

**DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION  
GUIDELINES FOR SYLLABI**

This document is intended to supplement, not replace, the Senate [Course Management Policy](#), which should always be consulted for definitive answers. Also consult the appropriate [Student Handbook](#) as well as the [Handbook](#) in the Internal section of the Department website.

Much of the following document consists of suggested material text for inclusion in all syllabi. Notes to instructors are contained in boxes (like this) throughout the document.

**NOTE:** *All class lectures are copyrighted by the instructor. Unauthorized and/or unreasonable notation, recording, videotaping, photographing, etc., is strictly prohibited. Failure to comply with this copyright warning may result in action in compliance with any and all university regulations and/or federal and provincial laws.* If recording is a necessary accommodation, you must provide your instructor with an Accommodation Form properly completed by the Access Centre. *Thank you for your cooperation.*

**a) Pre-requisites and Anti-Requisites**

- **Please Note:** You are responsible for ensuring that you have successfully completed all course prerequisites, and that you have not taken an antirequisite course. Lack of prerequisites may not be used as a basis for an appeal. If you are found to be ineligible for a course, you may be removed from it at any time and you will receive no adjustment to your fees. This decision cannot be appealed. If you find that you do not have the course prerequisites, it is in your best interest to drop the course well before the end of the add/drop period. Your prompt attention to this matter will not only help protect your academic record, but will ensure that spaces become available for students who require the course in question for graduation.

**b) Important (Significant) Dates**

Go to the appropriate [calendar](#), click on “Significant Dates” in LH menu and get the necessary dates. Replace the “TBD” below with the appropriate dates for the term, and put in your syllabi:

- Drop Dates for one-semester courses: TBD
- Fall term Study Week: TBD
- Mid-Year/Fall Examination Period: TBD
- Winter term Study Week: TBD
- Year-End/Winter/Final Examination Period: TBD

**c) Communications between Instructor and Student**

This course utilizes the course web-site *D2L Brightspace*. There, you will find course information, policies, and assignment information. Information posted on the course site has the same status as if included in this syllabus (i.e., it forms part of the “contract” between you and the University). To access the course site and receive emails from your instructor, you must have an active Ryerson Online Identity (ROI), including “@ryerson.ca” email address, as required by University policy. Your ROI will allow access to the *D2L Brightspace* site, and to your “@ryerson.ca” email account, which is the only address that will be used to communicate with

you. If you do not already have a ROI, see and follow the [activation instructions](#). Log into *D2L Brightspace* at [my.ryerson.ca](http://my.ryerson.ca) and follow the links to this course.

Ryerson's [email policy](#) clearly states that only Ryerson e-mail accounts are to be used for communication with students. All students, including continuing education students, have access to Ryerson email through their my.ryerson.ca site, and this is the official way in which they receive communication. They are required to register for and maintain this account. You should make it clear in your course outline that this is the e-mail address that you will use to communicate with them and that you may not (or will not) respond to any other address.

When emailing the instructor, type the course code ("POGXXX or PPAXXX") in the subject line, together with a brief summary of your question or comment. You will usually receive a response from the instructor within 72 hours after your email has been received, but this time may vary on weekends. If an email requires a significant explanation, the instructor may suggest the matter be discussed by telephone or in person.

- **Now that Ryerson is using G-Mail to provide email service, there is no longer any reason to forward your Ryerson email to accounts on Hotmail, Yahoo, Sympatico, Canada.com, , etc.**
    - *if you miss important emails, reminders, notices, and warning because due to auto-forwarding: TOUGH LUCK!*
  - The instructor may also choose NOT to respond, or be UNABLE to respond, to non-Ryerson emails – you may be given a warning the first time, and after that, you may find you get no response
    - **The Ryerson server may block, flag or trash your Hotmail, Yahoo, etc., email as spam**
  - Check your Ryerson email at least once a day, and use your other accounts for personal stuff
  - Certain topics, such as grades, will ONLY be discussed in person. Drop in during office hours.
  - Certain communication mediums, such as Facebook, MySpace, Bebo, are NOT appropriate for class-related communications; while other communication mediums, such as chat services, text-messaging, should be used sparingly and carefully
  - Generally, we will save all emails, chats, etc., and record conversation times & details, and archive them for future reference pertaining to the course
- d) Changes to course outlines. etc.**
- 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

**e) PLAGIARISM and Academic Misconduct**

Instructors may wish to include some or all of this section (e)

**Refer to the full [Student Code of Academic Conduct](#)**

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.

**1. 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, in an approved format, the 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.

**2. 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 library theft. Plagiarism is a serious offence.

**❖ Academic misconduct also includes:**

- cheating
- misrepresentation of personal identity or performance
- submission of false information
- contributing to academic misconduct
- damaging, tampering, or interfering with the scholarly environment

- unauthorized copying or use of copyrighted materials
- violations of departmental policies or professional behaviour
- violations of specific departmental or course requirements

❖ **If suspected of academic misconduct:**

- You will be notified through Ryerson e-mail by the instructor or the Academic Integrity Officer (AIO) to attend a Facilitated or Non-Facilitated Discussion. You will be informed regarding the basis for the suspicion prior to the discussion.
- You will have the opportunity to explain your perspective, and may have an RSU or Cesar advocate accompany you.
- A decision will be made by the instructor and communicated to your Ryerson e-mail within 5 business days or sooner by the Academic integrity Office.
- You have the right to request that the discussion be Facilitated (i.e., happen with the AIO in attendance to take a neutral record of what is said).

❖ **If you are found to have committed academic misconduct:**

- The instructor may assign a grade reduction on the assignment down to a “0” for the work. The instructor may also assign you an F in the course.
- The instructor may also recommend: Disciplinary Suspension (DS); Disciplinary Withdrawal (DW); or Expulsion.
- As a consequence, a Disciplinary Notice (DN) will be placed on your academic record. Multiple DNs may result in additional sanctions.

❖ **Appeals process:**

- Please see the [Student Handbook](#) for details on the Appeal process.

**f) Ryerson University Resources Are Here to Help**

Use the services of the University when you are having problems writing, editing or researching papers, or when you need help with course material:

- **The [Library](#)** (LIB 2<sup>nd</sup> floor) provides research workshops and individual assistance. Enquire at the Reference Desk or online
- **[Student Learning Support](#)** (4th Floor, Student Learning Centre, 341 Yonge Str) provides a number of services including:
  - [The Writing Centre](#) offers one-on-one tutorial help with writing and workshops
  - [Study Skills and Transition Support](#) offers individual sessions and workshops covering various aspects of researching, writing, and studying
  - [English Language Support](#) offers workshops to improve overall communication skills

Consult the general site of [Student Learning Support](#) for further information about services available.

**g) Non-Medical and Medical Absences**

The university requires that a [medical certificate](#) be submitted for deadlines, tests and exams missed due to illness be submitted within three (3) days of the missed date.

## h) Submitting Assignments

See the “Assignment” section of the Student Handbook

1) If you are required to submit hard copies of assignments, they **must** be submitted on the Due Date at the location and during the specific times designated.

- 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 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 Ryerson University and [turnitin.com](https://www.turnitin.com).
- The date recorded by turnitin will be considered definitive in case arguments are made about papers being lost.

2) Extensions for Essay Submission

- Papers **will not be accepted** after the published due date unless a revised due date has been negotiated **in advance of the published due date** . For your own protection, be sure to obtain an email confirming the revised deadline, and attach a copy of that email to the paper when it is submitted. In some cases, evidence of work in progress may be requested of the student.
- All late papers will lose 5% of their grade for each day (24 hour period) that they are late.
- Negotiating a revised deadline does **not necessarily** waive the late penalty - it only ensures that the paper will be accepted, graded and returned. The late penalty will be waived only if the revised deadline negotiated is supported by a properly completed Ryerson University [Student Medical Certificate](#) or a properly-authorized Accommodation Form from [Academic Accommodation Support](#) (formerly the Access Centre). Please note: Part of the Ryerson University Student Medical Certificate must be completed by your physician or counsellor. The instructor and the Department reserve the right to verify the authenticity of any medical certificates submitted.

3) Lost Assignments - It is the responsibility of each student to retain copies of her or his assignments as part of her or her personal records. If an assignment is lost or misplaced by the instructor, a student must provide a copy for grading when contacted by the Instructor.

4) Computer Troubles - "Computer trouble" will not normally be accepted as grounds for an extension. As a last resort, handwritten essays will be accepted as long as the handwriting is neat and legible

## i) Non-Academic Conduct

Among many other infractions, the Senate [Student Code of Non-Academic Conduct](#) specifically refers to the following as a violation: “Disruption of Learning and Teaching - Students shall not behave in disruptive ways that obstruct the learning and teaching environment.”

**j) Grade Designations**

DEFINITION OF PERFORMANCE	LETTER GRADE	PERCENTILE RANGE (%)	RYERSON GPA
<u>Excellent</u> : achieves the four criteria listed above	A +	90 - 100	4.33
	A	85 - 89	4.00
	A -	80 - 84	3.67
	B +	77 - 79	3.33
<u>Good</u> , but internal consistency is weak or more specific elaboration is required	B	73 - 76	3.00
	B -	70 - 72	2.67
	C +	67 - 69	2.33
<u>Satisfactory</u> , but lacks analysis, clarity, or coherence	C	63 - 66	2.00
	C -	60 - 62	1.67
	D +	57 - 59	1.33
<u>Marginal</u> : Does not address the topic. Poor performance	D	53 - 56	1.00
	D -	50 - 52	0.67
<u>Unsatisfactory</u>	F	0 - 49	0.00

Source: - Graded Course Performance Designations from the current Ryerson *Calendar*  
 - Definition explanations added by the Department of Politics/School of Public Administration