



## FACULTY OF HUMANITIES AND SOCIAL SCIENCES

### SCHOOL OF HISTORY, PHILOSOPHY, POLITICAL SCIENCE AND INTERNATIONAL RELATIONS

#### POLITICAL SCIENCE AND INTERNATIONAL RELATIONS PROGRAMME

#### *POLS 414: Special Topic: Political Participation and Representation*

#### 30 POINTS

#### TRIMESTER 1 2016

### Key dates

**Trimester dates:** 29 February to 29 June 2016

**Teaching dates:** 29 February to 5 June 2016

**Easter break:** 24–30 March 2016

**Mid-trimester break:** 25 April to 1 May 2016

**Last assessment item due:** 3 June 2016 (essay)

**Study period:** 6–9 June 2016

**Examination/Assessment Period:** 10–29 June 2016

Note: students who enrol in courses with examinations must be able to attend an examination at the University at any time during the scheduled examination period.

**Withdrawal dates:** Refer to [www.victoria.ac.nz/students/study/withdrawals-refunds](http://www.victoria.ac.nz/students/study/withdrawals-refunds).

If you cannot complete an assignment or sit a test in the last three weeks of teaching, or an examination, it may instead be possible to apply for an aegrotat (refer to [www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)).

### Class times and locations

Lectures: Monday, 14:10 – 17:00

Venue: CO 119

### Names and contact details

Course Coordinator: Hilde Coffé

Room No: MY 535

Phone: 04 463 6681

Email: [hilde.coffe@vuw.ac.nz](mailto:hilde.coffe@vuw.ac.nz)

Office hours: Monday, 12:00 – 13:00

## 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 tutorial 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. Students will be expected to engage actively during the lectures and to do some required tasks *in advance* of each lecture, including the required reading and preparing a presentation about the readings.

## Mandatory course requirements (MRCs)

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

- Submit a credible attempt at essay proposal and essay. The essay proposal and essay relate directly to CLOs 1, 2 and 3 described above.
- sit the in-class test. The test relates directly to CLOs 1 and 2 described above and covers the whole course.

Any student who is concerned that they have been (or might be) unable to meet any of the MRCs because of exceptional personal circumstances, should contact the course coordinator as soon as possible.

## 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	1 April
2	One essay (7,000 words)	50%	1, 2, 3	3 June
3	One two-hour In-class test	30%	1, 2	9 May
4	Active participation in the class discussions (active involvement in the debates and showing knowledge of the required readings) and presentation of the required readings	10%	1, 2, 4	

1. Essay proposal (Learning Objectives 1 and 2):  
Around 500 words – to be submitted no later than 12.00 pm, **1 April 2016**.  
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):  
7,000 words – to be submitted no later than 12:00 pm, **3 June 2016**.  
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): **9 May 2016**  
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. Students are responsible for reading the articles before the class for which it is assigned. Assessment will be based (1) on students' active participation in discussions and debates during the lectures (active involvement and showing knowledge of the required readings) and (2) the quality of their presentation of required readings. Tips for presentations and issues that will be considered related to the presentation will be discussed in detail during the first lecture.

Specific marking criteria will be discussed during the lectures and posted on Blackboard.

## 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.

An electronic copy must also be uploaded through Blackboard as a check for plagiarism in Turnitin.com. (see [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://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 (generally between 2-3 weeks after the date submitted).

## Extensions and penalties

### Extensions

The development of work discipline and time management skills are an important part of the education process and it is expected that each student takes responsibility for allocating sufficient time for their studies.

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](http://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

Based on last year's student evaluations, greater attention will be paid to explaining (theoretical) concepts during the lectures.

Student feedback on University courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://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](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)
- Academic Progress: [www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress) (including restrictions and non-engagement)
- Dates and deadlines: [www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)
- FHSS Student and Academic Services Office: [www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)
- Grades: [www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)
- Special passes: refer to the *Assessment Handbook*, at [www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf](http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf)
- Statutes and policies including the Student Conduct Statute: [www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)
- Student support: [www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)
- Students with disabilities: [www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)
- Student Charter: [www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)
- Subject Librarians: <http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>
- Terms and conditions: [www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)
- Turnitin: [www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)
- University structure: [www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)
- Victoria graduate profile: [www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)
- VUWSA: [www.vuwsa.org.nz](http://www.vuwsa.org.nz)