

# COURSE SYLLABUS

<b>Course Title:</b>	Administrative Law		<b>Date submitted:</b>	8/28/2020 (AAC: 20-53)	
<b>Department:</b>	Business				
<b>Curriculum:</b>	Paralegal Studies				
<b>Course Descriptors:</b> Make certain that the course descriptors are consistent with college and Board of Trustees policies, and the current course numbering system.	<b>Course Code:</b> (eg. ACC 101)	LGL*216	<b>Prerequisites:</b> Introduction to Law (POL*120) or placement into Composition (ENG*101) or permission of instructor		
	<b>Course Type:</b>	L/D			
	A: Clinical B: Lab D: Distance Learning I: Individual/Independent L: Lecture N: Internship M: Seminar P: Practicum U: Studio X: Combined Lecture/Lab Y: Combined Lecture/Clinical/Lab Z: Combined Lecture/Studio	<b>Elective Type:</b>	G/LAS/SS	<b>Corequisites:</b> None	
	AH: Art History E: English FA: Fine Arts FL: Foreign Language G: General HI: History HU: Humanities LAS: Liberal Arts & Sciences M: Math S: Science SS: Social Science	<b>Credit Hours:</b>	3		
	<b>Developmental:</b> (yes/no)	No			
	<b>Lecture:</b>	3			
	<b>Clinical:</b>	0			
	<b>Lab:</b>	0			
	<b>Studio:</b>	0			
	<b>Other:</b>	0			
<b>TOTAL:</b>	3				
<b>Class Maximum:</b>	35				
<b>Semesters Offered:</b>	Fa/Spring/Summer				
<b>Other Requirements:</b>	None				
<b>Catalog Course Description:</b>	Presents a basic understanding of legal concepts affecting public administrative agencies, including the way in which administrative agencies fit into the United States system of government, delegation of authority and separation of powers, the types and organization of administrative agencies, sources of administrative law, rule making, legislative oversight, agency actions, controls on agencies, appeals, adjudications, judicial review, and legal ethics. Specific areas of agency action are explored, such as environmental law, Social Security, civil rights, immigration law, and Workers' Compensation.				
<b>Topical Outline:</b> List course content in outline format.	[The outline should be in title case and use the numbering format below. You may not have subtopics, but if you do, here is the format.] 1. Bureaucracy and Democracy				

	<ol style="list-style-type: none"> <li>2. The Requirements of Fairness</li> <li>3. Agency discretion</li> <li>4. Delegation</li> <li>5. Agency Rulemaking</li> <li>6. Agency Investigations and Information Collection</li> <li>7. Formal Adjudications</li> <li>8. Accountability through Reviewability</li> <li>9. Accountability through Accessibility</li> <li>10. Accountability through Liability</li> </ol>
<p><b>Outcomes:</b> Describe measurable skills or knowledge that students should be able to demonstrate as evidence that they have mastered the course content.</p>	<p><b>Upon successful completion of this course, the student will be able to do the following:</b></p> <ol style="list-style-type: none"> <li>1. Demonstrate an understanding of basic legal concepts of administrative law</li> <li>2. Demonstrate an understanding of the Rulemaking process for administrative agencies</li> <li>3. Recognize whether the administrative agency has relied on accountability through reviewability, accessibility, or liability when issuing decisions.</li> </ol>
	<p><b>PROGRAM:</b> <i>(Numbering reflects Program Outcomes as they appear in the college catalog)</i></p> <p>Upon successful completion of all Paralegal certificate requirements, graduates will be able to:</p> <p>Recognize and describe the proper role of the paralegal in the delivery of legal services to the public and apply the ethical rules that govern the conduct of the legal profession.</p> <p>Demonstrate critical thinking, reasoning and analytical skills; conduct factual and legal research using print and computerized methods; and organize and present information effectively, both orally and in writing.</p> <p>Describe the organization of the American legal system, apply procedural law to litigation and administrative agency law, and demonstrate substantive knowledge of principles of law.</p> <p>Draft and interpret legal documents, including pleadings, deeds, mortgages, probate documents, court forms, business documents, and contracts for review by the supervising attorney.</p> <p>Perform file and case management tasks in accordance with office policy and court procedures, using problem-solving, organizational and computer skills.</p> <p>Recognize opportunities for professional development through continuing education and affiliation with professional organizations.</p>
	<p><b>GENERAL EDUCATION/TAP OUTCOMES:</b> <i>(Numbering reflects General Education Outcomes as they appear in the college catalog)</i></p> <ol style="list-style-type: none"> <li>1. <b>Critical Analysis/ Logical Thinking</b> - Students will be able to organize, interpret, and evaluate evidence and ideas within and across disciplines; draw reasoned inferences and defensible</li> </ol>

	<p>conclusions; and solve problems and make decisions based on analytical processes.</p> <p><b>Demonstrates:</b> Identifies the issue(s); formulates an argument; explains and analyzes relationships clearly; draws reasonable inferences and conclusions that are logical and defensible; provides support by evaluating credible sources of evidence necessary to justify conclusions.</p> <p><b>Does Not Demonstrate:</b> Identifies few or no issues; formulates an argument without significant focus; provides an unclear explanation of analysis and relationships; drawing few reasonable inferences and conclusions that are illogical and indefensible; provides little to no support using credible sources of evidence necessary to justify conclusions.</p> <p>2. <b>Written Communication</b> - Students will be prepared to develop written texts of varying lengths and styles that communicate effectively and appropriately across a variety of settings.</p> <p><b>Demonstrates:</b> Writes articulate texts using appropriate evidence and appeals as determined by the rhetorical situation.</p> <p><b>Does Not Demonstrate:</b> Writes texts lacking appropriate evidence and appeals as determined by the rhetorical situation.</p>
<p><b>Evaluation:</b> List how the above outcomes will be assessed.</p>	<p><b>Assessment will be based on the following criteria:</b></p> <ol style="list-style-type: none"> <li>1. Assessments (Tests and quizzes)</li> <li>2. Papers</li> <li>3. Oral Presentations</li> </ol>
<p><b>Instructional Resources:</b> List library (e.g. books, journals, on-line resources), technological (e.g. Smartboard, software), and other resources (e.g. equipment, supplies, facilities) required and desired to teach this course.</p>	<p><b>Required: None</b></p> <p><b>Desired: None</b></p>
<p><b>Textbook(s)</b></p>	<p>Daniel Hall, Administrative Law, Bureaucracy in a Democracy, Sixth Edition, 2015.</p>