

**THE UNIVERSITY OF WESTERN ONTARIO**

**Political Science 2246 E - Section 001 - Public Administration**

**Course Outline 2012 - 2013**

Instructor: Ross Gibbons

Teaching Assistants: Jacklyn Demerse and Alison Shott

**Ross Gibbons Office Hours and Contact Information**

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**OBJECTIVES:** The course will introduce students to the study of public administration as a sub-field of political science. The course has three broad goals. The first is to effectively survey the basic principles and problems of public administration in the contemporary state with particular reference to Canadian federalism. The second is to provide students with an understanding of the major concepts and theories of public administration. The third is to investigate the practical problems of administration through the analysis of nine case studies; the writing of a research essay, and participation in classroom and tutorial discussions.

**Important Notice Re: Prerequisites/Antirequisites** Please Note: “Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

Office of the Dean, Faculty of Social Science

## 1. Required Texts:

Inwood, Gregory J., *Understanding Canadian Public Administration: An Introduction to Theory and Practice*. Pearson Canada. 4<sup>th</sup> edition 2012. This book is also available as an E-book at:

[www.CourseSmart.com](http://www.CourseSmart.com)

Simeon, James C., *Case Studies in Public Management and Administration*. Captus Press. Toronto. 2009

Paul, Richard and Linda Elder, *The Miniature Guide to Critical Thinking: Concepts and Tools*.

## 2. Current Events:

Students are expected to follow current Canadian political events through a daily newspaper (preferably the Globe and Mail or the National Post) and a major daily newscast of either CBC Radio, BBC News Canada or a major Canadian television network.

## 3. Assignments

Mid-Term Test	15%	TBA December Exam Period (December 8 – 19)
Case Journals	10%	See Case Journals Schedule below
Tutorial Participation	10%	
Active Learning–First Term	5%	During class
Critical Thinking Exercise	2.5%	Tutorial meetings Sept. 17 - 24
Active Learning-Second Term	5%	During class
Essay Prospectus	2.5%	Tutorial meetings Nov. 19 – 29
Essay	20%	January 28, 2013
Final Exam	30%	TBA Final Exam Period (April 14 – 30, 2013)

## EXAMINATIONS AND ASSIGNMENTS

1. **First Term Test:** a 2 hour test held from during the December exam period (December 8 – 19, 2012) based on Units 1, 2, 3, and 4. Format is multiple choice and short answers. Time and date to be announced.

2. **Case Journals:** the Case Journals are part of the Essay Writing Component of this course.

A Case Journal is a minimum 300 word analytical synopsis written in essay format about each case to be studied. Each Case concludes with five questions. **Your answer should primarily address the one question of the five which you find to be most interesting and important.**

The Case Journals will be graded for style, content and analysis. Case Journals which describe but do not analyse the case will be graded C+ or lower. **Case Journals must be submitted as per the Case Journal**

**Schedule which follows.** Case Journals which are submitted late will be discounted by a penalty of 50%. Late Case Journals will be accepted subject to the following: Case Journals may not be submitted more than two weeks after the tutorial for which they were due. In order to get credit for Political Science 2246 E **students must hand in all nine Case Journals and the essay.**

<b>Case Journal Schedule and Tutorial Schedule</b>		
Submission place	Date:	Name of Case
Tutorial	Weeks of September 17 - 27	Critical Thinking Exercise
Lecture (7 PM)	Monday September 24	The Offensive Comment
Tutorial	Weeks of Oct. 1- 18	A Person of Influence
Tutorial	Weeks of Oct. 22 – Nov. 1	Restructuring the Regional Office
Tutorial	Weeks of Nov. 5 - 15	Superior Subordinate
Tutorial	Weeks of Nov. 22 – 29	
Tutorial	Weeks of January 14 - 24	The Grifter
Tutorial	Weeks of February 4 - 15	The New Computer Software Purchase
Tutorial	Weeks of Feb. 25 – Mar. 7	Filing a Complaint with the Law Society of Upper Canada
Tutorial	Weeks of Mar. 11 - 21	The Distasteful Salary Negotiations
Lecture (7 PM)	Monday March 25	Crossing The Picket Line

3. **Active Learning:** as a regular feature of classes the Instructor will pose questions or problems requiring short written answers. Active learning is graded at 5% per term: grades are awarded on the basis of consistency and quality of answers.

4. **Critical Thinking Exercise:** this exercise is intended to assist you with the process of critical thinking (AKA critical analysis) which is essential for essay writing. The exercise will take place during the first tutorial sessions held during the period September 17 – Sept. 27th: you will be required to complete a critical thinking outline which is to be handed in at the end of the tutorial. The exercise is worth 2.5 %. Prepare for this tutorial by reading Paul, Richard and Linda Elder, *the Miniature Guide to Critical Thinking: Concepts and Tools*. Bring the Miniature Guide with you to the tutorial.

5. **Essay Prospectus:** an exercise to be completed in your tutorial group. A copy of the prospectus form will be posted on WEBCT OWL. Please complete as much of the form as possible prior to the Tutorial # 5 meetings held from November 21 through December 1. The complete form must be submitted at the end of your tutorial for grading.

6. **Essay:** the course Essay is due Monday, **January 28, 2013 at 7 PM. Essays are to be handed in at the beginning of class on Monday, January 28, 2013!** Detailed instructions regarding the essays will be issued at the end of October, 2012. The essay assignment is to write a research essay fully utilizing a minimum of six academic sources. The Instructor requires all students to submit a final electronic copy of their essay through Turnitin.com within seven days of submitting the formal hard copy on **January 28, 2013.**

7. **Tutorial Participation:** based on attendance and the consistency and quality of participation in classroom discussions of current events and the study of Cases assigned from Selected Cases. Each tutorial is worth approximately 10 % of the Tutorial Participation mark. Each time you miss a tutorial you lose 10 %! Tutorial Participation grades are based on the following: Consistent Top Quality Contributions - 85 % or above; Good Level of Participation - 78 to 84 %; Spoke But Contributed Little - 65 to 77 %; Spoke Sporadically - 50 to 64

%; Rarely Participated - 0 to 49 %.

8. **Final Examination:** a 2 hour examination held during the Final Examination Period which is April 14 – 30, 2013 inclusive, exact date TBA. Please note that students who have not handed in all their Case Journals and their Essay are not eligible to write the final exam in this course! Format is multiple choice and essays.

9. **Submission of essays through turnitin.com.** which is accessed through this course's site on WEBCT OWL.

“All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ( <http://www.turnitin.com> ).”

10. **Electronic devices** are not allowed during tests and examinations. You are not allowed to have a cell phone, or any other electronic device including electronic dictionaries, with you during tests or examinations

11. Statement on Academic Offences: “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](http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf)

12. Support Services: The web site for the Registrar's Office at The University of Western Ontario is <http://www.registrar.uwo.ca> Support services including Counselling and Student Development may be accessed at <http://studentservices.uwo.ca/secure/index.cfm>

13. **Statement on Documentation for Accommodation for Medical Illnesses:**

The Instructor's policy applies **only to work worth less than 10% of the total course grade.**

**Active Learning:** in calculating grades for Active Learning the Instructor assumes that each student may miss one lecture and one Active Learning exercise per term. No documentation is required for missing one Active Learning exercise per term. Thereafter medical documentation is required.

**Critical Thinking Exercise:** medical documentation is required.

**Late submission of Case Study Analysis:** the late submission of one Case Study Analysis will be accepted without penalty or documentation; thereafter medical documentation is required.

**Missed tutorials:** medical documentation is required.

Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Dean's office, and it will be the Dean's office that will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy, **instructors may not collect medical documentation.**

Note: In all cases where accommodation is being sought for work **totaling 10% or more of the final grade in a course**, students are directed to the appropriate Faculty Dean's office.

Student absences for reasons other than illness shall continue to be verified according to current practices.

The entire document can be accessed at:

[http://www.uwo.ca/univsec/handbook/appeals/accommodation\\_medical.pdf](http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf)

14. Computer marked tests and exams: “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.”

## EVALUATION AND LATE ASSIGNMENTS

Please note the instructor's policy regarding the late submission of essay assignments:

1. a penalty of **2 (two) marks** per day for essays submitted after the deadline;
2. essays more than **14 (fourteen) days late** will not be accepted;
3. policy is that credit cannot be received for any essay course for which all written work has not been received and accepted;
4. extensions will be granted only on **humanitarian grounds or on medical grounds (for which written proof of substantial distress must be provided)**; requests for extensions should be submitted in writing no less than **fourteen days** prior to the due date of the assignment;
5. **Essays are to be handed in at the beginning of class (7 PM) Monday, January 28, 2013.**
6. Students are required to keep an electronic copy of all written assignments until final grades for the course have been posted on May 15, 2013.

## LECTURE SCHEDULE

Unit One: Legitimacy, Authority, the State and Public Administration			
Lecture Date	First lecture 7:00 – 7:50	Second lecture 8:00 – 8:45	Readings
Sept. 10	Review of course outline	<b>#1</b> Introduction: Adam Smith and the Role of Government	Inwood pgs 1 - 7

Sept. 17	<b>#2</b> Public Administration and Public Bureaucracy	<b>#3</b> Legitimacy, Authority and Institutions	Inwood pgs 7 - 59
Sept. 24	Case Study: <i>The Offensive Comment</i>	<b>#4</b> Max Weber: Social and Economic Order	Inwood pgs 60 - 70
Oct. 1	<b>#5</b> Karl Marx and Friedrich Engels	<b># 6</b> Woodrow Wilson	Inwood pgs 4, 9, 72
Oct. 8	Thanksgiving Holiday – no classes, no tutorials during the week of October 8 <sup>th</sup> – 12 <sup>th</sup>		
Oct. 15	<b># 7</b> Public Choice Theory	<b># 8</b> The New Public Management	Inwood pgs 215 - 216
Unit Two: Work, Its Meaning and Organization			
Oct. 22	<b>#9</b> Work and Productivity	<b>#10</b> Organization and Productivity – One Best Way	Inwood pgs 70 - 98
Oct. 29	<b># 11</b> Organization and Productivity - Humanism	<b>#12</b> Privatization	Inwood pgs 99 - 118
Nov. 5	<b># 13</b> Organizational Design and Leadership	<b># 14</b> 2012 US Election	Inwood pgs 119 - 130
Unit Three: Responsible Government and Administrative Accountability			
Nov. 12	<b># 15</b> Responsible government, accountability and answerability	<b># 16</b> Public Administration and the Rule of Law	Inwood pgs 167 - 209 363 - 395
Nov. 19	<b># 17</b> The Public Interest	<b># 18</b> Organizational Culture	Inwood pgs 149, 343, 338 – 350

Unit Four: Public Policy			
Nov. 26	# <b>19</b> Public Policy Problems, Agendas, Definition	# <b>20</b> Policy Implementation and Evaluation	Inwood pgs 210 – 234
Dec. 3	# <b>21</b> Policy instruments	# <b>22</b> Street Level Bureaucracy	Inwood pgs 235 - 257
Dec. 8 - 19 Exam Period	<b>Units One, Two, Three, Four - Fall Term Test – two hours December Exam Period - date, time, place to be determined by the Registrar</b>		
Unit Five– Public Management and the Problems of Governance			
Jan. 7	# <b>23</b> Globalization and the New World Order	# <b>24</b> Political Will and Administrative Reform	Inwood pgs 119 – 128 302 - 314
Jan. 14	# <b>25</b> Canadians and Ontological Security	# <b>26</b> Executive Governance:	Inwood pgs
Unit Six – Federalism and Administrative Complexity			
Jan. 21	# <b>27</b> Federal Provincial Relations	# <b>28</b> Federal, Provincial, Local Administration	Inwood pgs 46 – 59
Jan. 28.	# <b>29</b> Organizational structure: Departments, Agencies, Regulatory Bodies, Special Operating Agencies	# <b>30</b> Parliamentary Actors and Extra Parliamentary Actors	Inwood Pgs 130 - 166
Unit Seven – Fiscal Federalism			
Feb. 4	# <b>31</b> Fiscal Federalism and Multi-level Governance	# <b>32</b> Budgets and Policy-Making	
Feb. 11	# <b>33</b> Budget Management	# <b>34</b> Bureaucratic Power and Budget Growth	Inwood pgs 314 - 337

February 18 to February 22 – Conference Week – No classes

Unit Eight – Challenges for Public Administration

Feb. 25	# 35 Horizontality	# 36 Homogeneity and State Security	
Mar. 4	# 37 Human Resources	# 38 Human Resources Management	Inwood pgs 258 - 277
Mar. 11	# 39 Representative Bureaucracy	# 40 Access and Information	Inwood pgs 277 - 290
Mar. 18	# 41 Privacy	# 42 Collective Bargaining	Inwood pgs 290 - 301
Mar. 25	Case Study: <i>Crossing the Picket Line</i>	# 43 State Security	

Unit Nine –

Apr. 1	# 44 Corporatism and Citizenship	# 45 Public Administration and Democracy	Inwood pgs 350 - 362
Apr. 8	Review for final exam and distribution of Final Exam Essay Question		

Apr. 14 – 30 Exam Period	<b>Final Exam – two hours – Final Exam Period - date, time, place to be determined by the Registrar</b>		
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## TUTORIAL SCHEDULE

1. Tutorials are used to discuss three important elements of the course:

- Critical Thinking Exercise – value 2.5 %
- Essay Prospectus – value 2.5%
- Seven cases in the Simeon, James C., *Case Studies in Public Management and Administration*. It is essential that you prepare and submit a Case Journal prior to each tutorial. The cases are used as the core discussion materials for tutorials.

2. Each student is required to attend nine tutorial meetings. To reduce the size of tutorial groups and facilitate discussion each tutorial group is divided into two sections (**Group A and Group B**) which meet on alternating weeks. Sections will be selected at the conclusion of the first lecture on Sept. 10, 2012.

### Tutorial Schedule (Sept. 2012 – Dec. 2013)

#### ***Tutorial One: Critical Thinking Exercise (2.5 %)***

Sept. 17	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Sept. 24	Monday Evening (Group B) 9 – 10 pm (SSC-3010)
Sept. 19	Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)
Sept. 26	Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)
Sept. 19	Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)
Sept. 26	Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)
Sept. 20	Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)
Sept. 27	Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

#### ***Tutorial Two: A Person of Influence***

Oct. 1	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Oct. 15	Monday Evening (Group B) 9 – 10 pm (SSC-3010)
Oct. 3	Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)
Oct. 17	Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)
Oct. 3	Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)
Oct. 17	Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)
Oct. 4	Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)
Oct.18	Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

**Oct. 8 - 12 NO TUTORIALS THIS WEEK \*\*\* THANKSGIVING HOLIDAY!!!!**

#### ***Tutorial Three: Restructuring the Regional Office***

Oct. 22	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Oct. 29	Monday Evening (Group B) 9 – 10 pm (SSC-3010)

Oct. 24 Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)  
 Oct. 31 Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)  
 Oct. 24 Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)  
 Oct. 31 Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)  
 Oct. 25 Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)  
 Nov. 1 Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

***Tutorial Four: Superior Subordinate***

Nov. 5 Monday Evening (Group A) 9 – 10 pm (SSC-3010)  
 Nov. 12 Monday Evening (Group B) 9 – 10 pm (SSC-3010)  
 Nov. 7 Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)  
 Nov. 14 Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)  
 Nov. 7 Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)  
 Nov. 14 Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)  
 Nov. 8 Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)  
 Nov. 15 Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

***Tutorial Five: The Essay Prospectus – value 2.5 %***

Nov. 19 Monday Evening (Group A) 9 – 10 pm (SSC-3010)  
 Nov. 26 Monday Evening (Group B) 9 – 10 pm (SSC-3010)  
 Nov. 21 Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)  
 Nov. 28 Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)  
 Nov. 21 Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)  
 Nov. 28 Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)  
 Nov. 22 Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)  
 Nov. 29 Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

**Tutorial Schedule (Jan. – Mar. 2013)**

***Tutorial Six: The Grifter***

Jan. 14 Monday Evening (Group A) 9 – 10 pm (SSC-3010)  
 Jan. 21 Monday Evening (Group B) 9 – 10 pm (SSC-3010)  
 Jan. 16 Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)  
 Jan. 23 Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)  
 Jan. 16 Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)  
 Jan. 23 Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)  
 Jan. 17 Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)  
 Jan. 24 Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

**Jan. 28 – Feb. 1 NO TUTORIALS THIS WEEK \*\*\* ESSAYS DUE!!!!**

**APPENDIX TO UNDERGRADUATE COURSE OUTLINES  
DEPARTMENT OF POLITICAL SCIENCE**

**Prerequisite checking - the student's responsibility**

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites."

**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.

**Use of Personal Response Systems ("Clickers")**

"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.

Students must use only their own clicker. If clicker records are used to compute a portion of the course grade:

- the use of somebody else's clicker in class constitutes a scholastic offence,
- the possession of a clicker belonging to another student will be interpreted as an attempt to commit a scholastic offence."

**Security and Confidentiality of Student Work** (refer to current *Western Academic Calendar* (<http://www.westerncalendar.uwo.ca/>))

"**Submitting or Returning Student Assignments, Tests and Exams** - All student assignments, tests and exams will be handled in a secure and confidential manner. Particularly in this respect, leaving student work unattended in public areas for pickup is not permitted."

**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.

**Academic Offences**

"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/scholoff.pdf>."

## Submission of Course Requirements

ESSAYS, ASSIGNMENTS, TAKE-HOME EXAMS **MUST** BE SUBMITTED ACCORDING TO PROCEDURES SPECIFIED BY YOUR INSTRUCTOR (I.E., IN CLASS, DURING OFFICE HOURS, TA'S OFFICE HOURS) OR UNDER THE INSTRUCTOR'S OFFICE DOOR.

THE MAIN OFFICE DOES NOT DATE-STAMP OR ACCEPT ANY OF THE ABOVE.

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. <http://www.uwo.ca/univsec/handbook/>

Students registered in Social Science should refer to <http://counselling.ssc.uwo.ca/> <http://counselling.ssc.uwo.ca/procedures/havingproblems.asp> for information on Medical Policy, Term Tests, Final Examinations, Late Assignments, Short Absences, Extended Absences, Documentation and other Academic Concerns. Non-Social Science students should refer to their home faculty's academic counselling office.

## Plagiarism

"Plagiarism: Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence." (see Scholastic Offence Policy in the Western Academic Calendar).

**Plagiarism Checking:** "All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com ( <http://www.turnitin.com> )."

**Multiple-choice tests/exams:** "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."

Note: Information excerpted and quoted above are Senate regulations from the Handbook of Scholarship and Academic Policy. <http://www.uwo.ca/univsec/handbook/>

### **PLAGIARISM\***

In writing scholarly papers, you must keep firmly in mind the need to avoid plagiarism. Plagiarism is the unacknowledged borrowing of another writer's words or ideas. Different forms of writing require different types of acknowledgement. The following rules pertain to the acknowledgements necessary in academic papers.

**A. In using another writer's words, you must both place the words in quotation marks and acknowledge that the words are those of another writer.**

You are plagiarizing if you use a sequence of words, a sentence or a paragraph taken from other writers without acknowledging them to be theirs. Acknowledgement is indicated either by (1) mentioning the author and work from which the words are borrowed in the text of your paper; or by (2) placing a footnote number at the end of the quotation in your text, and including a correspondingly numbered footnote at the bottom of the page (or in a separate reference section at the end of your essay). This footnote should indicate author, title of the work, place and date of publication, and page number.

Method (2) given above is usually preferable for academic essays because it provides the reader with more information about your sources and leaves your text uncluttered with parenthetical and tangential references. In either case words taken from another author must be enclosed in quotation marks or set off from your text by single spacing and indentation in such a way that they cannot be mistaken for your own words. Note that you cannot avoid indicating quotation simply by changing a word or phrase in a sentence or paragraph which is not your own.

**B. In adopting other writers' ideas, you must acknowledge that they are theirs.**

You are plagiarizing if you adopt, summarize, or paraphrase other writers' trains of argument, ideas or sequences of ideas without acknowledging their authorship according to the method of acknowledgement given in 'A' above. Since the words are your own, they need not be enclosed in quotation marks. Be certain, however, that the words you use are entirely your own; where you must use words or phrases from your source, these should be enclosed in quotation marks, as in 'A' above.

Clearly, it is possible for you to formulate arguments or ideas independently of another writer who has expounded the same ideas, and whom you have not read. Where you got your ideas is the important consideration here. Do not be afraid to present an argument or idea without acknowledgement to another writer, if you have arrived at it entirely independently. Acknowledge it if you have derived it from a source outside your own thinking on the subject.

In short, use of acknowledgements and, when necessary, quotation marks is necessary to distinguish clearly between what is yours and what is not. Since the rules have been explained to you, if you fail to make this distinction your instructor very likely will do so for you, and they will be forced to regard your omission as intentional literary theft. Plagiarism is a serious offence which may result in a student's receiving an 'F' in a course or, in extreme cases in their suspension from the University.

\*Reprinted by permission of the Department of History

Adopted by the council of the Faculty of Social Science, October, 1970; approved by the Dept. of History August 13, 1991

**Accessibility at Western**

Please contact [poliscie@uwo.ca](mailto:poliscie@uwo.ca) if you require any information in plain text format, or if any other accommodation can make the course material and/or physical space accessible to you.

***Tutorial Seven: The New Computer Software Purchase***

Feb. 4	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Feb. 11	Monday Evening (Group B) 9 – 10 pm (SSC-3010)
Feb. 6	Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)
Feb. 13	Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)
Feb. 6	Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)
Feb. 13	Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)
Feb. 7	Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)
Feb. 14	Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

**\*\*\*Feb. 18 – Feb. 22 Reading Week - Conference Week\*\*\***

***Tutorial Eight: Filing a Complaint with the Law Society of Upper Canada***

Feb. 25	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Mar. 4	Monday Evening (Group B) 9 – 10 pm (SSC-3010)
Feb. 27	Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)
Mar. 6	Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)
Feb. 27	Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)
Mar. 6	Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)
Feb. 28	Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)
Mar. 7	Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)

***Tutorial Nine: The Distasteful Salary Negotiations***

Mar. 11	Monday Evening (Group A) 9 – 10 pm (SSC-3010)
Mar. 18	Monday Evening (Group B) 9 – 10 pm (SSC-3010)
Mar. 13	Wednesday Noon (Group A) 12:30 - 1:30 pm (SSC-2036)
Mar. 20	Wednesday Noon (Group B) 12:30 – 1:30 pm (SSC-2036)
Mar. 13	Wednesday Afternoon (Group A) 4:30 – 5:30 pm (SSC-3028)
Mar. 20	Wednesday Afternoon (Group B) 4:30 – 5:30 pm (SSC-3028)
Mar. 14	Thursday Noon (Group A) 12:30 – 1:30 pm (SSC-3024)
Mar. 21	Thursday Noon (Group B) 12:30 – 1:30 pm (SSC-3024)