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Class Time: Wednesday 11:30AM - 2:30PM
Class Room: Southam Hall, Room 313

School of Social Work
SOWK 3100 C – Social Policy and Administration
Winter 2013

Course Description

This course is an introduction to the study of social policy and administration. The focus of the course is on the theory and practice of social policies and their administration within the Canadian welfare state. We will study the changing nature of the welfare state and specific themes and debates that are fundamental to understanding these changes. The course will review the major social policies and programs that guide the delivery of social welfare policy in the context of a federal-provincial state. However, this is foremost a course about policy and administration – the so-called nuts and bolts of programs and their funding – rather than theoretical critique. This practical knowledge is expected of every practising social worker.

The course objectives have been developed by Professor Allan Moscovitch, who has taught this course for many years.

Upon completion of this course, you should be able to apply the following knowledge in the critical analysis of social policies and social programs:

1. Social administration and policy as a field of study;
2. Theories of social welfare;
3. The contemporary Canadian welfare state;
4. The nature and complexity of social policy and social programs;
5. The construction of social policies and programs;
6. Taxation as a form of social policy;
7. The role of the public sector, the private sector, and the voluntary sector in social policy and programs; and
8. Basic theories and concepts in the analysis of social programs.

Course Communications and Courtesies

The best way to contact the instructor is via e-mail at falvo.nicholas@gmail.com.

The Course Outline, the weekly PowerPoint presentations, and other documents will be posted for you to download from cuLearn.

Reading Material

Required Reading

The classes will be structured around PowerPoint presentations. Whenever possible an electronic copy will be uploaded to cuLearn before the class—if not possible, then after the class. Students may find that the presentations reduce the need for note-taking and make it easier to follow the discussion. However:

- The presentations are not a substitute for attendance because some of the information will only be delivered verbally.
- The quizzes may include questions about this verbally-delivered material and material from the readings which is not mentioned in the slides.

The following textbook is required for this course:

Ernie Lightman, *Social Policy in Canada*, Oxford University Press, 2003.

This text, and the course pack, are available from Octopus Books on Third Avenue, in the Glebe near Bank Street.

For each class there is a list of required readings. These readings are available in the course text, the course pack, or free via the Internet (in which cases the web addresses are listed in the present document).

The purpose of the supplementary reading list is to provide you with additional resources if you decide that you are interested in the subject or, sometimes, to assist with your research paper.

Evaluation

1. Feasibility Exercise — Due February 6 — 20%

During the early weeks of the term each student will be responsible for choosing a topic. The topic will be a Canadian social program. After selecting a topic, each student is responsible for carrying out a feasibility exercise. A detailed specification of the feasibility exercise has been uploaded to cuLearn.

2. Research Paper — Due April 10 — 45%

With the feasibility exercise completed, and with feedback, your major assignment is to submit a research paper. A specification for the research paper will be uploaded to cuLearn before Reading Week.

3. Three Quizzes on the Readings and Lectures (10% + 10% + 15% = 35%)

You have a five-day window during which to write each quiz at cuLearn. Once you log in, you will have 30 minutes to answer 10 questions. Questions will be randomized, meaning students will write slightly different quizzes.

Quiz #1 – Opens Jan. 24

It is on all the readings and slides up to, and including, Class #3.

Quiz #2 – Opens Feb. 14

It is on all the readings and slides up to, and including, Class #6. It will test you on all course material up to this point, with emphasis on the material for Classes 4, 5 and 6.

Quiz #3 – Opens Mar. 21

It is on all the readings and slides up to, and including Class #9. It will test you on all course material up to this point, with an emphasis on the material for Classes 7, 8 and 9.

Class #1 – Wed., Jan. 9	Introduction to the Course
Class #2 – Wed., Jan. 16	Models of Welfare
Class #3 – Wed., Jan. 23	Income Inequality
Class #4 – Wed., Jan. 30	Employment
Class #5 – Wed., Feb. 6	Social Division of Welfare
Class #6 – Wed., Feb. 13	Privatization

Note: There is no class (and no office hours) on Feb. 20 or Feb. 27

Class #7 – Wed., Mar. 6	Types of Social Benefits
Class #8 - Wed., Mar. 13	Universality and Selectivity Debate
Class #9 – Wed., Mar. 20	Taxation
Class #10 – Wed., Mar. 27	Fees, Charges, and Premiums
Class #11 – Wed., Apr. 3	Volunteering
Class #12 – Wed., Apr. 10	Future of the Welfare State and Social Policy

Class #1 (Wed., Jan. 9) – Introduction to the Course

- Review of course outline.
- Overview of feasibility exercise.
- **1PM Presentation by Martha Attridge Bufton**

Required Reading

Lightman, E. (2003). Chapter Two: Defining Social Policy. In Lightman, E., *Social Policy in Canada* (37-62). Don Mills: Oxford University Press.

Moscovitch, A. The Welfare State (n.d.). In The Canadian Encyclopedia. Retrieved from <http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=A1ARTA0008518>

Briggs, A. (1961). The Welfare State in Historical Perspective. *European Journal of Sociology*, 2(2), 221-258. **This is in your course pack.**

Canada. (1982). *Constitution Act*, 1982. Retrieved from http://www.solon.org/Constitutions/Canada/English/ca_1982.html

Supplementary Reading

Webster, A. (2005). *Constitutional Responsibility for Programmes and Services to Registered Indians*. Ottawa: Andrew Webster & Associates. Retrieved from http://www.homelesshub.ca/ResourceFiles/Webster_ConstitutionalResponsibility_mar2005.pdf

Class #2 (Wed., Jan. 16) – Models of Welfare

Required Reading

Lightman, E. (2003). Chapter Three: Social Policy and the Economic Market. In Lightman, E., *Social Policy in Canada* (63-81). Don Mills: Oxford University Press.

Olsen, G. M. (2002). Welfare state models and typologies: Locating Canada, Sweden, and the United States. In *The Politics of the Welfare State: Canada, Sweden, and the United States* (pp. 69-90). Don Mills, ON: Oxford University Press. **This is in your course pack.**

Supplementary Reading

Esping-Andersen, G. (1990). *The three worlds of welfare capitalism*. Princeton, NJ: Princeton University Press.

Esping-Andersen, G. (1999). *Social Foundations of Postindustrial Economies*. Oxford: Oxford University Press.

Evans, P. (1997). Divided Citizenship: Gender, Income Security and the Welfare State. In Evans, P. & Wekerle, G. (Eds.), *Women and the Canadian Welfare State* (91-116). Toronto: University of Toronto Press.

Hoekstra, J. (2010). *Divergence in European welfare and housing systems*. Amsterdam: IOS Press BV. **This is an open access book that can be retrieved and downloaded via Google.**

Kvist, J., Fritzell, J., Hvinden, B., & Kangas, O. (2012). *Changing social equality: The Nordic welfare model in the 21st century*. Bristol: The Policy Press. **This book is available at Carleton's library.**

Lightman, E. (2003). Lightman, E., *Social policy in Canada* (17-30). Don Mills: Oxford University Press.

Williams, F. (1989). Chapter 2: Perspectives of Welfare the Existing, but Inadequate Theoretical Basis of Social Policy. In Williams, F., *Social Policy: A Critical Introduction* (13-37). Cambridge: Blackwell Publishers Ltd.

Class #3 (Wed., Jan. 23) – Income Inequality

Required Reading

Goar, C. (2012, August 16). Senator Art Eggleton tries a new tack in his fight against poverty. *The Toronto Star*. Retrieved from <http://www.thestar.com/opinion/editorialopinion/article/1242999--senator-art-eggleton-tries-a-new-tack-in-his-fight-against-poverty>

Lowrey, A. (2012, October 16). Income inequality may take toll on growth. *The New York Times*. Retrieved from <http://www.nytimes.com/2012/10/17/business/economy/income-inequality-may-take-toll-on-growth.html?pagewanted=all>

Walkom, T. (2012, October 5). Walkom: Justin Trudeau, Barack Obama and the return of class-based politics. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1267412--walkom-justin-trudeau-barack-obama-and-the-return-of-class-based-politics>

Yalnizyan, A. (2010). *The rise of Canada's richest 1%*. Ottawa: Canadian Centre for Policy Alternatives. Retrieved from <http://www.policyalternatives.ca/sites/default/files/uploads/publications/National%20Office/2010/12/Richest%201%20Percent.pdf>

Supplementary Reading

Brennan, J. (2012). *A shrinking universe: How concentrated corporate power is shaping income inequality in Canada*. Retrieved from Canadian Centre for Policy Alternatives website: http://www.policyalternatives.ca/sites/default/files/uploads/publications/National%20Office/2012/11/Shrinking_Universe.pdf

Organization for Economic Cooperation and Development. (2011). *An overview of growing income inequalities in OECD countries: Main findings*. Paris. Retrieved from <http://www.oecd.org/els/socialpoliciesanddata/49499779.pdf>

Sharpe, A., & Capeluck, E. (2012). *The impact of redistribution on income inequality in Canada and the provinces, 1981-2010* (CSLS Research Report 2012-08). Retrieved from Centre for the Study of Living Standards website: <http://www.csls.ca/reports/csls2012-08.pdf>

Statistics Canada (2009). *Income in Canada: 2007* (Catalogue no. 75-202-X). Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/75-202-x/75-202-x2007000-eng.pdf>

Williams, C. (2010). *Economic Well-being* (Component of Statistics Canada Catalogue no. 89-503-X, Women in Canada: A Gender-based Statistical Report). Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/89-503-x/2010001/article/11388-eng.pdf>

Class #4 (Wed., Jan. 30) – Employment

Required Reading

Jackson, A. (2012, November 9). Why paying a living wage makes good business sense. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/report-on-business/economy/economy-lab/why-paying-a-living-wage-makes-good-business-sense/article5152175/>

Stanford, J. (2008). Inflation, central banks and monetary policy. In J. Stanford, *Economics for everyone* (pp. 200-213). Retrieved from http://www.economicsforeveryone.ca/files/uploads/Chapter_17.pdf

Walkom, T. (2012, April 27). Walkom: Ottawa's low-wage immigration policy threatens turmoil. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1169568--walkom-ottawa-s-low-wage-immigration-policy-threatens-turmoil>

Walkom, T. (2012, October 12). Walkom: B.C.'s low-wage migrant coal mining jobs send us back to the future. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1270570--walkom-b-c-s-low-wage-migrant-coal-mining-jobs-send-us-back-to-the-future>

Supplementary Reading:

Bernard, A. (2009, February). Trends in manufacturing employment. *Perspectives on Labour and Income*, Catalogue no. 75-001-X, 1-13. Retrieved from <http://www.statcan.gc.ca/pub/75-001-x/2009102/pdf/10788-eng.pdf>

Gilmore, J., & LaRochelle-Côté, S. (2011, February). Inside the labour market downturn, *Perspectives on Labour and Income*, Catalogue no. 75-001-X, 1-14. Retrieved from <http://www.statcan.gc.ca/pub/75-001-x/2011001/pdf/11410-eng.pdf>

Marshall, K. (2009, April). The family work week, *Perspectives on Labour and Income*, Catalogue no. 75-001-X, 5-13. Retrieved from <http://www.statcan.gc.ca/pub/75-001-x/2009104/pdf/10837-eng.pdf>

Usalcas, J. (2010, April). Labour market review, 2009, *Perspectives on Labour and Income*, Catalogue no. 75-001-X, 5-15. Retrieved from <http://www.statcan.gc.ca/pub/75-001-x/2010104/pdf/11148-eng.pdf>

Class #5 (Wed., Feb. 6) – Social Division of Welfare*Panel Discussion*

- Details to be confirmed.
- Possible themes: The effectiveness of RRSPs as a tool for retirement; CPP eligibility and take-up; tax benefits for homeowners; non-profit and co-op housing for moderate-income earners.

Required Reading

Mann, K. (2009). Remembering and rethinking the social divisions of welfare: 50 years on. *Journal of Social Policy*, 38(1), 1-18. **This is available online through Carleton's library system.**

Titmuss, R. (1976). Chapter 2: The Social Division of Welfare: Some Reflections on the Search for Equity. In Titmuss, R., *Essays on the Welfare State*, 3rd Edition (34-55). London: Allen & Unwin. **This is in your course pack.**

Supplementary Reading

Clayton, F. A. (2010). *Government subsidies to homeowners versus renters in Ontario and Canada*. Toronto: Federation of Rental-Housing Providers of Ontario and Canadian Federation of Apartment Associations. Retrieved from http://www.cfaa-fcapi.org/pd2/CFAA_FRPO_Govt_Sub.pdf

Mackenzie, H. & Shillington, R. (2009). *Canada's Quiet Bargain: The Benefits of Public Spending*. Ottawa: Canadian Centre for Policy Alternatives. Retrieved from http://www.policyalternatives.ca/sites/default/files/uploads/publications/National_Office_Pubs/2009/Benefits_From_Public_Spending.pdf

Class #6 (Wed., Feb. 13) – Privatization

Required Reading

Day, B. (2007, October). *An End to Rhetoric: Putting Patients First*. Speech presented at the Empire Club of Canada, Toronto, ON. Retrieved from <http://speeches.empireclub.org/65335/data>

Lightman, E. (2003). Lightman, E., *Social policy in Canada* (85-110). Don Mills: Oxford University Press.

Walkom, T. (2012, January 24). Walkom: Why Ontario's bid to cut health-care costs could backfire. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1120737--walkom-why-ontario-s-bid-to-cut-health-care-costs-could-backfire>

Supplementary Reading

Cribb, R. (2011, September 16). Star investigation: Cash for marks gets kids into university. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/article/1054778--star-investigation-cash-for-marks-gets-kids-into-university?bn=1>

Curry, B., & Grant, T. (2012, November 7). Ottawa seeks to give charities a new role in delivery of public services. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/news/politics/ottawa-seeks-to-give-charities-a-new-role-in-delivery-of-public-services/article5083926/>

Kirby, M., & Keon, W. (2004, September). Why competition is essential in the delivery of publicly funded health care services. *Policy Options*, 5(8). Retrieved from <http://www.irpp.org/po/>

Stinson, J., Pollak, N., & Cohen, M. (2005). *The pains of privatization: How contracting out hurts health support workers, their families, and health care*. Retrieved from the Canadian Centre for Policy Alternatives website: http://www.policyalternatives.ca/sites/default/files/uploads/publications/BC_Office_Pubs/bc_2005/pains_privatization.pdf

Walkom, T. (2012, June 29). Walkom: Ontario's medicare future seen through the lens of a private clinic. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1219487--walkom-ontario-s-medicare-future-seen-through-the-lens-of-a-private-clinic>

Walkom, T. (2012, December 7). Walkom: What do clinic findings say about Ontario's move to private health care? *The Toronto Star*. Retrieved from <http://www.thestar.com/news/canada/politics/article/1299356--walkom-what-do-clinic-findings-say-about-ontario-s-move-to-private-health-care>

Class #7 (Wed., Mar. 6) – Types of Social Benefits

- Panel Discussion
- Details to be confirmed.

Required Reading

Falvo, N. (2011, April 12). Ford's housing cure is ill-advised. *The Toronto Star*. Retrieved from <http://www.thestar.com/opinion/editorialopinion/article/973793--ford-s-housing-cure-is-ill-advised>

Lightman, E. (2003). Chapter Five: Allocating Benefits: What? In Lightman, E., *Social Policy in Canada* (111-133). Don Mills: Oxford University Press.

Moloney, P. (2012, July 18). Goodbye welfare cheque, hello debit card. *The Toronto Star*. Retrieved from <http://www.thestar.com/news/gta/article/1228432--goodbye-welfare-cheque-hello-debit-card>

Supplementary Reading

Falvo, N. (2007, June). *Addressing Canada's lack of affordable housing*. Paper presented at the Annual Meetings of the Canadian Economics Association, Halifax, Nova Scotia. Retrieved from http://homelesshub.ca/ResourceFiles/Falvo_CEA2007_1.pdf

Förster, M., & Verbist, G. (2012). "Money or Kindergarten? Distributive Effects of Cash Versus In-Kind Family Transfers for Young Children", *OECD Social, Employment and Migration Working Papers*, No. 135, OECD Publishing. Retrieved from <http://dx.doi.org/10.1787/5k92vxbgpmnt-en>

Lightman, E., Herd, D., & Mitchell, A. (Undated). *Suspicion and Surveillance: Navigating Welfare's Bureaucratic Maze*. Toronto: Social Assistance in the New Economy Project, Faculty of Social Work, University of Toronto. Retrieved from <http://www.socialwork.utoronto.ca/Assets/Social+Work+Digital+Assets/SANE/Suspicion.pdf>

Vaillancourt, J. (2010). *Ontario Works – Works for Whom?*, Black Point, NS: Fernwood Publishing. **This book is available at Carleton's library.**

Class #8 (Wed., Mar. 13) – The Universality and Selectivity Debate

- **1PM Presentation by Martha Attridge Bufton**

Required Reading

Lightman, E. (2003). Chapter six: Allocating benefits: To whom? In E. Lightman, *Social policy in Canada* (134-162). Don Mills, ON: Oxford University Press.

Supplementary Reading

Anderssen, E. (2010, November 19). To end poverty, guarantee everyone in Canada \$20,000 a year. But are you willing to trust the poor? *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/news/national/to-end-poverty-guarantee-everyone-in-canada-20000-a-year-but-are-you-willing-to-trust-the-poor/article560885/?page=all>

Esmail, N., & Palacios, M. (2012). *The price of public health care insurance*. Retrieved from Fraser Institute website: <http://www.fraserinstitute.org/uploadedFiles/fraser-ca/Content/research-news/research/publications/price-of-public-healthcare-insurance-2012.pdf>

Gagnon, M. (2010). *The economic case for universal pharmacare: Costs and benefits of publicly funded drug coverage for all Canadians*. Retrieved from Canadian Centre for Policy Alternatives website: https://s3.amazonaws.com/policyalternatives.ca/sites/default/files/uploads/publications/National%20Office/2010/09/Universal_Pharmacare.pdf

Himmelstein, D. U., Thorne, D., Warren E., & Woolhandler, S. (2009). Medical bankruptcy in the United States, 2007: Results of a national study. *The American Journal of Medicine*, xx, 1-6. doi:10.1016/j.amjmed.2009.04.012

Korpi, W., & Palme, J. (1998). The paradox of redistribution and strategies of equality: Welfare state institutions, inequality, and poverty in the western countries. *American Sociological Review*, 63(5), 661-687. **This article can be accessed at Carleton's library.**

Reddin, M. (1970). Universality versus selectivity. In W. A. Robson, & B. Crick (Eds.), *The future of the social services* (pp. 23-35). London: Penguin. **This is in your course pack.**

Rowe, N., & Woolley, F. (1999). The benefits of universality. *Policy Options*, June, 57-60. Retrieved from <http://www.irpp.org/archive/policyop/jun99/rowe.pdf>

Young, M., & Mulvale, J. P. (2009). *Possibilities and Prospects: The debate over a guaranteed income*. Retrieved from Canadian Centre for Policy Alternatives website: http://www.policyalternatives.ca/sites/default/files/uploads/publications/BC_Office_Pubs/bc_2009/CCPA_Guaranteed_Income_Nov_2009.pdf

Class #9 (Wed., Mar. 20) – Taxation*Required Reading*

Lightman, E. (2003). Chapter Seven: Paying Through Taxes. In Lightman, E., *Social Policy in Canada* (165-196). Don Mills: Oxford University Press.

Canada Revenue Agency. (2011). What are the income tax rates in Canada for 2012? Retrieved from <http://www.cra-arc.gc.ca/tx/ndvdl/fq/txrts-eng.html>

Canada Revenue Agency. (2010). Final Statistics - Sample Data 2010 Edition (2008 tax year). Retrieved from <http://www.cra-arc.gc.ca/gncy/stts/gb08/pst/fnl/menu-eng.html>

Supplementary Reading

Palacios, M., Veldhuis, N., & Lammam, C. (2012). Canadians Celebrate Tax Freedom Day on June 11, 2012. *Fraser Alert*. Vancouver: Fraser Institute. Retrieved from <http://www.fraserinstitute.org/uploadedFiles/fraser-ca/Content/research-news/research/publications/tax-freedom-day-2012.pdf>

Brooks, N., & Wong, T. (2006). *The Social Benefits and Economic Costs of Taxation: A Comparison of High- and Low-Tax Countries*. Ottawa: Canadian Centre for Policy Alternatives. Retrieved from http://www.policyalternatives.ca/sites/default/files/uploads/publications/National_Office_Pubs/2006/Benefits_and_Costs_of_Taxation.pdf

Somerville, R. (2012). *Budget 2012 and the public sector's contribution to Ontario's economy*. Retrieved from Ontario Public Sector Employees Union website: <http://www.opseu.org/C4SEreport/C4SEreportfinalApr1212.pdf>

Statistics Canada. (2011). Federal general government revenue and expenditures (Revenue). Retrieved from <http://www.statcan.gc.ca/tables-tableaux/sum-som/101/cst01/govt02a-eng.htm>

Statistics Canada. (2009). Provincial and territorial general government revenue and expenditures, by province and territory (Quebec, Ontario, Manitoba, Saskatchewan). Retrieved from <http://www.statcan.gc.ca/tables-tableaux/sum-som/101/cst01/govt08b-eng.htm>

Class #10 (Wed., Mar. 27) – Fees, Charges, and Premiums*Required Reading*

Lightman, E. (2003). Chapter Eight: Fees, Charges, and Premiums. In Lightman, E., *Social Policy in Canada* (197-222). Don Mills: Oxford University Press.

Parker, R. A. (1976). Charging for the social services. *Journal of Social Policy*, 5(04), 359-373.
This is in your course pack.

Supplementary Reading

Dunne, K., & Falvo, N. (2010, December 3). Danny Williams' post-secondary education legacy. *Academic Matters*. Retrieved from <http://www.academicmatters.ca/2010/12/danny-williams%E2%80%99-post-secondary-education-legacy/>

Ivanova, I. (2012). *Paid in full: Who pays for university education in BC?* Retrieved from Canadian Centre for Policy Alternatives website:
http://www.policyalternatives.ca/sites/default/files/uploads/publications/BC%20Office/2012/01/CCPA_Paid_in_Full_2012_web.pdf

Class #11 (Wed., Apr. 3) – Volunteering*Required Reading*

Lightman, E. (2003). Chapter Nine: Volunteers, Charities, and Gamblers. In Lightman, E., *Social Policy in Canada* (223-251). Don Mills: Oxford University Press.

Supplementary Reading

The Economist. (n.d.). Big Society. Retrieved from <http://www.economist.com/topics/big-society>

Milan, A. (2006). Young adults who give and receive help *Canadian Social Trends*. (Catalogue No. 11-008). Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/11-008-x/2005004/article/9125-eng.pdf>

Statistics Canada. (2012). *Caring Canadians, Involved Canadians: Tables Report, 2010* (Catalogue no. 89-649-X — 2011001). Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/89-649-x/89-649-x2011001-eng.pdf>

Stone, L., & Nouroz, H. (2007). Labour inputs to non-profit organizations *Perspectives*. (Catalogue no. 75-001-XIE). Ottawa: Statistics Canada. Retrieved from <http://www.statcan.gc.ca/pub/75-001-x/10607/9970-eng.pdf>

Class #12 (Wed., Apr. 10) – The Future of the Welfare State and Social Policy*Required Reading*

Battle, K. (2006, April-May). Modernizing the Welfare State. *Policy Options*, 47-50. Retrieved from <http://www.irpp.org/po/>

Curry, B. (2012, August 15). Boardroom confidential: What CEOs are asking of Jim Flaherty. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/news/politics/boardroom-confidential-what-ceos-are-asking-of-jim-flaherty/article4483479/>

Deraspe, R. (2011). *Canada's aging population and public policy: 3. The effects on health care* (Publication No. 2011-122-E). Retrieved from Library of Parliament website: <http://www.parl.gc.ca/Content/LOP/ResearchPublications/2011-122-e.pdf>

Jackson, A. (2012, October 25). The upside of slow growth in the labour force. *The Globe and Mail*. Retrieved from <http://www.theglobeandmail.com/report-on-business/economy/economy-lab/the-upside-of-slow-growth-in-the-labour-force/article4652020/>

Kent, T. (2006, April-May). Priorities for a progressive Canada, *Policy Options*, 43-46. Retrieved from <http://www.irpp.org/po/>

Supplementary Reading

Cool, J. (2012). *Canada's aging population and public policy: 6. The effects on home care* (Publication No. 2012-03-E). Retrieved from Library of Parliament website: <http://www.parl.gc.ca/Content/LOP/ResearchPublications/2012-03-e.pdf>

Jenson, J. (2004). *Canada's new social risks: Directions for a new social architecture*. Retrieved from Canadian Policy Research Networks website: http://www.cprn.org/documents/31815_en.pdf

Léonard, A. (2012). *Canada's aging population and public policy: 1. Statistical overview* (Publication No. 2011-63-E). Retrieved from Library of Parliament website: <http://www.parl.gc.ca/Content/LOP/ResearchPublications/2011-63-e.pdf>

Prince, M. (2009, June). *Bold feasibilities: A new policy social architecture for Canadians with disabilities*. Retrieved from <http://web.uvic.ca/spp/people/faculty/documents/boldfeasibillites.pdf>

RESOURCES FOR THE FURTHER STUDY OF SOCIAL POLICY AND ADMINISTRATION

The online research resources below comprise a number of classic works and key sources for further study and perhaps for your research paper.

Constitution Acts 1867 to 1982. http://laws-lois.justice.gc.ca/eng/Const/Const_index.html. This is a comprehensive .pdf file which is readily keyword-searched for things such as the social insurance or pension amendments.

Charter of Rights and Freedoms. Online at:
<http://publications.gc.ca/collections/Collection/CH37-4-3-2002E.pdf>. This is a .pdf document suitable for printing.

Guide to Making Federal Acts and Regulations. <http://www.pco-bcp.gc.ca/docs/information/publications/legislation/pdf-eng.pdf>. This is a federal guide about how to draft a statute or regulation. It contains background information about how the federal government determines the need for the legislation and composes the act.

Federal regulations are published in Canada Gazette, available online at:
<http://canadagazette.gc.ca/index-eng.html>. Each province or territory has its own gazette as well.

GENERAL REMINDERS

Attendance

An attendance sheet will be circulated during each class. You are responsible to sign it before leaving. If you have not signed it, you will be considered to have missed the class. It is courteous to inform the instructor when you cannot make it to class.

Do not hesitate to approach me, in confidence, if you have problems attending class.

Students with special needs

Students with special needs (e.g., a bona fide disability) should contact the Paul Menton Centre, ideally before the first class, so that any special arrangements can be made in a timely manner.

Accommodation for students with religious obligations

Carleton University accommodates students who, due to religious obligation, must miss an examination, test, assignment deadline, laboratory, or other compulsory event. The University has a policy on religious accommodation available at: carleton.ca/equity.

Accommodation will be worked out directly and on an individual basis between the student and the instructor(s) involved. Students should make a formal written request to the instructor(s) for alternative dates and/or means of satisfying requirements. Such requests should be made during the first two weeks of any given academic term.

Plagiarism is a serious offence

The University Senate defines plagiarism as “presenting, whether intentional or not, the ideas, expression of ideas or work of others as one’s own.” This can include:

- Reproducing or paraphrasing portions of someone else’s published or unpublished material, regardless of the source, and presenting these as one’s own without proper citation or reference to the original sources;
- Submitting a take-home examination, essay, laboratory report or other assignment written, in whole or in part, by someone else;
- Using ideas or direct, verbatim quotations, or paraphrased material, concepts, or ideas without appropriate acknowledgment in any academic assignment;
- Using another’s data or research findings;
- Failing to acknowledge sources through the use of proper citations when using another’s works and/or failing to use quotation marks;
- Handing in “substantially the same piece of work for academic credit more than once without prior written permission of the course instructor in which the submission occurs.”

For further clarity, plagiarism includes re-using old papers or papers from another courses, and copying material from a book or off the Internet without giving it the proper credit.

Plagiarism is a serious offence which cannot be resolved directly with the course’s instructor. The Associate Deans of the Faculty conduct a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They include a mark of zero for the plagiarized work or a final grade of “F” for the course.

Properly reference every quotation as well as your own wording when the idea originates elsewhere. Assignments will uploaded to cuLearn.

Referencing sources

The American Psychological Association (APA) citation format is required. There are other citation styles (e.g. Chicago, MLA) but the requirement to use APA reflects two things: first, APA is common; and second, social workers must adapt to whatever referencing format is required by their employer or, say, the journal they are contributing a paper towards. Students in third year courses, such as this one, are expected to show a solid understanding of complete, appropriate, and correct referencing and citation format. Here are two excellent free sites on the APA citation format:

<http://owl.english.purdue.edu/owl/search.php>

<http://www.ucalgary.ca/UofC/eduweb/grammar/guide/apastyle.htm>

DO NOT confuse the APA citation style with the APA paper format. The APA paper format is generally not helpful for student papers, which do not require an Abstract, a Methodology section, a Results section, or other features meant for writing up an experiment.

Assignments on time

Assignments must be submitted on time.

Work submitted after the final date without prior discussion with the instructor will be deducted one letter grade for each day late; e.g., a grade of “B+” becomes “B” on the first day overdue, and “B-“ on the second.

In exceptional circumstances (e.g., illness or family emergency) it may be impossible to meet a deadline. In such cases speak with the course instructor before the deadline. Extensions to the due date must be justified with a medical or other appropriate certificate. This is serious and you need to produce the paperwork.

Handing in and returning assignments

Students must upload an electronic copy of both their feasibility exercise and research paper, in MS Word format, to cuLearn.