Course Number and Title: 02-48-368: Policing and Security

Department/AAU: Department of Sociology, Anthropology, and Criminology

Semester: Winter 2015

Course Instructor: Rochelle Stevenson, MA

Classroom & Time: Monday and Wednesday 10:00am to 11:20am
Essex 186

Contact Information:

Phone & Email: 519-253-3000 ext. 2208
rstevens@uwindsor.ca (preferred contact method)

Office Location: CHS 157-1

Office Hours:
Wednesday 2:00pm to 4:00pm
Thursday 10:00am to 12:00noon

Graduate Assistant(s): Thomas Bud

Phone & Email: bud@uwindsor.ca

Office Location: CHS 52-2

Office Hours: Monday 12:00noon to 1:00pm

Course Description: (From the University Calendar)

This course will provide an overview of the development of public policing and security in Canadian society. Topics will include the history, development, organization, role and mandate of public policing. The course will also introduce students to the concept of security and will cover interpretive models for assessing how policing and security are governed and practiced both in Canada and internationally. (Prerequisites: 48-260, 48-262, 48-291/202, 48-290/210, 02-250, or consent of instructor).

Learning Outcomes (as approved by PDC)

By the end of this course the successful student will be able to:

• Understand the role and function of policing in Canada;
• Comprehend the theories and models of public policing;
• Identify the issues and challenges facing police and their impact on security;
• Exchange ideas and engage in respectful discussion with fellow classmates;
• Critically analyze phenomena and events of relevance to the course; and
• Research and write an academic research paper.
**Course Materials & Resources:**

You will need the following materials for this course:
- A computer with Internet access and word processing software;
- Access to a printer for printing course assignments; and
- Pen or pencil, writing paper, etc.

**Required Text(s):**

Articles are available on CLEW.

Relevant and timely news articles may be added to the required readings list.


Secondary/Recommended Text(s): None required.

Type & Format of all Evaluation:

All students are expected to read the required readings prior to each class. Readings, or links to the readings, will be posted on CLEW. Students are also expected to take notes, ask questions, and participate in class discussions. Your grade will be based on two critical article reviews, one research paper proposal, one research paper, and two examinations.

All written assignments must be typed, double-spaced using 12 point Times New Roman font, and 1 inch margins on all sides.

All papers must be original and well-referenced. Students are to follow the American Psychological Association’s formatting guide which can be found at the Leddy Library. An overview and formatting guide is also available online at: https://owl.english.purdue.edu/owl/section/2/10/.

Critical Article Reviews:

Each student will be responsible for two (2) critical article reviews beginning in Week 3 of the semester. Articles will be assigned by the course instructor with a complete list being posted on CLEW by the second week of classes.

The summaries are to be 2 pages in length (excluding references).

The point of the article review is to think critically about policing and security. Each article review should consider the following components.

- The central problem or issue of the article
- The main argument/thesis of the author(s)
  - What are the research questions?
  - What is the author’s position on the problem or issue?
- Critical evaluation of the support used by the author(s) to support the thesis
  - Does the evidence make sense in support of the position of the author?
  - Is there another way that the evidence/argument could be interpreted?
- Critical evaluation of the solution proposed to the issue (if any)
  - What solution is proposed (or implied) by the author?
  - What solution would you propose? Same or different from the author’s solution?
Three (3) questions raised the article/issue/topic
- What questions were raised for you (not the author)?
- Was there anything that you felt should or could have been answered?
- What questions do you now have about the issue after reading the article?

Grading:
The evaluation of the article summaries will be based upon the following criteria:
- Identification of the main argument of the author(s) – 1/10
- Analysis of the support used by the author(s) – 3/10
- Identification and analysis of the proposed solution – 3/10
- Original and critical questions posed – 2/10
- Presentation and organization (including referencing) – 1/10

Critical article reviews are due at the beginning of the class in which the reading will be discussed. Any papers submitted after lecture has begun will be considered late and subject to late penalties.

Research Paper Proposal:
Students are to submit a proposal outlining a current issue pertaining to policing and security which will be the focus of the research paper. The proposal should include a brief description of the topic, an explanation of why this topic would be of concern to criminologists, two (2) course sources from the assigned readings you plan to use, and at least four (4) external scholarly academic sources that you plan to use.

Your research proposal should be a detailed outline of your research paper. The proposal should include your position on the issue (thesis), and provide brief description of the substantive areas within your topic that will be critically explored in greater detail in the research paper. The proposal should also evidence that you have done preliminary research into your topic.

The proposals are to be 2 pages in length (excluding references), and must be original, typed, and well referenced.

Research paper proposals are due at the beginning of class on February 11, 2015. Any papers submitted after lecture has begun will be considered late and subject to late penalties.

Research Paper:
The paper will be a critical analysis of the event/issue/problem using the concepts, theories, and relevant substantive information discussed in class and in the readings, as well as material obtained from external sources (academic books and journal articles). Grey literature (newspaper articles, government reports) may be included in addition to the required academic sources. Feedback from the Research Paper Proposal should be incorporated into the final research paper.

Each final paper should contain the following elements:
1. A comprehensive description of the issue/problem
2. Critical analysis of the problem/issue using concepts and theories from the course.
3. Discussion of what laws/regulations are relevant, including possible limitations of the laws
4. Suggestions on alternative ways to address the problem/issue
5. A minimum of two (2) course readings and six (6) external academic sources
The papers are to be 10 to 12 pages in length (excluding the title page and references). Your name and student number must only appear on the title page — do not include this information in the header of your paper. An example of a properly formatted paper is posted on CLEW.

Grading:
The evaluation of the research papers will be based upon the following criteria:

- Description of the problem and cause – 5/50
- Critical analysis and application of concepts from the course – 20/50
- Discussion of laws/legislation – 5/50
- Suggestions for reform – 10/50
- Depth/extent of research (including course materials and external research) – 5/50
- Presentation and organization (including referencing) – 5/50

Printed copies of the research papers are due at the beginning of class on March 23, 2015. Papers must also be submitted to turnitin.com by 10:00am on March 23, 2015. Papers submitted after lecture has started (either printed copy or to turnitin.com) will be considered late and subject to late penalties. Emailed research papers or research papers submitted via CLEW will not be accepted.

Exams:
The exams will be comprised of short answer and essay questions. All material presented in lecture (including films, video clips, news articles, and discussions) and assigned readings are testable. We will review in class before the exams so that you will know what to expect and to provide an opportunity to ask questions.

<table>
<thead>
<tr>
<th>Course Grade Breakdown and Due Dates:</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Item</td>
<td>Date(s)</td>
<td>Total Percentage of Final Grade</td>
</tr>
<tr>
<td>Critical Article Reviews (2)</td>
<td>Varies by article</td>
<td>20%</td>
</tr>
<tr>
<td>Paper Proposal</td>
<td>Feb. 11, 2015.</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>Feb. 25, 2015.</td>
<td>20%</td>
</tr>
<tr>
<td>Research Paper</td>
<td>March 23, 2015.</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>April 14, 2015.</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Note:** Grades in this course may be curved.
Undergraduate Grading Policy
Faculty of Arts, Humanities and Social Sciences

The Faculty of Arts, Humanities and Social Sciences Grading Policy is in keeping with the regulations in Bylaw 51 and the adoption of Outcome Based Education in the Province of Ontario. The purpose of the FAHSS Grading Policy is to:

1. Make grading practices transparent to students;
2. Ensure that grading practices in the Faculty are consistent across the Faculty;
3. Ensure that students are graded fairly and in keeping with the academic standards of the University.

The academic achievement of each student shall be measured according to what the student knows and is able to do in relation to the Learning Outcomes stated on the Course Outline. The level of the student’s achievement of the Learning Outcomes shall be tested in the assessment tools of the course (tests, essays, exams, seminars, etc.) and assigned a grade according to the Grading Scale below.

<table>
<thead>
<tr>
<th>Percentile (%)</th>
<th>Letter Grade</th>
<th>University Grade Descriptors</th>
<th>Faculty of Arts, Humanities, and Social Sciences Grade Descriptor (consistent with the University Grade Descriptors)</th>
</tr>
</thead>
<tbody>
<tr>
<td>90 – 100</td>
<td>A+</td>
<td>Excellent</td>
<td>Consistent evidence that the student exceeds all of the performance expectations associated with each learning outcome in the course</td>
</tr>
<tr>
<td>85 – 89.9</td>
<td>A</td>
<td></td>
<td>Consistent evidence that the student exceeds the performance expectations associated with the learning outcomes in course</td>
</tr>
<tr>
<td>80 – 84.9</td>
<td>A-</td>
<td></td>
<td>Consistent evidence that the student meets, and in some cases exceeds the performance expectations associated with the learning outcomes in course</td>
</tr>
<tr>
<td>77 – 77.9</td>
<td>B+</td>
<td>Good</td>
<td>Consistent evidence that the student meets, and in some cases exceeds the performance expectations associated with the learning outcomes in course</td>
</tr>
<tr>
<td>73 – 76.9</td>
<td>B</td>
<td>Good</td>
<td>Consistent evidence that the student meets, and in some cases exceeds the performance expectations associated with the learning outcomes in course</td>
</tr>
<tr>
<td>70 – 72.9</td>
<td>B-</td>
<td>Fair</td>
<td>Consistent evidence that the student meets, and in some cases exceeds the performance expectations associated with the learning outcomes in course</td>
</tr>
<tr>
<td>67 – 69.9</td>
<td>C+</td>
<td>Fair</td>
<td>Consistent evidence that the student meets the performance expectations associated with the learning outcomes in course at a basic level</td>
</tr>
<tr>
<td>63 – 66.9</td>
<td>C</td>
<td>Fair</td>
<td>Consistent evidence that the student meets the performance expectations associated with the learning outcomes in course at a basic level</td>
</tr>
<tr>
<td>60 – 62.9</td>
<td>C-</td>
<td>Fair</td>
<td>Consistent evidence that the student meets the performance expectations associated with the learning outcomes in course at a basic level</td>
</tr>
<tr>
<td>57 – 59.9</td>
<td>D+</td>
<td>Pass</td>
<td>Some evidence that the student meets the performance expectations associated with the learning outcomes in course at a minimally acceptable level</td>
</tr>
<tr>
<td>53 – 56.9</td>
<td>D</td>
<td>Pass</td>
<td>Some evidence that the student meets the performance expectations associated with the learning outcomes in course at a minimally acceptable level</td>
</tr>
<tr>
<td>50 – 52.9</td>
<td>D-</td>
<td>Pass</td>
<td>Some evidence that the student meets the performance expectations associated with the learning outcomes in course at a minimally acceptable level</td>
</tr>
<tr>
<td>0 – 49.9</td>
<td>F</td>
<td>No Credit</td>
<td>There is clear evidence that the student does not meet the performance expectations associated with the learning outcomes in the course.</td>
</tr>
</tbody>
</table>

*IN is given when students have not completed all class assignments due to illness, bereavement or extenuating circumstances as defined in Bylaw 51.1.18 and the student will complete the work at a later date (See also Aegrotat Standing).

An “Incomplete” is also given when a student is alleged to have committed an act of academic misconduct. The grade of “Incomplete” will remain on the student’s transcript until the matter is adjudicated.

**NR is given when a student did not attend class regularly and has completed none of the assignments for the course. It will be calculated as 22% in the student’s average.

***IP is given in senior classes when a major assignment or thesis is still in process when the grades are due.

24 January 2014
GRADE APPEALS: (See Senate Bylaws 51: 1.17.1 and 1.17.2)

Informal and formal Appeal:
An informal inquiry may be made to the instructor up to the official marks being submitted to the Registrar. The purpose of the inquiry is to review the work submitted and to allow for any adjustment of the grade in question where that change is found to be appropriate by the instructor. This informal inquiry must be done no later than ten working days after the release or publication by the instructor. This review does not preclude the student from appealing the final grade.

NOTE: Where the purpose of reviewing work for which a grade has been assigned is not to request a grade change, course work may be reviewed by students up to six months after the close of the term in which the course was taught, upon reasonable notice to the instructor.

Formal appeals may be made through the Office of the Registrar for a fee of $20. The Dean of the Faculty will inform the Registrar of the outcome of the appeal. If the appeal is successful the $20 will be refunded.

All appeals must be made in writing to the Associate Dean’s Office, no later than three (3) weeks after the final mark has been released by the Registrar.

Faculty of Arts, Humanities & Social Sciences (FAHSS)
Policy regarding Missing or Canceling a Lecture/Class/Lab

Purpose:
The purpose of this policy is to ensure a consistent learning environment for the students in the Faculty of Arts, Humanities & Social Sciences. This policy recognizes the importance of safeguarding the safety and wellbeing of faculty, staff and students and providing an equitable teaching and learning experience.

Cancellation of Scheduled Classes/Lab/Lecture due to Conference/Workshops:
Should a professor know at the beginning of semester that s/he will be away at a conference, workshop or other academic commitment during the term, s/he is required to note such absences on the course syllabus. Professors will need to indicate how they plan to make up the missed classes and course work on the syllabus. Course syllabi are required to be submitted to the head/director’s office prior to the beginning of class each semester.

If a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

Cancellation of Scheduled Classes/Labs/Lecture due to Illness/Bereavement/Medical Emergency:
If an instructor is unable to meet the class due to illness, bereavement, or medical emergency, the following steps need to be followed: If such situation occurs the professor will contact the department head or director’s administrative office and ask the secretary to post an official notice on the classroom door stating the reason for the cancellation. It is the Professor’s responsibility to ensure a notice is posted on CLEW as soon as possible. The professor will send an email to all students in the class. The email should list the essential information in the subject line of the email, for example SUBJECT: CLASS CANCELLED: 48-100-01 Professor John Hancock, Introduction to Sociology, Thursday, May 10, 2013.

If due to a medical/bereavement/medical emergency, a professor wishes to reschedule a class/lab/lecture during which no evaluative procedure has been scheduled the professor must have the agreement of the entire class as it would be a change to the official scheduled class time. Otherwise the professor is responsible for covering all the course material in the remaining scheduled class times.

If a professor cancels a class/lab/lecture during which an evaluative procedure has been scheduled the professor should make every effort to make provisions to keep the evaluative procedure on the scheduled date by enlisting assistance from a fellow colleague or TA/GA. If that is not possible Bylaw 51, section 1.8 would
apply. “If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency the activity will automatically be rescheduled for the next regular class meeting.” If the evaluative procedure is scheduled for the next class, the course material that would have been covered that day would be dealt with in accordance with the paragraph above.

CANCELLATION OF CLASSES/FACULTY/outage due to Weather or Emergency Conditions:
In cases of inclement weather or emergency conditions which may include snow, ice, tornado, explosion, fire, etc. the only person who may cancel classes and/or close the University is the President of the University. Professors are not permitted to cancel classes without seeking permission from their head/director or dean.

If the president has officially canceled classes and an evaluative procedure had been scheduled for that class/lab Bylaw 51, section 1.8 applies. “If a test or other evaluative procedure cannot be held at the scheduled time because of an emergency, the activity will automatically be rescheduled for the next regular class meeting.”

Other Reasons:
For reasons other than those listed above, classes cannot be cancelled without the prior approval of the head/director or the Dean of the Faculty. Please refer to Bylaw 51, section 1.7 “Changes may be made to the course outline up until the end of the first two weeks of classes. A hard copy of the final version of the course outline must be submitted to the AAU Head by the end of the second week of classes. After the initial first two weeks of the course, the dates referred to in 1.2.2 may be altered only for a compelling pedagogical or administrative reason. In the event of such a change students will receive advance notice of at least two calendar weeks. Notification of the precise dates for tests, handing in assignments, and all other activities (except unannounced quizzes), which will affect the final course grade, must be provided to students at least two calendar weeks prior to that date. The procedures for determining the final grade in a course may not be altered in any circumstance after the first two weeks of the course.”

Notes:
When the University is closed a notice will be placed on the University Webpage, telephone answering system, and Campus Police at ext. 1234. Please also check with the local radio stations in the Windsor/Essex area for updates.

To ensure the most current information please review Bylaw 51 and Article E in their entirety by clicking on the links above or going to their websites www.uwindsor.ca/WUFA or Senate Bylaw 51

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2) To ensure the most current information please review Bylaw 51 and Article E in their entirety by clicking on the links above or going to their websites www.uwindsor.ca/WUFA or Senate Bylaw 51

FAHSS Makeup Exam Policy and Plagiarism Policy (also see Bylaw 31)

PLAGIARISM and EXAMINATION MAKE-UP POLICIES

1. Plagiarism

Plagiarism is a very serious academic offense. Students who plagiarize are dishonestly and fraudulently using someone else’s work as their own. In the preparation of essays, papers, reports, and any other types of assignments, students must necessarily rely on the work of others. However, the source of any ideas, wording, or data obtained from others must be disclosed and properly acknowledged by citations, quotation marks, and bibliographic references in the proper format. Using the work of others without acknowledgement is plagiarism.

Plagiarism includes, but is not limited to:

a) Copying material, for example, from the Internet, or purchasing material and submitting it as one’s own;
b) Paraphrasing (changing some of the words) the ideas and concepts of others without proper referencing;
c) Using a passage or passages of any length from published or unpublished work of others without placing the passage(s) in quotation marks (or using indentation for long quotation(s)) and acknowledging their source;
d) Submitting work to more than one course, unless prior permission to do so has been given in writing;
e) Submitting work completely or largely identical to that of other students, unless group work and joint submissions are explicitly permitted by the instructor.

Consequences:
If the instructor believes that plagiarism has occurred, s/he assigns a grade of IN (incomplete) to the work in question and reports the case to the Department Head, to the Associate Dean of the Faculty, and to the student(s) involved. Disciplinary proceedings may be initiated pursuant to Senate Bylaw 31, which could result in suspension or expulsion from the University in cases of repeated plagiarism. Students will be given the opportunity to address the matter of plagiarism to the Department Head or designate and/or to the Associate Dean of Student and Academic Affairs in the Faculty of Arts, Humanities and Social Sciences, and ultimately to a Judicial Panel at the University. Students can appeal a finding of plagiarism to the Discipline Appeal Committee of the University.

2. Exam Makeup/Late Submission/Aegrotat/Incomplete Policy

The Faculty of Arts, Humanities and Social Sciences requires students to provide acceptable and documented medical (or equivalent compassionate) reasons to allow make-ups for scheduled tests, midterms, and final exams; the submission of late assignments, or grades of Incomplete or Aegrotat.

Acceptable reasons include hospital stays, serious illness, family emergencies (such as serious accidents or illnesses, death) or similar circumstances outside the student’s control. Normally, written documentation is required stating specific reasons and dates. Arrangements for make-up exams must be made as soon as possible. The instructor sets the date and format for make-up exams. The make-up exam will usually be different from the original exam, but will be equivalent in terms of testing objectives, format, level of difficulty, material covered, length of examination, etc.

Considerations for Health, Bereavement, or Extenuating Circumstances
Please see Senate Bylaw 51, clause 1.18.2. Students may print and use the FAHSS Medical form for illness.

Also see Senate Policy E2: Multiple Exams in One Calendar Day.

Additional Notes:
It is the responsibility of Faculty and Students to understand and follow all clauses in Senate Bylaw 51 and 31.

Senate Bylaw 51: Articles to Note:
1.1.1 Meaningful testing procedure
1.1.3 last 7 calendars days free of any procedure for which a mark will be assigned
1.2.3 Student Evaluation of Teaching: Student Evaluation of Teaching forms will be administered in the last two weeks of classes, in accordance with Senate policy.
1.4 Class participation grading
1.5.1 No evaluative procedure may be worth more than 50% of the final grade
1.5.2 Spot quizzes: Can be no more than 2% each and no more than 5% of final grade.
1.6 Meaningful feedback worth at least 20% of final grade prior to voluntary withdrawal date
1.15 Dates by which students may voluntarily withdraw from a course

Senate Policy T1:
T.1 Senate Policy on the use of Turnitin.com (policy attached if required)

Disability Services
Disability Services offer a wide range of programs and services to assist with the transition from high school to university for those with learning disabilities. This office will help make the transition as seamless as possible. They also offer aids to help you succeed in University for those with specific learning disabilities. To fully understand all services offered to both Faculty and students please click on the Disability Services heading above or go to www.uwindsor.ca/disability. To schedule a visit with their office please call PH: 519-253-3000 ext: 3288 or stop in their office located in the Lower Level of Dillon Hall in the center of campus or email disability@uwindsor.ca

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### Term Outline/Readings

Reminder: all readings are expected to be done before class!

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Jan. 12, 2015</th>
<th>Introduction</th>
<th>Course Syllabus</th>
</tr>
</thead>
</table>

|--------|---------------|-----------------------------|-----------------|

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<table>
<thead>
<tr>
<th>Week 4</th>
<th>Feb. 2, 2015</th>
<th>Community Policing</th>
<th>Attendance Mandatory! No assigned readings</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Feb. 4, 2015</td>
<td>Academic Integrity Workshop</td>
<td></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Week 6</th>
<th>February 16 to 20, 2015.</th>
<th>READING WEEK!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 7</td>
<td>Feb. 23, 2015</td>
<td>Exam Review</td>
</tr>
<tr>
<td>Feb. 25, 2015</td>
<td>Midterm Exam</td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar. 2, 2015</td>
<td>NO CLASS!</td>
</tr>
<tr>
<td>Week</td>
<td>Date</td>
<td>Topic</td>
</tr>
<tr>
<td>--------</td>
<td>------------</td>
<td>-------------------------------</td>
</tr>
<tr>
<td></td>
<td>Apr. 1, 2015</td>
<td>Resistance to Police</td>
</tr>
</tbody>
</table>

**Final Exam** (non-cumulative): **April 14, 2015 at 8:30am** (location TBA)
Policies and Procedures:

Lectures:
You are expected to come to class having read the assigned readings and participate in class discussions.

The PowerPoint slides of each lecture will be posted on CLEW. Note that lecture slides are a guide to what will be covered in class, and are not inclusive of all testable material that will be presented in class. Lecture slides are posted to facilitate engagement during class and organization of your own notes taken during lecture. You are expected to attend class in order to obtain the relevant information.

The instructor’s lecture notes will not be given out under any circumstances. If a class is missed, you are responsible for obtaining the missed lecture information from another student in the class.

In-Class Exams:
During in-class examinations students are prohibited from using textbooks, lecture notes, or any other written material (unless specified by the instructor). Students are also prohibited from using any electronic devices, such as cell phones, pages, laptop or palm computers, and organizers. Students are responsible for bringing their own writing implements to the examinations.

Student Evaluations of Teaching:
Student Evaluation of Teaching (SET) forms will be administered in final two weeks of the course.

Deadlines:
Students are expected to submit their assignment by the deadline given. With the exception of documented medical or acceptable compassionate grounds, late assignments will be subject to a late penalty of 5% per day (including weekends). Please note that a UWindsor Student Medical Certificate must be completed by your physician if you are requesting an extension due to medial reasons or requesting a make-up exam date. The Certificate can be found at: www1.uwindsor.ca/fahss/student-medical-form.

It is the student’s responsibility to ensure that late papers have been received by the instructor. Please note that electronic date/time stamps on e-mails will not be used as documentation of a valid submission date. Students must submit a hard copy of the paper, but are not to place them under the instructor’s office door.

Writing/Academic Integrity:
A considerable part of your final grade is related to writing. If you have difficulties in this area please contact the instructor or the GA for assistance and/or consult the Academic Writing Centre (ext. 3405). The papers may be subjected to authenticity verification using Turnitin® Plagiarism-Detection software.
Information on Use of the Turnitin® Plagiarism-Detection Service in This Course:

1. Rationale. The University believes in the right of all students to be part of a University community where academic integrity is expected, maintained, enforced, and safeguarded; it expects that all students will be evaluated and graded on their own individual work; it recognizes that students often have to use the ideas of others as expressed in written, published, or unpublished work in the preparation of essays, papers, reports, theses, and publications. However, it expects that both the data and ideas obtained from any and all published or unpublished material will be properly acknowledged and sources disclosed. Failure to follow this practice constitutes plagiarism. The University, through the availability of Turnitin®, desires to encourage responsible student behaviour, deter plagiarism, improve student learning, and ensure greater accountability.

2. Procedure. Turnitin® may be used for some or all student papers in this course, as the case may be, at the instructor's discretion. You may be asked to submit your paper to the instructor in electronic form who will then submit the paper to Turnitin® if deemed necessary. Note that students' papers that are submitted to Turnitin® become part of the Turnitin® database. This assists in protecting your intellectual property. However, you also have the right to request that your paper(s) not be run through the student papers database of Turnitin®. If you choose to do so, that request must be communicated to me in writing at the beginning of the course.

3. Privacy and Copyright. Your privacy is protected even if your name and/or student number is on your paper because Turnitin® does not make students' papers available to outside third parties. Further, you retain the copyright in your work. Copyright, in relation to a work, is defined in Canada's Copyright Act, R.S.C. 1985, c. C-42, s. 3(1), which is available on the Department of Justice Canada website. Turnitin®'s use of student work complies with Canadian copyright and privacy laws. For a Canadian legal opinion on this subject, see http://www.turnitin.com/static/legal/canadian_legal.html.

4. Originality Reports. If the results of a Turnitin® originality report may be used to charge you with academic misconduct, you will be notified of the result of the report, and you will be given the opportunity to respond before any disciplinary penalty is imposed.

Please see the attached sheet for further information on the policies of the Faculty of Arts and Social Sciences related to plagiarism, make-up examinations, and grading.