Change*. Montreal and Kingston: McGill-Queen's University Press, pp. 143—160.
- David A. Dodge (1998) "Reflections on the Role of Fiscal Policy: the Doug Purvis Memorial Lecture," *Canadian Public Policy*, 24:3, September 1998, 275-289.
Available at <http://economics.ca/cgi/jab?journal=cpp&article=v24n3p0275>

Week 9 – March 2: **Policy about political and policy institutions**

⇒ **Outline of Memorandum to Cabinet research paper due**

⇒ **No readings discussion**

a. *Guest Lecturer*

- Dr. Jim Mitchell, Managing Partner, Sussex Circle

b. *Class*

- Policy about the Constitution and national institutions
- The policy instruments of government organization

- Institutional stability and change

Required readings: Janet Aizenstat (2007). "The Political Nationality" in *The Canadian Founding: John Locke and Parliament*. Montreal and Kingston: McGill-Queen's University Press, pp. 88—109.

Peter H. Russell (2004). "Round Three: Patriation" in *Constitutional Odyssey: Can Canadians Become a Sovereign People?*, Third Edition. Toronto: University of Toronto Press, pp. 107—126.

Recommended readings:

Roger Gibbins (1998). "Federalism and Regional Alienation" in Martin W. Westmacott and Hugh P. Mellon, eds., *Challenges to Canadian Federalism*. Toronto: Prentice Hall, pp. 40—51.

Don Lenihan, Tim Barber, Graham Fox and John Milloy (n/d). "Why Governance has to Change" and "Just do it...Seven Steps to Progressive Governance" in *Progressive Governance for Canadians: What You Need to Know*. Ottawa: Crossing Boundaries/Canada 2020 Working Group, pp. 19—29 & 141—149. Available at <http://www.ppforum.ca/common/assets/publications/en/book-progressive%20governance%20for%20canadians.pdf>

Gordon Robertson (2000). Extracts from "Pearson and the Quiet Revolution" and "Trudeau and a New Style of Governing, 1968-70" in *Memoirs of Very Civil Servant: Mackenzie King to Pierre Trudeau*. Toronto: University of Toronto Press, pp. 211—224 & 251—268.

Week 10 – March 9: **Social policy**

Readings discussion 7: Social policy: social engineering or responding to social reality?

- Institutions and dynamics of social policy
- The Welfare State and fiscal circumstances
- The social policy agenda

Required readings: Miljan ch. 6: Social policy (pp. 150-176)

Miljan ch. 7: Health policy (pp. 177-203)

Miljan ch. 8: Family policy (pp. 204-237)

Recommended reading:

Michael J. Prince (2005). "From Welfare State to Social Union: Shifting Choices of Governing Instruments, Intervention Rationales, and Governance Rules in Canadian Social Policy" in Pearl Eliadis, Margaret M. Hill and Michael Howlett, eds., *Designing Government: From Instruments to Governance*. Montreal and Kingston: McGill-Queen's University Press, pp. 281—302.

Keith G. Banting (2005). "Do We Know Where We Are Going? The New Social Policy in Canada" in *Canadian Public Policy*. 31(4), December 2005: 421-430.

Available at <http://economics.ca/cgi/jab?journal=cpp&article=v31n4p0421>

Week 11 – March 16: **Environmental policy**

Readings discussion 8: Environmentally-sustainable economic growth is a contradiction in terms.

- Institutions and dynamics of environmental policy
- The federal-provincial dimension
- The international dimension

Required readings: Miljan ch. 10: Environmental Policy (pp. 273-309)

David R. Boyd. 2003. "Canada's Environmental Record," "Climate Change" and "Conclusion" in *Unnatural Law: Rethinking Canadian Environmental Law and Policy*. Vancouver: UBC Press. Pp. 3—12, 80—93 & 348—353.

Recommended readings:

Kathryn Harrison. 2003. "Passing the Environmental Buck" in François Rocher and Miriam Smith, eds., *New Trends in Canadian Federalism*, Second Edition. Peterborough, Ontario: Broadview Press, pp. 313—351.

Debora L. VanNijnatten. 2008. "Canadian Environmental Policy in a North American Context: Manoeuvring Toward Mediocrity" in Jean Daudelin and Daniel

Schwanen, eds. *Canada Among Nations 2007: What Room for Manoeuvre?* Montreal and Kingston: McGill-Queen's University Press, pp. 286—309.

Week 12 – March 23: **Aboriginal public policy**

⇒ **Memorandum to Cabinet research paper due**

Readings discussion 9: The measure of Canadian public policy is Aboriginal public policy

a. *Guest Lecturer*

- John Graham, Senior Associate, Institute on Governance

b. *Class*

- Socio-economic and institutional context
- Laying the foundation: land rights and governance
- Public policy actors and agenda

Required readings: Miljan ch. 9: Aboriginal policy (pp. 238-272)

Frances Abele and Michael J. Prince (2003). "Aboriginal Governance and Canadian Federalism: A To-Do List for Canada" in François Rocher and Miriam Smith, eds., *New Trends in Canadian Federalism*, Second Edition. Peterborough, Ontario: Broadview Press, pp. 135—165.

Recommended readings:

Christopher Alcantara (2008). "Research Note: Aboriginal policy reform and the subsidiarity principle: A case study of the division of matrimonial real property on Canadian Indian reserves" in *Canadian Public Administration* vol. 51 no. 2 (June 2008): 317—334. Available at <http://www3.interscience.wiley.com.proxy.library.carleton.ca/cgi-bin/fulltext/120695813/PDFSTART>

John Graham and Jodi Bruhn (2008). *In Praise of Taxes: The Link between Taxation and Good Governance in a First Nations Context*. Ottawa: Institute on Governance, pp. 13—41. Available at http://www.ioq.ca/publications/2008_in_praise_taxes.pdf

Week 13 – March 30: **Canadian public policy in a global context**

Readings discussion 10: Globalization is the future of Canadian public policy

- Globalization, interdependence and multi-level governance
- The policy spheres of Canada's international relationships
- The influence of foreign governments and international institutions on Canadian public policy
- The prospects for Canadian public policy in a globalized context

Required readings: Jean Daudelin and Daniel Schwanen (2008). "Room for Manoeuvre and the Paradox of Globalization" in Jean Daudelin and Daniel Schwanen, eds., *Canada Among Nations 2007: What Room for Manoeuvre?* Montreal and Kingston: McGill-Queen's University Press, pp. 3—28.

Guy Peters (2000). "Globalization, Institutions, and Governance" in B. Guy Peters and Donald J. Savoie, eds., *Governance in the Twenty-first Century: Revitalizing the Public Service*. Canadian Centre for Management Development and McGill-Queen's University Press, pp. 29-57.

Recommended reading:

Andrew Sancton (2003). "Municipalities, Cities and Globalization: Implications for Canadian Federalism" in Herman Bakvis and Grace Skogstad, eds., *Canadian Federalism: Performance, Effectiveness and Legitimacy*. Don Mills: Oxford University Press, pp. 40—58.

Elinor C. Sloan (2005). "Canadian Security and Defence in the Terrorist Era" in *Security and Defence in the Terrorist Era*. Montreal and Kingston: McGill and Queen's University Press, pp. 132—143.

Ian Smillie (2007). "Boy Scouts and Fearful Angels: The Evolution of Canada's International Good Governance Agenda" in Jennifer Welsh and Ngaire Woods, eds., *Exporting Good Governance: Temptations and Challenges in Canada's Aid Program*. Waterloo: Wilfred Laurier University Press, pp.41—71.

April 6: Review (attendance optional)

- In-class review and discussion
- No required or recommended readings
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Academic Accommodations

For students with Disabilities: Students with disabilities requiring academic accommodations in this course must register with the Paul Menton Centre for Students with Disabilities (500 University Centre) for a formal evaluation of disability-related needs. Registered PMC students are required to contact the centre (613-520-6608) every term to ensure that the instructor receives your letter of accommodation. 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 assignment is due or the first in-class test/midterm requiring accommodations**. If you require accommodation for your formally scheduled exam(s) in this course, please submit your request for accommodation to PMC by **November 7, 2008 for December examinations, and March 6, 2009 for April examinations**.

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 include a mark of zero for the plagiarized work or a final grade of “F” for the course. The Department’s Style Guide is available at:

<http://www.carleton.ca/polisci/undergrad/Essay%20Style%20Guide.html>

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. 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.

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 only communicates with students via Connect accounts. Important course and University information is also distributed via the Connect email system. It is the student's responsibility to monitor their Connect account.

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 in the after-hours academic life 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, please email carletonpss@gmail.com, visit our website at poliscisociety.com, 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.