

TUTORIAL
for POL208Y: Introduction to International Relations
Winter 2017

TA:	Takumi Shibaike	Time:	Wednesday
Email:	takumi.shibaike@mail.utoronto.ca	Place:	Specified location

Course Pages:

1. <https://portal.utoronto.ca/> (Required)
2. <http://takumishibaike.weebly.com/> (Not required; I will upload tutorial handouts)

Office Hours: Monday 4:00 PM – 5:00 PM at the Political Science Lounge (SS3037). Please make an appointment through <https://takumishibaike.youcanbook.me/>.

Email Policy: The subject line should start from “POL208:”. I will answer your email within 24 hours, except weekends and holidays. If I do not respond within 24 hours, please email me again.

Grading Policy: Please read carefully the course syllabus. Remember that missing **three** or more tutorials will result in a 0% mark for this term’s tutorial participation, which is worth 20 points of your final grade. Your participation for the previous semester does not affect this term’s participation grade.

Out of 20 points, 8 points solely depend on your attendance (1×8). We will conduct a mini-quiz (pass or fail) in every tutorial based on the week’s reading, which is worth 4 points in total (0.5×8). Finally, 8 points depend on the quality of your participation (1×8). This means that an instance of unexcused absence will result in a 2.5 subtraction from your final grade. Here is an excerpt of the syllabus regarding tutorial absence:

You cannot make up missed tutorials with alternative assignments.
If you have reasons for not attending a tutorial (trips, appointments, etc.), you should talk to you TA before the tutorial to make arrangements. Be aware that missing more than 25% of your tutorials will lead to a tutorial grade of 0%.

Essay writing: The University of Toronto has [Writing Centres](#) for undergraduate students and you can make an appointment for personal consultation. Also, please remember that the University takes [plagiarism](#) very seriously.