COURSE OUTLINE

and

SCHEDULE OF WRITTEN ASSIGNMENTS
This class meets once a week on Thursday evenings from 7:20 p.m. to 10:00 p.m. in West Hall in Room 1001, on the Main (Fairfax) Campus. The first class is August 31, 2017. The semester ends with the last class on December 7, 2017. The final exam will be on December 14, 2017 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 7, 2017. I will be available to meet with students before or after class and by appointment. My office number is (301) 415-5922. My office fax number is (301) 415-5599. My campus E-Mail (Internet) address is wroehli@gmu.edu. My office e-mail address is william.froehlich@nrcreg. In cases of an emergency (and I mean a real emergency), I can be reached at home at (703) 425-2520.

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.

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 by e-mail. In that event, 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.

The last day to drop this class with no tuition liability is September 5, 2017. The Final Drop Deadline with a 67% tuition liability is September 29, 2017. The last day to add this class is September 5, 2017. The departmental honor code applies to all aspects of this course. A copy of the Honor Code policy is attached.

No class on November 23, 2017 – Thanksgiving 😊

Attachments
COURSE OUTLINE

First Class: August 31, 2017

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 7, 2017


7:20 pm Meet in Johnson Center Library instruction room 228 (on the upper floor of the library)  Dr. Helen McManus, Librarian for Public Policy and Public & International Affairs  (703) 993-8268, hmcmanus@gmu.edu

* 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 14, 2017

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

Discussion of Hall – Chapters 2 and 3 (Pgs. 16 – 52 and 53 - 68) *Bureaucracy and Democracy* and *Agency Discretion.*

7:20 pm Meet Fenwick Library instruction room 1014-B – Dr. Helen McManus, Librarian for Public Policy and Public & International Affairs (703) 993-8268, hmcmanus@gmu.edu
*Fourth Class: September 21, 2017*

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

Discussion of Hall – Chapters 4 and 5 (Pgs. 69 – 113 and 114-142): *The Requirement of Fairness and Delegation*

* Hand-In Second Written Assignment - An Agency Report

______________________________________________________

*Fifth Class: September 28, 2017*

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

Discussion of Hall – Chapters 7 (Pgs. 175– 207) *Agency Investigations and Information Collection*

______________________________________________________

*Sixth Class: October 5, 2017*


Discussion of Hall - Chapter 6 (Pgs. 143- 174): *Agency Rulemaking.*
**Seventh Class: October 12, 2017**

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. 208 - 242): *Formal Adjudications.*

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

---

**Eighth Class: October 19, 2017**

**MID-TERM EXAM (In class)**

---

**Ninth Class: October 26, 2017**

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

---

**Tenth Class: November 2, 2017**


Discussion of Hall – Chapter 9 (Pgs. 243-301): *Accountability Through Reviewability.*

* Hand-In Fourth Written Assignment - Goldberg

---

**Eleventh Class: November 9, 2017**


Page 3 of 4
*Twelfth Class: November 16, 2017*


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

---

**NO CLASS: November 23, 2017**

THANKSGIVING HOLIDAY

---

**Thirteenth Class: November 30, 2017**


---

*Fourteenth Class: December 7, 2017*


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 14, 2017**

**FINAL EXAM** (In class)
Honor System and Code

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. On the application for admission, students sign a statement agreeing to conform to and uphold the Honor Code. Students are responsible, therefore, for understanding the code’s provisions. In the spirit of the code, a student’s word is a declaration of good faith acceptable as truth in all academic matters. 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. Web: http://academicintegrity.gmu.edu

The complete Honor Code is as follows:

To promote a stronger sense of mutual responsibility, respect, trust, and fairness among all members of the George Mason University community and with the desire for greater academic and personal achievement, we, the student members of the university community, have set forth this honor code: Student members of the George Mason University community pledge not to cheat, plagiarize, steal, or lie in matters related to academic work.

When in doubt (of any kind) please ask for guidance and clarification. OIA@gmu.edu

GMU EMAIL ACCOUNTS
Students must use their Mason email accounts—either the existing “MEMO” system or a new “MASONLIVE” account to receive important University information, including messages related to this class. 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 Office of Disability Services (ODS) at 993-2474. All academic accommodations must be arranged through the ODS. http://ods.gmu.edu

OTHER USEFUL CAMPUS RESOURCES:
WRITING CENTER: A114 Robinson Hall; (703) 993-1200; http://writingcenter.gmu.edu
UNIVERSITY LIBRARIES “Ask a Librarian” http://library.gmu.edu/mudge/IM/IMRef.html
Preliminary Matrix on Grading for Fall 2017 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) ______