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Preface

Administrative law is valuable to all paralegals because administrative agencies interact with all of the other paralegal fields. Today's competitive professionals demand paralegals with knowledge and practical experience.

For the instructor, the teaching resources include reinforcement tools: fill-in worksheets, key terms crosswords, take-home exams, and research projects that may be completed in the book. There are also projects for library and Internet research.

To enhance the paralegal's legal studies, this revised text highlights the practical experience of Internet administrative agency websites with their individual news, rules, documents, and forms. There are also cites with documents in the *Federal Register* and access to court case decisions.

The readers of this textbook will discover well-thought-out reinforcement exercises to enhance their knowledge of administrative law. Readily available references to topics and pages ease the mastery of the subject. Also provided are exercises and examples of the practical aspects of the paralegal's work life. The Fourth Edition includes the updated **Electronic Workbook on CD**, as a classroom and home study aid. This workbook focuses on Internet-based exercises exploring laws, rules, and agencies. It also includes information on agency websites, agency organization, and possible career options.

There are several features in the text to further illustrate and explain administrative law. **STUDENT PRACTICE** is an enhancement exercise that may be performed in the classroom, as a written assignment or as voluntary practice for individual students. The **CONCEPTS JOURNAL** is a practical experience that enables each student to observe, analyze, and write on a pertinent topic in administrative law. The **ADVANCED STUDIES** is an entirely separate section at the end of each chapter that may be assigned in or outside of class. This expansive section offers a hands-on approach to documents and concepts and presents an opportunity for more in-depth study.

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Anne Adams