

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.

ACADEMIC DEPARTMENT PLAN FORM

PLAN Week
Spring 2021
March 1, 2, 3, 4 & 5

How will your department participate in PLAN Week?

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[deptSP2021]"**

- PLANS are due by Monday Feb 22, at 5:00pm.
- Questions may be directed to Lauri Aguirre at Laguirre@citytech.cuny.edu

PLAN Week materials will be shared on or before February 24 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!!

Department: English/Professional and Technical Writing

Submitted by: Dr. Reneta D. Lansiquot

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
Reneta Lansiquot	rlansiquot@citytech.cuny.edu	Identify student cohorts: continuing students and students needing internships	2/8
Renata Ferdinand, PTW Internship Coordinator	rferdinand@citytech.cuny.edu	Email students who are able to enroll in our PTW internship course next semester	2/16
Reneta Lansiquot	rlansiquot@citytech.cuny.edu	Promote PLAN zoom get togethers, share PLAN promo materials	2/24
Reneta Lansiquot, PTW faculty advisors	rlansiquot@citytech.cuny.edu	Remind PTW faculty that Summer and Fall 2021 advisement begins next week	2/25

