

Course	PADM 5830/71 Administrative Law and Processes													
Term	Spring 2, 2008 3/15/08 – 5/16/08 Wednesday, 5:30 – 9:30 PM													
Instructor	Robert J. Ludwiczak, PH. 321/255-2052, E-Mail: LudwiczakR@aol.com Office Hours: Half hour prior to class and half hour after class													
Catalog Description	The student examines the system of administrative law and in some instances uses specific case studies to indicate the development of the system. The influence of administrative law on the conduct of public operations is examined.													
Prerequisites	None													
Course Level Learning Outcomes	At completion of this course the students will be able to: 1. differentiate the current legal issues affecting administrative law; 2. recognize and evaluate legal problems in the area of administrative law; 3. the influence of administrative law on the conduct of public operations; 4. discuss the scope of judicial review in administrative law; 5. determine how governmental administrative agencies function, control and effect businesses.													
Materials	REQUIRED TEXTS: Administrative Law – Bureaucracy in a Democracy 3 rd Edition. Author: Daniel E. Hall ISBN: 0-13-118432-6 SUGGESTED SUPPLEMENTAL READINGS: Florida Today													
Grading	<table border="1"> <thead> <tr> <th>COURSE REQUIREMENTS:</th> <th>% OF GRADE</th> </tr> </thead> <tbody> <tr> <td>a. Examination One</td> <td>25%</td> </tr> <tr> <td>b. Examination Two</td> <td>25%</td> </tr> <tr> <td>c. Examination Three</td> <td>25%</td> </tr> <tr> <td>d. Written Assignments</td> <td>10%</td> </tr> <tr> <td>e. Research Paper</td> <td>15%</td> </tr> </tbody> </table> <p>Taking the numerical score from the formula above and converting it to the appropriate letter grade from the chart determine the student's letter grading for the course.</p>		COURSE REQUIREMENTS:	% OF GRADE	a. Examination One	25%	b. Examination Two	25%	c. Examination Three	25%	d. Written Assignments	10%	e. Research Paper	15%
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<p>Activities</p>	<ul style="list-style-type: none"> • Students will be responsible for providing type written review questions assigned by instructor • Students will have three exam of an essay nature from material provided in the instructors lecture and review questions students answer prior to or in class. • A video may be provided on the legislative process at the federal level. • Instructor will attempt to bring in a guest speaker from some form of government to supplement the instructor’s lecture/text material. • Students will be required to monitor print/broadcast media on current events in government. 																				
<p>Policy Statements:</p> <p>University Policies</p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following policies are of particular interest:</p> <p>Academic Honesty</p> <p>The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p>Drops and Withdrawals</p> <p>Please be aware that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the</p>																				

	<p>university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p>Special Services If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p>Disturbances Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>Attendance at all class sessions is expected.</p> <p>Late weekly write-ups and written case assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of class sessions it is late.</p>
<p>Week 1 Schedule</p>	<p>PREPARATION FOR CLASS: Students are required to read Chapters 1& 2 prior to class.</p> <p>CLASSROOM DISCUSSION TOPICS: Students are required to provide type written responses to the following review questions: Chapter 1: Questions 2, 4, 5, & 8 (Page 11) Chapter 2: Questions 1, 3, 4, 5, 6, & 10 (Page 30)</p>
<p>Week 2</p>	<p>PREPARATION FOR CLASS: Students are required to read Chapters 3 & 4 prior to class.</p>

Schedule	<p>CLASSROOM DISCUSSION TOPICS: Students are required to provide type written responses to the following review questions: Chapter 3: Questions 1, 2, 3, 4, & 5 (Pages 47-48) Chapter 4: Questions 1, 2, & 3 (Page 84)</p>
Week 3 Schedule	<p>PREPARATION FOR CLASS: Examination One covering Chapters 1-4. Exam will be essay in nature covering instructor’s lecture from text material and responses from the review questions. NOTE: Students should provide scholarly responses to review questions to review for exam.</p> <p>CLASSROOM DISCUSSION TOPICS: NONE - Potential Guest Speaker</p>
Week 4 Schedule	<p>PREPARATION FOR CLASS: Students are required to read Chapters 5 & 6 prior to class.</p> <p>CLASSROOM DISCUSSION TOPICS: Students are required to provide type written responses to the following questions: Chapter 5: Questions 2, 3, & 5 (Page 114) Chapter 6: Questions 1, 2, & 10 (Page 138)</p>
Week 5 Schedule	<p>PREPARATION FOR CLASS: Students are required to read Chapters 7 & 8 prior to class.</p> <p>CLASSROOM DISCUSSION TOPICS: Students are required to provide type written responses to the following questions: Chapter 7: Questions 1, 2, 5, & 6 (Page 173) Chapter 8: Questions 1, 3, 5, 7, & 10 (Pages 210-211)</p>
Week 6 Schedule	<p>PREPARATION FOR CLASS: Examination Two covering Chapters 5-8. Same guidelines as exam one.</p> <p>CLASSROOM DISCUSSION TOPICS: NONE – Potential Guest Speaker</p>
Week 7 Schedule	<p>PREPARATION FOR CLASS: Students are required to read Chapter 9 & 10 prior to class.</p> <p>CLASSROOM DISCUSSION TOPICS: Students are required to provide type written responses to the following review questions: Chapter 9: Questions 1, 2, 3, & 4 (Page 253) Chapter 10: Questions 1, 2, 3, 4, & 5 (Page 291)</p> <p>Research Paper Due and Oral Presentations will begin.</p>
Week 8 Schedule	<p>PREPARATION FOR CLASS: Students are required to read Chapters 11 & 12 prior to class.</p> <p>CLASSROOM DISCUSSION TOPICS: Students are required to provide</p>

	<p>type written responses to the following review questions: Chapter 11: Questions 1, 2, 5, 7, & 8 (Page 329) Chapter 12: Questions 2, 3, & 5 (Page 340)</p> <p>Continuation of Oral Presentations</p>
Week 9 Schedule	<p>PREPARATION FOR CLASS: Examination Three covering Chapters 9-12. Same guidelines as exam one and two.</p> <p>CLASSROOM DISCUSSION TOPICS: NONE</p>

PURCHASING TEXTBOOKS--Most textbooks can be purchased through **MBS Direct**. Check the syllabus for textbook information. Give MBS Direct the campus location (for the purpose of ordering books the campus is **Space Coast Campus**, course name, number and section number (i.e. Space Coast Campus, COMP5000/64) and most important, the **title, author, edition, and ISBN** of the book you are ordering. MBS Direct will buy back your book at the end of the term should you elect not to retain it as a reference book. Order by phone or online. Orders should be placed no earlier than 4 weeks prior to the start of the term.

MBS Direct: 1-800-325-3252

MBS Direct Website is

www.mbsdirect.net/webster

Monday-Thursday 7am-10pm (Central Time)

Friday 7am-6pm (Central Time)

Saturday 8am-5pm (Central Time)

Sunday noon-4pm (Central Time)

In order to meet the course objectives this syllabus may be modified at the discretion of the instructor without approval of the students.

Original approved by:

Dr. Calvin D. Fowler Academic Dean Space Coast Region, January 14, 2008

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