

**INTRODUCTION TO PARALEGAL STUDIES/LAW 1101/Sec. OLC3/Mon & Wed 11:30am-12:45pm**  
**CIVIL LAW AND PROCEDURE/LAW 1103/Sec. OLC2/Friday 2:30-5pm**  
Professor Kerin E. Coughlin / Namm 622 / kcoughlin@citytech.cuny.edu  
"Office" hours: Mon & Wed 12:45-2pm; other times by appointment

**Zoom link for all classes & office hours:** <https://us02web.zoom.us/j/81380874817> (Meeting ID 813 8087 4817)

**LAW 1101 course description:** An overview of the legal system and the role of the legal assistant within that system. Includes sources of the law; legal terminology; operation of the court system at state and federal levels; respective roles of attorney, client and paralegal; legal ethics and the Code of Professional Responsibility; interviewing techniques; and a survey of specialized areas of law. Prerequisite: CUNY proficiency in reading and writing. Corequisite: ENG 1101. Three class hours; three credits.

**LAW 1103 course description:** Theory and application of law and procedure in civil litigation with emphasis on New York State law. Focuses on the role of the paralegal in preparing for litigation, including understanding the court system, steps in the litigation process and time lines, drafting legal documents, trial and post-trial topics, and introduction to the use of computers in litigation. Prerequisite: CUNY proficiency in reading and writing. Pre- or corequisites: LAW 1101 and ENG 1101. Three class hours; three credits.

**First Year Learning Community: *Fight For Your Rights!*** These courses are part of a First Year Learning Community (FYLC), together with ENG 1101 (English Composition I) with Prof. Carrie Hall. A FYLC consists of two or more courses with the same students, in which faculty and students collaborate through various topics and assignments centered around an interdisciplinary theme. The theme of this FYLC is "Fight for Your Rights!" because legal practice is about fighting for RIGHTS, and WRITING is a practitioner's most powerful tool! See the [FYLC OpenLab site](#) for more information.

**Required texts:**

- For 1101: R. LeRoy Miller and M. Meinzinger, Paralegal Today: The Essentials (7th ed.) (Delmar Cengage Learning 2017, ISBN # 9781305508743) ("M&M"), paper copy or e-textbook. Both available for rental or purchase through [the City Tech bookstore website](#) or the [publisher's website](#); new and used paper copies are available at [Alibris.com](#) and other sites. Be sure to select the 7th edition.
- For 1103: Charles E. Coleman, J.D. & Gail Elizabeth Williams, J.D., Civil Practice for Paralegals in New York State (Looseleaf Law Publications, Inc., ISBN # 9781889031903) ("C&W"). Available for purchase through [the City Tech bookstore website](#) or [the publisher's website](#). Be sure to get the 2020 insert.
- For 1103: NY's Civil Practice Law and Rules (CPLR), freely accessible online through [the NYS Legislature's website](#) (choose "CVP") or for purchase in paper copy through [the City Tech bookstore website](#) or [the publisher's website](#) (ISBN# 9780930137120). Be sure to get the most current version (which the online version is).
- A law dictionary and an English language ("regular") dictionary, print or online, to learn the meanings of unfamiliar terms. Online law dictionaries include [thelawdictionary.org](#), [dictionary.law.com](#), and [legal-dictionary.thefreedictionary.com](#). Online English language dictionaries include [dictionary.reference.com](#), [merriam-webster.com/dictionary.htm](#), and [thefreedictionary.com](#).

**Learning outcomes & assessments:**

LAW 1101 Course-Specific Learning Outcomes include:	Assessments include:
understanding paralegal roles, tasks, and skills	resume/cover ltr; demand ltr; exams & quizzes; class discussions & activities
awareness of paralegal employment opportunities	resume/cover letter; class discussions & activities
understanding and respecting lawyers' and paralegals' ethical duties, and how they intersect	class discussions & activities; exams & quizzes

understanding the structure and functions of the federal and New York court systems	court observation; exams & quizzes
understanding the purposes and importance of various types of legal research and writing	demand letter; exams & quizzes; class discussions & activities

<b>LAW 1101 City Tech Gen Ed Student Learning Outcomes include:</b>	<b>Assessments include:</b>
<u>Knowledge:</u> value knowledge and learning; show curiosity and desire to learn	court observation; book review; class discussions & activities
<u>Skills:</u> communicate in diverse settings and groups, using written and oral means; derive meaning from experience, gather information from observation.	FYLC collaborative assignments; court observation; client interview exercise
<u>Integration:</u> understand and navigate systems.	court observation; exams & quizzes
<u>Values, Ethics and Relationships:</u> demonstrate social and civic knowledge; understand organizations and histories of government; analyze social and political issues.	FYLC collaborative assignments; court observation; exams & quizzes

<b>LAW 1103 Course-Specific Learning Outcomes include:</b>	<b>Assessments include:</b>
understanding paralegals' role in the civil litigation process	class discussion & activities; homework; exams & quizzes
knowledge of the federal and New York State court systems	class discussion & activities; homework; exams & quizzes
understanding steps in litigation and their time lines	class discussion & activities; homework; exams & quizzes; summons & complaint assmt
ability to draft civil litigation documents	summons & complaint assmt

<b>LAW 1103 City Tech Gen Ed Student Learning Outcomes include:</b>	<b>Assessments include:</b>
<u>Knowledge:</u> value knowledge & learning; study values & ethical principles; curiosity & desire to learn; tools for lifelong learning.	class discussion & activities
<u>Skills:</u> communicate in diverse settings and groups, written and orally; derive meaning from experience, gather info from observation.	class discussion & activities; summons & complaint assmt
<u>Integration:</u> understand and navigate systems.	homework; exams & quizzes;
<u>Values, Ethics and Relationships:</u> demonstrate social and civic knowledge; understand organizations.	class discussion and activities

**Course grades** will be calculated as follows (each item addressed below):

**For LAW 1101 (Intro):**

Uniform final exam	40%
Midterm exam	20%
Quizzes	10%
Court observation assignment	5%
Book review	5%
Homework and other assignments	15%
Participation and professionalism	5%

**For LAW 1103 (Civ Pro):**

Final exam	25%
Midterm exam	20%
Quizzes	20%
Summons and complaint assignment	5%
Homework and other assignments	25%
Participation and professionalism	5%

Exams and quizzes: LAW 1101 requires students to pass a departmental uniform final exam with a grade of 70 or better. If this minimum grade is not achieved then the student fails the course and cannot advance in the Legal Studies program until she/he repeats the course successfully, then the previous grade of "F" will be replaced with the new grade. (See attached department policy, "Repeating Courses.") In both courses, the midterm and final exams are cumulative, and quizzes will be announced and unannounced. There will be no make-up exams or quizzes without prior arrangement. In calculating course grades, I generally drop each student's lowest quiz grade; however, if you miss a quiz, that is your "lowest grade" that will be "dropped," and I will average all your other quiz grades. See attached college policy, "Accessibility," regarding exams missed for medical reasons.

Homework and other assignments: Students will complete a variety of homework and other assignments, many of which are listed in the Class Schedules that follow, and others that will be announced during the semester. Details will be provided on each of them. They include:

- *FYLC collaborative assignments* (1101): These assignments integrate general education concepts and materials from English Composition I with legal concepts and skills you learn in these courses.
- *Resume and cover letter* (1101): Each student will prepare a resume and (hypothetical) cover letter that could be used in applying for a paralegal job.
- *Demand letter* (1101): Each student will prepare a letter on behalf of a hypothetical law firm client, to an individual or entity against whom that client is considering legal action, demanding some form of relief.
- *Class summaries and responses:* After each class session, one student (Summarizer) will post on OpenLab a summary of what was addressed in that class, and at least one question that remained in her/his mind or that she/he wants the class to consider. Another student (Responder) will post a short response to the summary, adding or clarifying any information and responding to the question(s). Other students are welcome to respond and to raise or answer questions. Each student will serve as Summarizer for at least two classes in each subject (1101 and 1103), and as Responder for at least two classes in each subject.
- *Legal news summaries:* Students can earn extra points on the midterm and final exam grades by posting responses to legal news articles on our course OpenLab site.
- *Individual Meetings:* Each student will meet with me individually on Zoom at least three times during the semester: once before the midterm exam to discuss your progress in both courses; and twice after the midterm exam—once to discuss a specific assignment in LAW 1101 and another time to discuss a specific assignment in LAW 1103. You may meet with me as often as you'd like, but your participation in these three meetings will count in your "Homework and other assignments" grade.

Each written assignment should be submitted in the manner specified, such as by email to me, or by posting on [our course OpenLab site](#). Except as noted, if an assignment is due on a day we meet for class, it is due before the class start time. If you submit an assignment during class time, it will not be accepted. If you arrive late to class because you were finishing or submitting an assignment due that day, that assignment will not be accepted. If you submit an assignment late without advance permission, it may be penalized or rejected. Grammar and spelling always count—proofread everything! Retain copies of all graded work; if you believe there was a grading error or you appeal a grade, you will be required to support your claim with documentary evidence.

Participation and professionalism: *Participation.* These are participatory classes. "Participation" includes completing readings and assignments before class and discussing them intelligently during class; being present, attentive and engaged in all class discussions and activities; taking notes; listening and responding respectfully to other students and to me; and having all necessary books and materials. You will be expected participate voluntarily, and you will be called on during class to participate. All of these factors will be considered in your grade, and lacking in any of them may hurt your grade.

*Professionalism.*<sup>1</sup> A unique demand on Legal Studies students is managing the fluid boundary between being a student and a working professional. Every interaction with faculty, staff, employers, and alumni involves developing your personal brand, reputation, and professionalism. Therefore, the Law and Paralegal Studies Department expects students to act with the highest standards of integrity, good judgment, and professionalism at all times, and will consider the following in your final grades for all our courses:

- being punctual, present, prepared and engaged
- submitting professional-quality work (such as proofreading and neatness)
- taking responsibility for your own learning and progress (such as seeking assistance from tutors and faculty)
- interacting appropriately with peers, instructors, college personnel, and outside visitors
- respecting diversity among all individuals
- honoring the confidentiality, privacy, and dignity of all persons
- collaborating/participating actively in team environments
- learning, including giving and receiving constructive feedback
- behaving in an ethical manner (including college/academic settings as well as outside/interpersonal settings).

When communicating via the Internet, please keep in mind the following "Netiquette" rules:

- Writing should be formal, using applicable professional/technical language.
- Writing should be clear and precise.
- Writing should avoid emoticons and "texting" or short-hand language/phrases.
- Writing should explain and justify your opinion.
- Writing should stay on topic; irrelevant tangents are confusing, so make sure every comment you post stays within the scope of the question/discussion topic.
- Writing which includes the intellectual property of others requires you to cite your sources, e.g. websites, books, blogs, journal articles, etc.

Court observation assignment (1101): Usually, students in LAW 1101 (and 1103) arrange on their own to observe an actual, in-person court proceeding, then share their written and oral reflections with the class. Given the uncertainties of the pandemic, it is unclear whether students will be able to do that this semester. However, you will engage in some form of court observation, possibly a virtual one, and will be required to submit written and oral reflections on it. Details will be provided later in the semester.

Book review assignment (1101): Each student will read and write an analysis and review of a law-themed book of her/his own choosing, which I will approve. Details on this assignment will be provided later.

**Zoom videoconference classes:** All classes will be conducted by videoconference on Zoom, accessible at [this link](#), meeting ID 813 8087 4817. Attendance will be taken during each class. Each student is requested to have her/his video/camera function "on" for the entire class so we can see and communicate easily with each other; if this is a problem, let me know and we can discuss it. You can get [help with Zoom here](#). Please see "Participation and Professionalism" above for how you are expected to participate in class sessions.

**OpenLab and Blackboard:** All students are required to join and learn to use [our course OpenLab](#) and [Blackboard](#) sites. Both sites will be used extensively to assign work and to provide materials and information, some of which may not be provided in class. You are responsible for all information provided through OpenLab and Blackboard. You can get [help with OpenLab here](#) and [help with Blackboard here](#).

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<sup>1</sup> This section is adapted from City Tech's Dental Hygiene Department syllabi and the University of Ohio College of Business, "Student Professionalism Policies: Building Your Professional Reputation While Building Your Career," [https://business.ohio.edu/media/530713/ocm-student-professionalism-policies\\_2016-2017.pdf](https://business.ohio.edu/media/530713/ocm-student-professionalism-policies_2016-2017.pdf).

**Technology:** Students are expected to have basic competencies in (a) word processing, including Microsoft (MS) Word and Adobe (pdf); (b) City Tech email; and (c) the Internet. Students will be introduced to OpenLab and Blackboard. Per college policy, please use only your City Tech account to email me. Allow 24 hours for a response, and longer if you email me on weekends or when classes are not in session. The [Atrium Learning Center](#) can assist with email and other technical issues. CUNY provides MS Office 365 for Education (including MS Word, Powerpoint, Excel and other programs) to City Tech students; for more information, see [this link](#).

**See the Addendum** for additional college and department policies.

**Note regarding these challenging times:** As we begin this semester, we are all living in circumstances even more stressful than our usually-very-stressful lives. COVID-19, racial injustice, and economic difficulties are just a few challenges facing the nation, plus each of us has our own unique stressors. I do not want this course to be yet another source of stress for you. Certainly you should work as hard as you can and take your learning seriously. But if you find yourself facing difficulties in or outside school that might affect your academic performance, please contact me as soon as possible so we can discuss them and figure out the best way to proceed. We will get through this! We just need to work together and communicate. ☺

*CLASS SCHEDULES START ON NEXT PAGE.*

## CLASS SCHEDULES

Below are general outlines of topics, assignments, and deadlines in each course. They are subject to change. "M&M" refers to the required text for 1101, Miller & Meinzinger's Paralegal Today: The Essentials 7th ed. "C&W" refers to the required text for 1103, Coleman & Williams' Civil Practice for Paralegals in NYS. Except as noted, all readings and assignments are due before the start of each class for which they are listed. (See "Homework and other assignments" above.) For example, on Monday, August 31 at 11:30am when you join the Zoom videoconference for LAW 1101, you should have (a) read M&M chapter 1 and (b) sent me an email from your City Tech address with information identified on our OpenLab site (and discussed in our August 26 class). Additional work will be assigned throughout the semester, in class sessions and on OpenLab and Blackboard; check them frequently.

### **LAW 1101 (Intro to Paralegal Studies): Mondays & Wednesdays, 11:30am-12:45pm**

<u>Classes</u>	<u>Dates</u>	<u>Topics</u>	<u>Readings &amp; Assignments</u>
1	W Aug 26	Course introduction	
2	M Aug 31	Paralegal roles & skills; book review assignment	<ul style="list-style-type: none"> <li>• Read M&amp;M "skills prep" excerpts &amp; ch. 1 (on OL)</li> <li>• Email me from your City Tech address with info stated on OL.</li> </ul>
3	W Sept 2	Paralegal roles & skills <i>continued</i>	<ul style="list-style-type: none"> <li>• "Who I Am" post on OL</li> </ul>
	<i>M Sept 7</i>	<i>Labor Day -- NO CLASSES</i>	
4	W Sept 9	Structure of the Courts <i>cont'd from Civ Pro Sept. 4; to be continued in Civ Pro Sept. 11</i>	<ul style="list-style-type: none"> <li>• Read C&amp;W ch. 2</li> </ul>
5	M Sept 14	FYLC collab. assmt. #1: Issue-spotting with Amy Tan! <i>also</i> Career opportunities: where paralegals work	<ul style="list-style-type: none"> <li>• Read M&amp;M ch. 2 pp. 20-30</li> <li>• Review A. Tan, "Mother Tongue" from English class</li> <li>• OL post on law office due <b>9am!</b></li> </ul>
	<i>Tu Sept 15</i>	<i>Last day to drop a course without "W" grade</i>	
6	W Sept 16	Career opportunities <i>continued</i> : resume and cover letter assignment; how to write a resume	<ul style="list-style-type: none"> <li>• Read M&amp;M ch. 2 pp. 38-43</li> <li>• FYLC collab. assmt. #1 due <b>9am!</b> (Issue spotting)</li> </ul>
7	M Sept 21	Quiz #1; career opportunities <i>continued</i> : peer review resumes	<ul style="list-style-type: none"> <li>• Study for quiz #1</li> <li>• 1st draft resume due <b>9am!</b></li> </ul>
8	W Sept 23	Career opportunities <i>continued</i> : how to write a cover letter:	<ul style="list-style-type: none"> <li>• Review sample cover letters</li> </ul>
	<i>M Sept 28</i>	<i>Yom Kippur – NO CLASSES</i>	
9	Tu Sept 29 <i>Mon classes</i>	Career opportunities <i>continued</i> : peer review cover letters	<ul style="list-style-type: none"> <li>• 1st draft cover letter due <b>9am!</b></li> </ul>
10	W Sept 30	Finalizing resumes & cover letters	<ul style="list-style-type: none"> <li>• <i>Optional</i>: revised draft resume and/or cover letter due <b>9am!</b></li> </ul>
11	M Oct 5	Workings of a law office	<ul style="list-style-type: none"> <li>• FINAL resumes &amp; cvr ltrs due!</li> <li>• Read M&amp;M ch. 3</li> </ul>
12	W Oct 7	Workings of a law office <i>continued</i> ; practical assignment: timekeeping	
	<i>M Oct 12</i>	<i>Columbus Day – NO CLASSES</i>	
13	W Oct 14 <i>Mon classes</i>	Quiz #2; Sources of law	<ul style="list-style-type: none"> <li>• Study for quiz #2</li> <li>• Practical assignment: timekeeping due <b>9am!</b></li> <li>• Read M&amp;M ch. 5</li> </ul>
14	M Oct 19	Sources of law <i>cont'd</i> ; review for midterm exam	<ul style="list-style-type: none"> <li>• Answer ch. 5 Practice Qs 2-4.</li> </ul>
15	W Oct 21	<b>MIDTERM EXAM</b>	<ul style="list-style-type: none"> <li>• Study for midterm exam!</li> </ul>

*Law 1101: Introduction to Paralegal Studies / LAW 1103: Civil Law and Procedure / Coughlin  
First Year Learning Community: FIGHT FOR YOUR RIGHTS! Fall 2020*

16	M Oct 26	FYLC collab. assmt. #2: legal source for English Unit 2	
17	W Oct 28	<i>NO CLASS--individual meetings on legal source for English Unit 2</i>	<ul style="list-style-type: none"> <li>• Brainstorm potential legal sources relevant to your English Unit 2 research question.</li> </ul>
18	M Nov 2	Ethics & professional responsibility	<ul style="list-style-type: none"> <li>• Read M&amp;M ch. 4</li> </ul>
19	W Nov 4	Ethics & professional responsibility <i>cont'd</i>	<ul style="list-style-type: none"> <li>• Answer ch. 4 Practice Qs 2 &amp; 3</li> </ul>
20	M Nov 9	Legal research & analysis	<ul style="list-style-type: none"> <li>• FYLC collab assmt #2: Eng Unit 2 legal source entry due <b>9am!</b></li> <li>• Read M&amp;M chs. 7&amp;8</li> </ul>
21	W Nov 11 <i>Veterans' Day— classes meet!</i>	Quiz #3; Legal writing; FYLC collab. assmt. #3: "Annoying Ways People Use Legal Sources"	<ul style="list-style-type: none"> <li>• Study for quiz #3</li> <li>• Review K. Stedman essay from English class</li> </ul>
22	M Nov 16	Legal writing <i>continued</i> : Demand Letter assignment	<ul style="list-style-type: none"> <li>• FYLC collab assmt #3 due <b>9am!</b> ("Annoying Ways..." OL post)</li> <li>• Read M&amp;M ch. 9</li> </ul>
23	W Nov 18	Peer review demand letters	<ul style="list-style-type: none"> <li>• 1st draft demand letter due <b>9am!</b></li> </ul>
24	M Nov 23	Legal writing <i>continued</i> : other forms of legal writing	<ul style="list-style-type: none"> <li>• Final demand letter due</li> </ul>
	W Nov 25	<i>Friday classes meet--including our LAW 1103 class!</i>	
25	M Nov 30	Interviews & investigations	<ul style="list-style-type: none"> <li>• Read M&amp;M ch. 11</li> </ul>
26	W Dec 2	Quiz #4; client interview exercise	<ul style="list-style-type: none"> <li>• Study for quiz #4</li> </ul>
27	M Dec 7	Court observation oral presentations <i>and</i> leftovers	<ul style="list-style-type: none"> <li>• Practice oral presentations</li> </ul>
28	W Dec 9	Court observation oral presentations <i>and</i> leftovers	<ul style="list-style-type: none"> <li>• <b>Book review due</b> (OL)</li> <li>• Practice oral presentations</li> </ul>
29	M Dec 14	Review for final exam; course wrap-up	<ul style="list-style-type: none"> <li>• Review for final exam</li> </ul>
30	W Dec 16	<b>FINAL EXAM!</b>	<ul style="list-style-type: none"> <li>• Study for final exam!</li> </ul>

**ENJOY THE BREAK! ☺**

*LAW 1103 SCHEDULE ON NEXT PAGE*

**LAW 1103 (Civil Law and Procedure): Fridays 2:30-5pm**

<u>Classes</u>	<u>Dates</u>	<u>Topics</u>	<u>Readings &amp; Assignments</u>
1	Fri Aug 28	Course introduction; What is Civil Procedure?	• Read C&W Intro & ch. 1
2	Fri Sept 4	Structure of the Courts <i>to be continued in Intro Sept. 9</i>	• Read M&M ch. 6 pp. 145-158
	<i>M Sept 7</i>	<i>Labor Day -- NO CLASSES</i>	
3	Fri Sept 11	Structure of the Courts <i>continued from Intro Sept. 9:</i> COURT TOUR!	• Answer C&W p. 21 "Did You Get It?" (DYGI?) #1-7
	<i>Tu Sept 15</i>	<i>Last day to drop a course without "W" grade</i>	
4	Fri Sept 25	QUIZ #1; The Jurisdictional Bases	• Study for quiz #1 • Read C&W ch. 3
	<i>M Sept 28</i>	<i>Yom Kippur – NO CLASSES</i>	
	<i>Tu Sept 29</i>	<i>Monday classes meet</i>	
5	Fri Oct 2	The Parties and Their Claims	• Answer C&W p. 38 DYGI? #1-6 • Read C&W ch. 4
6	Fri Oct 9	Causes of Action and Remedies; Statute of Limitations	• Answer C&W p. 46A, DYGI? #1-6 • Read C&W chs. 5 & 6
7	Fri Oct 16	QUIZ #2; Statute of Limitations cont'd	• Study for quiz #2 • Review C&W ch. 6
8	<b>Fri Oct 23</b>	<b>MIDTERM EXAM</b>	• Study for midterm exam!
9	Fri Oct 30	Commencing the Action; Summons; Pleadings; Summons & complaint assignment	• Read C&W ch. 8 pp. 67-70, 70C, 72B; ch. 12 pp. 77-86, 88-88A, 90-92; and ch. 14 (all)
10	Fri Nov 6	Venue; Gaining Personal Jurisdiction; Preparation, Service, and Filing of Papers	• Answer C&W p. 72D, DYGI? #1-4 • Read C&W chs. 9-11
11	Fri Nov 13	QUIZ #3; Motions; Disclosure	• Study for quiz #3 • Read C&W chs. 7, 16
12	Fri Nov 20	Trial; Post-trial activities	• Draft summons & complaint assmt due • Read C&W chs. 18-21
13	Wed Nov 25 <i>Friday classes</i>	<i>NO CLASS--individual meetings on summons &amp; complaint assignment</i>	
14	Fri Dec 4	QUIZ #4; Review for final exam	• FINAL summons & complaint assmt DUE
15	Fri Dec 11	<b>FINAL EXAM</b>	• Study for final exam!

**ENJOY THE BREAK! ☺**



**Addendum: College and Department Policies**

**NEW YORK CITY COLLEGE OF TECHNOLOGY POLICIES**

***Academic Integrity***

Students are responsible for understanding and following CUNY's and New York City College of Technology's policies on academic integrity.

Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties, including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog: [http://www.citytech.cuny.edu/academics/docs/academic\\_integrity\\_policy.pdf](http://www.citytech.cuny.edu/academics/docs/academic_integrity_policy.pdf).

Everyone is expected to do his/her own work and carefully cite the work of others. Plagiarism is taking another's work and using it as your own. This class will hold a ZERO tolerance policy for plagiarism. Evidence of plagiarism may result in failing a test, assignment and /or the course. 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 and pasting" from various sources without proper attribution.

***Accessibility: Reasonable Accommodations***

City Tech is committed to supporting the educational goals of enrolled students with disabilities in the areas of enrollment, academic advisement, tutoring, assistive technologies and testing accommodations. If you have or think you may have a disability, you may be eligible for reasonable accommodations or academic adjustments as provided under applicable federal, state and city laws. You may also request services for temporary conditions or medical issues under certain circumstances. If you have questions about your eligibility or would like to seek accommodation services or academic adjustments, please contact the Center for Student Accessibility (CSA) at 300 Jay Street room L-237, 718 260 5143, or <http://www.citytech.cuny.edu/accessibility/>.

Students who miss a scheduled presentation or exam due to illness or medically related emergencies will be referred to the CSA. The CSA will review any documentation requested and give the student a letter to share with the relevant instructor if accommodations need to be made.

## NYCCT LAW & PARALEGAL STUDIES DEPARTMENT POLICIES

### *Attendance*

It is the conviction of the Law & Paralegal Studies Department that a student who is not in a class for any reason is not receiving the benefit of the education being provided. Missed class time includes not just absences but also late arrivals, early departures, and time outside the classroom taken by students during class meeting periods. Missed time may affect any portion of the final grade overtly allocated to participation and/or any grades awarded for activities that relate to presence in class. If you miss a class, it is your responsibility to get the notes and assignments you missed from a classmate.

### *Bluebook (Citation)*

The Department of Law and Paralegal Studies acknowledges the variety of citation styles, however, it is the department's policy that all citations are done in the format of The Uniform System of Citation (also known as The Bluebook).

### *Repeating Courses*

Entrance into paralegal studies courses requires CUNY proficiency in reading and writing. All students admitted without such proficiencies will be required to complete necessary remediation and to obtain proficiency before progressing into paralegal studies courses. A minimum grade of "C" in each course with the prefix LAW is required for progression within the paralegal studies major. Students may repeat a LAW course once (1) if they have received a "D" or "F" grade.

### *Electronic Devices* (including mobile phones and texting devices)

Electronic devices, including mobile phones and texting devices, must be turned off and/or silenced and put away during class. Laptop computers may be used with the permission of the professor.

### *Computer Lab*

Do not leave your work on the hard drive in the computer lab. Print your work, save it on a flash drive and delete it from the hard drive. You are responsible for protecting your own work, in the event that two students turn in the same paper, both will receive an F. There is **absolutely NO** eating and drinking in the Law & Paralegal Studies Computer Lab.