



Department of Political Science
POL 214Y5Y Introduction to Canadian Government and Politics
Summer 2016

Lectures: 10 AM to noon, Tuesday & Thursday, Instructional Building (IB) Rm 335

Tutorial Times: Tuesdays, 1-2 PM & 2-3 PM; Thursdays, 1-2 PM & 2-3 PM (see below)

Instructor: Professor David Pond

Office: Rm 3274 Davis Building

Office Hours: noon to 1 PM, Tuesday & Thursday

Phone: 647-515-1957

E-Mail: david.pond@utoronto.ca

Grading:

In-class Test (1 hr): Class Ten on June 9 (15%)

First Essay due: Class Twelve on June 16 (15%)

Second Essay due: Class Nineteen on July 26 (25%)

Note: penalty for late essays is 2% per day including week-ends

Tutorial Participation: 10%

Final Exam held in Exam Period (2 hrs): Aug 17-19 (35%)

Final Drop Date without Academic Penalty: July 24

Tutorials:

The tutorial time-slots are as follows:

Tutorial #1: Rm 2070 Deerfield Hall		Tutorial #2: Rm 2080 Deerfield Hall	
Tuesday	Thursday	Tuesday	Thursday
1-2 pm	1-2 pm	2-3 pm	2-3 pm

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

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

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

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

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

Do not show up at the end of a tutorial and expect the TA to give you credit for attendance. If you missed a tutorial for what you believe is a legitimate reason (such as a documented medical or family issue), bring this to the attention of the TA *as soon as possible*. We reserve the right to determine what is a legitimate reason for missing a tutorial.

The medical/family excuse policy is designed to support students who encounter an unexpected problem once the term is underway, which causes them to miss the occasional tutorial. However, if you have a chronic problem which causes you to miss tutorials consistently, week in and week out, your tutorial mark will suffer. Remember: your tutorial mark is a combination of attendance and participation. If you do not attend, you cannot participate. Students who do not attend are missing their opportunity to improve their participation mark.

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

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

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

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

Your TA(s) run the tutorials, and mark the two essays and mid-term test. I mark the exam.

Book Required For Purchase:

Our textbook is: Alex Marland & Jared Wesley, *Inside Canadian Politics* (Oxford University Press, 2016)

The textbook is available for purchase in the UTM bookstore.

Also available on Blackboard are all of the supplementary readings listed in the lecture schedule below.

Blackboard:

This course employs a Blackboard website (also known as the Portal), where you will find the course outline, course readings, and supplementary material. To access the Pol 214Y website, go to <http://portal.utoronto.ca> and log in using your UTORid and password. If you need information on how to activate your UTORid and set your password for the first time, please go to www.utorid.utoronto.ca. Once you have logged in to the portal, look for the My Courses box, where you will find the link to the Pol 214Y website.

E-mail:

I welcome e-mail queries and comments. It is your responsibility to maintain your e-mail addresses in good working order and to ensure that the e-mail address known to the university

(and listed on Blackboard) is accurate. Failure to receive important class announcements and messages from me because of a faulty e-mail account (for example, an account which screens out my e-mails as junk mail; bounced messages because of overloaded caches; a virus on your computer) are not legitimate excuses.

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

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

Accessibility:

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the AccessAbility Resource Centre as soon as possible.

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

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

Notice of Collection:

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

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

Equity Statement:

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

TurnItIn.com:

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

If a student does not wish to participate in TurnItIn, the student **MUST** advise me immediately, as you will be required to agree to alternate arrangements for vetting your work, as well as to an alternate method for submitting your essays for marking.

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

Plagiarism:

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

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

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

The following are some examples of plagiarism:

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

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

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

As the passage above indicates, there are many forms of plagiarism. In my experience, the most common form of plagiarism is the failure to use quotation marks. So to repeat: all wording in your essays which is copied from another source must be in quotation marks.

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

You should also consult:

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

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

Extensions on the Essay Deadlines:

Extensions will be granted for the essays only in cases of *documented* medical problems or of *documented* family emergencies. You cannot self-declare yourself too sick to work on an essay. ACORN self-declaration does *not* constitute adequate documentation. For clarification see the *UTM Calendar Summer Registration Guide 2016*, at p. 6. The Guide makes clear that every department may require additional documentation (as does the *2016-17 Academic Calendar*, at p. 20). The documentation required in this course is set out here.

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

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

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

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

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

You cannot get a medical excuse after an essay is due and you have already missed the due date. The purpose of the extension policy is to assist students facing an imminent deadline. Once the essay deadline has passed, the rationale for an extension expires.

There is only one exception to this rule: if your medical note is dated *before* the due date of the essay. Only under this condition, will I entertain an application for an extension after the due date for an essay has passed.

If your extension runs out and you still have not submitted your essay, your extension has expired. Your late penalty will resume on the day after your extension expired, and will continue to accumulate until the date you do submit your essay.

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

This policy applies to all students taking this course.

Handing in Your Essays:

In this course, essays are submitted through TurnItIn. When you upload your essay to TurnItIn.com, the program automatically records the time and date you do this. On the day the essay is due, you have the entire day to submit your essay without incurring a late penalty:

- The first essay is due June 16. You have until 11.59 PM on June 16 to mount your essay on TurnItIn without incurring a late penalty.
- The second essay is due July 26. You have until 11.59 PM on July 26 to mount your essay on TurnItIn without incurring a late penalty.

You do not have to submit a paper copy. Papers will not be accepted by fax, e-mail or other electronic means, unless specifically permitted by me.

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

Do not mount more than one version of your essay on TurnItIn. If you have problems mounting your essay, do not keep trying! Instead, contact me immediately.

You are strongly advised to keep your essay drafts and notes until essay marks are returned. You should always retain your own copy of your submitted essay. Students are also strongly advised to back up the electronic version of their essays, to disks, an online storage system, or to an external hard drive. You should keep any storage devices separate from your laptop.

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

Some common sense is in order here. If you do not receive your essay mark back when everybody else does, the time to inquire as to what happened to your essay is right then, not weeks later.

Submitting a Late Essay after Classes End in August

Classes end at UTM for summer Y courses on August 15. You can certainly submit a late essay after the end of classes, with or without an extension. However, I will accept late essays only under the following conditions:

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

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

This course concludes on our exam day. I emphasize: when you finish writing our exam, the course is over. You cannot submit a late essay after our exam.

This policy applies to all students taking this course.

Missing the June Test:

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

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

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

University policy regarding makeup tests are set out in the *UTM Calendar 2016-17* at p. 20. This policy is as follows:

Students who miss a term test for reasons entirely beyond their control may, within one week of the missed test, submit to the instructor a written request for special consideration explaining the reason for missing the test, and attaching appropriate documentation, such as a Verification of Illness or Injury form [medical certificate].

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

If a make-up test is necessary, it will be held on August 16. This policy applies to all students taking this course.

Missing the Final Exam:

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

Students who miss or are unable to write the final examination should consult the Registrar's Office immediately. See the *UTM Calendar Summer Registration Guide 2016*, p. 19.

A Note on Marking:

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

There is no provision for students to do extra work or assignments to make up for low grades on the June test. You can certainly ask for an explanation about how your test was marked.

If you are unhappy with the mark you received on an essay, your first step is to discuss it with the TA marker. You should do this as soon as possible after receiving your essay mark. It is advisable to submit to the TA marker a written response to the comments on your essay. If you are unhappy with the TA marker's reply, then you may appeal to me. However, you must have a substantive reason for appealing your essay mark. You should submit to me a written response to the TA marker's comments. Keep in mind that an appeal to me is not a request for a re-grade of your essay. Instead, you are expected to persuade me why I should adjust the mark you received from the TA marker.

Complaining to me about your essay mark simply because you do not like it and want a higher mark is a waste of your time.

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

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

You cannot challenge any mark you receive in this course after the end of the summer term on August 19 and the submission of your final mark by me to the Chair of the Department.

Getting Started:

A good start to taking this course is to read the Forsey guide to Canadian government and politics, *How Canadians Govern Themselves* (8th ed., 2012), available on the Blackboard site. This pamphlet is expressly designed for readers seeking a brief introduction to our subject.

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

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

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

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

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

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

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

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

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

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

The Lecture Schedule:

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

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

WEEKLY LECTURE SCHEDULE:

Class One, May 10: Introduction to Course & Political Culture *started*

Readings:

- Textbook, chapter 1

Class Two, May 12: Review of First Essay-Assignment & Canadian Political Culture *concluded*

Class Three, May 17: Constitutional Foundations *started*

Readings:

- Textbook, chapter 2; & pp. 432-437
- Tristin Hopper, "The privilege of sworn secrecy," *National Post*, September 18, 2012
- Doug Saunders, "The strange paradox of the constitutional monarch," *Globe and Mail*, May 19, 2012
- Peter Aucoin et al., *Responsible Government* (2004), Part 1 (pp. 17-24)

Class Four, May 19: Constitutional Foundations *continued*

Class Five, May 24: Constitutional Foundations *concluded* & Prime Minister/cabinet government *started*

Readings:

- Textbook, chapter 5
- Peter Aucoin et al., *Responsible Government*, Part 3 (pp. 48-61)
- Donald Savoie, "First Ministers, Cabinet, and the Public Service," in *Oxford Handbook of Canadian Politics* (2010)

Class Six, May 26: Prime Minister/cabinet government *continued*

Class Seven, May 31: Prime Minister/cabinet government *concluded* & House of Commons *started*

Readings:

- Textbook, chapter 6
- Barry Campbell, "Politics as Unusual," *The Walrus* (March 2008), (memoirs of a former MP)

Class Eight, June 2: House of Commons *concluded*

Class Nine, June 7: Review for Test & The Senate

Class Ten, June 9: Mid-Term Test in Class

Class Eleven, June 14: The Bureaucracy

Readings:

- Textbook, pp. 193-202
- Peter Aucoin et al., *Responsible Government*, Part 2 (pp. 25-47)

First Essay due June 16

Class Twelve, June 16: Charter of Rights and Freedoms *started*

Readings:

- Textbook, pp. 68-76; & chapter 7

Mid Term Break from June 21 to July 4

Class Thirteen, July 5: Review of Second Essay-Assignment & Charter of Rights *continued*

Reading:

- “Is the Canadian Charter of Rights and Freedoms Antidemocratic? Yes or No,” *Crosscurrents* (8th ed., 2015), pp. 59-72

Class Fourteen, July 7: Charter of Rights *concluded* & The Party System *started*

Reading:

- Textbook, chapter 9

Class Fifteen, July 12: The Party System *continued*

Reading:

- James Bickerton, “Competing for Power: Parties and Elections in Canada,” in *Canadian Politics* (6th ed., 2014), pp. 249-279

Class Sixteen, July 14: The Party System & Elections

Reading:

- Textbook, chapter 10

Class Seventeen, July 19: Elections *concluded*

Class Eighteen, July 21: Federalism *started*

Readings:

- Textbook, chapters 3 & 4
- Dara Lithwick, “A *pas de deux*: The Division of Federal and Provincial Legislative Powers in Sections 91 and 92 of the *Constitution Act, 1867*” (Parliamentary Library, 8 Dec. 2015)

Second Essay due July 26

Class Nineteen, July 26: Federalism *continued*

Reading:

- Richard Simeon, et al., “The Dynamics of Canadian Federalism,” in *Canadian Politics* (6th ed., 2014), pp. 65-91

Class Twenty, July 28: Federalism & Quebec

Readings:

- Gregory Inwood, *Understanding Canadian Federalism*, chapter 8
- Hamish Telford, “Patriation” (chapter 8), in *Rules of the Game: An Introduction to Canadian Politics* (2015)
- Lawrence Martin, “Celebrate the Charter, but don’t forget the scars of patriation,” *Globe and Mail*, April 17, 2012

Class Twenty-One, August 2: Quebec *concluded*

Class Twenty-Two, August 4: Quebec *concluded* & Aboriginal Peoples *started*

Readings:

- Textbook, pp. 521-537
- “Can Native Sovereignty Coexist with Canadian Sovereignty? Yes or No,” *Crosscurrents* (8th ed., 2015), pp. 39-58
- Gregory Inwood, *Understanding Canadian Federalism*, chapter 9

Class Twenty-Three, August 9: Aboriginal Peoples *concluded*

Class Twenty-Four, August 11: Wrap-Up & Exam Review

FINAL EXAM during Exam Period August 17-19

A WARNING ABOUT PLAGIARISM

Plagiarism is an academic offence with a severe penalty.

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

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

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

The following are some examples of plagiarism:

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

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

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

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

Some website listed below on avoiding plagiarism:

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

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

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