

School of Government

PUBL 207 ENVIRONMENTAL POLICY

20 Points

Trimester Two 2012

COURSE OUTLINE

Names and Contact Details

Course Coordinator: Cath Wallace
Room: Cotton 224 (Tuesday, Wednesday & Fridays, sometimes other days)
Phone: 04 463-5713 Cotton (no messages since it is a shared phone and I may not get them)
Mobile phone: 021-891-994 (please ring only in office hours unless really necessary).
Email: Cath.Wallace@vuw.ac.nz
Note: Always include “PUBL 207” at the beginning of the subject line as well as your subject descriptor when emailing.
Office hours: Office hours will be advised when tutorial times have been determined.
Administrator: Kerry Pert
Room: Rutherford House Level 8, Room 821A
Phone: 04 463-5453
Email: Kerry.Pert@vuw.ac.nz
Tutor: Cath Wallace

Trimester Dates

Teaching Period: Monday 16 July – Friday 19 October
Study Period: Monday 22 October – Thursday 25 October (Monday 22 October is a public holiday, Labour Day)
Examination Period: Friday 26 October – Saturday 17 November (inclusive)

Withdrawal from Course

Your fees will be refunded if you withdraw from this course on or before Friday 27 July 2012.

The standard last date for withdrawal from this course is **Friday 28 September 2012**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an '*Application for Associate Dean's Permission to Withdraw Late*' including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks.

Class Times and Room Numbers

Lecture Timetable:

Tuesday	1:10 – 2:00pm	HMLT104
Friday	1:10 – 2:00pm	HMLT104

Tutorials: The times for these will be determined after class members' availability has been canvassed, but will probably be **three or four of the following times:**

Tuesday	3.10-4.00pm	KP24
Tuesday	4.10-5.00pm	KP24
Wednesday	2.10-3.00pm	EA201
Wednesday	3.10-4.00pm	EA201
Wednesday	4.10-5.00pm	EA201

Final tutorial times will be posted on the Blackboard site for this course.

Assessment Details, Deadlines, Requirements

Essay 1: 25% **Date due: Thursday 16 August, 5.00pm**

Test: 25% **Tues 25 Sept at HMLT 104 and/or other room to be advised 1.10 pm sharp.**

Final 3 hour exam: 50% **Time and date to be advised, see note below.**

Examinations

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

The final examination for this course will be scheduled at some time during the period from **Friday 26 October – Saturday 17 November (inclusive and inclusive of Saturdays)**. **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 8-10.

Test

The test will be on **Tues 25 Sept HMLT 104 and/or other room to be advised 1.10 pm sharp. and/ or other room to be advised.** 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 the material covered on Tuesday 18 September 2011. 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. 8-10.

Essay

Length: 1900 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, document sources and to make your own assessments are expected.

Format for submission

Please submit your essay into the PUBL 207 assignment box outside the School of Earth Sciences office in CO 311 **AND you MUST supply and retain an electronic copy which you must supply 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 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 **double line spacing** [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.

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 ten lines total in the essay. All quotes or figures reproduced from other work must be fully referenced including the page number.

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

Topics

The topics, readings and instructions for the Essay will be distributed on a separate sheet.

Final Examination

The final 3-hour examination for this course will be scheduled at some time during the period from **Friday 26 October – Saturday 17 November (inclusive and inclusive of Saturdays)**. **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.

Course Content - PUBL 207 Lecture Guide and Dates, Readings¹

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

- | | | |
|---|--------------|--|
| 1 | Tues 17 July | Introductions, introduction to the course and documentation. The expectations of the course. Election of Class representative.

Environmental Policy and Management of Human Impacts on the Environment:

Key introductory concepts and analyses: The multifunctional environment: systems, processes and services. Biodiversity. Rivalness, non-rivalness or use or benefit; excludability, non-excludability. Scarcity and conflicting uses. Market and non-market allocations. Private goods, public goods, common pool resources. Institutions for controlling access. Open access v controlled access. Policy, institutions. [Topics not covered will be picked up again in lecture 3 and in Tutorial One]. |
| 2 | Fri 20 July | Key concepts continued from Lecture One. Ecology, biodiversity, systems, functions and services from the environment, relationship to the economy and society, values and resources, notions of capital. |

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

Ecology - Some principles of ecology, natural systems, the environment as a system and a supplier of services and resources. The laws of thermodynamics.

Illustration: Oceans.

- 3 Tues 24 July Overarching policy objectives. Economic Growth? Wellbeing? Maintaining systems and capitals? The Limits to Growth debates; sustainability, and the environment as foundations for society and the economy. The Greening the economy debates.
- The emerging international ideas, objectives and measures. Rio+20, and various governmental approaches compared to New Zealand government's approach and practice. Rio +20, IUCN and other discussions.
- 4 Fri 27 July Ethical theories, ethical dilemmas. Ethical components of environmental problems. Environmental and ecosystem ethics, obligations to the future, the present and the past.
- 5 Tues 31 July Thinking in Time. Theories of justice, and the past, present and future.
- Static and Dynamic efficiency. Cost benefit analysis, risk, myopia, discounting and controversies.
- Intergenerational and intertemporal issues. When is Cost benefit analysis useful or not? Ethical or not? What should be the scope if it is used? Alternatives.
- Context: Climate change, biodiversity losses.
- 6 Fri 2 Aug Pollution and pollution characteristics. Uniformly and non-uniformly mixed pollutants and other characteristics and categories of pollutants. The "optimal" amount of pollution. Marginal and total damage costs and abatement costs. Pollution control instruments. Greenhouse gases. Uncertainty, risk, ignorance and the precautionary principle.
- 7 Tues 7 August 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. Biodiversity, marine and fisheries, pollution and land use, conservation and other aspects.

- 8 Fri 10 August Environmental Policy formation and implementation: Models and their critiques, including the Public Policy “stages”, processes & policy actors. Public policy decision making: Concepts - policy agenda setting, problem definitions, goals and criteria, constituencies of interest. Implementation, monitoring, evaluation.
- 9 Tues 14 August Policy relevant theories of motivations, incentives, entitlements and obligations. Theories of behaviour and behaviour change. Reciprocity. Citizen behaviour v consumer behaviour. 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.

<<<<<<< Essay 1 due Thursday 16 August, 5.00pm >>>>>>>

MARKET OPERATIONS & ALLOCATION

- 10 Fri 17 August Demand, consumption, utility. Demand for private goods, public goods. Externalities.
- 11 Tues 21 August How markets (supposedly) operate in perfect competition and assumptions. Supply. How prices signal production choices, preferences and scarcities, Market operations and adjustments.
- 12 Fri 24 August Market operations, prices continued.

<<<<<<< BREAK 27 August – 9 September BREAK >>>>>>>

NOTE: Cath Wallace will be overseas during the break from 1 September until Tuesday 18 September with hardly any access to email. Dr Jessica Hutchings will take the lectures on Tues 11 and Fri 14 September.

- 13 Tues 11 Sept Maori conceptions of the environment – with Dr Jessica Hutchings.
- 14 Fri 14 Sept The Treaty of Waitangi and environmental policy. With Dr Jessica Hutchings

ENVIRONMENTAL PROBLEMS & SOLUTIONS. ALLOCATION WITH AND WITHOUT MARKETS. COLLECTIVE PROVISION OF ENVIRONMENTAL QUALITY. POLICIES & POLICY DESIGN & IMPLEMENTATION.

- 15 Tues 18 Sept Market failures, Externalities, policy responses.
- 16 Fri 21 Sept Market failures, policy responses continued.
- 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. Ocean policies, oil and gas.
- 17 Tues 25 Sept **Test – HMLT 104 and/or other room to be advised 1.10 pm sharp.**
Be there at 1.00pm to be seated as soon as possible with bags and phones etc. deposited at the front.
- 18 Fri 28 Sept 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.
- 19 Tues 2 Oct Deliberative processes. Policy and Public Participation; the why and the how. Planning, Multi-criteria analysis, EIA and EIS. The roles of the public, iwi, experts, business. NZ practice. What can go wrong.
- 20 Fri 5 Oct NZ's Resource Management Act, the EEZ and Continental Shelf Act: A comparison: Architecture and Implementation. The EPA, Genesis and core structure and ideas in the Acts. Controversies. Land & sea, biodiversity and property rights debates. Access to science and expertise.

COMMON POOL / OPEN-CONTROLLED ACCESS RENEWABLE RESOURCES

- 21 Tues 9 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.

22 Fri 12 Oct

Course assessments.

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

23 Tues 16 Oct

International environmental policy development processes, dynamics & negotiations. International issues, policy making and law. Climate change, high seas, Rio+20, IUCN.

24 Fri 19 Oct

Antarctica and the Southern Ocean, Marine Protected Areas OR catch up session.
Discussion of exam and revision session(s).

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Please ensure you are available for the examination during this period.

Course Aims and Learning 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
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

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 inter-sessional work as specified in weekly tasks. 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 thoroughly 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.

Readings

The course will use Blackboard, electronic and restricted issue (ie closed reserve etc in the library) readings and the texts below, supplemented with other readings which will be noted in weekly task sheets. Directions for weekly readings are supplied with 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. **Note that this is available on line free at http://www.ase.tufts.edu/gdae/education_materials/ENRE_Reg.html** though you have to register for it. It is out of print, so you will need to purchase it 2nd hand if you want a hard copy or simply print chapters out yourself.

You will be given weekly readings with questions for you to prepare for class, as well as readings for essays.

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

Asafu-Adjaye, John (2005) *Environmental Economics for non-Economists: Techniques and Policies for Sustainable Development*, World Scientific, Singapore, ISBN 13-978-981-256-123-7, xii+377p.

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

Daly, Herman E. and Joshua Farley (2004) *Ecological Economics: Principles and Applications*, Island Press, Washington, xxvii + 454p., ISBN 1-55963-312-3.

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

You may need to use the *Science Direct* and *ProQuest* databases and other databases via the Library portal to access some of the journals (including some that are not science, like *Ecological Economics*). Don't overlook www.scholar.google.com too.

You may also need to consult some of the policy related websites such as those of government agencies, non-governmental organisations, some business web sites and sites of think tanks.

Other useful books include the following, many of which may be on restricted issue, with some held at Kelburn but may also be used by other classes.

Barr, Stewart (2008) *Environment and society : sustainability, policy and the citizen*, Ashgate, Aldershot. ISBN 978-0-7546-4343-2xiv + 280p

Beder, Sharon (2006) *Environmental principles and policies : an interdisciplinary introduction*, Earthscan, London ISBN-10-1-84407-404-8; viii +304p

Cohen, Steven (2006) *Understanding environmental policy*, Columbia UP, NY, ISBN 0-231-13536-X [see ebook]xv +172p

Garner, Robert (2000) *Environmental politics : Britain, Europe and the global environment*, Macmillan, Houndmills, 2nd Edn. ISBN 0-333-76310-6xii+248p

Hajer, Maarten A.(1995) *Politics of environmental discourse : ecological modernization and the policy process*, Clarendon, Oxford. ISBN 0-19-827969-8, xi + 332p

Myers, Nancy J & Carolyn Rafensperger (2006)*Precautionary Tools for Reshaping Environmental Policy*. MIT. Camb, Mass. ISBN 0-262-63323-X, x+339p

Peel, Jacqueline (2005) “Precautionary Decision Making”, chapt 7 *Precautionary principle in practice : environmental decision-making and scientific uncertainty*, Federation, Sydney. ISBN 1 86287 5197. xii +244p 137-165

Pretty, Jules (2006) *Environment*, Sage, London ISBN (set of 4 volumes) ISBN-10 1-4129-1842-1, Vols 1-4.

Vol 1 Thinking and Knowing about the Environment and Nature
Vol 2 Managing the Environment
Vol 3 Valuing the Environment
Vol 4: Institutions, Processes and Policies for the Environment.

Roberts, Jane *ed*(2007) *Environmental policy*, Routledge, Abingdon, Oxon. ISBN 10: 0-415-36261-X (set):

Vol 1 ISBN 10: 0-415-43806-3 (vol 1) xxviii+470p: Predicament of Humankind: Atmosphere, Biodiversity, Resources; The Context, Science and Policy.

Vol 2 ISBN 10: 0-415-43807-1 (vol 2) xi + 471p Environmentalism, Sustainable Development, Political Ecology, The Policy Making Process, Ecological Modernisation.

Vol 3 ISBN 10: 0-415-43808-x (vol 3) ix + 479p Policy Instruments and Indicators [includes Coase, Pearce and Turner etc], Managing the global commons – Atmosphere, Biodiversity, Resources.

Vol 4 ISBN 10: 0-415-45094-2 (vol 4) xi + 558p Managing the Regional Commons, - Atmosphere, Resources; Environmental Policy at the National level; Local Environmental Governance; Institutional Environmental Policy.

Scott, Claudia and Baehler, Karen (2010) *Adding Value to Policy Analysis and Advice*, UNSW Press, Sydney.

Seip, Knut Lehre and Fred Wenstøp (2006) *Primer on environmental decision-making : an integrative quantitative approach*, Springer, Dordrecht. ISBN-10 1-4020-4073-3. x+496p;

Materials and Equipment

No calculators will be required in tests or the final examination.

Criteria Used in Assessing Work

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 2 line spacing and with a 5 cm left hand 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.

Quality Assurance 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 FCom programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Examinations

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

The final examination for this course will be scheduled at some time during the period from Friday 26 October – Saturday 17 November (inclusive).

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 and no assignments will be accepted after five working days beyond the date they are due unless extensions are given. Electronic versions of essays must be retained, and 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 from 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 be assessed for a final grade. In the case of PUBL 207, you must sit the test and exam and do the essay (subject to the dispensations above), 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.

Failure to meet mandatory requirements does not prevent a student completing other pieces of assessment, including any final examination. (See section 2 of the Assessment Handbook: "2.4 Failure to meet mandatory course requirements does not prevent a student from sitting a final examination. However, if not remedied subsequently it will result in a fail grade for the course, even if the student has reached the minimum course mark required for a pass, normally 50% or better. (For more information, see section 12.3 A.)").

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 FC computer labs at Railway, which are available to FC 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 Cath Wallace but ask for it to be brought to the next class.

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.

Class Representative

A class representative will be elected in the first class, and that person’s name and contact details made 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 students.

Use of Turnitin

Student work provided for assessment in this course is likely to 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.

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

Find key dates, explanations of grades and other useful information at www.victoria.ac.nz/home/study

Find out about academic progress and restricted enrolment at

<http://www.victoria.ac.nz/home/study/academic-progress.aspx>

The University’s statutes and policies are available at www.victoria.ac.nz/home/about/policy, except qualification statutes, which are available via the Calendar webpage at <http://www.victoria.ac.nz/home/study/calendar.aspx> (See Section C).

Further information about the University's academic processes can be found on the website of the Assistant Vice-Chancellor (Academic) at www.victoria.ac.nz/home/about_victoria/avcacademic/default.aspx

AVC (Academic) Website: information including: Conduct, Academic Grievances, Students with Impairments, Student Support
http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

Faculty of Commerce Office
<http://www.victoria.ac.nz/vbs/studenthelp/>

**Te Putahi Atawhai
Maori and Pacific Mentoring Programme**
<http://www.victoria.ac.nz/tpa/>



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 _____ Word Count _____

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: _____