



**DEPARTMENT OF POLITICAL SCIENCE
FACULTY OF ARTS**

**POLI 433 Lecture 01
Urban Policy and Governance
Winter 2021**

INSTRUCTOR: Dr. Jacqueline Peterson
EMAIL: Jacqueline.peterson@ucalgary.ca
OFFICE HOURS: Wednesdays/ 9:00am-12:00pm. By phone or Zoom, email instructor to arrange time.
COURSE DAY/TIME: Synchronous participation required Thursdays/11:00am-12:15pm.
DELIVERY METHOD: Web-Based
COURSE PRE-REQUISITES: 3 units in courses labelled Political Science at the 300 level or above

COURSE DESCRIPTION

How are cities governed? What shapes urban policy and why does it matter? As cities continue to grow in the 21st century, they face new and increasingly complex urban policy challenges. This course draws on theory and contemporary examples to highlight core concepts, shifts, and issues in urban policy and governance.

This course is divided into two sections: First, we discuss theories that underpin our understanding of urban policy: how is power shared and distributed in the urban realm? How do different actors and institutions shape the urban policymaking process? Second, we look at contemporary urban policy issue areas, such as transportation, planning, economic development and housing. The objective of this class is to highlight the complexities and nuances involved in urban policymaking by applying theory to real-life examples. This course will focus on urban policy in Canada and the U.S., with particular attention paid to governance in the Calgary region.

This is a hybrid web-based course. Lecture videos will be uploaded to d2L every Monday. The content of the videos and the weekly readings will then be discussed and critically analyzed in the Thursday synchronous class. Students will be expected to have watched all the lecture videos, completed the assigned readings, and actively contribute content and participate in the Thursday discussions.

COURSE OBJECTIVES & LEARNING OUTCOMES

By the end of the course, students will:

- Be aware of the key debates in core municipal policy issue areas
- Recognize the numerous actors, institutions and dynamics that shape urban policy and multilevel governance

- Understand the differences between urban policymaking in Canada and the U.S.
- Have conducted in depth research on a specific urban policy topic and have made substantive policy recommendations
- Be able to view contemporary issues and surrounding environments with an “urban lens”

REQUIRED TEXTBOOK(S)

There is **no required textbook** for this course.

REQUIRED TECHNOLOGY

Computer device with internet connection. Students must be able to actively participate in Thursday classes via Zoom.

COURSE COMPONENT WEIGHTS AND DUE DATES

COMPONENT	WEIGHTING	DUE DATES
Participation	10%	Weekly
D2L content uploads	10x1%= 10%	Weekly (see assignment details)
Midterm	30%	Feb. 24, 2021 (see assignment details)
(Virtual) Council Meeting Paper	10%	Mar. 25, 2021
Final Paper Proposal	5%	Mar. 11, 2021
Final Paper	35%	Apr. 8, 2021
Total	100%	

If a student misses a required course component, please get in touch the instructor as soon as possible.

COURSE SCHEDULE & TOPICS

The schedule is tentative and may change as the need arises. Readings are either uploaded to d2l (*), available through the University of Calgary library website (**), and/or available as otherwise noted. The instructor is happy to provide students with further relevant readings at their request.

Note: “Skim through” means just that. It does **not** indicate optional or supplementary reading. Students will be expected to know the broad/general argument the author is making, but not particular details.

URBAN POLICY – CONCEPTS AND THEORY (January 11- February 11, 2021)

Week 1. **Introduction: What is urban policy? What is “governance”?**
Jan. 14, 2021

(**) Barber, B. 2013. *If Mayors Ruled the World. Dysfunctional Nations, Rising Cities*. New Haven: Yale University Press. pp. 3-24. <https://ebookcentral-proquest-com.ezproxy.lib.ucalgary.ca/lib/ucalgary-ebooks/reader.action?docID=3421302&ppg=20>

OR

(**) Katz, B. & Bradley, J. 2013. *The Metropolitan Revolution: How Cities and Metros are*

Fixing Our Broken Politics and Fragile Economy. Washington: Brookings Institution Press. pp. 1-13. <https://ebookcentral-proquest-com.ezproxy.lib.ualgary.ca/lib/ualgary-ebooks/reader.action?docID=1214202&ppg=18>

(**) Andrew, C. 2001. The Shame of (Ignoring) the Cities. *Journal of Canadian Studies*, 25(4): 100–110. <https://muse-jhu-edu.ezproxy.lib.ualgary.ca/article/672810/pdf>

(*) Peters, B. & Pierre, J. 2012. “Urban Governance”. In Mossberger, K., Clarke, S., & John, P. (eds), *The Oxford handbook of urban politics*. New York: Oxford University Press. pp. 71-86.

Week 2. (Vertical) Intergovernmental Relations Jan. 21, 2021

(*) Sancton, A., & Young, R. A. 2009. *Foundations of governance*. University of Toronto Press. pp. 487-499.

(**) Lucas, J., & Smith, A. 2020. “Municipalities in the Federation,” in *Canadian Federalism: Performance, Effectiveness, and Legitimacy*, 4th ed. Toronto: Oxford University Press. <https://www-degruyter-com.ezproxy.lib.ualgary.ca/toronto/view/book/9781487570460/10.3138/9781487570460-018.xml>

(**) Magnusson, W. 2005. Are Municipalities Creatures of the Provinces? *Journal of Canadian Studies* 39 (2): 5–29. <https://muse-jhu-edu.ezproxy.lib.ualgary.ca/article/200626>
<https://search-proquest-com.ezproxy.lib.ualgary.ca/docview/203527361/fulltextPDF/77D25A0274D64602PQ/1?accountid=9838>

Skim through:

Bronconnier, D. et al. March 5, 2007. Report to the Minister of Municipal Affairs. Presented by The Minister’s Council on Municipal Sustainability. Publicly available online at <https://open.alberta.ca/publications/6953008>

(**) Smith, Alison, and Zachary Spicer. 2016. “The Local Autonomy of Canada’s Largest Cities.” *Urban Affairs Review* 54(5): 931–961. <https://journals-sagepub-com.ezproxy.lib.ualgary.ca/doi/full/10.1177/1078087416684380>

Week 3. Regional Governance & Local Bureaucracy Jan. 28, 2021

(**) Slack, E. & Bird, R. 2013. *Merging Municipalities: Is Bigger Better?* Institute on Municipal Finance and Governance, Munk School of Global Affairs. https://munkschool.utoronto.ca/imfg/uploads/219/imfg_no_14_slack_birdr3_online_final.pdf

(**) Hooghe, Liesbet and Gary Marks. 2003. “Unraveling the Central State, but How? Types of Multi-level Governance,” *American Political Science Review* 97(2): 233-243. <https://www-jstor-org.ezproxy.lib.ualgary.ca/stable/3118206>

(**) Siegel, D. 2010. The leadership role of the municipal chief administrative officer. *Canadian Public Administration*, 53(2): 139-161. <https://onlinelibrary-wiley-com.ezproxy.lib.ucalgary.ca/doi/full/10.1111/j.1754-7121.2010.00122.x>

(*) Kjaer, A. 2009. Chapter 9: Governance and the Urban Bureaucracy. in Davies, J., & Imbroscio, D. (eds). *Theories of urban politics*. (2nd ed.), Los Angeles ; London: SAGE.

(**) Lucas, J. 2013. *Hidden in Plain View: Local Agencies, Boards, and Commissions in Canada*. Toronto: Institute on Municipal Finance and Governance, University of Toronto. 7 pp. https://tspace.library.utoronto.ca/bitstream/1807/82711/1/imfg_perspectives_4_hidden_in_plain_view_lucas_2013.pdf

Week 4. Business, Civil Society & Civic Engagement Feb. 4, 2021

(**) Molotch, H. 1976. "The City as a Growth Machine: Toward a political economy of place," *American Journal of Sociology*, 82(2): 309-332. <https://www-journals-uchicago-edu.ezproxy.lib.ucalgary.ca/doi/abs/10.1086/226311>

(*) Stone, C. (1989). *Regime politics: Governing Atlanta, 1946-1988*. Lawrence: University Press of Kansas. Pp. 3-12.

(**) Arnstein, S. (1969). A Ladder Of Citizen Participation. *Journal of the American Institute of Planners*, 35(4), 216-224. <https://doi-org.ezproxy.lib.ucalgary.ca/10.1080/01944366908977225>

(**) Horak, M. 2012. "Conclusion: Understanding Multilevel Governance in Canada's Cities" in Young, R. & Horak, M. (Eds.), *Sites of governance: Multilevel governance and policy making in Canada's big cities*. Montreal: McGill-Queen's University Press. pp. 339-370. <https://ebookcentral-proquest-com.ezproxy.lib.ucalgary.ca/lib/ucalgary-ebooks/reader.action?docID=3332412&ppg=349>

Week 5. Comparative Urban Policy: U.S. – Canada Differences Feb. 11, 2021

**Midterm Q&A; Midterm distributed*

(**) Taylor, Z. (2014). If different, then why? Explaining the divergent political development of Canadian and American local governance. *International Journal of Canadian Studies* 49,53-79 <https://muse-jhu-edu.ezproxy.lib.ucalgary.ca/article/544567>

(**) Moore, A. 2014. Comparing the Politics of Urban Development in American and Canadian Cities: The Myth of the North-South Divide. *International Journal of Canadian Studies*, 49, 229-49. <https://muse-jhu-edu.ezproxy.lib.ucalgary.ca/article/544576>

Week 6. *Break – No class* Feb. 18, 2021

Week 7. Midterm & Guest Lecture

Feb. 25, 2021

**Midterm closes Wednesday Feb. 24*

URBAN POLICY: KEY ISSUE AREAS (March 4- April 15, 2021)

Week 8. Municipal Revenue & Economic Development

Mar. 4, 2021

(*) Sancton, A. 2015. *Canadian Local Government: An Urban Perspective* (2ed). Don Mills: Oxford University Press. pp. 289-329.

OR

(*) Tindal, C., & Tindal, S.N. 2004. Chapter 7: Local Government Finances, in *Local government in Canada* (6th ed.). Toronto: Nelson.

(**) Florida, R. 2003. Cities and the Creative Class. *City & Community*, 2(1), 3-19.

<https://onlinelibrary-wiley-com.ezproxy.lib.ualgary.ca/doi/10.1111/1540-6040.00034>

<http://ezproxy.lib.ualgary.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=sih&AN=10441019&site=ehost-live>

(**) Peck, J. 2009. The Cult of Urban Creativity. In Keil, R., & Mahon, R. *Leviathan undone? towards a political economy of scale* (Canadian electronic library. Canadian publishers collection). Vancouver: UBC Press. <https://ebookcentral-proquest-com.ezproxy.lib.ualgary.ca/lib/ualgary-ebooks/reader.action?docID=3412650&ppg=168>

(**) Johal, S., Alwani, K., Thirgood, J., Spiro, P. 2019. Rethinking Municipal Finance for the New Economy. Toronto: Mowat Centre. **Pp. 1-4; 59-66; 80-85.**

<https://www-deslibris-ca.ezproxy.lib.ualgary.ca/ID/10100189>

Skim through:

Bazel, P. & Mintz, J. 2014. The Free Ride is Over: Why Cities, and Citizens, Must Start Paying for Much-Needed Infrastructure. *The School of Public Policy, SPP Research Papers*, 7 (14).

<https://www.policyschool.ca/wp-content/uploads/2016/03/bazelmintz-urban-growth.pdf>

(**) Swindell, D. & Rosentraub, M. 1998. Who benefits from the presence of professional sports teams? The implications for public funding of stadiums and arenas. *Public Administration Review*, 58(1), 11-20. <https://www-jstor-org.ezproxy.lib.ualgary.ca/stable/976884>

Week 9. Planning & Growth Management

Mar. 11, 2021

**Policy paper proposal due*

(*) Blais, P. 2010. *Perverse Cities: Hidden Subsidies, Wonky Policy, and Urban Sprawl*. Vancouver: University of British Columbia Press. pp. 1-13.

(*) Boundreau, J-A., Keil, R., & Young, D. 2009. 'Official Planning' in *Changing Toronto: Governing Urban Neoliberalism*, pp. 99-118. Toronto: University of Toronto Press.

(**) Foran, M. (2009). *Expansive Discourses: Urban Sprawl in Calgary, 1945-1978*. Athabasca University Press. pp. 3-22. <https://ebookcentral-proquest-com.ezproxy.lib.ucalgary.ca/lib/ucalgary-ebooks/reader.action?docID=625459&ppg=12>

Bliss, L. 2019. Oregon's Single-Family Zoning Ban Was a 'Long Time Coming'. *Bloomberg CityLab*, July 2. <https://www.bloomberg.com/news/articles/2019-07-02/upzoning-rising-oregon-bans-single-family-zoning>

Skim through:

Schneider, B. 2019. CityLab University: Zoning Codes. *Bloomberg CityLab*, August 6. <https://www.bloomberg.com/news/articles/2019-08-06/how-to-understand-municipal-zoning-codes?srnd=citylab-university>

(**) Shoup, D. 1997. "The High Cost of Free Parking." *Journal of Planning Education and Research* 17(1): 3-20. <https://journals-sagepub-com.ezproxy.lib.ucalgary.ca/doi/pdf/10.1177/0739456X9701700102>

Week 10. Transit & Transportation Mar. 18, 2021

(**) Altshuler, A. 2010. Equity, Pricing, and Surface Transportation Politics. *Urban Affairs Review* 46 (2): 155-179. <https://journals-sagepub-com.ezproxy.lib.ucalgary.ca/doi/abs/10.1177/1078087410378487>

(**) Sadik-Khan, J. 2016. The Bike Wars are Over, and the Bikes Won, *New York Times Magazine*, March 8, 2016. <http://nymag.com/intelligencer/2016/03/bike-wars-are-over-and-the-bikes-won.html>

(**) Walker, J. 2016. Why Cars and Cities Are a Bad Match. *Washington Post*, March 2. <https://link.gale.com/apps/doc/A444901382/AONE?u=ucalgary&sid=AONE&xid=9ec582ae>

(*) Ditta, S., Crawford, M., & Johal, S. 2016. Sharing the Road: The Promise and Perils of Shared Mobility in the GTHA. Toronto: Mowat Centre. Pp. 3-12; 41-52. https://munkschool.utoronto.ca/mowatcentre/wp-content/uploads/publications/124_sharing_the_road.pdf

Skim through:

(**) Towns, W., & Henstra, D. (2018). Federal policy ideas and involvement in Canadian urban transit, 2002-2017. *Canadian Public Administration*, 61(1), 65-90. <https://onlinelibrary-wiley-com.ezproxy.lib.ucalgary.ca/doi/full/10.1111/capa.12247>

(*) Vanderbilt, T. 2008. "Why More Roads Lead to More Traffic (and what to Do About It)," in *Traffic: Why We Drive the Way We Do (And What It Says About Us)*, pp. 153-175. New York:

Random House.

Week 11. Affordable Housing & Homelessness

Mar. 25, 2021

**(Virtual) Council Meeting Reflections due*

(**) Cote, A. 2013. Affordable Housing in Ontario: Mobilizing private capital in an era of public constraint, *IMFG Perspectives*. Toronto: Institute on Municipal Finance and Governance.
<https://www-deslibris-ca.ezproxy.lib.ucalgary.ca/ID/10049199>

(**) Ley, D. 2017. Global China and the making of Vancouver's residential property market. *International Journal of Housing Policy* 17(1): 15-34
<https://doi-org.ezproxy.lib.ucalgary.ca/10.1080/14616718.2015.1119776>

(*) Wachsmuth, D. et al. 2018. The High Cost of Short-Term Rentals in New York City. *Urban Politics and Governance research group*. McGill University. Pp. 5-8; 34-42.
<https://mcgill.ca/newsroom/files/newsroom/channels/attach/airbnb-report.pdf>

(*) Micallef, S. 2017. "Finding a Place to Live in the Million-Dollar City," in *Frontier City: Toronto on the Verge of Greatness*, Toronto: McLelland & Stewart, pp. 176-192.

(**) Suttor, G. 2016. Still Renovating: A History of Canadian Social Housing Policy. Montreal and Kingston: McGill Queen's University Press. pp. 3-24, 171-95.
<https://ebookcentral-proquest-com.ezproxy.lib.ucalgary.ca/lib/ucalgary-ebooks/detail.action?docID=4748434>

Schneider, B. 2020. CityLab University: Understanding Homelessness in America. *Bloomberg CityLab*, July 6. <https://www.bloomberg.com/news/features/2020-07-06/why-is-homelessness-such-a-problem-in-u-s-cities>

Week 12. #BLM: Race, Diversity & Inequality

Apr. 1, 2021

(**) Hulchanski, D. 2010. *The Three Cities Within Toronto: Income Polarization Among Toronto's Neighbourhoods, 1970-2005*. Toronto: Cities Centre. <https://www-deslibris-ca.ezproxy.lib.ucalgary.ca/ID/226176>

(**) Cole, D. 2015. "The Skin I'm In," *Toronto Life* 49(5): 38-46.
<https://link.gale.com/apps/doc/A412799760/CPI?u=ucalgary&sid=CPI&xid=c24cef8f>

(**) Ahmadi, D. 2018. "Is Diversity our Strength? An Analysis of the Facts and Fancies of Diversity in Toronto." *City, Culture and Society* 13: 64-72 <https://www-sciencedirect-com.ezproxy.lib.ucalgary.ca/science/article/pii/S1877916617300589>

Abdel-Nabi, H. 2019. "East Calgary Is Not A Culture Tour." *The Sprawl*, February 14.

<https://www.sprawlcalgary.com/stop-treating-northeast-calgary-like-a-culture-tour>

Holder, S. 2020. Why This Started in Minneapolis. Bloomberg CityLab, June 5.
<https://www.bloomberg.com/news/articles/2020-06-05/revealing-the-divisive-history-of-minneapolis>

Skim through:

(**) Coates, T-N. 2014. The Case for Reparations. *The Atlantic Monthly* (1993), 313(5).
<http://ezproxy.lib.ucalgary.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=rch&AN=96411803&site=ehost-live>

Week 13. **Urban Sustainability & Resilience**

Apr. 8, 2021

**Final Policy Paper due*

(**) Bulkeley, H., & Betsill, M. 2005. Rethinking Sustainable Cities: Multilevel Governance and the 'Urban' Politics of Climate Change. *Environmental Politics*, 14(1), 42-63. <https://doi-org.ezproxy.lib.ucalgary.ca/10.1080/0964401042000310178>

(**) Hughes, S. 2017. *Reducing Urban Greenhouse Gas Emissions: Effective Steering Strategies for City Governments*. IMFG Perspectives 16, University of Toronto, Institute on Municipal Finance and Governance. <https://www-deslibris-ca.ezproxy.lib.ucalgary.ca/ID/10093330>

The Aspen Institute. 2014. “The Resilience Dividend”, Talk by Judith Rodin:
https://youtu.be/S903N_sWLms [especially first 15 minutes]

(**) Turner, C. (2014). Owen's Ark. *The Walrus*, 11(5), 26. <https://thewalrus.ca/owens-ark/>

(**) Robinson, P., & Gore, C. 2009. “Local Government Responses to Climate Change: Our Last, Best Hope?” in *Changing Climates in North American Politics: Institutions, Policymaking and Multilevel Governance*, eds. Henrik Selin and Stacy D. VanDeveer, pp. 137-158. Cambridge: MIT Press. <https://ebookcentral-proquest-com.ezproxy.lib.ucalgary.ca/lib/ucalgary-ebooks/reader.action?docID=3339045&ppg=152>

Skim through:

(*) City of Calgary. 2018. Climate Resilience Strategy: Mitigation & Adaptation Action Plans.
<https://www.calgary.ca/content/dam/www/uep/esm/documents/esm-documents/climate-resilience-plan.pdf>

Week 14. **“Smart Cities,” COVID-19 & The Future of Urban Governance**

Apr. 15, 2021

(**) Florida, R. & Beddoes, J. 2019. Is Sidewalk Labs’ Quayside project right for Toronto? *The Toronto Star*, July 2. <https://search-proquest-com.ezproxy.lib.ucalgary.ca/docview/2250551430?accountid=9838>

(**)Morgan, Kevin & Webb, Brian, 2020. Googling the City: In Search of the Public Interest on Toronto's 'Smart' Waterfront. *Urban planning*, 5(1), pp.84–95.

<https://www.cogitatiopress.com/urbanplanning/article/view/2520>

(**) Lorinc, J. 2018. Promise and Peril in the Smart City: Local Government in the Age of Digital Urbanism. *Toronto: Institute on Municipal Finance and Governance*. 11 pp.

<https://www-deslibris-ca.ezproxy.lib.ualgary.ca/ID/10096885>

(**) Acuto, M., Larcom, S., Keil, R., Ghajeh, M., Lindsay, T. Camponeschi, C. & Parnell, S. 2020. Seeing COVID-19 through an urban lens. *Nature Sustainability*. 2pp.

<https://www-nature-com.ezproxy.lib.ualgary.ca/articles/s41893-020-00620-3>

(**) Thompson, D., 2020. How Disaster Shaped the Modern City. *The Atlantic monthly* (1993), 326(3), pp.64–70.

<http://ezproxy.lib.ualgary.ca/login?url=http://search.ebscohost.com/login.aspx?direct=true&db=ulh&AN=145510925&site=ehost-live>

(**) Tavernise, S. & Mervosh, S. 2020. America's Biggest Cities Were Already Losing Their Allure. What Happens Next? *New York Times*, April 19.

<http://ezproxy.lib.ualgary.ca/login?url=https://www-proquest-com.ezproxy.lib.ualgary.ca/newspapers/city-dwellers-weigh-saying-goodbye-all-that/docview/2391788141/se-2?accountid=9838>

Skim through:

(*) OECD. 2020. Cities policy responses. *OECD Policy Responses to Coronavirus (COVID-19)*, July 23. <https://www.oecd.org/coronavirus/policy-responses/cities-policy-responses-fd1053ff/>

ASSIGNMENTS

Below are the assignments to be completed over the course of POLI433. For all written assignments (Council Meeting Paper, Midterm, Paper Proposal, and Final Paper), writing *will* be considered in the final grade. Students are expected to write clearly and adhere to an established citation/reference format. **All assignments are to be uploaded to d2l.**

1. **10% Participation:** Students are expected to complete all the readings, watch the uploaded video lectures, attend class, and participate actively and substantively in weekly discussions. Participation grades will reflect this.
2. **10% d2l Content Uploads:** Students are expected to upload content to d2l that engages with the week's topic in some way. For example, this may be a photo, news article, short video, or question derived from the readings. During class, students may be asked to briefly explain or indicate why they chose their uploaded material. ("I thought this was a good example of..."; "This made me wonder whether..."; etc.) Students are expected to upload content for a minimum of 10 classes, worth 1% each. Content must be uploaded prior to the Thursday class (preferably the evening prior).
3. **30% Midterm:** The midterm will focus on the concepts and theories outlined in the readings and lectures of the first five weeks of class. The timed midterm will be conducted via "Quizzes" in d2l, and will be available from 1:00pm on Feb. 11 to 11:59pm on Wednesday Feb. 24. **Once students begin, they will have 90 minutes to complete the**

midterm. The midterm is open-book and will consist of long-answer questions. Students will be assessed on the strength and clarity of their argument, including their ability to integrate class readings and concepts.

4. **10% (Virtual) Council/Standing Policy Committee Meeting Reflections:** Students will be required to “attend” one public Council or Standing Policy Committee (SPC) meeting and produce a 3-5 page paper (double-spaced) outlining their key impressions and takeaways of the experience. Due March 25, 2021. The Council and SPC calendar can be accessed at: <https://www.calgary.ca/ca/city-clerks/legislative-services/council-calendars.html>
5. **5% Paper Proposal:** Students must submit a 2-page (single- OR double-spaced) proposal for their final paper by 11:59pm on March 11, 2021. In the Proposal, students should indicate the policy issue area they will write on, which two cities they will compare, and their rationale for this selection (i.e. why is this an important/relevant policy area worth examining in these two cities?). The proposal must also include a bibliography of 5-10 sources (both academic and non-academic) that they expect to reference in their paper.
6. **35% Final Urban Policy Paper:** For the final assignment, students will write a 20-25 page paper (double-spaced) that will compare the governance of a given policy issue in two different cities and present policy recommendations. Final Papers are to be submitted to d2l by 11:59pm on April 8, 2021.

***Detailed instructions for each of the above assignments will be provided in class and uploaded to d2l.**

LATE PENALTIES

Paper proposals, final papers, and council meeting reflections will **be deducted 5%** per day late, including weekend days. **Late midterms will not be accepted.** **Late D2l content uploads will not be counted** towards the 10 upload minimum.

WRITING STATEMENT

Written assignments are often required in Political Science courses, and the quality of writing skills, including but not limited to such elements as grammar, punctuation, sentence structure, clarity, citation, and organization, will be taken into account in the determination of grades. Students are encouraged to make use of the services offered through Writing Support Services in the Student Success Centre by contacting them at <http://www.ucalgary.ca/ssc/writing-support>.

GRADING SCALE:

Grades will be given as percentages (0-100), which correspond to the below letter grades:

A+ (91-100)	B+ (77-79)	C+ (67-69)	D+ (55-59)
A (85-90)	B (73-76)	C (63-66)	D (50-54)
A- (80-84)	B- (70-72)	C- (60-62)	F (0-49)

INSTRUCTOR GUIDELINES

Students requiring assistance are encouraged to speak to the instructor during class or their office hours. Should you wish to meet outside of office hours, please email to make an appointment. It

is to the student's advantage to keep such appointments. All meetings will be held virtually.

Email is a common form of communication but it is not always the most effective way of answering student questions. If you cannot make office hours, please request a one on one meeting outside of these hours, to be held virtually.

IMPORTANT POLICIES AND INFORMATION

Supporting Documentation and the Use of a Statutory Declaration

As stated in the University Calendar:

Students may be asked to provide supporting documentation for an exemption/special request. This may include, but is not limited to, a prolonged absence from a course where participation is required, a missed course assessment, a deferred examination, or an appeal. Students are encouraged to submit documentation that will support their situation. Supporting documentation may be dependent on the reason noted in their personal statement/explanation provided to explain their situation. This could be medical certificate/documentation, references, police reports, invitation letter, third party letter of support or a statutory declaration etc. The decision to provide supporting documentation that best suits the situation is at the discretion of the student. Students cannot be required to provide specific supporting documentation, such as a medical note.

Students can make a Statutory Declaration as their supporting documentation (available at ucalgary.ca/registrar). This requires students to make a declaration in the presence of a Commissioner for Oaths. It demonstrates the importance of honest and accurate information provided and is a legally binding declaration. Several registered Commissioners for Oaths are available to students at no charge, on campus. For a list of locations to access a Commissioners for Oaths, visit ucalgary.ca/registrar).

Falsification of any supporting documentation will be taken very seriously and may result in disciplinary action through the Academic Discipline regulations or the Student Non-Academic Misconduct policy.

This statement is accessible at: <https://www.ucalgary.ca/pubs/calendar/current/m-1.html>

Absence From a Mid-term Examination

Students who are absent from a scheduled term test or quiz for legitimate reasons are responsible for contacting the instructor via email within 48 hours of the missed test to discuss alternative arrangements. A copy of this email may be requested as proof of the attempt to contact the instructor. Any student who fails to do so forfeits the right to a makeup test.

Deferral of a Final Examination

Deferral of a final examination can be granted for reasons of illness, domestic affliction, and unforeseen circumstances, as well as to those with three (3) final exams scheduled within a 24-hour period. Deferred final exams will not be granted to those who sit the exam, who have made

travel arrangements that conflict with their exam, or who have misread the examination timetable. The decision to allow a deferred final exam rests not with the instructor but with Enrolment Services. Instructors should, however, be notified if you will be absent during the examination. The Application for Deferred Final Exam, deadlines, requirements and submission instructions can be found on the Enrolment Services website at <https://www.ucalgary.ca/registrar/exams/deferred-exams>.

Appeals

If a student has a concern about the course or a grade they have been assigned, they must first discuss their concerns with the instructor. If this does not resolve the matter, the student then proceed with an academic appeal. The first step in an academic appeal is to set up a meeting with the Department Head. Appeals must be requested within 15 days of receipt of the graded assignment.

University Regulations

Students are responsible for familiarizing themselves with the University policies found in the Academic Regulations sections of the Calendar at www.ucalgary.ca/pubs/calendar/current/academic-regs.html.

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor.

The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

Plagiarism and Other Forms of Academic Misconduct

Academic misconduct in any form (e.g. cheating, plagiarism) is a serious academic offence that can lead to disciplinary probation, suspension or expulsion from the University. Students are expected to be familiar with the standards surrounding academic honesty; these can be found in the University of Calgary calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>. Such offences will be taken seriously and reported immediately, as required by Faculty of Arts policy.

Required Access to Technology

Please see the University's resource page at https://ucalgary.service-now.com/it?id=kb_article&sys_id=86e7438013753ac06f3afb2e144b031

Copyright Legislation

As stated in the University of Calgary Calendar, Academic Regulations, "students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright and requirements of the copyright act to ensure they are aware of the consequences of unauthorised

sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.”

<https://www.ucalgary.ca/policies/files/policies/acceptable-use-of-electronic-resources-and-information-policy.pdf> and <https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>

Instructor Intellectual Property

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

Freedom of Information and Protection of Privacy (FOIP)

FOIP legislation requires that instructors maintain the confidentiality of student information. In practice, this means that student assignment and tests cannot be left for collection in any public place without the consent of the student. It also means that grades cannot be distributed via email. Final exams are kept by instructors but can be viewed by contacting them or the main office in the Department of Political Science. Any uncollected assignments and tests meant to be returned will be destroyed after six months from the end of term; final examinations are destroyed after one year.

Faculty of Arts Program Advising and Student Information Resources

For program planning and advice, please consult with the Arts Students' Centre by calling 403-220-3580 or by email at artsads@ucalgary.ca. You can also visit arts.ucalgary.ca/advising for program assistance.

For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625].

Important Contact Information

Faculty of Arts Undergraduate Students' Union Representatives

Phone: 403-220-6551

Email: arts1@su.ucalgary.ca, arts2@su.ucalgary.ca, arts3@su.ucalgary.ca,
arts4@su.ucalgary.ca

Students' Union URL: www.su.ucalgary.ca

Graduate Students' Association

Phone: 403-220-5997

Email: askgsa@ucalgary.ca

URL: www.ucalgary.ca/gsa

Student Ombudsman

Phone: 403-220-6420

Email: ombuds@ucalgary.ca

Campus Mental Health Resources

The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the excellent mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the following resources:

SU Wellness Centre: <http://www.ucalgary.ca/wellnesscentre/>

Student Wellness Services:

<https://www.ucalgary.ca/wellness-services/services/mental-health-services>

Campus Mental Health Strategy website: <https://www.ucalgary.ca/mentalhealth/>.