

New York City
College of Technology
300 Jay Street
Brooklyn, NY 11201
Law and Paralegals Studies
Namm Hall 622 (N-622)

To: The students of the Law and Paralegal Studies program.

Welcome to the Law and Paralegal Studies Department. As you are a first semester student, this letter will tell you what to expect in the program, and a bit of the culture that will surround working in a legal atmosphere.

What to Expect in the legal program:

A paralegal, also called a legal assistant, assists attorneys with various legal work, from doing research for a case to writing case briefs for the lawyer.

The Culture of Legal Studies:

The office for the Law and Paralegal Studies program is in the Namm building located at 300 Jay Street and on the sixth floor room 622. As a student here in your first semester you will learn that most of the professors have been judges, are lawyers, attorneys, legal assistants and paralegals themselves. So this will give you the opportunity of learning first hand from people currently in the legal fields of which they teach. As a student studying to become a paralegal you will obtain the legal knowledge, writing, research and computer skills required to work the legal fields.

The First Semester in the Legal Program:

In the first semester one of the first classes, which is mandatory for a student's first semester, will be; Introduction to Paralegal Studies. The class of Introduction to Paralegal Studies will cover the basics and vocabulary of working in the legal field. The classes to follow the Introduction to Paralegal Studies class will use what you have covered in the Introduction to Paralegal Studies class and build on it further as you progress. In your first semester here, one step to take to become more acquainted with the program is to associate yourself with the program's office and staff. This is helpful when you have to go to sign up for new classes or need help getting access to certain legal programs the school has to offer.

Resources :

The Law and Paralegal Studies program is dedicated to its students and has an office located on the sixth floor, room N-622. The department has its own computer lab which is designated for the students in the Law and Paralegal studies program that is open to the students, which is in room 622A. The computers are installed with a legal research software; West Law and Lexis

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Nexis to assist when doing research for legal classes. When having research assignments you might find yourself to be in this computer lab dedicated especially for the students in the Law and Paralegal Studies program. The New York City of Technology is close to many courts, including state and federal and law firms. When interning, you will be interning in the near by lawfirms, also when you have trips it will be to the courts in the Kings County Jurisdiction(Brooklyn.)

-Welcoming from the Legal Department of City Tech