COURSE OUTLINE

and

SCHEDULE OF WRITTEN ASSIGNMENTS
For the Fall 2020 semester this class is a distance education class with synchronous meeting times. It meets once a week on-line on Thursday evenings from **7:20 p.m. to 10:00 p.m.** The first class is August 27, 2020. The semester ends with the last class on December 3, 2020. The final exam will be on December 10, 2020 from 7:30 p.m. to 10:15 p.m. Students may elect to turn in a 25-page term paper in lieu of the final exam. In that case, the term paper will be due on or before December 3, 2020. I am available to meet with students by email or through Blackboard. My campus E-Mail (Internet) address is **wfroehli@gmu.edu**. My personal e-mail address is **wjfroehlich@gmail.com**. In cases of an emergency (and I mean a *real* emergency), I can be reached at home at (703) 425-2520.

Course Objective:

The objective of this course is to provide the undergraduate student of public administration with an introduction to the law of public office by examining the procedures followed by, and the legal limits on, the administrative agencies, their officers and their employees. This course endeavors to provide the students of government an understanding of the administrative process on both the Federal and state levels. This objective includes an understanding of the terminology applied to fundamental legal concepts, a historic evaluation of the growth of administrative law, an appreciation for evolving trends in the law and an ability to participate in the administrative process.

Blackboard Login Instructions:

Access to MyMason and GMU email are required to participate successfully in this course. Please make sure to update your computer and prepare yourself to begin using the online format BEFORE the first day of class. You should also have audio and video computer capability. Check the IT Support Center website. Navigate to the Student Support page for help and information about Blackboard. In the menu bar to the left you will find all the tools you need to become familiar with for this course. Take time to learn each. Make sure you run a system check a few days before class. Become familiar with the attributes of Blackboard and online learning.
Technology Requirements:

**Hardware:** You will need access to a Windows or Macintosh computer with at least 2 GB of RAM and access to a fast and reliable broadband internet connection (e.g., cable, FiOS, DSL). A larger screen is recommended for better visibility of course material. You will need speakers or headphones to hear recorded content and a headset with a microphone is recommended for the best experience. A computer with video capability is required.

Note: If you are using an employer-provided computer or corporate office for class attendance, please verify with your systems administrators that you will be able to install the necessary applications and that system or corporate firewalls do not block access to any sites or media types.

If you consider the purchase of a new computer, please go to Patriot Tech to see recommendations.

**Software:** This course uses Blackboard as the learning management system. Activities and assignments in this course will regularly use web-conferencing software (Blackboard Collaborate / Zoom). In addition to the requirements above, students are required to have a device with a functional camera and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.

Required Textbooks:


Course Policies and Learning Outcomes:

Students are expected to arrive in class prepared to discuss the previous week's reading, deliver their designated homework assignments and participate actively in class discussions. Examples of topics discussed in class which appear in newspapers or journals should be brought to class. Details on the format of items to be handed in will be discussed during the first class session.
Our prime method of proceeding will be to follow the two textbooks, with weekly discussions of the material assigned, questions and problems based on the cases and the questions at the conclusion of each chapter. I will prepare a lecture introducing the subject matter each week to highlight major concepts. Students are strongly encouraged to ask relevant questions in class.

Please remember that oral participation is important both as a mark of personal contribution to the class and to enhance the in-class learning experience for all. Therefore, a failure to come to class prepared decreases your ability to participate and will be appropriately reflected in your grade. Should a class absence be necessary, please inform the instructor at the earliest possible time.

Inasmuch as this is an upper-level undergraduate course for non-lawyers, legal research will be kept to an absolute minimum. However, case recitations, essays on legal topics and the use of Federal research materials are required. Based on input from the class, and the attached proposed supplement, my proposed grading criteria will be as follows:

1) Homework (six written assignments) - 40%
2) In-Class Midterm Examination - 25%
3) Term Paper or Final Examination - 25%
4) Classroom Contribution - 10%

Students may also wish to purchase the paperback reference book, *Understanding Administrative Law*, any edition by William F. Fox, Jr. (Matthew Bender/Lexis-Nexis: 2012). There will be handouts and outside readings which will require the use of George Mason’s library and, to a more limited extent, the George Mason Law School library.

To expand your research potential, be advised that George Mason University Antonin Scalia Law School has a law library. It is located at 3401 N. Fairfax Drive, Arlington. Its hours are: Monday through Thursday, 8
am-11 pm; Friday 8 am to 10 pm; Saturday, 10 am-10 pm; and Sunday, 10 am-11 pm. The law school library maintains duplicate full sets of the court reporters and law journals.

There are **six (6)** written assignments in this course. Together, with class participation, they comprise 50 percent of your grade. The six written assignments have varying degrees of difficulty and therefore are not of equal weight toward your grade. All assignments must be typed and submitted on time. A five percent per day late penalty applies to all assignments. Assignments which are not submitted will be recorded as an "F". I do not, under any circumstances, give "Incompletes."

Written assignments may be submitted through Blackboard or by e-mail. If submitted by email, a return receipt indicating the assignment was received, will be sent by the instructor. It remains the responsibility of the student to insure that all assignments are submitted on time.

This course requires the use of LockDown Browser and a webcam for online exams (Midterm and Final). The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam).

The last day to drop this class with 100% tuition refund is September 8, 2020. The last day to drop this class with a 50% refund (Final Drop Deadline) is September 15, 2020. The departmental honor code applies to all aspects of this course. A copy of the Honor Code policy is attached.

No class on November 26, 2020 – Thanksgiving 🍁

Attachments
COURSE OUTLINE

First Class: August 27, 2020

Introduction to the subject of administrative law, discussion of class goals and review of the text books and assignments. Collect data sheets. Definition and discussion of administrative agencies. Introduction to Legal Research. Explain first written assignment.

Second Class: September 3, 2020


Discussion of Hall – Chapter 1 and Handout (Pgs. 1-17 and Handout): Introduction and Researching Administrative Law Issues.

* Hand-In First Written Assignment - Essay of 500 - 1000 words

"You don't get a second chance to make a good first impression."

Third Class: September 10, 2020

Discussion of Carter - Chapter 3 (Pgs. 52 - 94): The Constitutional Authority of Agencies.

Discussion of Hall – Chapters 2 and 3 (Pgs. 18 – 57 and 58 - 73) Bureaucracy and Democracy and Agency Discretion.

7:20 pm - 8:45: Ms. Kimberly MacVaugh, Policy and Government Librarian, George Mason University, 703.993.8268, kmacvaug@gmu.edu
Fourth Class: September 17, 2020

Discussion of Carter - Chapter 4 (Pgs. 95 - 140): The Statutory Authority of Agencies.

Discussion of Hall – Chapters 4 and 5 (Pgs. 74 – 120 and 121-150): The Requirement of Fairness and Delegation

7:20 pm – 8:45 Ms. Kimberly MacVaugh, Policy and Government Librarian, George Mason University, 703.993.8268, kmacvaug@gmu.edu

*Fifth Class: September 24, 2020

Discussion of Carter - Chapter 5 (Pg. 141 - 183): Information and Administration

Discussion of Hall – Chapters 7 (Pgs. 186– 221) Agency Information Collection and Investigations

* Hand-In Second Written Assignment - An Agency Report

Sixth Class: October 1, 2020

Discussion of Carter - Chapters 8 and 9 (Pgs. 252 – 283 and 284 - 314): Ambiguities in Rulemaking Procedures and Enforcement of Administrative Policy.

Discussion of Hall - Chapter 6 (Pgs. 151- 185): Agency Rulemaking.
*Seventh Class: October 8, 2020*

Discussion of Carter – Chapters 6 and 7 (Pgs. 184 – 203 and 204 -251): *Informality and Formality in Administrative Law* and *Elements of an Administrative Hearing.*

Discussion of Hall – Chapter 8 (Pgs. 222 - 257): *Formal Adjudications.*

* Hand-In Third Written Assignment - Using the Federal Register

* Eighth Class: October 15, 2020 *

**MID-TERM EXAM**  
*(In class, requires Respondus Lock Down Browser)*

*Ninth Class: October 22, 2020*

*Return and Review Mid-Term Examination (In class)*

*Tenth Class: October 29, 2020*


Discussion of Hall – Chapter 9 (Pgs. 258-317): *Accountability Through Reviewability.*

* Hand-In Fourth Written Assignment - Goldberg
**Eleventh Class: November 5, 2020**


Discussion of Hall – Chapter 11 (Pgs. 353 - 400): *Accountability-Liability*.

*Twelfth Class: November 12, 2020*


* Hand-In Fifth Written Assignment - Fenwick Follies (electronic research)

**Thirteenth Class: November 19, 2020**


*Thanksgiving Holiday - No Class - November 26, 2020*

*Fourteenth Class: December 3, 2020*

Discussion of Hall – Chapter 10 (Pgs. 318 - 352): *Accountability Through Accessibility*.

Review Session
Summation / Instructor evaluation
Review class for Final Examination

* Hand In Sixth Written Assignment: Index to Legal Periodicals (3-5 pages)
  - or -   Optional Final (Term) Paper Due (25 pages)

**Final Examination: December 10, 2020**  

FINAL EXAM (In class)
ACADEMIC HONESTY
Mason shares in the tradition of an honor system that has existed in Virginia since 1842. The code is an integral part of university life. Faculty in the Schar School have zero tolerance for academic dishonesty and will strictly enforce Mason’s honor code. Cheating and attempted cheating, plagiarism, lying, and stealing of academic work and related materials constitute Honor Code violations. To maintain an academic community according to these standards, students and faculty members must report all alleged violations to the Honor Committee. Any student who has knowledge of, but does not report, a violation may be accused of lying under the Honor Code. 
https://oai.gmu.edu/

GMU EMAIL ACCOUNTS
Students must use their Mason email accounts. Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account. See http://masonlive.gmu.edu for more information.

OFFICE OF DISABILITY SERVICES
If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 993-2474. All academic accommodations must be arranged through the DRC. https://ds.gmu.edu/

WRITING CENTER: The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing. University Writing Center: Robinson Hall Room A114, 703-993-1200. The writing center includes assistance for students for whom English is a second language. http://writingcenter.gmu.edu

UNIVERSITY LIBRARIES “Ask a Librarian”
Kimberly MacVaugh; (703) 993-8268; kmacvaug@gmu.edu
http://library.gmu.edu/mudge/IM/IMRef.html
COUNSELING AND PSYCHOLOGICAL SERVICES
The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students’ personal experience and academic performance. Counseling Center: Student Union I, Room 364, 703-993-2380. https://caps.gmu.edu/

UNIVERSITY POLICIES
The University Catalog, https://catalog.gmu.edu/, is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other policies are available at http://universitypolicy.gmu.edu/. All members of the university community are responsible for knowing and following established policies.

Students must follow the university policy for Responsible Use of Computing https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/

Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

DIVERSITY
George Mason University promotes a living and learning environment for outstanding growth and productivity among its students, faculty and staff. Through its curriculum, programs, policies, procedures, services and resources, Mason strives to maintain a quality environment for work, study and personal growth. https://stearnscenter.gmu.edu/purpose-and-mission/mason-diversity-statement/
Matrix on Grading for Fall 2020 Semester

These are the elements which make up the grading criteria as defined in the syllabus:

1) Homework (six written assignments)  40%
2) In-Class Midterm Examination       25%
3) Term Paper or Final Examination    25%
4) Classroom contribution             10%

During a past semester some students were surprised to learn that all six written assignments were not weighted equally. There was also some confusion as to the impact of failure to hand in one or more of the written assignments. Therefore, the following worksheet will help you track your progress (grades) in this class:

Homework (40%): (400 points)
- Assignment One: (45 points) _______
- Assignment Two: (100 points) _______
- Assignment Three: (50 points) _______
- Assignment Four: (50 points) _______
- Assignment Five: (80 points) _______
- Assignment Six: (75 points) _______

In-Class Midterm Exam (25%) (250 points) _______

Term Paper or Final Examination (25%) (250 points) _______

Classroom Participation (10%) (100 points) _______