

STUDENT-READY COLLEGE: A STUDENT SUCCESS PARTNERSHIP

Student Success Partnership at City Tech is a creative, intentional process in which members of the college community develop and improve student success and experience. Working across the college leads to greater opportunities to share our vision and engage our students with what they need to plan their path to graduation and beyond.

PLAN Week 2020
October 26, 27, 28, 29

ACADEMIC DEPARTMENT PLAN FORM

How will your department participate in PLAN Week?

Department: _____ Law and Paralegal Studies _____

Submitted by: _____ Kerin Coughlin _____

Please complete the PLAN Week table below, save it as a PDF, and upload the PDF your department’s PLAN Week Activities to the file section of the [Student-Ready College Committee OpenLab](#) site.

Upload the PDF with the name: “PLAN[deptF2020]”

- PLANS are due by Friday, October 16 at 5:00pm.
- Questions may be directed to Lauri Aguirre at Laguirre@citytech.cuny.edu

PLAN Week materials will be shared on or before October 13 for all departments and college office use. These will include: 6 Steps to Prepare for Academic Advisement, PLAN week schedules flier with registration info, and PLAN week workshops flier.

Thank you!!

PLAN WEEK 2020: October 26-29				
Department	Person(s) Responsible Identify the faculty member(s) involved with PLAN week activities	Email address for responsible faculty member(s)	Activity(s) List the activities your department will schedule in preparation for and during PLAN Week.	Date/time of activities
Law and Paralegal Studies	Kerin Coughlin	kcoughlin@citytech.cuny.edu	email 1 st semester students degree map, how to connect to virtual advisor, connect students to advisement webpage resources, goal setting and suggestions for engaging in college activities	Oct 26-30
Law and Paralegal Studies	Kerin Coughlin	kcoughlin@citytech.cuny.edu	Provide first-year students with in-class instruction and demonstration regarding advisement and registration procedures.	Oct. 30.
Law and Paralegal Studies	Ngozi Onkonwo (peer mentor), per K Coughlin	kcoughlin@citytech.cuny.edu	Communicate with FYLC students by Navigate and OpenLab to promote PLAN week activities	Oct 26-30
Law and Paralegal Studies	All dept faculty advisors	kcoughlin@citytech.cuny.edu (liaison)	Begin holding advisement meetings with students.	Oct 26-30



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NEW YORK CITY COLLEGE OF TECHNOLOGY