Instructor: Daniel Henstra  
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Office Location: Hagey Hall 303  
Office Hours: Tuesday 2:30-3:30pm & Friday 12:00-1:00pm

Course Description: This course examines the structure and functions of Canada’s political system, including the unique context of Canadian politics and public administration, the role of the federal, provincial and municipal levels of government within the Canadian federation, ministerial responsibility and accountability, and contemporary challenges facing the public service.

Pre-Requisite: Level at least 2A.

Course Objectives:
Successful completion of this course will enable students to:

- identify government institutions and explain their role in the political system
- explain the relationship between elected officials and public servants
- understand the challenges associated with public sector management
- work effectively in groups to analyze information and communicate ideas

Required Text:
PSCI 331 Custom Courseware, 2019. Available for purchase at the W Store in South Campus Hall. [noted in schedule as ‘CW’]
Course Requirements, Expectations and Standards:

1. **Active Learning [20%]**
   Attendance, active participation in class exercises, and individual LEARN posts.

2. **Seminar Reading Brief [25%] Due: date of chosen seminar.**
   Five-page analytical brief based on readings for one of the seminars.

3. **Briefing Note [25%] Due: November 12.**
   Two-page briefing note summarizing an Auditor General report.

4. **Final Test [30%] Date: December 3.**
   Short essay questions covering content from entire course.

University Regulations:

Cross-Listed Course:
   Please note that a cross-listed course will count in all respective averages no matter under which rubric it has been taken. For example, a PHIL/PSCI cross-list will count in a Philosophy major average, even if the course was taken under the Political Science rubric.

Academic Integrity:

**Academic Integrity:** In order to maintain a culture of academic integrity, members of the University of Waterloo are expected to promote honesty, trust, fairness, respect and responsibility. Check the Office of Academic Integrity website for more information.

**Discipline:** A student is expected to know what constitutes academic integrity to avoid committing an academic offence, and to take responsibility for his/her actions. [Check the Office of Academic Integrity for more information.] A student who is unsure whether an action constitutes an offence, or who needs help in learning how to avoid offences (e.g., plagiarism, cheating) or about “rules” for group work/collaboration should seek guidance from the course instructor, academic advisor, or the undergraduate associate dean. For information on categories of offences and types of penalties, students should refer to Policy 71, Student Discipline. For typical penalties, check Guidelines for the Assessment of Penalties.
Grievance: A student who believes that a decision affecting some aspect of his/her university life has been unfair or unreasonable may have grounds for initiating a grievance. Read Policy 70, Student Petitions and Grievances, Section 4. When in doubt, please be certain to contact the department’s administrative assistant who will provide further assistance.

Appeals: A decision made or penalty imposed under Policy 70, Student Petitions and Grievances (other than a petition) or Policy 71, Student Discipline may be appealed if there is a ground. A student who believes he/she has a ground for an appeal should refer to Policy 72, Student Appeals.

Accommodation for Students with Disabilities:

Note for students with disabilities: AccessAbility Services, located in Needles Hall, Room 1401, collaborates with all academic departments to arrange appropriate accommodations for students with disabilities without compromising the academic integrity of the curriculum. If you require academic accommodations to lessen the impact of your disability, please register with AccessAbility Services at the beginning of each academic term.

Other Course Policies:

Turnitin.com: Text matching software (Turnitin®) may be used to screen assignments in this course. Turnitin® is used to verify that all materials and sources in assignments are documented. Students' submissions are stored on a U.S. server, therefore students must be given an alternative (e.g., scaffolded assignment or annotated bibliography), if they are concerned about their privacy and/or security. Students will be given due notice, in the first week of the term and/or at the time assignment details are provided, about arrangements and alternatives for the use of Turnitin in this course. It is the responsibility of the student to notify the instructor if they, in the first week of term or at the time assignment details are provided, wish to submit the alternate assignment. Note: students who do not wish to use this software must make alternative arrangements with the Instructor (e.g., outlines, drafts, oral presentation) by September 13.

Email. I normally respond to email messages within 48 hours. If you do not receive a reply within this time frame, send the message again. I will only reply to student messages from official UWaterloo email accounts.
**Submitting assignments.** All assignments must be submitted to the LEARN Dropbox on the due date. Failing this, the student must contact the Instructor to make arrangements to submit the assignment. Emailed assignments will not be accepted unless permission has been specifically granted.

**Penalty for late assignments.** Late assignments will be penalized at a rate of five percent (5%) per day (including weekends). Assignments later than 10 days will not be accepted and will automatically receive a grade of zero (F). Extensions on assignments will be granted only in the case of officially documented illness, personal or family crisis. The Health Services UW Verification of Illness Form can be found here. **Counselling Services** provides confidential support and advises Instructors on the need for academic accommodation.

**Grade appeals.** To appeal an assignment grade, students must provide a 1-page rationale explaining why the grade was inappropriate (e.g., what factors should be considered?). Grade appeals will not be considered more than 3 weeks after the assignment was available for return.

**Copyright.** Lectures, presentations, handouts, website content, assignments and other materials distributed in this course may not be recorded, reproduced or transmitted in any form or by any means, without the Instructor’s consent.

**Mental Health Support**

All of us need a support system. The faculty and staff in Arts encourage students to seek out mental health support if they are needed.

**On Campus**

- Counselling Services: counselling.services@uwaterloo.ca / 519-888-4567 ext. 32655
- **MATES:** one-to-one peer support program offered by Federation of Students (FEDS) and Counselling Services
- Health Services Emergency service: located across the creek form Student Life Centre

**Off campus, 24/7**

- **Good2Talk:** Free confidential help line for post-secondary students. Phone: 1-866-925-5454
- Grand River Hospital: Emergency care for mental health crisis. Phone: 519-749-4300 ext. 6880
- **Here 24/7:** Mental Health and Crisis Service Team. Phone: 1-844-437-3247
• **OK2BME**: set of support services for lesbian, gay, bisexual, transgender or questioning teens in Waterloo. Phone: 519-884-0000 extension 213

Full details can be found online on the [Faculty of Arts website](#). Download [UWaterloo and regional mental health resources](#) (PDF)
Download the [WatSafe app](#) to quickly access mental health support information

**Territorial Acknowledgement**

We acknowledge that we are living and working on the traditional territory of the Attawandaron (also known as Neutral), Anishinaabe and Haudenosaunee peoples. The University of Waterloo is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River.