

Common Course Outline
PALG 205
Administrative Law for Paralegals
3 Semester Hours

The Community College of Baltimore County

Description

PALG 205 – 3 credits - Administrative Law for Paralegals presents the functions of administrative agencies, including investigation, rulemaking, and formal adjudications. This course focuses on due process issues and the Administrative Procedure Act (APA). Students gain first-hand experience using administrative regulations in the Code of Federal Regulations (CFR) and Code of Maryland Administrative Regulations (COMAR), drafting pleadings for an administrative hearing, and preparing Freedom of Information Act (FOIA) requests.

Prerequisite: PALG 103

Overall Course Objectives

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

1. examine the relationship of administrative agencies to the three branches of government;
2. analyze the source for/and limitation on an agency's power to conduct investigations, promulgate rules, take informal action, and conduct formal adjudications;
3. apply the Federal and Maryland APAs;
4. analyze proposed and adopted administrative rules and regulations published in the Federal Register, Maryland Register, CFR, and COMAR;
5. apply case law concentrating on constitutional due process concepts to agency actions;
6. prepare pleadings most commonly used in formal adjudicatory hearings;
7. prepare a Freedom of Information Act request;
8. examine the application of the Privacy Act to information gathering from government agencies;
9. analyze the parameters of government liability for administrative actions; and
10. apply technical language of administrative rules and regulations to hypothetical problems.

Major Topics

- I. Delegation
- II. Due Process and Fairness
- III. Rulemaking
- IV. Agency Investigations
- V. Informal Agency Action and Discretion
- VI. Formal Adjudications
- VII. Judicial Review
- VIII. Public Rights and Open Government
- IX. Governmental Liability

Course Requirements

Grading procedures will be determined by the individual faculty member and specific assignments and procedures for evaluating student performance will be described in the individual class syllabus, but will include the following:

Grading/exams: A minimum of two exams: a mid-term and a final (the final does not have to be cumulative) OR two major written projects combining objective and analytical/critical thinking components such as researching and analyzing a fictional client's case and a preparing a written memorandum detailing the law on point and the student's application and analysis of the law to the client's situation; or preparing a Freedom of Information Act request.

Writing: A minimum of two written assignments to allow for both objective and analytical review of primary legal sources, such as case briefs or a written comparison/analysis of cases, statutes and administrative regulations.

Other Course Information

This course is a Paralegal Studies elective. It is taught in the classroom using a variety of instructional techniques, which are intended to meet the varied learning styles of our diverse population.