

ARIZONA WESTERN COLLEGE
SYLLABUS

LAS 218 ADMINISTRATIVE LAW

Credit Hours: 3 Lec 3

PREREQUISITE: None

COURSE DESCRIPTION

Introduction to the fundamental concepts of administrative law.

1. COURSE GOAL

Develop basic knowledge of Arizona administrative procedures and the role of the paralegal in informal and pre-hearing advocacy and proceedings before a hearing officer.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 describe the importance of the administrative law system in our society.
- 2.2 list characteristics of administrative agencies.
- 2.3 summarize the concept of delegation of powers.
- 2.4 distinguish between rulemaking and adjudicatory actions.
- 2.5 assess the importance of due process in the administrative law system.
- 2.6 summarize the procedures a government agency must follow in acquiring information.
- 2.7 question and debate the rights of citizen access to information held by administrative agencies and citizens participating in proceedings of administrative agencies.
- 2.8 summarize the concept and application of informal prehearing advocacy proceedings.
- 2.9 describe the types of proceedings before an administrative hearing officer.
- 2.10 list the basic procedures followed in an administrative hearing.
- 2.11 explain the concept and application of judicial review of administrative decisions.
- 2.12 detect and summarize administrative law issues in an oral presentation of a selected case study.
- 2.13 apply administrative law principles by preparing for and participating in a mock administrative hearing to appropriate legal problems on a case-by-case basis.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

4. LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Oral Presentations
- 4.3 Classroom Demonstrations

5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from

the course and fails to complete the requirements of the course, the student will receive a failing grade.

6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.

6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.

6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record.

An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course