



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

718-260-5124

American Bar Association Approved Programs



Member of **AfPE** American Association for Paralegal Education

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## *Orientation Schedule*

August 10, 2017, 11:15am – 12:30pm

### **Faculty Leader**

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

### **Student Leaders**

Faheem Ahmed, Senior (Faheem.Ahmed@mail.citytech.cuny.edu)

Tori Carlisle, Junior (Tori.Carlisle@mail.citytech.cuny.edu)

Kelly Feng, Junior (Kelly.Feng@mail.citytech.cuny.edu)

Mahendra Francis, Sophomore (Mahendra.Francis@mail.citytech.cuny.edu)

Kinga Leung, Sophomore (Kinga.Leung@mail.citytech.cuny.edu)

Andy Wu, Senior (Andy.Wu1@mail.citytech.cuny.edu)

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

#### 11:15 – 11:25 am – Welcome!!

- Introductions
- Icebreaker – *including a game of catch!*

#### 11:25 – 11:55am – Who We Are

- What is Law & Paralegal Studies?
- Academic programs
- Extracurricular activities
- Career opportunities

#### 11:55 am – 12pm – Department Tour

- Computer lab
- Faculty offices and mailboxes
- Reception area
  - Wanda DeJesus, Department Administrator
  - Important student information: document dispensers, bulletin board

#### 12 – 12:25pm – College Tour

- Classrooms
- 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? *Your choice!*

#### 12:25 – 12:30pm – Wrap-Up



***Welcome to our Department!***