

**WAYLAND BAPTIST UNIVERSITY**

**SCHOOL OF BEHAVIORAL & SOCIAL SCIENCES**

**VIRTUAL CAMPUS**

**Wayland Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

**Course Title, Number, and Section:** PUAD 5306 VC01 - Administrative Law

**Term:** Fall 2017

**Instructor:** Dr. Colleen Mruzik

**Office Phone Number and WBU Email Address:** Phone: (314) 881-8308

Email: mruzikc@wbu.edu

**Office Hours, Building, and Location:** On-line via Blackboard, Announcements, and Discussion Board. I will answer e-mails within 24 hours. I am available by phone MWF 9am - 5pm CST, T 8am - 12pm, and Sa 1pm - 6pm

**Class Meeting Time and Location:** Virtual Campus

**Catalog Description:** An overview of administrative law topics such as legislative, executive, and judicial control of administrative actions, public and private access to information, the administrative hearing process, and other due process concerns.

**There is no prerequisite for this course**

**Required Textbook(s) and/or Required Material(s):** DeLeo, John D. *Administrative Law*, 1st Edition, 2009. ISBN – 13: 9781401858773

**Optional Materials:**

1. Access to Administrative Law Online Companion: <http://www.delmarlearning.com/companions/index.asp?isbn=1401858775>
2. WBU Learning Resources <http://www.wbu.edu/academics/academic_resources/wayland_learning_resource_center_library/>

**Course Outcome Competencies:** This is a survey course in administrative law. The materials cut across numerous substantive fields [e.g., environmental, business, communications, health, safety, labor, education, and social services]. The expectation is an understanding of administrative procedure common to the various substantive areas, not a mastery of the individual substantive areas themselves. The main topics include: the constitutional foundations of the administrative state; the constitutional and statutory law governing agency rulemaking and adjudication procedures; the law governing the scope of judicial review of agency action. The course also builds on general critical and analytical thinking.

**Attendance Requirements:**

Virtual Campus

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

Daily access to computer, internet, e-mail and use Microsoft Word (doc) word processing software for all assignments. All communications and assignments are to be done online via the online course and/or e-mail.

**A. Reading Assignments:** Reading assignments are to be completed on time (i.e., by the Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about the assigned reading.

**B. Discussion Boards:** There will be a discussion topic each week of class, with the exception of week 11. All responses to the prompt must be done by Wednesday @ 11:59 p.m. CST of each week, and the remaining 2 posts must be in by Sunday at 11:59 p.m. CST each week

**C. Quizzes:** Each week you will have a 10 question quiz. Quizzes are timed and cover the material from the reading that week. Questions consist of multiple choice and true/false.

**D. Course Exams:** You will only have a final exam. It will be open book/open note. The final exam will be timed and will cover the material extensively. Questions may consist of multiple choice, true/false, matching, and short answer.

**E. Final Project:**  Students will be required to write a paper in a Legal Memorandum format (to be learned in the classroom). The topic of the paper will be given in Week 3. The text of the paper must be a minimum of eight pages (Maximum of fourteen). Papers must be submitted in APA and Legal Citation format (to be explained during the course). Plagiarism shall result in disciplinary action. Late papers will receive lower grades unless the instructor determines that there is a satisfactory reason for the late receipt.

**Course Grading:**

Discussion Boards 25%

Quizzes 10%

Legal Memorandum 30%

Final Exam 35%

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week.   Your individual responses must be insightful, thorough, and interesting.   These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

Each response to your classmates should be substantive.  Participation is measured on the student’s interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student’s contribution must add value to the course.  A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers discussion on a subject area contained in the course.  Additionally, it is expected that student participation reflect critical thinking and good grammar.

The University has a standard grade scale:

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

Student grade appeals:

Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

**Tentative Schedule:**

**Week 1 August 21, 2017 Meet and Greet Discussion Board: Due Tuesday @11:59 CST**

**Chapter 1**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 2 August 28, 2017 Chapter 2**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 3 September 4, 2017 Legal Memorandum – Fact Situation Assigned**

**Chapters 3**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 4 September 11, 2017 Chapter 4**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 5 September 18, 2017 Chapter 5**

**Assignment: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 6 September 25, 2017 Chapters 6 Part I**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 7 October 2, 2017 Chapter 6 Part II**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 8 October 9, 2017 Legal Memorandum – First Draft Due**

**Chapter 7**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 9 October 16, 2017 Chapter 8**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 10 October 23, 2017 Legal Memorandum – Final Draft Due**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Quiz- Due Sunday @ 11:59 CST**

**Week 11 October 30, 2017 *Final Exam***

**Additional Information:**

**Course Management:**

Students are expected to read all assigned materials before coming to class and prepare to participate in discussions and perform hands on assignments. The syllabus will be followed and late assignments **will not be accepted (also see attendance portion of this syllabus)**. **If this is not accomplished, the assignment(s) will not be accepted**. **If for some reason prior arrangements have been made in reference to you not attending class, or if you will be late, your assignment must be emailed and date/time stamped by the start of the class session. If this is not completed, then you will not receive any credit for the assignment.** If you will not be attending a class session, and prior arrangements have been made, email me any time before the day that you will miss the class session to receive your assignment so that it will be turned in on the day that it is due. For individuals with extreme circumstances, make-up assignments will be awarded as long as it is arranged with the instructor.

[**http://catalog.wbu.edu**](http://catalog.wbu.edu)