

University of Maryland Baltimore County

5401 Wilkens Ave.
Baltimore, MD 21250

POLI 352 ADMINISTRATIVE LAW
COURSE SYLLABUS

I. BASIC COURSE INFORMATION

A. Date: Fall 2007
B. Professor: E. Peter Melcavage, II, Esq.
C. Classroom: Building III, Rm 3225
D. Course Name/Number: Administrative Law/Poli 352
E. Credits: 3
F: Office Hours/Room: Tuesday & Thursdays/Bldg III RM
4151 Phone: 301-738-6313 or 443-996-
0506 Email is STRONGLY encouraged
Thetruff@aol.com or
melcavage@umbc.edu

II. COURSE DESCRIPTION

This course is designed to introduce students to the study of administrative law in the American Constitutional system. The course will begin by where Administrative state began and what administrative law is; we will review the Constitutional authority of agencies, how Congress delegates power, how investigations are handled, how formal rules are made, what happens at administrative hearings and the enforcement of administrative policy.

V. EVALUATION PROCEDURES

An "A" requires 90 or greater average on tests, quizzes and written assignments. Active class participation is also expected.

A "B" can be attained by earning an average of 80% or better on all tests, quizzes and written assignments.

A "C" is received for an average of 70%-79%

To receive a "D" a student needs to attain an 60-69% on all tests, quizzes and written assignments.

Anyone with an average below 60% will receive an "F" for this course. If anyone makes an honest effort and regularly attends class, there will be no reason for anyone to fail.

PLEASE NOTE:

THE DEADLINE FOR WITHDRAWING FROM A COURSE OR CHANGING TO AN AUDIT IS NOVEMBER 7. **FAILING TO OFFICIALLY WITHDRAW FROM A CLASS YOU HAVE STOPPED ATTENDING WILL RESULT IN AN "F" GRADE!!!!**

EVALUATION COMPONENTS:

Test I-	100 points
Final Exam-	100 points
Paper-	100 points
Quiz Total-	<u>100 points</u>
Total	400 points

CLASS ATTENDANCE- There is no policy for attendance. However five (5) surprise quizzes will be given during the semester. Students who have attended every class are permitted to use their notes while taking these quizzes. Students who have been absent and not been excused, will **NOT** be permitted to use their notes. Copying the notes of people who attended a class you missed that you were not excused from is tantamount to cheating and any student caught using xeroxed notes without permission will receive an F for the semester. These quizzes will count for twenty (20) points each. If a student misses a class without being excused

and misses a quiz, the student will lose the twenty (20) points and not have a chance to make up the twenty points.

CLASS PARTICIPATION FACTOR- The instructor reserves the right to increase any student's final grade up to one letter, for positive classroom participation. Please note that student will not be downgraded, only increased. Questions and participation are STRONGLY encouraged.

VI. TEXTS AND MATERIALS:

REQUIRED TEXT: Administrative Law and Politics by Lief H. Carter and Christine B. Harington, 3rd Edition, Longman Press, 2000.

Academic Integrity: By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. To read the full Student Academic Conduct Policy, consult the UMBC Student Handbook, the Faculty Handbook, or the UMBC Policies section of the UMBC Directory [or for graduate courses, the Graduate School.

General Information on Center for Academic Success

The Center for Academic Success (CAS) offers onsite academic assistance for students attending classes at the Shady Grove Center. Here's what CAS can do for you:

- Run your paper by a professional writing consultant (in person or over the phone)
- Find an individual tutor for a course you could use a boost in
- Take advantage of weekly reviews, called Guided Study Sessions (GSS), in business, social work, psychology, nursing and other areas led by peer tutors who aced the class last year and who knows the ropes
- Offer workshops in speed reading, memory strategies or textbook reading strategies that could save you hours of time and reduce your stress level
- Have a session with your personal academic trainer to see how you can do more work with less time
- Help you tackle and conquer writing snags with grammar assistance handouts, online exercises (with answers) and software programs on our computers

*For instruction on how to submit papers for phone tutoring, please visit [the website at www.shadygrove.umd.edu/resources/cas](http://www.shadygrove.umd.edu/resources/cas)

Contact information:

SG Bldg. 3, 1st floor, Student Services suite (301) 738-6315; Email: sg-cas@umd.edu

Hours:

MW 9:00 - 5:30
Tues 9:00 - 7:00

Dr. Marsha Youngblood, Associate Director ThFri 9:00 - 5:00
(Other times by appt: M-F 8:30 - 5)

VII. COURSE OUTLINE

Unless otherwise stated, 1 reading come from the *ADMINISTRATIVE LAW AND POLITICS* casebook.

Date:	Topic:	Chapter:
8/30	Intro, Review Constitution Background Info.	US Constitution
9/4	The Administrative State	Pgs. 1-30
9/11	Origins of Administrative Law	Pgs. 31-64
9/18	The Role of the Constitution	Pgs. 66-98
9/25	The Constitution II	Pgs. 98-113
10/2	Separation of Powers & Statutory Authority	Pgs. 114-151
10/9	MIDTERM EXAM	
10/16	Information and Investigations	Pgs. 152-174
10/23	Information & Investigation II	Pgs. 174-194
10/30	Administrative Hearings	Pgs. 219-244
11/6	Administrative Hearings II	Pgs. 244-268
11/13	Enforcement	Pgs. 302-329
11/20	Judicial Review	Pgs. 330-351
11/22	THANKSGIVING DAY (EVERYONE IS EXCUSED FROM CLASS!!)	
11/27	Judicial Review II	Pgs. 351-378 (J&N)
12/4	Review and Make-up eriod	
12/11	FINAL EXAM DISTRIBUTED	