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 Robinson Hall in Room B-224, on the Main (Fairfax) Campus. The first class is January 26, 2017. The semester ends with the last class on May 4, 2017. The final exam will be on May 11, 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 May 4, 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 w froehli@gmu.edu. My office e-mail address is william.froehlich@nrc.gov. 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 has a law library. It is located at 3401 N. Fairfax Drive, Arlington. Its hours are: Monday through Friday, 8 a.m.-11 p.m.; Saturday, 9 a.m.-6 p.m.; and Sunday, 11 a.m.-11 p.m. 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 January 30, 2017. The selective withdrawal period with a 100% tuition liability is March 31, 2017. The last day to add this class is January 30, 2017. The departmental honor code applies to all aspects of this course. A copy of the Honor Code policy is attached.

No class on March 16, 2017 – Spring Break 😊

Attachments
COURSE OUTLINE

First Class: January 26, 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: February 2, 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: February 9, 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 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
Fourth Class: February 16, 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*

*Fifth Class: February 23, 2017*

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

Discussion of Hall – Chapters 7 and 10 (Pgs. 175– 207 and 302- 336) 
*Agency Investigations and Information Collection and Accountability Through Accessibility*

* Hand-In Second Written Assignment - An Agency Report*

Sixth Class: March 2, 2017

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

Discussion of Hall - Chapter 6 (Pgs. 143- 174): *Agency Rulemaking.*

*Seventh Class: March 9, 2017*

Discussion of Carter – Chapters 6 and 7 (Pgs. 184 - 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*
Spring Break: March 16, 2017

NO CLASS

Eight Class: March 23, 2107

MID-TERM EXAM (In class)

Ninth Class: March 30, 2017

Return and Review Mid-Term Examination (In class)

*Tenth Class: April 6, 2017

Discussion of Carter - Chapter 10 (Pgs. 315 - 361): Judicial Review.

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

* Hand-In Fourth Written Assignment - Goldberg

Eleventh Class: April 13, 2017

Discussion of Carter - Chapter 11 (Pgs. 362 - 386): Liability.


*Twelfth Class: April 20, 2017


* Hand-In Fifth Written Assignment - Fenwick Follies (electronic research)
Thirteenth Class: April 27, 2017


*Fourteenth Class: May 4, 2017

Discussion of Hall – Chapter 10 (Pgs. 302 - 336): 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: May 11, 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
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS): (703) 993-2380; http://caps.gmu.edu

UNIVERSITY POLICIES
The University Catalog, [http://catalog.gmu.edu](http://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/](http://universitypolicy.gmu.edu/). All members of the university community are responsible for knowing and following established policies.

Preliminary Matrix on Grading for Spring 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:

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<tr>
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<th>(40%)</th>
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<td>Assignment One:</td>
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<td>Assignment Two:</td>
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<td>Assignment Three:</td>
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<td>Assignment Four:</td>
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<td>Assignment Five:</td>
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<td>Assignment Six:</td>
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<td>In-Class Midterm Exam</td>
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<td>Term Paper or Final Examination</td>
<td>(25%)</td>
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</tr>
<tr>
<td>Classroom Participation</td>
<td>(10%)</td>
<td>(100 points)</td>
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