To: New York City Police Department

From: Dr. Pla Y. Doh

Subject: Expanding Internship Opportunities to City Tech Students

The New York City College of Technology is a school that is constantly expanding with new programs and a stricter criteria that challenges students to strive for more. Our students set standards that no other college in the state could touch. Over the recent months, our research has shown that business’s such like yourself are undermining the skills or our students by not offering internships to our students in the “Law and Paralegal Studies” department. We have many students here at the department interested in expanding their horizon, this is the perfect opportunity for you.

City Tech’s Law Department has a vast variety of subjects such as legal research, criminal law, real estate law, civil law, sports/entertainment law etc. The majority of our staff are over qualified due to their backgrounds as Civil and Supreme Court Judges. Others, have worked at major international law firms that represent banks such as, Chase, TD Bank, and Citibank. All of our students are trained at to work at private law firms, corporate law departments and for state and local government agencies.

On day one, we teach our students the basics of paralegal, legal research, drafting documents for the attorney and so on. In “Introduction to Paralegal,” we teach our students how to use “West Law,” which is known to be the biggest index system for finding case law and “Lexis Nexis” another system used to find the latest law journals and articles.

Students have never had to step foot into any other colleges or libraries because we have our very own computer lab and in house law library. And, unlike John Jay College in Manhattan, when we give our students assignments that involve visiting courts and observing the jury, judges and attorneys, they can visit the Supreme Court on 350 Adams Street and the Appellate Division Second Department on 45 Monroe Place and return to the library to start their papers in less than 15 minutes.

Yesterday, I did some research and found out that the NYC Police Department partnered up with the NYC Law Department and created the “NYPD Law Graduate Fellowship.” In order for our students to participate in this program they must be supervised by a mentor. From what I’ve read, students are mentored in the NYPD under the Deputy Commissioner. After the first year, our students will graduate from “fellows” to “Assistant Corporation Counsel in the Special Federal Litigation Division of the New York City Law Department.” I can already see the faces of smiling students walking down the aisle saying “thank you so much, I’ve learned so much from the NYC Law Department and look forward to committing my service to them from years on end.”

The first of my concerns is that we have over a thousand students in our legal degree programs and the department only allows about 20 students are allowed per internship.

Today, an aspiring student named Timothy Stewart with a deep passion for criminal law and law enforcement. Last month, he informed me about a book he was reading called, “Undercover Cop: How I took down the Real-Life Soprano’s.” It’s about a cop named Mike Russell who goes undercover in New Jersey for the biggest take down in mob history. In reading this book, he learned about the involvement of the District Attorney, cops and how many paralegals were on the job drafting the legal papers such as search and arrests warrants. It was invigorating, it persuaded him even more to get in contact with your department because this is the kind of work he was meant to do. He is currently taking Legal Research 2 and Real Estate Law came to me enquiring information about an internship. Next semester he will be taking Criminal Law as well as the internship course that is required for all students in our Associates in Applied Science and Bachelors of Science Degree. According to US News, the demand for paralegals has grown to economic proportions. They are doing most jobs that lawyers used to do. It was reported in June 2013 that the major law firm Gotshal and Manges were firing junior attorneys and replacing them with paralegals. This has opened the door to many opportunities that I hope you will take advantage and in doing so, accept Timothy and many of our other students into your department.

There is a minimum amount of 100 work hours that must be completed in order for our students to pass the internship and graduate.

I want you to help us so that we can help you. My job is to make sure that our students represent your name, mission, and leave your clients with the greatest satisfactions to the fullest extent, and in doing so we make sure that we are preparing the best of the best. In order for anyone to be accepted into the internship program there are a few requirements that our students must meet. First, all students taking four or more courses along with Legal Internship I and Seminar I must maintain a grade of “B.” This is very important because our chairman Concetta I. Mannella set a rule stating that the minimum passing grade for law courses is a “B.” When students enter their bachelor’s degree program, sometimes our professors make them repeat past courses for grades of “B” or higher. This keeps our students on top of their school work and ahead in the classroom.

I hope you will consider the offer that has been presented to you. It was nice speaking to you, hope to see you in person next week at the school to offer your internships positions to our students at the Law and Paralegal Studies Department.