

1. Course Name and Number

Department of Political Science POL SCI 2191B: **Global Diplomacy, International Security and Peace**

2. Day Offered

Online Course, Winter Term, January-April 2020

3. Hours

The Powerpoint Slides that you view on OWL are subject to updating and change. New lecture material for the online course is updated weekly. Some course material including Lesson Tools and Tests will be revised and reposted. You are responsible for checking OWL for frequent updates before Mid-Term and/or Final Exams.

4. Location of Exams

The Mid-Term and/or Final Exams are scheduled to be written on any university campus on a Saturday. The exams are proctored and scheduled by university proctors and the locations, dates and times of the exams are officially announced on OWL. The Mid-Term exam is generally scheduled to take place on a Saturday, approximately one or two weeks after Reading Week (not during Reading Week).

5. Prerequisite(s):

None

6. Instructor Information

Instructor: Associate Professor Erika Simpson

E-mail: simpson@uwo.ca Subject heading: 2191B & Your Name

Office Hours: by telephone, email or by apt. in Social Science Centre (SSC) Room 4157

Phone: 519-661-2111 ext. 85156 (voice mail messages can be accepted in confidence anytime)

7. Course Syllabus

This interdisciplinary International Relations course unpacks the history, theory, and practice of global diplomacy, international security and peace with empirical and theoretical analysis of the primary issues in contemporary IR studies, including the environment, migration, multilateral institutions, nuclear proliferation and peacekeeping. Students learn by participating in online class exercises based on the Cuban missile crisis, a Model UN, and North Korea’s nuclear program. Participation in an online forum deepens the student’s understanding of current developments in global politics including the student’s knowledge about what’s in the news (and what’s not!).

Methods of Evaluation:

Participation in Forum	12 Lectures & Guest Lectures (TBC) = 10%		Total participation: 10%
Exams:	Mid-term exam poses 80 multiple choice questions in 2 hours = 40%. Mid-term exam is on Saturday March 7, 2-4 pm, UCC 56 or on your university campus	Final exam poses 80 non-cumulative questions in 2 hours = 40% Final exam will be scheduled by Registrar’s office in April.	The Learning Tools (worth 0%) and Test #1 (5%) and Test #2 (5%) are designed to help you prepare for the Mid-Term Exam (40%) and the Final Exam (40%). You must write the Final Exam in order to pass the course.
Tests and Quizzes	Participation with multiple-choice questions. For more info, see OWL Test #1 has 40	Correct answers on 80 multiple-choice questions (2 sets X 40 questions) which you	Total quizzes: 10% You will take two quizzes – Test #1 and Test #2. Keep in mind I

	<p>questions and each question is worth 1 point. You must take Test #1 before the mid-term exam on Saturday March 7 unless you have official accommodation to take the first Make-up Mid-term Test. Test #2 has 40 questions and you must take the test before the Final Exam unless you have accommodation to write the First Make-up Final Exam. Total marks for the Quizzes for 80 questions = 10% of your final mark</p>	<p>must answer on-line before each exam. Notably you can take and retake Test #1 and Test #2 as many times as you like. It is very useful to do the Learning Tools that are relevant to each Lecture before taking Tests 1 & 2. Although the Learning Tools are not worth any marks for your Final Grade, the Learning Tools alert you to whether you have understood the Lecture and they help you prepare for the Tests. Good luck!</p>	<p>can see how long you spent on the quizzes. If you took 3 minutes to do the entire quiz, then that means you are retaking it with the correct answers on a set of papers beside you. That is your choice – the Test #1 and Test #2 are designed to help you get ready for the Mid-Term and the Final Exams which are each worth a lot more of your Final Mark. Good luck!</p>
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Learning Outcomes:

Upon completing the course, students will be able to:

- Identify and describe some key figures, events and trends in the recent history of international relations;
- Identify and engage with different types of political theories in international relations;
- Analyze and evaluate international issues and place them in their historical context
- Connect present-day problems to historical events and place them in a global context

8. Course Materials

- No materials are required for the course, including *no* textbooks, course readers, manuals, laboratory or safety materials, *nor* any specific electronic devices.
- All the instructor’s PowerPoint Slides and the *Relevant Readings* (not required readings) are posted on OWL. You are responsible for viewing the PowerPoint Slides and listening to the audio on the Slides. Do not email the instructor if you miss a relevant lecture or online Simulation before the Mid-Term and/or Final Exams. You cannot ‘make-up’ for missed participation by contributing to the Forum discussions after the Mid-Term and/or Final Exams as they are ‘locked’ for contributions once the Mid-Term and/or Final Exams begin.
- *All the instructor’s slides, audio information, and simulation information are copyrighted by the instructor and remain the property of the instructor, not the University of Western Ontario.*
- Professor Simpson updates statistics, numbers, maps and charts each term. The instructor’s bank of multiple-choice questions also changes from year-to-year so obtaining last year’s notes from an A-level student means that studying last year’s correct answers can’t help you ‘ace’ the course. *The instructor covers different issues depending on breaking news.* If you have taken one or more of the instructor’s other classes, you will notice some overlap on the Slides and information that is covered – but it is your responsibility to study the Slides that are covered in your current class, and not previous years’ Slides for other classes.

Relevant Readings

- All the relevant readings are available online as journal articles or scholarly reports. All the *Relevant Readings* are drawn from free online sources such as Google Scholar, YouTube and Scholarship@Western.
- I suggest you read some relevant readings before class and to help you contribute to online Forum

discussions. However, you do not need to read the relevant readings before class in order to understand the lectures and pass the exams.

- All the *Relevant Readings* are available as separate files, URL addresses and/or videos on OWL in the sections relevant to each lecture topic. All the relevant readings are not attached to this course outline because they are not ‘required readings’ (and this course outline would be many pages long!). You will **not** be tested on the Relevant Readings – there are simply too many of them and there is too much information to study. You can use the Relevant Readings to get ready for Forum Discussions, to contribute more to Guest Lectures and to stimulate your career interests.
- Remember, you will need to comment in the online Forum in order to earn a maximum of 10 participation points (= 10% of your final mark). When you contribute online to the Forum discussions, you could write a longer comment related to the lessons you learned from the Simulation. Alternatively, you could write many short answers that are only a few sentences long. The instructor will show you some ‘sample online answers’ that earn participation points in the Forum. Please check your Forum submission with a grammarcheck and spelling program.

9. Methods of Evaluation

Overview of Course Content and Relevant Readings

Important: The dates and topics of the following chart may change depending on schedules, illnesses, and other unforeseen events, like snow days. The chart is included for illustrative purposes only and may be updated on the class website available on OWL as the term unfolds.

Date	Session	Lecture Topics and Checklists
Jan 8-14	Week 1	<ol style="list-style-type: none"> 1. Power in International Security and Peace [hour #1 slides ON THE EXAM] 2. Diplomatic Handshaking Exercise [hour #1 slides ON THE EXAM] 3. Rethinking Your Power Resources [supplementary coffee break slides] 4. Whirlwind Tour of IR Theory: Which Theoretical Lens Helps? [hour #2 slides ON THE EXAM]
Jan 15-21:	Week 2	<ol style="list-style-type: none"> 1. The Legacies of Warfare: Balances of Power, World War I, World War II, Collective Security & Collective Defence [hour #1 slides ON THE EXAM] 2. Volunteer Organizations that Need You [supplementary coffee break slides] 3. The Dawning of the Nuclear Era: The Atomic Bombings of Hiroshima & Nagasaki, the Bipolar World and the Cold War [hour #2 slides ON THE EXAM]
Jan 22-28	Week 3	<ol style="list-style-type: none"> 1. Game Theory, Rationality & Irrationality, Deterrence & Tit-for-Tat [hour #1 ON THE EXAM] 2. Events leading up to the 1962 Cuban Missile Crisis [hour #2 ON THE EXAM] 3. CTV London: Blast from the Past, available https://london.ctvnews.ca/video?clipId=1094057 April 1, 2017 20-minute feature on Cuban missile crisis featuring Prof. Simpson and her students ON THE EXAM 4. 10 Cold War CNN Cuba 1959 1962 available https://www.youtube.com/watch?v=KHzy1yGsluc, a 46 minute Youtube documentary with Lesson Tool questions (required)
Jan 28-Feb 3	Week 4	<ol style="list-style-type: none"> 1. Debriefing the Cuban missile crisis: Lessons Learned or Spurned from Going to the Brink [video of class and exercise questions, hour #1 ON THE EXAM] 2. Foreign Policy Making Processes and Multilateralism [hour #1 ON THE EXAM] 3. How to Conquer Procrastination and Your Inner Critic [supplementary

		<p>coffee break slides]</p> <ol style="list-style-type: none"> The Level of Analysis Approach including Diplomatic Lessons from the Cold War & Now [hour #2 ON THE EXAM] The Military and Non-Military Instruments of Foreign and Defence Policy in Your Diplomatic Briefcase [view slides with audio before mid-term ON THE EXAM]
Feb 5-11	Week 5	<ol style="list-style-type: none"> International Organizations (e.g. United Nations, NATO) [hour #1 ON THE EXAM] Basic Facts about the UN and How to Test Your Knowledge about the UN [hour #1 ON THE EXAM] How to be a UN Ambassador or Diplomat and How to Write Resolutions [hour #2 ON THE EXAM] How does the UN work (70th anniversary videos) available https://www.youtube.com/watch?v=tlmYtjiUK00 [hour #2 ON THE EXAM]
Feb 11-18	Week 6	<ol style="list-style-type: none"> UN Peacekeeping, Multidimensional Operations and Peacekeeping Training [hour #1 ON THE EXAM] How to Write Exams [coffee break slides] Canada's Peace Support Operations: Afghanistan, Latvia and Mali [hour #2 and in-class exercise on Mali ON THE EXAM]
Feb 19-25		Reading Week – no lectures, readings or exams
Feb 26- March 3	Week 7	<ol style="list-style-type: none"> NATO's 70th Anniversary, Current and Future Issues [hour #1 ON THE EXAM] No coffee break slides so we have time for hour #2 in-Forum Discussion The Arc of Crisis and the Refugee Crisis (Georgia, Ukraine, Syria) [hour #2 ON THE EXAM] How to Aid Refugees [in-class ON THE EXAM or after-class exercise] <p>Reminder: MID-TERM EXAM (40%) tests Weeks 1-6 [not including Week 7]</p>
Mar 4-10	Week 8	<ol style="list-style-type: none"> U.S. Nuclear Force Modernization, Ballistic Missile Defence (BMD) and Trump's Space Force [hour #1 ON THE EXAM] Prof. Simpson's Advice on How to Write Better Essays [coffee break slides] Arms Control, the Arms Trade, Conventional Weapons and Debates about Defence Spending [hour #2 ON THE EXAM]
Saturday March 7 2:00-4:00 pm		<ol style="list-style-type: none"> The mid-term exam is booked to take place on-campus on Saturday March 6 between 2:00-4:00 pm UCC57 or in a location on your university campus To Be Announced [TBA] on OWL You may leave in less than one hour if you finish early. You will receive your mark after the March 7 deadline for withdrawal from a course without academic penalty. Drop date in Winter term is March 7, 2020 (Half course)
Mar 11-17	Week 9	<ol style="list-style-type: none"> Terrorism (individual, cell, state) and How to Combat Terrorism [hour #1 ON THE EXAM] Biological Warfare, Disease (Ebola), Cyberwarfare, Drones [hour #2 ON THE EXAM]
March 18-24	Week 10	<ol style="list-style-type: none"> Lecture Slides (TBC depending on breaking events) hour #1 ON THE EXAM] The growing North Korean nuclear threat, explained. https://www.youtube.com/watch?v=NwbYpdGpx8U video 2 million views (Now this World video, [hour #2 ON THE EXAM] Will North & South Korea Really Denuclearize? Available https://www.youtube.com/watch?v=0ALHQvYjs6c 101,000 views (Now this World video) [hour #2 ON THE EXAM]

		4. The Middle East's cold war, explained, available: https://www.youtube.com/watch?v=veMFCyOwFI (Youtube video, over 6 million views) [hour #2 ON THE EXAM]
March 25-31	Week 11	<ol style="list-style-type: none"> 1. Environmental Problems: Bad News (e.g. Arctic Melting, Climate Change, Consumerism, Food Scarcity, etc.) [hour #1 ON THE EXAM] 2. Official Course Evaluation & Rate My Professor [coffee break slides] 3. Environmental Problems: More Bad News (e.g. Water Scarcity, Nuclear Waste, Polluted Aquifers, Borders & Walls, The Coming Anarchy, etc.) [hour #2 ON THE EXAM] 4. What is the Most Important Problem Facing Politicians Today [hour #2 in-class or after-class exercise]
April 1-7	Week 12	<ol style="list-style-type: none"> 1. Population Explosions, Growth Pressures and Population Movements [hour #1 ON THE EXAM] 2. Global Jeopardy Game [coffee break slides and review questions on exam] 3. Migration, Immigration and Refugee Policies [hour #2 ON THE EXAM] 4. FINAL EXAM (40%) on Weeks 7-12 5. The Final Exam and make-up exams are generally likely to take place on-campus sometime during the Official Exam Period (locations/times to be announced).

The Mid-Term and Final Exams (40% each): Regulations, what to study, and advice on taking notes

10. *EXAMINATIONS/ATTENDANCE

A student is entitled to be examined in courses in which registration is maintained, subject to the following limitations:

- A student may be debarred from writing the Final Examination for failure to maintain satisfactory academic standing throughout the year.
- Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given**). **This condition must be outlined clearly in the course syllabus.** ***the interpretation of "due warning" would be a personal email prior to reaching the specified threshold of absences*
- On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course.
- You may not miss the Mid-Term (40%) or Final Exam (40%) and/or the make-up exams or you will automatically fail the course.

Mid-Term Exam:

The Mid-Term Exam is a 2-hour multiple choice exam with 80 compulsory questions (no bonus questions or bonus marks). It tests you on the information covered on the Slides delivered in Classes 1-6, and it does not test you on the *Relevant Readings*. The *Relevant Readings* are **not** tested on the Mid-Term Exam. Many students will finish the Mid-Term Exam in 1 hour and are free to leave 'early' but no students can write the exam 'early' in their term before the university schedules the Mid-Term exam on campus. Generally it is scheduled on the first or second Saturday afternoon in March one or two weeks after Reading Week ends.

Final Exam:

The Final Exam is constructed exactly similarly to the Mid-Term Exam so it is also a 2-hour multiple choice exam with 80 compulsory exam questions ranging from 'very easy' to 'very challenging' and 'very difficult'. Like the Mid-Term exam, the Final Exam is non-cumulative so it tests you on the information covered in Classes 7-12. The *Relevant Readings* are **not** tested on the Final Exam. As soon as the professor knows when the Final Exam is scheduled, the Final Exam date schedule will be posted on OWL. The university does not accommodate if you make plans to travel out of the country and away from your regular university campus

before or after the Final Exam schedule is revealed. Moreover, you must have documented reasons for writing the First make-up exam which must be scheduled after the Official Exam period is over.

The Mid-Term and Final Exams are constructed exactly similarly and marked by Scanitron:

There will be 80 questions on each multiple-choice exam. The exam questions will range between 'very easy' to very difficult to 'very challenging'. Notably, it will take some fast readers much less than 2 hours to finish writing the exams but other students will remain in their exam rooms, rechecking their answers, for the entire two-hour time period. There can be no written parts of the exam—it is entirely based on multiple-choice questions. The professor uses Scanitron to mark the exams. Exam questions are composed by the Professor; multiple-choice questions are marked by university-approved multiple-choice computer-marking system ('Scanitron')

Special and/or makeup exams may be different in content, structure and format than the regularly scheduled exam. Specific exam formats will be announced and explained by the Professor but the exams will be multiple choice in most cases. If you miss the Mid-Term or Final Exams, for any reason, you may have to write a multiple choice combined with an essay-type of exam and your answers may be essay-style, not multiple choice. For example, if you miss the First Make-up for the Mid-Term exam, the Second or Third make-up exam could consist of essay-style (not multiple choice) questions.

These are the regulations governing the Mid-Term and Final Exam:

These are the Instructions and Announcements before the Mid-Term and/or the Final Exam begins. These will be inserted onto the front page of all exams and read out loud by your proctor:

- This examination paper may **not** be taken from the examination room at the end of the exam. **Write your name and student number on this examination paper and the Scanitron.** If you finish early, you may quietly leave your desk and bring your exam paper and Scanitron to the professor and/or proctor.
- This examination paper has 80 multiple-choice questions. Using ELT Calendar each question is worth 1.25% of the exam and less than 0.563 or less than ½% of your final mark in this class - so don't worry if you do not know each answer. It is your overall performance that counts, and some incorrect answers will make no discernible difference to your final grade.
- This is a 2-hour exam. No aids or notes are allowed. Cell phones may not be used and must be placed at the front of the room in your knapsack or jacket. Please turn them off or to vibrate only.
- You must use a pencil (not a pen) to fill out the Scanitron sheet. Use this examination paper to cross out answers. Fill out the Scanitron at the end once you have read the entire exam. You must answer every question. There are no optional questions or choices. **Check you filled out all the bullets up to 80.**
- If you have trouble understanding a question or you need to use the washroom facilities, raise your hand. Prof. Simpson or a proctor cannot accompany you for a coffee or cigarette break so you may only leave - while writing the exam - in order to use the washroom facilities. Prof. Simpson or the proctor must stay in the exam room until all the students have finished writing the exam so if you need to consult, please return once the exam is over. **Or use this examination sheet to write the professor a note at the top of this page.**
- Your result will be posted on OWL as soon as possible. Prof. Simpson programs the computer in the class's favour if she makes errors. If you see an error, write the professor a note at the top of this page. Please use the space at the top of this exam to write Prof. Simpson a note that relates to the exam.
- Professor Simpson never reviews the correct answers with students. If she reviews the correct answers with students, she cannot use variations of these multiple questions in future months and years and she depletes her exam bank. She doublechecks all the exams for consistency and missing bullets. If you think it is necessary, after emailing the professor, she may send you your incorrect answers on the Scanitron answer sheet by sending you screenshots of the front and back page of your Scanitron.
- Professor Simpson will not give to you or email you your own copy of the Mid-Term question sheet as you could distribute it to all the students on the Excel sheets. Some students will be writing one of the make-up exams or another exam in future years.

- The First and Second make-ups for the Mid-Term and Final Exam will take place outside of the Official Exam period so it may be approximately 2-4 weeks after the final marks were submitted. At that time, you may email the professor and ask to view a copy of your question sheet in Professor Simpson's office. You may not use a camera or take photos of your question sheet.
- You may not receive a copy of the Mid-Term or Final Exam question sheets by email or on line. If you request to view your exam in an off-campus location and/or you have moved away from Canada, then you may not receive your question sheet by email. You may not ask to view any question sheet accompanied by an off-campus proctor unless you have received written permission from the Dean of your faculty to do so. If you live in another city, you may not receive a copy of the exam through a registered university-endorsed proctor.
- The Final Exam is non-cumulative so it will test you on Weeks 7-12. It is structured exactly like the Mid-Term exam with 80 multiple-choice questions. Once you have experienced writing the Mid-Term exam - that tested you on Weeks 1-6 - the Final Exam is easier to study for and stress levels are reduced.
- This year the April exam is officially scheduled on **** April **** from **** pm** in ? [TBA]. Professors are not allowed to let students write exams 'early' or 'later'- there can be no exceptions. As the official syllabus states, you must write both exams in order to 'pass' the course. Good luck!

How should I study for the exams?

It is highly recommended when preparing for the exams that you consider forming small study groups so that you can share notes and discuss the lecture material but since this is an online course, the professor assumes you will not be meeting with other students to form small study groups. There is nothing wrong with a collective effort in terms of studying for all your classes. After all, that is what the virtual classroom is about—all of us working together for fun and learning. You could study online with help from other students but the professor assumes you are studying alone.

The two-hour, multiple-choice exams in early March and April will test you on the lecture material, including all the posted slides [**not** the Relevant Readings]. The Mid-Term exam tests you on classes 1-6, and the Final Exam tests you on classes 7-12 including the sample questions posed during class 12 in the 'Global Jeopardy game'. You can answer Lesson Tools which are sample multiple choice questions in the Lessons section pertaining to each hour.

While I appreciate many students want to reinforce the lecture material by writing handwritten or typewritten notes, you do not need to take extra handwritten or typed notes unless this is your preferred learning style. Why get writer's cramp? All the slides are posted and the professor deletes those slides we did not cover so you do not need to study them.

In the event that OWL collapses or the internet is unavailable for an entire week, we may cancel the class and the relevant slides for that day may be removed from OWL so you do not need to study them.

11. How Can You Earn Participation Marks (10%)?

Participation marks are designed to reward participation, enhance the class's activities, increase high-quality contributions and review the slides in preparation for the exams. Participation marks are earned through participation in the Lessons Tool and the Forum. You can earn up to 100% on participation worth 10% of the course by engaging with the questions posed in the Lessons Tool and the Forum.

12. Non-medical and medical accommodation

A clear indication of how non-medical absences from midterms, tutorials, laboratory experiments, or late essays or assignments, will be dealt with must be provided. The course outline must direct the student to the Policy on Accommodation for Medical Illness available here:

Medical Illness

<https://studentservices.uwo.ca/secure/index.cfm>

In addition, instructors must state how they will be dealing with accommodation for medical illness of work worth less than 10% of the total course grade, and whether or not medical documentation for such accommodation will be required. If documentation is required for either medical or non-medical academic accommodation, then such documentation must be submitted by the student directly to the appropriate Faculty Dean's office and not to the instructor. It will be the Dean's office that will determine if accommodation is warranted.

Even if you have non-medical or medical accommodation, the multiple choice questions posed to you on the Mid-Term or Final Exams cannot be changed to suit you. If you miss studying the lecture materials and slides for any reason (documented or not) you are responsible. Most students will earn 100% in terms of their participation marks over the entire term. Many students will earn 100% by week 9. **Therefore you must meet with your Academic Counsellor to deal with accommodation for medical or non-medical absences worth more or less than 10% of the course grade.**

13. Will I know my Mid-Term exam and Participation marks before the drop-date and/or before I write the Final Exam?

- **To summarize the Participation marks**, you can earn 100% on your submissions but you must participate before either the Mid-Term and/or Final Exam. In short, the questions are locked for contribution as soon as each Exam begin. You may not answer questions 'late' after the relevant exam has taken place. Professor Simpson updates your marks before the Final Exam so you know all your marks - except the Final Exam mark - when you go into the exam.

14. Statement on Use of Electronic Devices

No electronic devices will be allowed during tests and examinations.

15. Statement on Academic Offences

The statement: "Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf

16. Frequently Asked Questions (FAQs):

Will I know my marks before I write the Final Exam?

The Professor posts all your marks before the Final Exam so you know all your marks except the Final Exam mark when you enter the exam room.

How should I study for the multiple choice exams? When do I write the exams?

The Mid-Term exam in March and the Final Exam in April will test you on the lecture material including all the posted slides. The exams are **non-cumulative** so you will not be tested in the Final Exam on the information you learned before the Mid-Term. The exams will **not** test you on what you or other students write online.

Should I study the timelines and other dates?

The exams do **not** test you on some detailed time-lines that are clearly marked: DO NOT STUDY. But the exams do test you on other dates and what happened where and when. You are expected to memorize some dates, numbers, maps, charts, and pictures of people. Many students find it useful to maintain a separate list of dates, numbers and charts to study before the Mid-Term and Final Exams.

Can I arrange to write an exam early?

As soon as the Final Exams are scheduled, the exam schedule will be posted on OWL. You cannot make plans to travel off our campus and out of the country until the exam schedule is officially posted and you may not write the exam early.

Will software be used to detect cheating?

Since computer-marked multiple-choice tests and/or exams will be given, software might be used to check for unusual coincidences in answer patterns that may indicate cheating therefore: "Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating."

Does the make-up exam pose different multiple choice questions? For example, do you accept multiple choice questions written by students in the class and pose these questions in the make-up exam?

Due to unforeseen events, some students may write the make-up exams a few weeks or months later in which case they will write exams based on different multiple choice questions drawn from the Professor's large 'Exam Bank' of possible multiple-choice questions.

The Professor often changes the Powerpoint slides and writes new multiple choice questions so if you would like to email possible questions for the Exam Bank, your suggestions are welcome **but doing so will not increase your Participation mark worth 10%.**

What do you mean by Relevant (not Required) Readings?

To summarize, the two exams test you on everything you learned from the slides, not the *Relevant Readings*. There is no textbook and the *Relevant Readings* are **not** Required Readings. The *Relevant Readings* are used by you in order to contribute to the Lessons Tool and the Forum. Please do not read the Relevant Readings unless you would like to know more and the Slides stimulate your interest in learning more about particular issues or roles.

Should I take notes on the lecture slides?

You should always download or print the slides and take notes on the slides. While you view the Slides and listen to the instructor's audio lecture, your task is to think about and question the materials, not to be a medieval scribe. While the Professor appreciates many students want to reinforce the lecture material by taking many handwritten or typewritten notes, you do not need to take many handwritten or typed notes because all the Slides and the audio of the lectures are posted on OWL. It is preferable that you think about the slides' content and participate in the Lessons Tool rather than take copious notes. Why get writer's cramp? All the slides are posted so if Professor Simpson deletes or changes some slides that were already posted (under 'Resources'), the Professor will delete the slides we did not cover (under 'Lessons') so you do not need to study them.

Are there additional Class Notes or Lecture Notes?

There are no additional notes of any kind that can be made available by the instructor for students that plan to miss a lecture or that missed lectures.

What are the regulations concerning course re-evaluation, absences and the evaluation of international students?

- You are **not** allowed to re-write any exams or assignments, once they have been handed-in for marking, unless due to exceptional circumstances as assessed by the Dean's office.
- If you submit the "wrong answer" to an exam or assignment (but you think it is the right answer for a variety of reasons), you are **not** normally entitled to submit the "right version" or get credit for being 'right' somehow. You must speak to the Professor, who will decide the fairest option.
- In the event that you miss many classes or all of them, you may not have your mark 'reweighted' to cover your absences unless you have written permission from your Academic Counsellor in your

Faculty. You must see your Academic Counsellor, not the Professor in order to make different arrangements regarding course re-evaluation and absences.

- If you are an international student, your exams and your contributions to the Lessons Tool will be graded according to Canadian University standards.

What are the regulations concerning non-medical and medical absences?

- Please see the student services for their updated Policy on Accommodation for Medical Illness and Student Medical Certificate. If you have medical illness or other documentation, you **must** take it to the Dean's Office or an Academic Counselor in your Faculty, who will then confirm whether you can possibly be granted accommodation. Any medical absence must **be** documented as instructed by Student Services, Dean's Office or your Academic Counselor. Academic Counseling will advise the Professor about accommodation and the final decisions about due dates, re-weighting and/or transfer weighting will be made in consultation with you and your Academic Counselor, not with the Professor. **Do not email or meet with the professor to discuss the reasons for accommodation for medical or non-medical grounds.**
- For course **work that is worth less than 10%** (as per Policy on Accommodation for Medical Illness) non-documentable absences will not be given accommodation. Various forms of allowances (allowances like not having to submit a weekly Lessons Tool contribution, easy-to-earn participation marks for Lessons Tool contributions and "freebies" during the Mid-Term and Final Exams) have already been included for incidental absences. See all the information above.

Can I use electronics like my cell phone during the exams?

No electronic devices are permitted to be used during any exam including cellphones, personal computers, and/or electronic dictionaries.

What is Scanitron? Is it always used?

Exam questions are composed by the Professors; multiple-choice questions are marked by university-approved multiple-choice computer-marking system ('Scanitron')

Special exams may be different in content, structure and format than the regularly scheduled exam. Specific exam formats will be announced and explained by the Professor but the exams will be multiple choice in most cases. If you miss the Mid-Term or Final Exams, for any reason, you may have to write a multiple choice combined with an essay-type of exam and your answers may be essay-style, not multiple choice. For example, if you miss the second make-up for the Mid-Term exam, the third-make-up exam will consist of essay-style (not multiple choice) questions. This is because the professor's large exam bank will never be large enough to pose enough multiple choice questions for so many different make-up exams.

What do I do if I have a concern about my Mid-Term or Final Exam Grade and/or Participation Grade?

- See the professor during office hours, or set up an appointment via email.
- Appeals to change an exam (or essay) grade must be received during that term of instruction (*i.e.* the Course Lecturer does not handle appeals after the term ends).

What happens if there other changes to the Official Course Outline?

- Due to certain circumstances and/or situations, changes to course outlines and other course documents are necessary. In such cases, you will be informed through all available channels of communication as soon as possible.
- The dates and topics of the lectures, simulations and exams may be changed depending on schedules, illnesses, and other unforeseen events. The dates in this course outline are included for illustrative purposes only and may be updated on the class website as the term unfolds.

What about a reference letter?

- If you need a reference, please email professors individually for more information. Professor Simpson's firm policy is **not** to write references for law school and/or graduate school based on your standing in a second-year class because such a reference – compared to a 3rd-year or 4th-year reference is not useful – and would do you a **disservice**, not a service.
- If you take more than two courses from Professor Simpson she may consider acting as your referee for jobs and for professional programs like internships – but keep in mind that obtaining a reference from a 3rd or 4th year instructor is preferable.

What other classes can I take if I become more interested in the general topic?

For more information about the other classes Professor Simpson teaches and the field of IR, see the faculty and personal websites available through the [Department of Political Science](#).

APPENDIX TO UNDERGRADUATE COURSE OUTLINES DEPARTMENT OF POLITICAL SCIENCE

Prerequisite checking - the student's responsibility

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Essay course requirements

With the exception of 1000-level courses, most courses in the Department of Political Science are essay courses. Total written assignments (excluding examinations) will be at least 3,000 words in Politics 1020E, at least 5,000 words in a full course numbered 2000 or above, and at least 2,500 words in a half course numbered 2000 or above.

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"Personal Response Systems ("clickers") may be used in some classes. If clickers are to be used in a class, it is the responsibility of the student to ensure that the device is activated and functional. Students must see their instructor if they have any concerns about whether the clicker is malfunctioning.

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Duplication of work

Undergraduate students who submit similar assignments on closely related topics in two different courses must obtain the consent of both instructors prior to the submission of the assignment. If prior approval is not obtained, each instructor reserves the right not to accept the assignment.

Grade adjustments

In order to ensure that comparable standards are applied in political science courses, the Department may

require instructors to adjust final marks to conform to Departmental guidelines.

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A student may be debarred from writing the Final Examination for failure to maintain satisfactory academic standing throughout the year.

Any student who, in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course will be reported to the Dean of the Faculty offering the course (after due warning has been given). On the recommendation of the Department concerned, and with the permission of the Dean of that Faculty, the student will be debarred from taking the regular examination in the course. The Dean of the Faculty offering the course will communicate that decision to the Dean of the Faculty of registration.

Medical Policy, Late Assignments, etc.

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In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism.

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Procedures for Requesting Academic Consideration

Students who experience an extenuating circumstance (illness, injury, or other extenuating circumstance) sufficiently significant to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

Submitting a Self-Reported Absence form provided that the conditions for submission are met;

- For medical absences, submitting a Student Medical Certificate (SMC) signed by a licensed medical or mental health practitioner in order to be eligible for Academic Consideration; or
- For non-medical absences, submitting appropriate documentation (e.g., obituary, police report, accident report, court order, etc.) to Academic Counselling in their Faculty of registration in order to be eligible for academic consideration. Students are encouraged to contact their Academic Counselling unit to clarify what documentation is appropriate.

Students seeking academic consideration:

- are advised to consider carefully the implications of postponing tests or midterm exams or delaying handing in work;
- are encouraged to make appropriate decisions based on their specific circumstances, recognizing that minor ailments (upset stomach) or upsets (argument with a friend) are **not** an appropriate basis for a self-reported absence;
- must communicate with their instructors **no later than 24 hours** after the end of the period covered by either the self-reported absence or SMC, or immediately upon their return following a documented absence.

Academic consideration **is not** normally intended for students who require academic accommodation based on an ongoing physical or mental illness (recurring or chronic) or an existing disability. These students are expected to seek and arrange reasonable accommodations with Student Accessibility Services (SAS) as soon as possible in accordance with the Policy on Academic

Accommodation for Students with Disability.

Students who experience high levels of stress related to academic performance (including completing assignments, taking part in presentations, or writing tests or examinations). These students should access support through Student Health and Wellness and Learning Skills Services in order to deal with this stress in a proactive and constructive manner.

Requests for Academic Consideration Using the Self-Reported Absence Form

Students who experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render them unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) should self-declare using the **online Self-Reported Absence portal**. This option should be used in situations where the student expects to resume academic responsibilities **within 48 hours or less**.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

Students will be allowed:

- a maximum of two self-reported absences between September and April;
- a maximum of one self-reported absence between May and August.

Any absences in excess of the number designated above, regardless of duration, will require students to present a Student Medical Certificate (SMC) no later than two business days after the date specified for resuming responsibilities.

- The duration of the excused absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
- The duration of the excused absence will terminate prior to the end of the 48 hour period should the student undertake significant academic responsibilities (write a test, submit a paper) during that time;
- The duration of an excused absence will terminate at 8:30 am on the day following the last day of classes each semester regardless of how many days of absence have elapsed;
- Self-reported absences **will not be** allowed for scheduled final examinations; for midterm examinations scheduled during the December examination period;
- Self-reporting **may not be** used for assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.
- students must be in touch with their instructors **no later than 24 hours** after the end of the period covered by the Self-Reported Absence form, to clarify how they will be expected to fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

Students seeking academic consideration for a medical absence not covered by existing Student Accessibility Services (SAS) accommodation, will be required to provide documentation in person to Academic Counselling in their Faculty of registration in the form of a completed, signed Student Medical Certificate (SMC) where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.

Request for Academic Consideration for a Non-Medical Absence

Students seeking academic consideration for a non-medical absence will be required to provide appropriate documentation to Academic Counselling in their Faculty of registration where the conditions for a Self-Reported Absence have not been met, including where the student has exceeded the maximum number of permissible Self-Reported Absences.