



NEW YORK CITY
COLLEGE OF TECHNOLOGY

THE CITY UNIVERSITY OF NEW YORK

300 JAY STREET, BROOKLYN, NY 11201-1909

Department of Law & Paralegal Studies

Namm Hall, Room 622

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American Bar Association Approved Programs



Member of



American
Association
for Paralegal
Education

Orientation Schedule

August 19, 2016

Faculty Leader

Kerin E. Coughlin, Assistant Professor (kcoughlin@citytech.cuny.edu)

Student Leaders

Faheem Ahmed, Law and Paralegal Studies Major, Senior (Faheem.Ahmed@mail.citytech.cuny.edu)

Tori Carlisle, Law and Paralegal Studies Major, Junior (Tori.Carlisle@mail.citytech.cuny.edu)

Kelly Feng, Law and Paralegal Studies Major, Sophomore (Kelly.Feng@mail.citytech.cuny.edu)

Mahendra Francis, Law and Paralegal Studies Major, Sophomore (Mahendra.Francis@mail.citytech.cuny.edu)

Agenda – *All sessions in N-622A except College Tour.*

11 – 11:15 am – Welcome!!

- Introductions and icebreaker

11:15 – 11:45 am – Who We Are

- Department mission
- Career opportunities
- Academic programs
- Standards of professionalism
- Extracurricular activities

11:45 am – 12pm – Department Tour

- Computer lab
- Faculty offices and mailboxes
- Reception area
 - Wanda DeJesus, Department Administrator
 - Important student documents: degree requirements, advisement, academic procedures, etc.
 - Other useful information (on bulletin board): internships and scholarships; faculty office hours; activities of the Law and Paralegal Studies Club and other organizations; etc.

12 – 12:25pm – College Tour

- Classrooms (N-605 and others)
- Law library (Atrium 4th floor)
- Welcome Center (A-114, for help with computer issues)
- Atrium Learning Center (AG-18, for tutoring and other academic support)
- Other points of interest? *At your request!*

12:25-12:30pm – Wrap-Up



Welcome to our Department!