



FACULTY OF HUMANITIES AND SOCIAL SCIENCES

SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

POLS 414: SPECIAL TOPIC: POLITICAL PARTICIPATION AND REPRESENTATION 30 POINTS

TRIMESTER 1 2015

Important dates

Trimester dates: 2 March to 1 July 2015

Teaching dates: 2 March to 5 June 2015

Easter/Mid-trimester break: 3–19 April 2015

Last assessment item due: Essay, 4 June 2015

Withdrawal dates: Refer to www.victoria.ac.nz/students/study/withdrawals-refunds. If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats.

Class times and locations

Lectures: Thursday, 13:10-16:00

Venue: VZ515

Names and contact details

Course Coordinator: Hilde Coffé

Room No: MY 535

Phone: 04 463 6681

Email: hilde.coffe@vuw.ac.nz

Office hours: Monday, 11:00-12:00

Communication of additional information

This course uses Blackboard and presumes that all enrolled students have valid myvuw.ac.nz addresses. Please check that this account is active and you have organised email forwarding. Additional information and any changes to the timetable or lecture and seminar programme will be advised by email, announced in lectures, and posted on the course Blackboard site.

Prescription

Some argue that we are in the midst of a crisis of democracy with a decreasing number of people involved in politics. Others claim that the democratic process is actually improving with more

people becoming politically engaged. We study different types and levels of political participation across generations and social groups.

Course learning objectives (CLOs)

Students who pass this course should be able to:

1. be familiar with the literature regarding political participation and representation
2. know theories of political participation and representation
3. write a paper related to the issue of political participation and representation
4. give presentations.

Teaching format

POLS 414 is taught in one 150-minute interactive lecture per week. A Lecture Programme will be available on Blackboard.

Mandatory course requirements

In addition to achieving an overall pass mark of 50%, students must:

- submit essay proposal and essay
- sit the in-class test.

Workload

This course has been designed on the assumption that students will devote approximately 300 hours to it throughout the trimester. This is an average of 21 hours per week across the 14 weeks of trimester and includes attendance of classes, preparing for lectures, working on assignments and preparing in-class test.

The 300 hours can be divided approximately as follows:

- 30 hours attending classes and individual meetings to discuss essay
- 72 hours lecture preparation
- 28 hours essay proposal
- 140 hours essay writing
- 30 hours test preparation

Assessment

The final grade will be based on:

Assessment items and workload per item		%	CLO(s)	Due date
1	One essay proposal (approx 500 words)	10%	1, 2	2 April
2	One essay (7,000-8,000 words)	50%	1, 2, 3	4 June
3	One two-hour In-class test	30%	1, 2	14 May
4	Active participation and presentation	10%	1, 2, 4	

1. Essay proposal (Learning Objectives 1 and 2):

Around 500 words – to be submitted no later than 12.00 pm, **2 April 2015**.

In their essay proposal, students will introduce the topic they plan to study in their essay. It will offer the students the opportunity to formulate appropriate research questions and reflect on the theories they will use.

2. Essay (Learning Objectives 1, 2, 3):
Between 7,000 and 8,000 words – to be submitted no later than 12:00 pm, **4 June 2015**.
The essay affords students the opportunity to write an original paper on a topic associated with political participation and representation.
3. In-Class Test (Learning Objectives 1 and 2): **14 May 2015**
The 2-hour in-class test will test the knowledge of students about the topics discussed during the lecture programme.
4. Active participation and Presentation (Learning Objectives 1, 2 and 4)
Active participation during the lectures will allow students to think critically about articles (see reader). Students are responsible for reading the articles before the class for which it is assigned. Assessment will be based on students' active participation in discussions, and the quality of their presentation of required readings.

Submission and return of work

All assignments are due before 12pm on the due date.

Submission: All work submitted for assessment must be dropped off in HARD COPY at the School Office (MY518) in the slots provided with an essay cover sheet. We reserve the right to ask for an electronic copy of any assessable work for checking in Turnitin.com (see www.cad.vuw.ac.nz/wiki/index.php/Turnitin)

Graded essays will be returned to you in tutorials in the first instance, and then returned to the School Office, MY 518, where they can be collected between the hours of 2.00-3.00 pm, Monday to Friday. We will notify students via Blackboard when graded essays are available.

Extensions and penalties

Extensions

Late submission of **assignments will not be accepted** unless the student makes an appointment as soon as practically possible with the course coordinator to explain the lateness (preferably before the assignment is due to be submitted). The circumstances under which an extension will be considered are outlined in section 3.2.1 of the Assessment Handbook.

(See: www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf).

Penalties

Students will be penalised for late submission of assignments – **a deduction of 5% for the first day late, and 2% per day thereafter, up to a maximum of 8 days**. Work that is more than 10 weekdays late can be accepted for mandatory course requirements but may not be marked. Penalties may be waived if there are valid grounds (for example, illness [presentation of a medical certificate will be necessary] or similar other contingencies). In all such cases, prior information will be necessary. Extensions on deadlines for written work will only be granted under exceptional circumstances.

Set texts

A list of required readings will be provided on Blackboard at the start of trimester. All required readings will be accessible online via Victoria University Library E-Reserves.

Students must read all the literature to prepare for the lectures. Lectures will explain these readings, place them in context, and clarify questions students may have.

Class representative

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course. Students may like to write the Class Rep's name and details in this box:

Class Rep name and contact details:

Student feedback

Enhancements made to this course, based on the feedback of previous students, will be covered during the course.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

Other important information

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

- Academic Integrity and Plagiarism: www.victoria.ac.nz/students/study/exams/integrity-plagiarism
- Aegrotats: www.victoria.ac.nz/students/study/exams/aegrotats
- Academic Progress: www.victoria.ac.nz/students/study/progress/academic-progress (including restrictions and non-engagement)
- Dates and deadlines: www.victoria.ac.nz/students/study/dates
- FHSS Student and Academic Services Office: www.victoria.ac.nz/fhss/student-admin
- Grades: www.victoria.ac.nz/students/study/progress/grades
- Resolving academic issues: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Special passes: www.victoria.ac.nz/about/governance/dvc-academic/publications
- Statutes and policies including the Student Conduct Statute: www.victoria.ac.nz/about/governance/strategy
- Student support: www.victoria.ac.nz/students/support
- Students with disabilities: www.victoria.ac.nz/st_services/disability
- Student Charter: www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter
- Student Contract: www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Turnitin: www.cad.vuw.ac.nz/wiki/index.php/Turnitin
- University structure: www.victoria.ac.nz/about/governance/structure
- Victoria graduate profile: www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile
- VUWSA: www.vuwsa.org.nz