

TULANE UNIVERSITY
SCHOOL OF CONTINUING STUDIES
ADMINISTRATIVE PRACTICE
PARALEGAL STUDIES - UPAR 409-81
3 Semester Hours
(Updated May 2007)

INSTRUCTOR: Joseph Warren Browning

TEXTS: Basic Administrative Law for Paralegals, Anne Adams; 1998 and Various Handouts and Cases

COURSE DESCRIPTION: This course teaches the rule-making and adjudicatory procedures in governmental agencies. The student will learn to analyze and apply statutes and specific acts such as the Freedom of Information Act and the Administrative Procedures Act. Many areas of specialty practice rely heavily upon an analysis and understanding of administrative regulations and application.

OBJECTIVES: Upon completion students should be able to analyze and apply statutes and specific acts and have an understanding of administrative regulations and application.

GRADING: Quiz 10% each; Test 20% each; Final Exam 25%; Attendance 5%; Paper 10%.

INSTRUCTIONAL METHODS: Lecture, case briefing and discussion; writing assignments, guest speakers

COURSE SCHEDULE

COURSE #1 Distribution of Calendar and Syllabus, Introductory Lecture,
3 Hours Review of Local Articles, Chapter 1, Administrative Law

COURSE #2 Chapter 2, Development of Administrative Law, Delegation of
3 Hours Powers, Separation of Powers.

COURSE #3 Quiz 1, on Chapter 1&2, Chapter 3, Agency Discretion, Effect and 3
Hours Explanation of Discretion in Agency Actions

COURSE #4 Chapter 4, Client Rights, Constitutional, Due Process and Privacy
3 Hours

COURSE #5 3 Hours	Chapter 5, Agency Rules and Regulations, How an Agency creates, implements, interprets, and promulgates Rules and Regulations
COURSE #6 3 Hours	1st Test – Chapter 1-5, Cumulative
COURSE #7 3 Hours	Chapter 6, Investigations, Information gathering, record keeping, inspections, Procedures
COURSE #8 3 Hours	Chapter 7, Informal Proceedings, Licenses, Claims, Settlements
COURSE #9 3 Hours	Assignment of Paper Topics, Quiz-2, 6 & 7; Chapter 8, Hearing, Notice, Procedure, Participants, Process, and Hearing Decisions
COURSE #10 3 Hours	TEST Chapters 6-8
COURSE #11 3 Hours	Chapter 9, Judicial Review, Access, Power of Courts, Judicial Review
COURSE #12 3 Hours	Chapter 10, Paralegals and Administrative Law
COURSE #13 3 Hours	Final Review
COURSE # 14 3 Hours	FINAL EXAM & Papers due