Course Description:
The primary goals of this course are to: (a) introduce students to fundamental legal concepts regarding administrative law and the administrative process, (b) introduce students to the role that ethics and morals should play in the lives of public administrators in various capacities, and (c) provide tools and strategies for identifying and addressing ethical issues in professional life.

Course Learning Outcomes

Administrative Law:
- Comprehend the principles of administrative law and their practical application in a modern government context.
- Understand the administrative process, particularly the constitutional and statutory requirements for agency rule making and adjudication.
- Recognize the constitutional limitations on agency actions.
- Understand the nature of the legal, political, and practical constraints that influence agency policy-making.
- Discern the complex set of intergovernmental relations that influence public policy.
- Engage in group discussions and case analysis using principled legal and ethical analysis.

Ethics:
- Comprehend certain fundamental ethical theories and principles.
- Define morality, ethics, and public practices.
- Identify typical moral dilemmas in public sector decision-making.
- Appreciate the ways individual personality and thought processes may impact public decision-making.
- Take into consideration alternative opinions, values, beliefs and reasoning processes when resolving ethical dilemmas.
- Recognize, describe, and apply appropriate theory to specific problems or issues.
- Discern how and why ethical theories are applied to practical administrative agency decision-making to help ensure moral decision-making.
Required texts:


Grading policy:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Midterm exam</td>
<td>35%</td>
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<td>Final exam</td>
<td>35%</td>
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<tr>
<td>Term paper</td>
<td>20% (Topic to be chosen by student, with approval by prof.)</td>
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<tr>
<td>Class participation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Course Schedule:
[Subject to change as the semester progresses]

1. 1/30 – Introduction to course.
   - Szypszak: Chapters 1, 2, 3, 4, 5, 7, 8, 11, 12
2. 2/6
3. 2/13
   2/20 - No class
4. 2/7
5. 3/6
6. 3/13
7. 3/20 – Midterm Exam - Law
   3/27 - No class
8. 4/3 – Svara: Chapters 1 - 11
9. 4/10
10. 4/17
11. 4/24
12. 5/1
13. 5/8
14. 5/15 – Term paper due
   5/22 – Final exam - Ethics (8:30 – 10:45)
Policy on attendance:

Students are expected to attend every class session and to be on time. The professor reserves the right to reduce grades for more than one unexcused absence. Persistent lateness will count as an absence.

Policy on Academic Integrity:

As stated in the CUNY Policy on Academic Integrity: 'Plagiarism is the act of presenting another person's ideas, research or writings as your own. The following are some examples of plagiarism:

- 'Copying another person's actual words without the use of quotation marks and footnotes attributing the words to their source;
- 'Presenting another person's ideas or theories in your own words without acknowledging the source;
- 'Using information that is not common knowledge without acknowledging the source;
- 'Failing to acknowledge collaborators on homework and laboratory assignments.
- 'Internet plagiarism includes submitting downloaded term papers or parts of term papers, paraphrasing or copying information from the internet without citing the source, and "cutting & pasting" from various sources without proper attribution.'
- 'A student who plagiarizes may incur academic and disciplinary penalties, including failing grades, suspensions, and expulsion.'
- 'A complete copy of the CUNY Policy on Academic Integrity may be downloaded from the College's home page.'

Instructor will determine academic sanctions. Violations of academic integrity will result in a written report to the Office of Academic Integrity.

Accommodation of Disability:

The Office of Student Disability Services (SDS) is dedicated to providing students with disabilities equal access to the College curriculum. The Office ensures that, upon request, qualified students with disabilities are provided reasonable and effective accommodations, as mandated by law, as well as appropriate support services.
Students who contact SDS and indicate that they have a disability or believe that they might qualify for services will be asked to make an appointment for an intake interview with SDS staff. To qualify for services, students must register with SDS by providing appropriate documentation from a qualified professional describing the nature of their disability and functional limitations. Although academic adjustments are mandated by law, the College is not required to alter demonstrably essential academic requirements of a course of study nor is the College mandated to lower or effect substantial modifications of reasonable academic standards.

Early planning is essential for many of the resources, adjustments and accommodations; students are asked to contact SDS at the earliest possible date.