

School of Government

PUBL 207
ENVIRONMENTAL POLICY

Trimester Two 2010

20 Points

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Cath Wallace
Room: Rutherford House Level 8, Room 826 (Mon, Wed, Fri)
Cotton 224 (Tuesday, Thursday)
Phone: 04 463-5713 Rutherford
04 463-6115 Cotton (no messages)
Email: Cath.Wallace@vuw.ac.nz

Administrator: Mara Robertson
Room: Rutherford House Level 8, Room 821
Phone: 04 463-6599
Email: Mara.Robertson@vuw.ac.nz

Tutors Cath Wallace, as above, and

Sam Holmes
022 659 0922
samholmes@onetel.com

Note: Always include “PUBL 207” at the beginning of the subject line as well as your subject descriptor when emailing.

Class Times and Room Numbers

Lecture Timetable: Tuesday 12.00 – 12.50pm MYLT101
Thursday 12.00 – 12.50pm MYLT101

Tutorials: 3- 4 of the following times, depending on timetables:

Tuesday	2.10pm – 3.00pm	KK106
Tuesday	3.10pm – 4.00pm	KK106
Wednesday	4.10pm – 5.00pm	MY105
Thursday	2.10pm – 3.00pm	KK106
Thursday	3.10pm – 4.00pm	KK106

(Subject to change and to numbers). Allocations of students will be done in class. Tutorials will begin in week 2 of the trimester.

A comprehensive Lecture Outline with readings for each class, and Essay and Tutorial topics will be issued separately.

Trimester Dates

Teaching Period:	Monday 12 July to Friday 15 October 2010
End of Year Study Period:	Monday 18 October to Thursday 21 October 2010
Examination Period:	Friday 22 October to Saturday 13 November 2010 (inclusive)

Note: Students who enrol in courses with examinations are obliged to attend an examination at the University at any time during the formal examination period.

Withdrawal from Courses:

Your fees will be refunded if you withdraw from this course on or before **23 July 2010**.

The last date for withdrawal from this course is the three-quarter point of the teaching period, i.e. **Friday 24 September**. After that date, permission to withdraw requires the permission of the Associate Dean (Students) as set out in section 8 of the Personal Courses of Study Statute <http://policy.vuw.ac.nz/Amphora!~~policy.vuw.ac.nz~POLICY~000000001743.pdf>

To apply for permission, fill in the Late Withdrawal form available from either of our Student Customer Service Desks.

Office Hours and Contacts – Further Details

Because I do not have my main office on the Kelburn campus, I will often, but not quite always, keep office hours during term time in Cotton 224 on Tuesdays 4.00-5.00pm and Thursdays 4:00-5.00pm, but this may be varied in the light of tutorial arrangements. Changes to office hours will be posted on the Blackboard site for this course.

You are welcome to make separate arrangements with me for other times to meet outside of office hours but I will generally NOT be available in the two hours before a class. Please don't hesitate to get in touch with me at any other stage. I am here to help you. In particular, please let me know if you are having difficulties and ask for one-on-one help.

I have the telephone number 463-6115 in Cotton 224, but it is a shared office so messages will not get through to me. It is more reliable if you leave messages for me at 463-5713.

Course Aims and Objectives

An introduction to the analysis of environment and natural resources problems and policy which draws on the interface between the natural sciences, economics, law, ethics and politics.

The state of the environment globally and nationally is canvassed. The fundamentals of ecology and sustainability and the nature of services from the environment and natural resources are described and analysed. The limits to growth and the sustainability debates are considered.

The economic, legal, and philosophical foundations for environmental policy are explored. The course covers policy making actors, paradigms and processes; policy instruments and issues.

Case studies are referred to throughout the course for tutorial and other discussions. The course concludes with further consideration of case studies. The analysis presented is provided in the context of renewable and non-renewable resources, pollution and pollution abatement problems and decisions about the environment and environmental services made under uncertainty and across time.

Course Learning Objectives

Students passing this 200 level course should emerge with a tool kit of theory that enables them to understand some of the underpinning drivers of human behaviour as it impacts on the environment; to think critically and creatively about environmental problems, institutions and solutions; to show competence in analysis and communication about these; and to be able to give coherent presentations.

Course Objectives: By the end of this course, students should be able to:		Assignments that test these: Tutorial assignments on all plus:	Major Attributes
1	Appraise different disciplinary contributions to the understanding of drivers of environmental problems, human behaviour and the development, implementation and evaluation of environmental policy.	Essay, Exam	MA 3, MA 5
2	Analyse some of the key debates surrounding environmental policy including the debates surrounding the limits to growth, sustainable development, anthropocentrism and ecocentrism, roles of the state and non-state actors, human motivation and institutions, and criteria and choices for tackling environmental problems.	Essay Exam	MA 4
3	Analyse the ethical underpinnings of positions that people take in environmental conflicts and policy debates and explain how the elements of traditional Maori cosmogonies of the environment may shape Maori attitudes to environmental policy.	Exam, Essay	MA 12

Course Objectives: By the end of this course, students should be able to:		Assignments that test these: Tutorial assignments on all plus:	Major Attributes
4	Apply relevant economics and public policy and other theory to analyse drivers of over-harvesting, pollution, and other environmental harms, and the choices of policy instruments and institutions by the state to address those.	Test, Exam	MA 3, MA 5
5	Explain the basics of policy processes, the policy 'cycle' and stages in policy development, analysis and implementation both at a national and a multilateral level.	Test, Exam	MA 4
6	Analyse a range of policy instrument options and criteria that might be used in the selection of policies and policy instruments to tackle environmental problems and to then select those appropriate for particular problems with commentary on the strengths and weaknesses of each.	Test, Exam	MA 5, MA 11
7	Design creative methods for tackling and communicating environmental issues and their solutions.	Exam	MA 9
8	Analyse a variety of situations in New Zealand and international environmental management, identifying the relevant institutions and law.	Essay, Test, Exam	MA 7
9	Critique processes for public participation and decision making in environmental management.	Exam	MA 5
10	Display scholarship, in both writing and discussion, combining theory and empiricism in well-reasoned arguments with sources documented and assertions justified.	Essay and Exam	MA 10

Major Attributes: PUBL majors will be able to	
MA1	Judge the defining features of good policy analysis and advice and appraise how they are best produced
MA2	Demonstrate an understanding of the influence of political ideas and philosophies, and of constitutional and political institutions on public policy
MA3	Demonstrate an understanding of the contribution of quantitative and qualitative methods in policy analysis
MA4	Identify the nature and respective roles of state and civil society in the development, implementation and evaluation of public policy, and demonstrate an understanding of the distinction between government and governance
MA5	Appraise different disciplinary contributions to the development, implementation and evaluation of public policy
MA6	Judge the relevance and importance of evidence in policymaking
MA7	Apply the comparative method to policy analysis, and identify insights that might be drawn from other policy jurisdictions
MA8	Judge and articulate the relevant criteria that might be used in assessing the advantages and disadvantages of particular policy options
MA9	Analyse complex policy issues from multiple perspectives and identify opportunities for innovation
MA10	Express ideas succinctly and persuasively both in written form and orally

MA11	Construct and articulate rationales for public policy intervention
MA12	Demonstrate an understanding of the significance of ethics and accountability in the study and practice of public policy
MA13	Interpret the significance of the Treaty of Waitangi (Te Tiriti o Waitangi) in the study and practice of public policy in New Zealand

Assessment Details, Deadlines, Requirements

Essay 1: 25% Date due: Friday 13 August, 4.00pm

Test: 25% Date: Tues 28 Sept in MYLT101 and/ or other room to be advised at 12.00 noon sharp

Final 3 hour exam: 50% Time and date to be advised

The final examination for this course will be scheduled at some time during the period from Friday 22 October to Saturday 13 November 2010 (inclusive). It will be closed book, no calculators.

The course grade is determined by the weighting of the final examination (50%) and in-term assessment (50%).

The learning objectives to be covered by each assessment item are outlined above on pages 3 and 4.

Test

The terms test will be on **Tues 28 Sept in MYLT101 and/ or other room to be advised at 12.00 noon sharp**. It will be 50 minutes in length and will consist of some short questions and some longer written questions. It will test the material covered in the course up to and including Thursday 23 September 2010.

The Test will test technical knowledge and accuracy, grasp of the literature and key thinkers, and ability to command and explain or apply key concepts, to use and interpret graphs and the learning objectives outlined on p. 3 and 4.

Essay

Length: 2000 words (max)

The Essay will assess scholarship and critical thinking, knowledge of theory and ability to express, interpret, test and explain ideas and to convey technical material. Clarity, concision and precision of communication, qualities of written communication and the ability to show knowledge of the scholarly area and to make your own assessments are expected.

Format for submission:

Please put your essay into the PUBL 207 assignment cupboard outside the School of Earth Sciences office in CO 311, OR in Cath Wallace's assignment box on the Mezzanine floor of Rutherford House, box number 79 **AND you MUST RETAIN an electronic copy which**

you must supply if asked or submit your essay via Blackboard and Turnitin.com as directed.

Attach a completed copy of the **School of Government Assignment Cover Sheet** to your essay. The Cover Sheet is located on the last page of this course outline.

Be sure to **provide a 4 - 5 cm margin** on the left of each page of your essay [Adjust the margins on the ruler at the top of the page in Word].

Essays should be typed, with **line spacing of 1.5 or 2** [Format/paragraph/line spacing]. Double sided printing is welcome.

Ensure pages are numbered [Insert/page number], stapled and that **your name, class and tutorial time are on the essay at the top right-hand side of the first page**. Please retain an electronic copy of your essay – we may require you to supply it for plagiarism checks or other purposes.

Please **DO NOT use presentation folders or plastic cases**.

Essays over the word limit are not acceptable. Use your word count function and record the word count on the top of the essay [Tools/word count]. Exclude the bibliography for this purpose.

Please limit your use of quotes to a maximum of a total of seven lines.

Take care to show your knowledge of the relevant literature and to carefully reference and document your writing. Do not plagiarise.

Topics

The topics for the Essay will be distributed on a separate sheet.

Final Examination

The 3 hour final examination for this course will be scheduled at some time during the period from Friday 22 October to Saturday 13 November 2010. It will be closed book, no calculators.

The questions will range over the whole course, with particular emphasis being given to the material covered in the readings, lectures and tutorials. The exam is used for assessment purposes, but you should use the preparation for the exam as a chance to knit together the material of the course, to see how the parts relate and to consider the material of the course as a whole.

Note: Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and audit purposes. The findings may be used to inform changes aimed at improving the quality of FCA programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Criteria Used in Assessing Work

In-course work and examinations are intended to assess the student's capabilities in terms of:

Scholarship: Overall, what depth of knowledge and understanding of the field, including an understanding of the leading lines of schools of thought and the main contributors, is displayed?

Coverage of Topic: Has the material been covered comprehensively, but with discrimination of what is important and relevant?

Depth and coherence of analysis: Does the work indicate that the student has accurately interpreted the information available, has considered critically the various viewpoints, and understands the topic? Does the analysis done "hang together"?

Quality of argument: Is the work logical, coherent, rigorous and internally consistent? Are arguments clearly put and counter arguments anticipated, examined, accepted or rebutted? Does the reader have confidence that the analysis and conclusions drawn are reliable and accurate? Are assertions supported by argument, authority or evidence (or some combination)?

Clarity of Expression: Can the student convey ideas and conclusions clearly and with concision and precision? Is the writing lucid, so that the reader does not have to re-read or re-interpret it to understand it? Are "signposts" to the reader well used?

Use of readings and supplementary materials: Does the work draw on not only on readings supplied or recommended by the lecturer, but also on other material located by students at their own initiative, particularly scholarly and journal literature?

Technical presentation: Is the student able to write good English, to spell and punctuate correctly, lay out work clearly, and make effective use of graphics and tabulations? Are instructions followed regarding format? Is referencing accurate and complete to a standard format?

Originality: Is there evidence of original, creative and critical thinking on the part of the student, in distinction to merely reporting the views of others, describing or summarizing?

Intellectual Honesty: A high standard of intellectual honesty is required in all the work in this course, and indeed the programme as a whole.

Presentation of work

All in-course written assignments should be typed, with 1.5 - 2 line spacing and with a 4 - 5 cm margin for comments. Ensure that your name, class and tutorial time are clearly marked on the top right hand side of the front page. PLEASE DO NOT USE PRESENTATION FOLDERS OR BINDINGS. Please staple pages at the top left. Number your pages.

Course Delivery

This course is delivered via two lectures per week, one tutorial per student per week (beginning from the second week), and tasks that must be completed for these tutorials. This may require individual or group presentations, and from time to time discussion of material

on or via Blackboard. Other learning and assessment will be either as marked assignments, the test and the examination, or for the weekly tutorial sessions, with some intersessional work as specified in weekly tasks. The text and Readings plus supplementary material on Blackboard will be used for this.

Blackboard will be used as a supplement to these delivery modes with electronic access to the lectures after their delivery and to some supplemental material, and as directed in weekly session tasks.

Expected Workload

The paper represents one sixth of a normal fulltime, yearly load. The assessment provisions for this 20 point 200 level course require students to spend approximately (and no less than) ten hours per week on paper related work, in addition to the three hours of class attendance.

Students' success will depend on their willingness to read and reflect on the readings specified, to prepare themselves for tutorial discussions, and to assimilate the material presented in lectures and worked through in tutorials. Preparation for tutorials is essential.

Any student who is unable regularly to attend lectures should advise the Course Coordinator.

You will be expected to prepare weekly in advance of tutorials – this is a regular and important commitment. Weekly tasks will be issued for this purpose with guides to reading. Assignments and the test and essays will require further work. It is very important that you pace yourself with regular committed work right from the beginning. Coasting along and then finding a pile of work is a route to stress.

Group Work

Group work will be required in tutorials and for some tutorials with preparation between tutorials, but this will not add any extra to the “self study” component. This is important preparation and is required but is not separately assessed.

Extensions and Penalties

The ability to plan for and meet deadlines is a core competency. Failure to meet deadlines disrupts course planning and is unfair on students who do submit their work on time. It is expected therefore that you will complete and hand in assignments by the due date. Marks will be deducted at the rate of five per cent for every day by which the assignment is late (weekends and public holidays excluded) and no assignments will be accepted after five working days beyond the date they are due unless extensions are given. For out of town students, two calendar days' grace is given to allow for time in the post. Electronic versions of reports may be e-mailed to your course coordinator but should be followed by hard copy.

If ill-health, family bereavement or other personal circumstances beyond your control prevent you from meeting the deadline for submitting a piece of written work or from attending class to make a presentation, you can apply for and may be granted an extension to the due date. You should let your course coordinator know as soon as possible in advance of the deadline (if circumstances permit) if you are seeking an extension.

Extensions will be granted to those who meet the University's aegrotat rules (eg. medical certificate, personal bereavement, critical personal circumstances involving the health of a close relative or personal circumstances beyond your control). If you are having troubles let Cath Wallace know.

Please pass in any late essays to the 8th floor Rutherford House reception (office hours are 8:30am – 5:00pm, Monday to Friday) or to the administration assistants at the office of the School of Earth Sciences (3rd Floor Cotton) so that the time and date it was received can be recorded. Essays handed in more than 5 days after the due date or after the date of an extension may not be accepted unless there are special circumstances. It is important that you communicate difficulties that you are having.

Mandatory Course Requirements

Subject to dispensations for special circumstances, there are minimum course requirements that must be satisfied in order to earn the right to sit the final examination and to be assessed for a final grade.

In the case of PUBL 207, you must sit the test and do the essay, and attend and satisfactorily contribute to at least 9 of the 11 tutorials. If you find you have failed to comply with these conditions, discuss this with Cath Wallace.

Students who fail to satisfy the mandatory requirements for passing this course, other than the requirement to obtain a C grade overall, will not receive a graded result, and their records will show a "K" (fail due to not satisfying mandatory course requirements, even though the student's course requirements reached the level specified for a pass).

To pass PUBL 207 a student must meet the mandatory course requirements and achieve at least a total of 50% over all the assessment.

Readings and Recommended Texts

The course will use electronic and Restricted issue readings and the text below, supplemented with other readings which will be noted on BlackBoard. The readings are mostly on e-Reserve in the Library but some materials can not be made available this way due to copyright restrictions. Directions for weekly readings are supplied with the detailed lecture outline and the weekly tutorial task sets.

The main textbook used for the course is:

Harris, Jonathan (2006) *Environmental and Natural Resource Economics: A Contemporary Approach*, Houghton-Mifflin, Boston NY, 503p. ISBN 0618496335.

The following have useful material and are held in the Library, but you will need to share these:

Common, Michael & Sigrid Stagl (2003) *Ecological Economics: An Introduction*, Cambridge UP, xxxii+560p, pp. 21 – 65. ISBN 13-978-0-521-01670-4.

Tietenberg, Tom (2006) *Environmental and Natural Resource Economics*, 7th Edition, Pearson, Boston, xxxi + 655p. ISBN 0-321-30504-3.

Lecture Guide and Dates¹

LECTURE DATES, TOPICS

(A Lecture Guide with readings for each class will be circulated)

THE SCOPE OF THE POLICY PROBLEM, ECOLOGY & THE LIMITS TO GROWTH AND SUSTAINABILITY DEBATES; VALUES

- | | | |
|---|---------------|---|
| 1 | Tues 13 July | Introductions, Introduction to the course and documentation. Environmental Policy and Management of Human Impacts on the Environment: the scope of the area and of the course.

Environment and functions and services from the environment, relationship to the economy and society, values and resources, notions of natural capital and social capital. Key concepts. |
| 2 | Thurs 15 July | Ecology - Some principles of ecology, natural systems, the environment as a system and a supplier of services and resources. The laws of thermodynamics. |
| 3 | Tues 20 July | Overarching policy objectives. Economic Growth? Wellbeing? Maintaining systems and capitals? The Limits to Growth debates, Sustainability and Environmental Protection as foundations for society and the economy. |
| 4 | Thurs 22 July | Goals and perspectives: ethical dilemmas. Environmental and ecosystem ethics, obligations to the future, the present and the past. Ethical foundations to environmental problems. Theories of justice, and the past, present and future. |
| 5 | Tues 27 July | Environmental decisions and concepts – Public and private decisions, private decisions with public consequences. The multifunctional environment and the economy. Goods, services and ecological functions from nature in consumption and production. Economic concepts of public and private goods; open access v controlled access. Choices and allocation, public and private. Institutions, incentives, entitlements and obligations. Cases – forests and the sea, land use, water use. How do we make choices? |

¹ The order of lectures may be subject to change due to availability of staff or the progress of the course.

- 6 Thurs 29 July Environmental Policy and Problems in New Zealand. Who does what? New Zealand Environmental Administration, policy and management: laws, agencies and roles. The environment in NZ law.

Problems and decision makers. Water, biodiversity, marine and fisheries, pollution and land use, conservation and other aspects.
- 7 Tues 3 August Environmental Policy formation and implementation: Models and their critiques, including the Public Policy “stages”, processes & policy actors. New Public Management v Public Value paradigms. Public policy decision making: Concepts - policy agenda setting, problem definitions, goals and criteria, constituencies of interest. Implementation, monitoring, evaluation. Cases.
- 8 Thurs 5 August Understanding different positions taken by environmental policy actors. Policy actor motivations – debates and models and their importance for policy: “*homo economicus*”, “*homo reciprocans*”? Individualism and collective approaches. Experimental and empirical results; consumers, citizens and reciprocity. Framing of problems.
- 9 Tues 10 August Maori conceptions of the environment. The Treaty of Waitangi and environmental policy.

NOTE this will be taken by Dr Jessica Hutchings
(* * Subject to change of date to suit visiting lecturer.)
- 10 Thurs 12 August Thinking in Time. Dynamic efficiency. Cost benefit analysis, risk, myopia, discounting and controversies. Intergenerational issues. When is Cost benefit analysis useful or not? Ethical or not? What should be the scope if it is used? Alternatives.

<<<<<<< **Essay 1 due Friday 13 August, 4.00pm** >>>>>>>

CONCEPTS: MARKET AND NON-MARKET CONCEPTS & ALLOCATION

- 11 Tues 17 August Non-market and market values of the environment and natural resources. Intrinsic, instrumental values. Capturing values not expressed in the market. Issues and methods. Methods: Qualitative & Quantitative. Micro-economic methods:

Contingent valuation, travel costs, hedonic pricing and others.
Controversies. Deliberative processes. Multi-criteria analysis.

12 Thurs 19 August Scarcity, market and non-market. Consumption, “utility” and demand.

<<<<<<<< **23 August – 5 September BREAK** >>>>>>>>

13 Tues 7 Sept Production, costs and supply.

14 Thurs 9 Sept How markets operate in perfect competition and assumptions.
How prices signal production choices, preferences and scarcities, Market operations and adjustments.

15 Tues 14 Sept Market operations continued.

PROBLEMS & SOLUTIONS, POLICIES & POLICY DESIGN & IMPLEMENTATION

16 Thurs 16 Sept Market failures – Environmental problems and market failures, policy responses. Criteria for policy instrument choice. Issues in policy development, design and implementation.
Uncertainty, risk, ignorance.

17 Tues 21 Sept Government Failures:
Theories of government failures – Demand side, supply side.
Public goods funding and provision. Voters and revelation of preferences, bureaucratic behaviour. Supply side controversies. Counter arguments, debates, evidence, New Zealand examples.
Water management in NZ; Climate change policies.

18 Thurs 23 Sept Market Failures, government failures and policy responses continued. Issues in policy development and implementation.

Pollution and pollution characteristics. The “optimal” amount of pollution. Marginal damage costs and marginal abatement costs. Uniformly and non-uniformly mixed pollutants and other categories of pollutants.

19 Tues 28 Sept **Test – MYLT101 and/or other room to be advised 12.00 noon sharp**

- 20 Thurs 30 Sept NZ's Resource Management Act: Architecture and Implementation. Genesis and core structure and ideas in the Act. Architecture. Controversies. Land use, water, biodiversity and property rights debates.
- 21 Tues 5 Oct Course assessments. Policy and Public Participation; the why and the how. The roles of the public, iwi, experts. What can go wrong.

COMMON POOL / OPEN-CONTROLLED ACCESS RENEWABLE RESOURCES

- 22 Thurs 7 Oct Common pool, rival & non-excludable, access and entitlement controls, governance issues. Complex systems, competing interests. The case of oceans and marine fisheries – analysis. Static analysis of fisheries management. Management challenges and restricting access.
- 23 Tues 12 Oct Theory continued and the New Zealand experience of fisheries and marine management. The Fisheries Quota Management System and the Fisheries Act 1996. Problems.

ENVIRONMENTAL POLICY IN THE INTERNATIONAL ARENA

- 24 Thurs 14 Oct International environmental policy development processes, dynamics & negotiations. International issues, policy making and law. Climate change, high seas.
- Discussion of exam.

Study Break: Monday 18 October to Thursday 21 October

Final Exam – 3 hours – Date (to be advised by Examinations) during the period Friday 22 October to Saturday 13 November 2010 (inclusive). Please ensure you are available for examination during this period.

Access to Computers

All students at Victoria have an account which enables them to use the Student Computing Services (SCS) machines. The SCS machines are located at various points around the campus including the main SCS suite in the library, and the FCA computer labs at Railway, which are available to FCA students.

The Help Desk can be contacted on 463-5050 or at its-service@vuw.ac.nz.

Communication of Additional Information

Information relating to this course will be available on the PUBL 207 Blackboard site under the sections “Announcements” and “Course Materials”. This will include the Course Outline, the lecture guide with readings, weekly tasks for tutorials, and essay topics. Previous tests will also be posted. Electronically available materials will also be posted there.

Some course material will be distributed in lectures; material not picked up in lectures will be available from the School of Earth Sciences office at Cotton 311, so if you miss a class, go there to pick it up.

Any changes to the course timetable or content, or other announcements will be announced, usually at the beginning of class and will be posted on the Blackboard Course site. Please be punctual for classes.

Emails will be sent to the class from time to time. It is your responsibility to keep Cath Wallace and the University administration up-to-date with your contact details.

Administrative Support

The Admin contact for PUBL 207 is Mara Robertson at the School of Government Reception Desk, Rutherford House 8th Floor, tel 463-6599. Another person who may be able to help is Hayley Maguren in the Office of the School of Earth Sciences, 311 Cotton, tel 463-5337.

Faculty of Science Offices

The Science Faculty’s Student and Academic Services Office is located on the ground of the Cotton Block on the Cotton “Street” at the southern end of the building. The ground floor counter is the first point of contact for general enquiries and Faculty of Science forms. Student Administration Advisers are available to discuss course status and give further advice about Science Faculty qualifications. To check for opening hours call the Student and Academic Services Office, student administration officers Michael McMath on 463-5983 or Celia Simpson on 463-5981.

Class Representative

A class representative will be elected in the first class, and that person’s name and contact details will be available to VUWSA, the course coordinator, and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of the students.

Academic Integrity, Plagiarism, and the use of Turnitin

Plagiarism is presenting someone else’s work as if it were your own, whether you mean to or not.

‘Someone else’s work’ means anything that is not your own idea. Even if it is presented in your own style, you must still acknowledge your sources fully and appropriately. This includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the Internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Acknowledgement is required for *all* material in any work submitted for assessment unless it is a ‘fact’ that is well-known in the context (such as “Wellington is the capital of New Zealand”) or your own ideas in your own words. Everything else that derives from one of the sources above and ends up in your work – whether it is directly quoted, paraphrased, or put into a table or figure, needs to be acknowledged with a reference that is sufficient for your reader to locate the original source.

Plagiarism undermines academic integrity simply because it is a form of lying, stealing and mistreating others. Plagiarism involves stealing other people’s intellectual property and lying about whose work it is. This is why plagiarism is prohibited at Victoria.

If you are found guilty of plagiarism, you may be penalised under the Statute on Student Conduct. You should be aware of your obligations under the Statute, which can be downloaded from the policy website (www.victoria.ac.nz/home/about/policy/students.aspx). You could fail your course or even be suspended from the University.

Plagiarism is easy to detect. The University has systems in place to identify it.

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. At the discretion of the Head of School, handwritten work may be copy-typed by the School and subject to checking by Turnitin. Turnitin will retain a copy of submitted materials on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

There is guidance available to students on how to avoid plagiarism by way of sound study skills and the proper and consistent use of a recognised referencing system. This guidance may be found at the following website <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

If in doubt seek the advice of your course coordinator.

Plagiarism is simply not worth the risk.

For the following important information follow the links provided:

Academic Integrity and Plagiarism

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

General University Policies and Statutes

<http://www.victoria.ac.nz/home/about/policy>

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support

http://www.victoria.ac.nz/home/about_victoria/avcademic/Publications.aspx

Faculty of Commerce and Administration Offices

<http://www.victoria.ac.nz/fca/studenthelp/>

Manaaki Pihipihinga Programme

http://www.victoria.ac.nz/st_services/mentoring/



School of Government

Assignment Cover Sheet

Instructions

Please complete and sign this form and attach it as the cover page to your assignment.

Student Name (Please print) _____

Student ID _____ Course Code _____

Course Coordinator/Tutor/Supervisor _____

Due Date _____

Plagiarism Declaration

Plagiarism is a form of cheating which undermines academic integrity. Plagiarism is prohibited at Victoria. Plagiarism is presenting (without due acknowledgement) someone else's work as if it were your own, whether you mean to or not. Plagiarism takes many forms and includes material from books, journals or any other printed source, the work of other students or staff, information from the internet and other electronic material. You are expected to adhere to the VUW Statute on Student Conduct and its references to plagiarism. The Statute may be accessed at <http://www.victoria.ac.nz/home/about/policy/students.aspx>.

I have read and understand the University's policy on plagiarism outlined above and declare that this assignment is my own work and that all source material used in this assignment is accurately acknowledged.

Signed: _____ Date: _____