



NEW YORK CITY  
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

**Department of Law & Paralegal Studies**

Namm Hall, Room 622

718-260-5124

American Bar Association Approved Programs



Member of



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## *Who We Are*

"In the end, find some form of work that satisfies you, that makes you feel good about what you're doing. It doesn't matter what kind of law you practice. Just make sure that it appeals to some part of your personality – whether it's intellectually, emotionally, spiritually."

*U.S. Supreme Court Justice Sonia Sotomayor*

### **Accreditation**

Our degree programs are approved by the American Bar Association (ABA).

### **Our Mission: What is Law and Paralegal Studies?**

Law and Paralegal Studies is the study of substantive and procedural law topics, and the development of skills and abilities, required to participate competently in a legal work environment. Our department's mission is to prepare students to be responsible, valuable participants in various legal work settings, as paralegals or in other positions. A paralegal, also known as a legal assistant, is an individual qualified through study, training and/or experience to assist attorneys with all forms of legal work. Paralegals perform a wide variety of specialized tasks in a broad range of legal fields. They are not permitted to practice law; rather, they work under the supervision of licensed attorneys who remain responsible to clients and the judicial system.

### **Our Academic Programs**

We offer Associate in Applied Science (AAS) and Bachelor of Science (BS) degrees in Legal Assistant Studies. Our department includes seven full-time and approximately twelve part-time and adjunct faculty, all of whom are licensed attorneys. We have about 400 students. Courses are offered days, evenings and weekends, and select courses are available in the summer.

Our Associate's degree (AAS) program requires the following courses (among others): Introduction to Paralegal Studies; Civil Litigation and Procedure; Legal Research I and II; Real Estate; Estates, Trusts and Wills; Family Law; Legal Document Preparation; Legal Ethics; and a law elective. It also requires completion of an internship course, to provide each student the opportunity to combine classroom study with practical on-the-job experience.

Our Baccalaureate program (BS) is the first of its kind at any public college in New York State, and the only one in CUNY. It requires successful completion of the Associate's degree program, plus a series of courses in more specialized areas of law, and developing more sophisticated communication and

technological skills. Course offerings include Employment and Labor Law; Bankruptcy; Immigration; Forensic Science; Legal Technology; Trial Preparation; Advanced Legal Research; the opportunity for an additional internship course; and several others.

For each of these degrees, students must also complete courses in the CUNY-wide General Education curriculum known as Pathways, which provides a solid liberal arts background.

The College and Department offer numerous resources to help City Tech Law and Paralegal Studies students graduate with the legal knowledge and skills required for law-related employment. We have an in-house law library; an exclusive computer lab equipped with legal-applicable and legal-specific software including electronic legal research systems; and free tutoring in all of our courses provided by an upper-class student with practical paralegal experience.

### **Extracurricular Activities**

The Law and Paralegal Studies Club sponsors a variety of activities throughout the academic year, designed to broaden not only their own, but also the college community's, appreciation and understanding of our legal system and the opportunities it offers. These activities include trips to our state's and nation's capitals to witness proceedings of our highest courts and meet the judges; study groups to help students prepare to become Notary Publics; and panel discussions featuring practitioners from various fields of the law, including alumni of our program.

### **Options for Employment and Further Study**

Although our program focuses on paralegals, the knowledge and skills it offers prepare students for successful careers in a variety of professional and academic legal fields. Possibilities include law enforcement, legal technology, court administration and services, attending law or other graduate schools, and countless others. Examples of employers for whom our graduates have worked include the Legal Aid Society, the U.S. Attorney General's Office, the U.S. Department of Labor, the Federal Trade Commission, the New York State Workers' Compensation Board, the New York Attorney General's Office, the New York City Law Department, the New York City Department of Education, the New York City Transit Authority, various New York City District Attorney's Offices, various judicial offices, JPMorgan Chase, and a variety of private law firms. Our graduates have also gone on to law school, including Georgetown in Washington D.C. and Benjamin R. Cardozo in Manhattan, and to Master's degree programs, such as John Jay College of Criminal Justice and Baruch College.

***Welcome to Law and Paralegal Studies!***

