



# BRONX COMMUNITY COLLEGE

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2021-2025

*Paralegal and Legal  
Studies Handbook*



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# PROGRAM HIGHLIGHTS

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The Paralegal and Legal studies program at Bronx Community College focuses on developing students' knowledge about the origins, content, and consequences of law policies. Our program assists students to think critically, identify and solve practical, intellectual, and ethical problems and to communicate their views effectively, orally and in writing. The purpose of our program is to expand student's critical and analytical thinking skills and prepare students for high level positions within the legal profession.

The Paralegal Program is created to assist students seeking a career in law. Students will take courses in the American Legal system as well as courses in communication, humanities, mathematics, natural science, and computers. Upon graduation students will have the necessary skills to advance their academic career or commence a career in the legal profession.

## **Important Codification updates to program requirements approved spring 2021: Admission to the Paralegal Certificate Program**

- a. Students must possess 18 semester credits or the equivalent of general education course work.
- b. Students must have completed courses in at least three disciplines, such as social sciences, natural sciences, mathematics, humanities, foreign language, and English.

## **Credit requirements for the Paralegal and Legal Students AAS degree and Paralegal Certificate Program**

- a. Students must complete at least 50% of their Legal Specialty credits while in residence at BCC.
- b. Students must complete at least nine of their Legal Specialty credits through synchronous instruction.

# MISSION STATEMENT

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The Paralegal and Legal Studies Program at Bronx Community College offers students a background in legal fundamental and practical experience necessary for professional employment. The curriculum emphasizes business and law courses, which prepares students for employment in the areas of research, writing and other tasks commonly assigned by private and public legal sectors. Students are taught ethical and legal theory skills to develop their critical thinking competencies. Our program also features a minimum 75 -100 hours internship component, in which students work in a legal setting. Students are encouraged to pursue academic excellence, professional growth and high standards of ethics and integrity.

The Paralegal and Legal Studies curriculum is developed according to guidelines provided by the American Bar Associations (ABA) Standing Committee on Legal Assistants. The program has a large liberal arts component that enables students to continue their legal studies after completion of the A.A.S degree.

# INSTITUTE OFFICE

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**Location: BRONX COMMUNITY COLLEGE**

**2155 UNIVERSITY AVENUE**

**BRONX, NY 10453**

**Office of Paralegal and Legal Studies is located in Meister Hall Third floor Room 317B. Office hours are Monday-Friday 9am-5pm.**

## **STAFF**

**Professor Howard Clampman – Chairperson**

**Professor Paul Jaijairam – Deputy Chairperson**

**Professor Nikole Knight – Program Director**

**Administrative Assistant – Marisol Rodriguez**

**CUNY Office Assistant – Bella Mirabal Garcia**

**All other faculty members are adjunct instructors. Your instructors will post either an office telephone number or an email address to where they can be reached.**

**Paralegal Studies Office: 718.289.5635 or 5636**

**<http://www.bcc.cuny.edu/academics/academic-departments/business-and-information-systems-department/degree-certificate-programs-courses/paralegal-studies/>**

# GOALS AND OBJECTIVES

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To guide students as they earn an Associate in Applied Science (A.A.S.) Paralegal and Legal Studies degree or Paralegal Certificate.

To provide the students with a background in the legal fundamentals, appropriate skills, and practical experience necessary for professional employment. To give students a broader range of employment opportunities, the curriculum offers a wide variety of business, law, and liberal arts courses.

To give students the opportunity to continue their education after completion of the A.A.S. Paralegal and Legal Studies degree. This is met by the curriculum's large liberal arts core. Students have the automatic right to transfer to any of the City University of New York's (CUNY) senior colleges upon receipt of their paralegal A.A.S degree. We presently have an articulation agreement with New York City College of Technology (CUNY).

To expose our students to the legal profession in which they will be employed. This is met by a 75-100 hours working internship in a law-related facility.

To provide students with knowledge of the ethical responsibilities and the legal restrictions placed on legal assistants.

Upon completion of the program, the student should be able to perform the following task:

- i. Draft legal documents
- ii. Conduct legal research
- iii. Assist attorneys preparing for trial
- iv. Interview clients

# CAREER OPPORTUNITIES

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A paralegal education can be a good background for careers within and outside the legal profession. There is an increasingly wide range of job opportunities in the private and public sectors. Paralegals are employed at law firms, banks, accounting firms, insurance companies, brokerage houses, the court system, hospitals, welfare centers and public program law offices. Careers are also available at neighborhood legal centers and legal aid offices, as well as national, state and city government agencies.

Paralegals can perform tasks delegated by a lawyer as long as the lawyer is responsible to the client and assumes full professional responsibility for the work. A paralegal cannot give legal advice, appear in court, or set fees.

Paralegals may not provide legal services directly to the public, except as permitted by law.

A paralegal must strive to maintain integrity and a high degree of competence. In practicing integrity, a paralegal must realize the effect a situation has upon others and possess the empathy and respect to maintain integrity and confidentiality on behalf of the person in the situation.

**POSSIBLE CAREER  
OPTIONS** *(Practice areas  
supporting lawyers)*

BANKRUPTCY  
BUSINESS/CORPORATE  
COLLECTIONS  
FAMILY LAW  
FORECLOSURES  
IMMIGRATION  
INTELLECTUAL PROPERTY  
LITIGATION  
PROBATE AND ESTATE  
PLANNING  
REAL ESTATE  
SECURITIES LAW  
CRIMINAL LAW  
PERSONAL INJURY  
CLAIM EXAMINER  
LAW CLERK  
LEGAL AIDE  
LEGAL ASSISTANT  
LEGAL RESEARCH  
ASSISTANT  
LEGAL TECHNICIAN  
OCCUPATIONAL SAFETY  
AND HEALTH WORKER  
PARALEGAL  
PATENT AGENT  
TITLE EXAMINER  
COMPENSATION AND  
BENEFITS MANAGER

## **WHY MAJOR IN PARALEGAL AND LEGAL STUDIES? WHAT DO PARALEGAL AND LEGAL STUDIES MAJORS DO?**

All students have questions about their proposed field of study and what their future will hold professionally and personally. At the moment, you may not have your entire life planned out; however, it could be useful to have some basic information to consider when thinking about what you want to do when you leave school. Therefore, the following comments are to help paralegal/legal studies majors think about the variety of career options that await them upon graduation.

Paralegal and Legal Studies is an inherently interesting field. It is also a very useful foundation for obtaining satisfying employment. Our graduates are highly regarded by employers in the public and private sector. Legal studies provide a good grounding in legal knowledge required in many other areas of employment and helps to educate and prepare students for careers in such areas those listed below. The U.S. Department of Labor's survey lists the paralegal profession as growing up to 15% between the years 2016-2018. It is viewed as one of the fastest growing occupations. Starting salary is \$53,983 a year and \$25.95 per hour. An associate degree is the preferable degree for this profession.

COMPLIANCE AND ENFORCEMENT INSPECTOR  
CONTRACT CONSULTANT  
FORMS AND PROCEDURES SPECIALIST  
FREELANCE PARALEGAL



### Critical Thinking Skills

- Analyze a problem; identify and evaluate alternative solutions
- Formulate logical solutions to problems; construct logical arguments in support of specific positions; evaluate solutions and arguments
- Determine which areas of law are relevant to a particular situation
- Apply principles of professional ethics to specific factual situations
- Identify interrelationships among cases, statutes, regulations, and other legal authorities
- Apply recognized legal authority to a specific factual situation
- Analyze factual situations to determine when it is appropriate to apply exceptions to general legal rules
- Apply exceptions to general legal rules; Distinguish evidentiary facts from other material and/or controlling facts
- Identify factual omissions and inconsistencies.

## **KILLS THAT STUDENTS WILL DEVELOP IN THE LEGAL/PARALEGAL STUDIES PROGRAM**

### Organizational Skills

- Sort information by category
- Prioritize assignments and client needs
- Manage information manually and through computerized databases
- Utilize time efficiently

### Communication Skills

- Interact effectively, in person, by telephone and in written correspondence with lawyers, clients, witnesses, court personnel, co-workers and other business professionals
- Conduct effective interviews with clients, witnesses and experts
- Exhibit tact and diplomacy; distinguish between assertive and aggressive behavior; apply assertive behavior techniques
- Adapt to situations as they arise
- Multi-task
- Understand the need to ask questions and seek guidance when appropriate
- Identify attributes of team player; work effectively as part of a team
- Work independently and with a minimal amount of supervision when appropriate

### **Legal Research Skills**

- Prepare and carry out a legal research plan; analyze and categorize key facts in a situation
- Use both print and electronic sources of law to locate applicable statutes, administrative regulations, constitutional provisions, court cases and other primary source materials
- Use both print and electronic sources of the law to locate treatises, law review articles, legal encyclopedias, and other secondary source materials that help explain the law
- Read, evaluate and analyze both print and electronic sources of law, and apply them to issues requiring legal analysis
- Properly cite both print and electronic sources of law
- Cite check legal sources and identify, locate and appropriately use both print and electronic resources to update and verify the reliability of cited legal authority

### Legal Research Skills (continued)

- Understand and apply principles of writing and rules of English grammar to all writing tasks
- Write in a style that conveys legal theory in a clear and concise manner
- Read and apply a court opinion to a fact situation
- Report legal research findings in a standard interoffice memorandum or other appropriate format
- Cite print and electronic primary and secondary sources in proper form
- Draft client correspondence and legal documents, using proper format and appropriate content
- Locate and modify standardize forms found in formbooks, pleading files, form files, or a computer data bank to fit a particular situation

### Interviewing Skills

- Identify and locate witnesses, potential parties to a suit and experts
- Develop a list of questions for an interview, conduct an effective interview; record the interview accurately
- Locate and prepare request documents to obtain information that is commonly maintained by government entities; obtain such information; read and interpret the information contained in such records and apply to a given situation;
- Prepare releases and requests to obtain medical, corporate and other non-governmental records; obtain such records; read and interpret the information contained in such records and apply to a given situation
- Use the internet to obtain relevant and reliable

## SKILLS THAT STUDENTS WILL DEVELOP IN THE LEGAL/PARALEGAL STUDIES PROGRAM

### Ethical Skills

- Understand the legal process and the nature of law practice, emphasizing the role of the paralegal in the delivery of legal services
- Understand the ways in which paralegal services are used in the delivery of legal services, including functions and tasks commonly performed by paralegals services are used in the delivery services team; the respective roles and responsibilities of the members of the legal team
- Understand the evolving role of the paralegal and other non-lawyers in the delivery of legal services and in increasing access to legal services
- Identify the professional associations that serve and promote the paralegal profession; understand the importance of participation in professional activities
- Understand the legal and ethical principles that guide paralegal conduct
- Demonstrate the ability to identify and resolve ethical dilemmas that may be confronted in the workplace
- Understand the importance of continuing legal education for paralegals.

## HOW TO SUCCEED AS A STUDENT

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If you remember the Number One Rule, nothing else will matter. Plan as if anything that could go wrong will go wrong! Never assume that things will go according to plan. The only thing that is certain in life is uncertainty. Prepare yourself for power outages, computer-crashes, jammed printers, lost internet connections, hurricanes, changes in work schedule, lost pets, sick children, hospitalized parents, illnesses, dead car batteries, natural disasters, and any other catastrophe that our creative imagination can concoct. The point is no “emergency” in the world, well other than death, should prevent a college student from meeting his/her obligations to instructors. The most successful students are the ones who never once have to explain their “emergency” to faculty. Those are the students who prepared and planned in advance to ensure that all deadlines were met, no matter what. That’s right no matter what! You must always be on top of your game as a student!

*Pointers on planning for Catastrophes*

### **COMMUNICATING**

- The best form of communicating is through email. You should have a Bronx Community College Student email the first week of classes. Check your emails daily. Use that email address as the primary form of communication with your instructors, advisors, and department heads.
- Phone calls and messages can be used to supplement an email but should never be the primary form of communicating. If you wish to speak with someone, the best approach would be to send an email asking for an appointment. That way you will have a specific day and time and have a record.
- Remember, in the real world it is always your word against everyone else. The best way to ensure results is to protect yourself and your interests. Things that are in writing are reliable and will always serve as proof. Things that are in writing are reliable and will always serve as proof; things that are spoken can rarely be used to resolve a conflict. This is true for academic as well as professional career.

### **ASSIGNMENTS**

- Keep electronic copies of every assignment, email, and communication between you and educational personnel.
  - A good way to store files is to save them to desktop or documents, then to yourself as attachments. This will ensure that you can access this email folder from any computer that has internet access.
  - Another way is to save your files to a USB flash drive. Remember this is a less reliable way in to plan for a catastrophe, since you will not be excused if somehow your flash drive gets damaged.
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## **ATTENDANCE**

- Always contact your instructor before you miss a class, or as soon as possible after class. However, absent for some extreme circumstance, you should never wait more than 24 hours to contact an instructor after missing a class.
- In today's connected society, there is no valid reason, other than death or serious health condition requiring sedation and hospitalization, for waiting more than 24 hours to contact an instructor after missing class.
- Make plans now. What plan will you have in place to contact instructors in case of an illness, lost phone, damaged computer, or any other event that prevents you from making contact with your instructor? Make a plan now so that you don't have to excuse yourself later. Remember, you're here to succeed, no matter what!

## **LEARNING**

- Any issues you are having with a course must be directed to the instructor.
- Not only are your instructors there to help you, but several departmental faculty members have various office hours every term. You can reach out to them for assistance as well. Just contact the department head for more details on those hours.
- You also have academic advisors at each campus who are there to assist. You can reach out to them for help with your assignments.
- Every campus has tutors who are available to help you free of charge. There is tutoring in English, math, and science. Check with Student Services for the days and times.
- Online resources are also a great tool for students. The use of Google can provide students with resources on absolutely any topic that is covered in your courses. Students ultimately bear the responsibility of learning. Take charge and learn. The information you need is out there, you just have to grab it.

## APPROACHING YOUR PROFESSORS

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The following information should be used to help you communicate effectively and comfortably with your professors during in-class and outside of class communication.

When should you meet with your professors?

- Before class
- After class
- During office hours
- By appointments

Professors not only teach courses, but they also work in their respective field, prepare for class lecture, and grade assignments. Most are involved with professional associations/organizations, write books and articles, work on committees and projects on campus, and last but not least advise students. To do your part in class, you should complete the homework assignments, read your text, show up for class, ask questions, take notes, and seek help when needed, follow the syllabus, take responsibility for learning the information, and participate in meaningful and scholarly conversations.

Few students make it through college without seeking assistance from a professor help at one time or another. In fact, it's important to seek help rather than let problems fester and intensify. So, how do you approach a professor for a meeting?

### **WHY SEEK HELP?**

What are common reasons why you might seek out professors for assistance?

- You've fallen behind in class because of illness
- You've failed a test or assignment and do not understand the course material
- You have questions about the requirements of a given assignment
- You need advice on the subject of your major
- You cannot reach the class teaching assistant during his or her posted hours
- You need clarification on policies and/or schedules

### **WHY DO STUDENTS AVOID SEEKING PROFESSOR'S HELP?**

Sometimes students avoid asking for assistance or meeting with their professors because they're embarrassed or intimidated. What are common anxieties experienced by students?

- Feeling "out of the loop" after missing several classes
- Fear of confrontation
- Fear of asking a "dumb question"
- Shyness
- Discomfort over approaching a professor of a different age, gender, race, or culture
- Tendency to avoid interactions with those in authority

## **APPROACH YOUR PROFESSOR (POLITELY AND RESPECTFULLY)**

- **Contact-** Determine the preferred mode of contact; check the course syllabus as professors indicate their preferred methods of contact and related information. Ask yourself: is this urgent? If so, then contact by phone or stopping by his or her office during office hours is probably the most logical step. Otherwise, you can try e-mail. Wait a few days for a response (remember that teaching is a professor's job, so don't expect replies over evenings, weekends, or holidays).
- **Plan-** Check the syllabus for the professor's office hours and policies before you make your request so that you are already familiar with their schedule. If the professor requests that you return at another time, do your best to meet at a time which is convenient for him or her (e.g., during office hours). Don't ask a professor to go out of his or her way to meet you at a time that is inconvenient because professors have many more responsibilities than teaching. (e.g., lots of meetings within the department, university, and community).
- **Ask-** asking is the only way to learn your professor's preferences.

## **PREPARE FOR YOUR MEETING**

Pull your thoughts together beforehand (as well as all of your course materials). Preparation will permit you to remember to ask all of questions that you need answered and arrive with confidence to your meeting.

- **Questions** – If you are anxious at all about talking with your professor, prepare a list of your questions beforehand. Be efficient and try to accomplish everything in one meeting, rather than coming back time and time again with further questions.
- **Materials** – Bring your class notes and syllabus with you to refer to, if you have questions specially related to course materials, so that you have all details you need. If you need to refer to a textbook, bookmark the pages that you will need to refer to so you can get to them quickly.
- **Notes** – Come prepared to take notes (i.e., bring a pen and paper to your meeting). Notes will help you record and remember the responses to your question and prevent you from asking the same questions later in the course.

## **AT THE MEETING**

- **Be punctual** – Punctuality signifies respect for your professor's time. Do not arrive early or late. Most professors are pressed for time. If you need to meet with your professor again, ask him or her if you can set up another appointment, following the suggestions above.
- **Address-** Unless your professor has indicated otherwise, address him or her by last name and with the appropriate title (e.g., Professor, Doctor).
- **Gratitude** – Always thank the professor for his or her time and express any gratitude that you feel is appropriate for the specific help that he or she has provided. This rapport will leave the door open for future appointments.

# WHAT TO EXPECT IN THE PARALEGAL AND LEGAL STUDIES PROGRAM?

The Paralegal and Legal Studies program at Bronx Community College focuses on developing student's knowledge about the origins, content, operation and consequences of laws and policies. The Bronx Community College Paralegal and Legal Studies programs help its students to think critically, identify and solve practical, intellectual, and ethical and ethical problems and to communicate their views effectively and in writing.

The purpose of the program is to expand students' critical and analytical thinking skills, advance students' ability to communicate complex data, both verbally and written, and prepare students for higher-level positions within the legal profession.

## **PATHWAYS**

### **Paralegal and Legal Studies (A.A.S. Degree) FALL 2020-SPRING 2021**

#### **REMEDIAL SEQUENCE** (if required)

☐ ESL 1 (8) ☐ ESL 2 (6) ☐ ESL 3 (6) ☐ ENG 9 (4)

☐ ENG 1<sup>1</sup> (4) ☐ ENG 2 (4)

☐ RDL 1<sup>1</sup> (4) ☐ RDL 2 (6)

☐ MTH 1 (4) ☐ MTH 5 (6)

☐ CHM 2 (4)

#### **GRADUATION REQUIREMENTS**

☐ GPA  $\geq 2.0$  ☐ Writing Intensive 1 ☐ Writing Intensive 2

#### **FRESHMAN SEMINAR**

☐ FYS 11<sup>8</sup>

<sup>1</sup>Students with prior ENG 1/RDL 1 placements (or English Proficiency Index < 50) will now take ENG 4 or RDL 4. Passing ENG 4 or RDL 4 will allow them to register for ENG 110.

<sup>2</sup>Students with prior MTH 5 placement (or Math Proficiency Index of 40 to 59) may now take MTH 20. Passing MTH 20 is equivalent to MTH 23.

<sup>3</sup>Students must choose one science course. This course may be selected from any 3-credit courses included in Required Core C or Flexible Core E. Completion of a 4-credit science course will fulfill this requirement, but is not mandatory. This may result in students exceeding 60 total degree credits.

<sup>4</sup>Reserved for students who have English remedial need and enroll in ENG 2, RDL 2, or ENG 110 as a corequisite.

<sup>5</sup>CWE 31 is a two (2) credit course. Students should enroll in CWE 31 one year before graduating or when they have completed 30 credits towards their degree. Students should see the CWE 31 Coordinator in the Department of Business and Information Systems, during their second semester. Students who are employed full-time are not required to complete the internship portion of CWE 31, provided their employer agrees to participate in course-related surveys. Permission must be obtained from the CWE 31 Coordinator or Department Chairperson by submitting documentation of current full-time employment. College Work-Study assignments within CUNY may not be used as substitutes for the CWE internship.

<sup>6</sup>Students must take FYS 11 prior to earning 24 degree or equated credits. Students who have earned 24 or more degree or equated credits are permitted to use the one credit as a free elective. It is highly recommended that students take FYS 11 in their first or second semester. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC or another college and transfer into this program.

<sup>7</sup>Department permission required

<sup>8</sup>Students transferring into the program with 24 or more degree or equated credits will be exempt from FYS 11 and only required to complete 60 credits to graduate.

#### **REQUIRED COMMON CORE**

<input type="checkbox"/> A	English Composition ENG 110 <sup>1</sup> OR ENG 111; AND ENG 112 OR ENG 113 OR ENG 114 OR ENG 115, OR ENG 116	6
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning MTH 21 Survey of Mathematics OR MTH 23 <sup>2</sup> Probability and Statistics	3
<input type="checkbox"/> C	Life and Physical Sciences OR Flexible Core E <sup>3</sup> Choose any 3-credit science course	3
<b>Subtotal:</b>		<b>12</b>

#### **FLEXIBLE COMMON CORE**

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10 History of the Modern World OR HIS 11 <sup>4</sup> Introduction to the Modern World; AND SOC 11 Sociology	6
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
<b>Subtotal:</b>		<b>9</b>

#### **MAJOR REQUIREMENTS** (See Degree map at: <http://www.bcc.cuny.edu/academics/academic-advising/degree-maps/> for semester-by-semester sequence)

<input type="checkbox"/> CWE 31 <sup>5</sup>	Cooperative Work Experience <sup>6</sup>	2
<input type="checkbox"/> DAT 33	Microcomputer Applications	2
<input type="checkbox"/> FYS 11 <sup>6</sup>	First Year Seminar <sup>6</sup>	0-1
<input type="checkbox"/> LAW 17	Introduction to Paralegal Studies	3
<input type="checkbox"/> LAW 19	Introduction to Law Office Management and Computers	3
<input type="checkbox"/> LAW 41	Business Law	3
<input type="checkbox"/> LAW 47	Civil Procedures	3
<input type="checkbox"/> LAW 95	Legal Research & Writing	3
<input type="checkbox"/> LAW 96	Advanced Legal Research & Writing	3
<input type="checkbox"/> POL 11 OR SOC 35	American National Government OR Introduction to Social Work	3

#### **Restricted Electives**

Choose <u>one</u> of the following courses:		
<input type="checkbox"/> ACC 111 Principles of Accounting I		4
<input type="checkbox"/> BUS 111 Applications of Mathematics for Business		3
<input type="checkbox"/> TAX 11 Introduction to Taxation		3
Choose <u>three</u> of the following nine courses:		
<input type="checkbox"/> LAW 52 Business Organizations		3
<input type="checkbox"/> LAW 62 Family Law		3
<input type="checkbox"/> LAW 64 Constitutional Law		3
<input type="checkbox"/> LAW 65 Criminal Law and Procedures		3
<input type="checkbox"/> LAW 72 Real Property		3
<input type="checkbox"/> LAW 77 Immigration Law		3
<input type="checkbox"/> LAW 82 Insurance and Torts		3
<input type="checkbox"/> LAW 91 Landlord Tenant Advocacy <sup>7</sup>		3
<input type="checkbox"/> LAW 92 Estates, Trusts and Wills		3
<input type="checkbox"/> Free Elective to complete the 60-credit requirement		0-1
<b>Subtotal:</b>		<b>39</b>
<b>Total:</b>		<b>60-81<sup>8</sup></b>



## PATHWAYS

### Paralegal and Legal Studies (A.A.S. Degree)

#### Lay Advocate Option

FALL 2020-SPRING 2021

#### REMEDIAL SEQUENCE (if required)

<input type="checkbox"/> ESL 1 (8) ▶▶	<input type="checkbox"/> ESL 2 (6) ▶▶	<input type="checkbox"/> ESL 3 (6) ▶▶	<input type="checkbox"/> ENG 9 (4)
<input type="checkbox"/> ENG 1' (4) ▶▶	<input type="checkbox"/> ENG 2 (4)		
<input type="checkbox"/> RDL 1' (4) ▶▶	<input type="checkbox"/> RDL 2 (6)		
<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 <sup>2</sup> (6)		
<input type="checkbox"/> CHM 2 (4)			
<b>GRADUATION REQUIREMENTS</b>			
<input type="checkbox"/> GPA ≥ 2.0	<input type="checkbox"/> Writing Intensive 1	<input type="checkbox"/> Writing Intensive 2	
<b>FRESHMAN SEMINAR</b>			
<input type="checkbox"/> FYS 11			

<sup>1</sup>Students with prior ENG 1/RDL 1 placements (or English Proficiency Index < 50) will now take ENG 4 or RDL 4. Passing ENG 4 or RDL 4 will allow them to register for ENG 110.

<sup>2</sup>Students with prior MTH 5 placement (or Math Proficiency Index of 40 to 59) may now take MTH 20. Passing MTH 20 is equivalent to MTH 23.

<sup>3</sup>Students must choose one science course. This course may be selected from any 3-credit courses included in Required Core C or Flexible Core E. Completion of a 4-credit science course will fulfill this requirement, but is not mandatory. This may result in students exceeding 60 total degree credits.

<sup>4</sup>Reserved for students who have English remedial need and enroll in ENG 2, RDL 2, or ENG 110 as a corequisite.

<sup>5</sup>Students must take FYS 11 prior to earning 24 degree or equated credits. Students who have earned 24 or more degree or equated credits are permitted to use the one credit as a free elective. It is highly recommended that students take FYS 11 in their first or second semester. This requirement will be waived for students who have earned 24 or more degree or equated credits at BCC or another college and transfer into this program.

<sup>6</sup>Students transferring into the program with 24 or more degree or equated credits will be exempt from FYS 11 and only required to complete 60 credits to graduate.

#### REQUIRED COMMON CORE

<input type="checkbox"/> A	English Composition ENG 110 <sup>1</sup> OR ENG 111; <b>AND</b> ENG 112 OR ENG 113 OR ENG 114 OR ENG 115, OR ENG 116	6
<input type="checkbox"/> B	Mathematical and Quantitative Reasoning MTH 21 Survey of Mathematics OR MTH 23 <sup>2</sup> Probability and Statistics	3
<input type="checkbox"/> C	Life and Physical Sciences OR Flexible Core E <sup>3</sup> Choose any 3-credit science course	3
<b>Subtotal:</b>		<b>12</b>

#### FLEXIBLE COMMON CORE

<input type="checkbox"/> A	World Cultures and Global Issues HIS 10 History of the Modern World OR HIS 11 <sup>4</sup> Introduction to the Modern World; <b>AND</b> SOC 11 Sociology	6
<input type="checkbox"/> D	Individual and Society COMM 11 Fundamentals of Interpersonal Communication	3
<b>Subtotal:</b>		<b>9</b>

#### MAJOR REQUIREMENTS (See Degree map at: <http://www.bcc.cuny.edu/academics/academic-advising/degree-maps/> for semester-by-semester sequence)

<input type="checkbox"/> DAT 33	Microcomputer Applications	2
<input type="checkbox"/> FYS 11 <sup>5</sup>	First Year Seminar <sup>6</sup>	0-1
<input type="checkbox"/> LAW 17	Introduction to Paralegal Studies	3
<input type="checkbox"/> LAW 19	Introduction to Law Office Management and Computers	3
<input type="checkbox"/> LAW 41	Business Law	3
<input type="checkbox"/> LAW 47	Civil Procedures	3
<input type="checkbox"/> LAW 95	Legal Research & Writing	3
<input type="checkbox"/> LAW 96	Advanced Legal Research & Writing	3
<input type="checkbox"/> POL 11 OR SOC 35	American National Government OR Introduction to Social Work	3
<b>Restricted Electives</b>		
Choose <b>one</b> of the following courses:		
<input type="checkbox"/> BUS 111 Applications of Mathematics for Business	OR	
<input type="checkbox"/> TAX 11 Introduction to Taxation		3
<b>Lay Advocate Option Requirements</b>		
<input type="checkbox"/> HLT 97	Field Work in Community Health Resources	3
<input type="checkbox"/> LAW 62	Family Law	3
<input type="checkbox"/> LAW 65	Criminal Law and Procedures	3
<input type="checkbox"/> LAW 89	Legal Advocacy	3
<input type="checkbox"/> ELECTIVE	Free Elective to complete the 60-credit requirement	0-1
<b>Subtotal:</b>		<b>39</b>
<b>Total:</b>		<b>60-61<sup>6</sup></b>



This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog, as well as DegreeWorks via the CUNY Portal. (Reviewed/Revised 8/5/20)

### Paralegal Studies CERTIFICATE PROGRAM Fall 2020-SPRING 2021

#### REMEDIAL SEQUENCE (if required)

<input type="checkbox"/> ESL 1 (8) ▶▶	<input type="checkbox"/> ESL 2 (6) ▶▶	<input type="checkbox"/> ESL 3 (6) ▶▶	<input type="checkbox"/> ENG 9 (4)
<input type="checkbox"/> ENG 1 (4) ▶▶	<input type="checkbox"/> ENG 2 (4)		
<input type="checkbox"/> RDL 1 (4) ▶▶	<input type="checkbox"/> RDL 2 (6)		
<input type="checkbox"/> MTH 1 (4) ▶▶	<input type="checkbox"/> MTH 5 (6)		
<b>GRADUATION REQUIREMENTS</b>			
<input type="checkbox"/> GPA ≥ 2.0			

<sup>1</sup>Department Permission Required.

#### NOTE:

- Students who may transfer to a four-year college should consult an Advisor for possible replacement courses.
- The Paralegal Certificate is designed for advanced students who already have a minimum of 60 college credits **OR** a two-year degree.

<input type="checkbox"/> DAT 10	Computer Fundamentals and Applications	3
<input type="checkbox"/> LAW 17	Introduction to Paralegal Studies	3
<input type="checkbox"/> LAW 19	Introduction to Law Office Management and Computers	3
<input type="checkbox"/> LAW 41	Business Law	3
<input type="checkbox"/> LAW 47	Civil Procedure	3
<input type="checkbox"/> LAW 95	Legal Research and Writing	3
<input type="checkbox"/> LAW 96	Advanced Legal Research and Writing	3
<b>Subtotal:</b>		<b>21</b>

#### Select TWO from the following courses:

- ☐ LAW 52 Business Organizations
- ☐ LAW 62 Family Law
- ☐ LAW 65 Criminal Law and Procedures
- ☐ LAW 72 Real Property
- ☐ LAW 77 Immigration Law
- ☐ LAW 82 Insurance and Torts
- ☐ LAW 91 Landlord/Tenant Advocacy<sup>1</sup>
- ☐ LAW 92 Estates, Trusts and Wills

6

#### Select ONE from the following courses:

- ☐ ACC 111 Principles of Accounting I
- ☐ BUS 111 Applications of Mathematics for Business
- ☐ TAX 11 Introduction to Taxation

3

**Subtotal:** 9-10

**TOTAL:** 30-31



This document is for advisement purposes only and does not represent an official listing of degree requirements; please consult the college catalog as well as DegreeWorks via the CUNY Portal. (Reviewed/Revised 8/5/20)



## PARALEGAL AND LEGAL STUDIES RESOURCES

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Black Law Dictionary

The Bluebook: A Uniform System of Citation

Ref KF156. B53 1999

Ref K245.U55 17th Edition

Department of Justice

DOJ Home Page

<http://www.usdoj.gov/>

Department of Justice Career Opportunities <https://www.justice.gov/careers>

### **Journals and Magazines**

New York Law Journal

<https://www.law.com/newyorklawjournal/>

American Bar Association

<https://www.americanbar.org/>

ABA Journal is the official publication of the American Bar Association and features breaking legal news and analysis for every level of the legal profession- from lawyer to administrator. You can receive daily or weekly versions on your phone.

### **Magazines & Blogs**

Paralegal Today

<http://paralegaltoday.com/articles/>

From salary surveys to job postings, Paralegal Today will keep you abreast of all industry news. The magazine features timely topical news stories and stays current on educational institutions that have qualified for accreditation.

Legal Management Magazine

[Legal Management Magazine \(alanet.org\)](http://alanet.org)

The magazine of the Association of Legal Administrators requires membership in order to access its content online, but the benefits of membership include networking resources and a comprehensive career center.

National Paralegal Reporter

<https://www.paralegals.org/i4a/pages/index.cfm?pageid=3285>

The national Federation of Paralegal Associations offers National Paralegal Reporter Magazine as a member benefit. Circulation includes educators, bar associations and of course, paralegals, who can receive the magazine on a quarterly basis.

Litigation Support Today <https://themastersconference.com/sponsors/litigation-support-today>

Litigation Support Today covers topics related to the litigation life cycle and has a special focus on trends that the industry anticipates, especially the growth of mobile devices and the challenges they present to the law field in general.

Court Systems	<a href="https://www.nycourts.gov/courts/">https://www.nycourts.gov/courts/</a>
Supreme Court	<a href="https://www.nycourts.gov/courts/cts-NYC-SUPREME.shtml">https://www.nycourts.gov/courts/cts-NYC-SUPREME.shtml</a>
Civil Court	<a href="https://www.nycourts.gov/courts/nyc/civil/index.shtml">https://www.nycourts.gov/courts/nyc/civil/index.shtml</a>
Criminal Court	<a href="https://www.nycourts.gov/courts/nyc/criminal/index.shtml">https://www.nycourts.gov/courts/nyc/criminal/index.shtml</a>
Family Court	<a href="https://www.nycourts.gov/courts/nyc/family/index.shtml">https://www.nycourts.gov/courts/nyc/family/index.shtml</a>
Surrogate's Court	<a href="https://www.nycourts.gov/courts/nyc/surrogates/index.shtml">https://www.nycourts.gov/courts/nyc/surrogates/index.shtml</a>

## **ACCREDITING AGENCIES FOR PARALEGAL PROGRAM**



### **National Association of Legal Assistants (NALA)**

The non-profit organization NALA provides continuing education and professional development for paralegals, no matter what level of experience they've completed.



### **American Bar Association Approved Schools**

Not all paralegals earn a degree, but today's law firms often insist that their paralegals have an American Bar Association (ABA) approved paralegal degree.



### **American Association for Paralegal Education (AAfPE)**

The AAfPE serves the needs of paralegal students and educators, promoting quality education and standards for the betterment of the profession and the significant impact paralegals have on the system.



### **National Federation of Paralegal Associations (NFPA)**

The NFP was the very first national paralegal association and over time has grown to represent over 50 associations and 9,000 individuals. They work closely with the ABA.

## **Student Services**

### **WELCOME CENTER**

The Welcome Center serves as a liaison to our students, faculty, and staff by providing information regarding all aspects of the campus including college programs and services, office hours and locations, directions to and within the campus, promoting the value of attending our college to visitors, and offering exceptional customer service to our students. The Welcome Center fulfills its mission by partnering with our Admission's Office, NYC high schools and community organizations, attending recruitment events/college fairs, offering pre-admissions orientations and workshops, hosting informational events and weekly information session tours to educate prospective students about Bronx Community College and its offerings. Please visit The Office of Student Success at: <http://www.bcc.cuny.edu/about-bcc/office-of-the-president/presidents-cabinet/office-of-student-success/> for more details and contact information.

### **VETERANS AND MILITARY RESOURCES**

The Office of Veteran and Military Resources provides services for Veteran students and current service members enrolled at Bronx Community College. From application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary resources, as well as other Veterans and service members. This office assists veterans and service members with educational benefits, provides information on financial aid, assistance with academic advisement, registration, and withdrawals due to active duty recalls.

**Contact information: Loew Hall, Room 123 718.289.5447**

### **ACADEMIC SUCCESS CENTER**

Focused on supporting freshman students' academic progress, the Academic Success Center is committed to delivering comprehensive academic advising services and assisting freshmen in the development of individualized educational plans that will inform their academic and professional aspirations.

The Academic Success Center's staff also serves as a valuable resource for freshman students by:

- Providing accurate and timely information regarding testing, placement, and graduation requirements.
- Clarifying academic policies and institutional procedures.
- Promoting the use of Degree Works, CUNY web-based degree audit tool, that allows students to easily track their progress toward degree completion.
- Providing effective referral to institutional and/or electronic resources.

The Academic Advisement and Support is available for all BCC students. For further information:

<https://www.bcc.cuny.edu/academics/academic-advising/plan-academic-success/>.

## **HEALTH SERVICES**

The Office of Health Services provides health education and wellness activities to BCC's diverse student body. Services offered on a walk-in basis include physical assessments, treatment of minor injuries and illnesses along with referrals or emergency triage, as needed. Referrals to community resources are also provided.

Over-the-counter medications are available upon request. HIV screening is offered once a week through a local community health organization. Free immunizations during registration periods may include measles, mumps and rubella, HPV, Hepatitis B. Flu vaccine may also be offered during Flu season. For information regarding CUNY student health options, visit the following CUNY website: <https://www.cuny.edu/current-students/student-affairs/student-services/health-services/>. Under Public Health Law 2165, all matriculated students born after January 1, 1957 must show proof of immunity to measles, mumps, and rubella. Free immunizations are available during new student registration. Under Public Health Law 2167 all students must be given information about meningococcal meningitis and the benefits of vaccine. By law, all student information is confidential and released only with the student's signed consent.

**Contact information: Loew Hall, Room 101 718.289.5858**

<http://www.bcc.cuny.edu/campus-resources/health-services/>

<http://web.cuny.edu/administration/sa/services/student-health.html>

## **OFFICE OF PERSONAL COUNSELING**

The Office of Personal Counseling also provides help students better understand their interests, abilities, values, and psychological needs.

**Contact information: 718.289.5223**

<http://www.bcc.cuny.edu/campus-resources/personal-counseling-services/>

## **Substance Abuse**

The City University of New York ("CUNY") is an institution committed to promoting the physical, intellectual, and social development of all individuals. As such, CUNY seeks to prevent the abuse of drugs and alcohol, which can adversely impact performance and threaten the health and safety of students, employees, their families, and the general public. CUNY complies with all federal, state, and local laws concerning the unlawful possession, use, and distribution of drugs and alcohol.

Federal law requires that CUNY adopt and implement a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. As part of its program, CUNY has adopted this policy, which sets forth (1) the standards of conduct that students and employees are expected to follow; (2) CUNY sanctions for the violation of this policy; and (3) responsibilities of the CUNY colleges/units in enforcing this policy. CUNY's policy also (1) sets forth the procedures for disseminating the policy, as well as information about the health risks of illegal drug and alcohol use, criminal sanctions for such use, and available counseling, treatment, or rehabilitation programs, to students and employees; and (2) requires each college to conduct a biennial review of drug and alcohol use and prevention on its campus. This policy applies to all CUNY students, employees, and visitors when they are on CUNY property, including CUNY residence halls, as well as when they are engaged in any CUNY-sponsored activities off campus.

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-procedures/Policy-Against-Drugs-and-Alcohol.pdf>

<https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/current-students/resources/consumer-information/drug-policy.pdf>

### **CUNY Standards of Conduct**

The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol by anyone, on CUNY property (including CUNY residence halls), in CUNY buses or vans, or at CUNY-sponsored activities, is prohibited. In addition, CUNY employees are prohibited from illegally providing drugs or alcohol to CUNY students. Finally, no student may possess or consume alcoholic beverages in any CUNY residence hall, regardless of whether the student is of lawful age, except for students living in the Graduate School and University Center's graduate housing facilities who may lawfully possess and consume alcoholic beverages. For purposes of this policy, a CUNY residence hall means a residence hall owned and/or operated by CUNY, or operated by a private management company on CUNY's behalf.

In order to make informed choices about the use of drugs and alcohol, CUNY students and employees are expected to familiarize themselves with the information provided by CUNY about the physiological, psychological, and social consequences of substance abuse.

### **Disability Support Services**

The mission of the Disability Support Services is to provide access and equal educational opportunity for students with disabilities, enabling them to succeed academically, socially, and professionally. Once students have self-identified, applied for services, and provided documentation of their disability, the staff works to determine eligibility for reasonable accommodations. Accommodations may include exams administered and proctored in a distraction free environment, class notes provided, accessible formatted class material, academic and career counseling, use of assistive technology from our technology lab. Under the Americans with Disabilities Act (ADA), both the student and the College must carry out these responsibilities in a timely manner. The Office of Disability Services also acts as a liaison between the student and faculty and staff.

**Contact information: Loew Hall, Room 211 718.289.5874**

[disabilityservices@bcc.cuny.edu](mailto:disabilityservices@bcc.cuny.edu) <http://www.bcc.cuny.edu/campus-resources/disability-services/>

### **Financial Aid Services**

The Financial Aid Office administers all aid programs; federal, state, city and college funded. Applications, counseling and other tuition information is available from the office. Financial aid program descriptions are based on current statutes and regulations and may be changed periodically. Entering students should contact the Financial Aid Office early in the admissions process to discuss eligibility requirements, to obtain forms and to obtain up-to-date information on the various aid programs. Continuing students must file applications each spring.

Scholarships and awards are available. Consult the College catalog or the Financial Aid Office for further information.

**Contact information: Colston Hall, Room 504 718.289.5700**

## **ACADEMIC GRIEVANCES AND APPEALS**

Students may appeal their probationary or suspension status to the Appeals Agent of the Committee on Academic Standing (CAS). Students should contact the Office of Student Affairs to find out who is the current appeals agent. Appeals are intended for students who have WUs that could be converted to Ws, or for students who have poor academic grades that are older than 7 years and who have shown academic progress seven years after those grades were earned. FIN grades are resolved with the instructor who issued the grades. Usually, a student has 10 weeks into the semester following the semester in which the grade was given to resolve the INC grade, but an instructor may file an extension form to allow a student more time.

### **COMMITTEE ON ACADEMIC STANDING (CAS)**

The Committee on Academic Standing formulates policy on matters regarding the maintenance of matriculation, grading structure, satisfaction of requirements for degrees and certificates, and advanced standing. It adjudicates and takes final action on waivers of suspension, statute of limitation and administrative grade appeals. Communications with the Committee should be made through the Registrar, who serves as its Executive Secretary. The College Community may review a copy of the Codification of Academic Rules and Regulations on the College website.

### **Waiver and Promotion Committee**

The Waiver and Promotion Committee hear appeals of students who have exhausted their attempts in Radiology (RAD) courses and may no longer continue in the program. If you feel you have extenuating circumstances surrounding your failure and wish to make an appeal, please write to the Waiver & Promotion committee setting forth your case. Appeals will not be considered without written documentation of mitigating circumstances. Appeals will be evaluated by the Waiver and Promotion Committee of the department. Each appeal is different, and decisions are based on an evaluation of each student's record and mitigating circumstances as presented by the student. It is not within the scope of the committee to hear appeals regarding change of grades or requests to retake portions of a course (ex. Final examinations). Please refer to appendix (G) for the procedure of appeals and sample letter.

## **GRIEVANCE PROCEDURE**

### **Grievance Procedures for the Radiologic Technology Program**

A grievance is defined as a claim by a student that there has been a violation, misinterpretation, or inequitable application of any existing policy, procedure, or regulation.

### **Informal Grievance**

The informal grievance procedure should, in general, be the first attempt to solve a student's complaint that is specific to the Radiologic Technology Program. Students may also choose to file a formal grievance. These guidelines should be followed by students and program personnel to address problematic issues.

1. Attempt to address the problem at its source – (within 3 business days). First, take steps to resolve the problem with all parties involved to rectify the problem without outside intervention, if appropriate.
2. If step 1 does not provide resolution, seek assistance from a member of the faculty. Present objective documentation and a faculty member will attempt to find a resolution in 1 week. Note that the faculty member may escalate the situation, consistent with the CUNY and BCC policies, depending on the severity of the issue and applicable regulations.

3. If the student is not satisfied with the outcome from step 2, they may seek the assistance of the Clinical Coordinator (for clinical complaints) or Program Director (for non-clinical complaints) who will gather information from all parties. The Program Director or Clinical Coordinator will document the situation and attempt a resolution to the student within 1 week of gathering all information.
4. If the above attempts have not resolved the issue, the student should request a hearing with the Radiologic Technology Program Director. At this level, all proceedings will be documented and kept in the student's personal file within the program. The decision of the Program Director is conclusive and final and will be rendered within 10 business days. If the student is still not satisfied, formal grievance procedures will be employed.

### **Formal Institutional Grievances**

When a student believes he or she has been subjected to unfair or improper action or denied his/her rights by a member of the BCC community, he/she may use the BCC Grievance Process to address the concerns. Students initiating a Grievance shall be free of any retaliation from any faculty or staff person. Radiologic Technology students may choose to initiate a grievance either by using the formal complaint form (Attachment D) or by engaging directly with the appropriate person/process.

### **CONTACT PERSONS**

For issues concerning Discrimination, Sexual Harassment or Title IX, contact the Title IX Coordinator and Chief Diversity Officer, Jessenia Paoli, Language Hall (LH) Room 31, 718-289-5288, [jessenia.paoli@bcc.cuny.edu](mailto:jessenia.paoli@bcc.cuny.edu) or Public Safety Director, Loew Hall (LO) Room 505, 718-289-5923; 718-289-5930

For issues concerning student conduct, contact the Associate Director for Judicial Affairs/Student Conduct Officer, Ana S. Molenaar Location: Loew Hall(LO), Room 416, 718-289-5630, [ana.molenaar@bcc.cuny.edu](mailto:ana.molenaar@bcc.cuny.edu)

For other student issues or concerns contact the campus Ombudsperson Dr. Stephen Powers, Department of Education and Academic Literacy, Colston Hall (CO) 431, 718-289-5469, [stephen.powers@bcc.cuny.edu](mailto:stephen.powers@bcc.cuny.edu)

### **Other Important Items:**

- Student-conduct complaints: See Campus Policies and Procedures section of catalog (pages 62-77 in the 2020-2021 College Catalog). <http://www.bcc.cuny.edu/wp-content/uploads/2020/09/college-catalog-2020-2021-final.pdf>
- Grade appeals/complaints: See process in the BCC Codification/Academic Rules and Regulations at the link below (pages 35-37). <http://www.bcc.cuny.edu/academics/academic-rules-regulations/>

## PARALEGAL AND LEGAL STUDIES INTERNSHIP INFORMATION

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The purpose of the Paralegal and Legal Studies internship is to allow you to experience work in a legal setting before you graduate. Students may do an internship in their second semester or in their senior year. A required CWE 31 (College Work Experience) course must be taken with the internship. You must speak with the Office of Career Development (<https://www.bcc.cuny.edu/campus-resources/career-development/>) or the Director of the Paralegal and Legal Studies program to discuss the internships that are available. If you are currently working in a law firm, you must speak to us to have your work site pre-approved. Our program has established a variety of internships – public and private—to meet the interests of our students. Make an appointment to discuss with the Office of Career Development or the Director of the Paralegal Program about what you hope to accomplish with an internship. In the meantime, draft your resume so it can be reviewed. Sample resumes will be provided for you to review.

### Internship Objectives

- Provide the student with a meaningful, practical experience in a professional law setting
- Assist the student in clarifying career goals
- Assess readiness to enter the law profession
- Provide the student an opportunity to refine professional skills and apply classroom skills and knowledge
- Acquire specific task-related skills for inclusion in the students resume
- Develop skills and experience in conducting a job search, including identifying career goals, preparing a resume, interviewing, and gathering information on prospective employers
- Become thoroughly acquainted with business, legal, or governmental work environments
- Gain an understanding of attitudes and work habits that ensure a successful paralegal career
- Develop professional-level skills in oral and written communication
- Acquire a sound, contextual understanding of legal and professional ethics, such as client confidentiality, conflict of interest, and the unauthorized practice of law
- Learn to interact effectively with supervisors, co-workers, clients, and professional outside of the internship office
- Develop a first-hand understanding of law-related office organization and internal systems, such as timekeeping, billing, ad file management
- Gain first-hand insight into current career options
- Acquire a wider range of professional contacts for future career development
- Create a portfolio of work samples (or writing samples) for the students' job search
- Learn to manage time effectively and to account for time worked in an office setting
- Obtain a professional reference and recommendation for future employment

### Internship Eligibility

1. You must be a paralegal / legal student
2. You must have completed all lower level core paralegal / legal studies courses



### Internship Application Process

1. Student internships will be coordinated by the director of the paralegal program in conjunction with the Office of Career Development.
2. Students are required to enroll in a CWE 31 (College Work Experience) class in conjunction with their internship the college work experience class meets once a week and will provide students with training in resume, cover letter, as well as developing students' ability to successfully interview and acquire potential internships.

### Internships Requirements

1. Course syllabus – The expectations, submission requirements and deadlines are discussed in the course syllabus.
2. Internship hours – Students are expected to work a 75-100 hours per semester at the agency.
3. Supervisor Evaluation- Students are responsible to make sure that your internship supervisor completes the Supervisor Evaluation of Intern Form and students submits it to the Paralegal and Legal Studies Program Director

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# ACADEMIC POLICIES AND PROCEDURES

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## **ATTENDANCE:**

Class attendance and participation are significant components of the learning process and plays a major role in determining overall student academic achievement. Therefore, students are strongly encouraged to attend and participate in all class sessions in which they are registered. Excessive absences will adversely affect a student's class participation credit and final grade. As such for every 2 absences, students will lose 1% of the 10% allocated as part of their class participation/attendance grade. In addition, every 2 lateness equals to 1 absence. Due to the nature of this course, you should make every effort to attend each class on time as it is very difficult to catch up later. Lateness is very distracting to the class and it will affect your participation/attendance grade as stated above.

## **ACCOMODATIONS/DISABILITIES:**

Bronx Community College respects and welcomes students of all backgrounds and abilities. In the event you encounter any barrier(s) to full participation in this course due to the impact of a disability, please contact the disability Services Office as soon as possible this semester. The Disability Services specialists will meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations for this course. You can reach the disability Services Office at: [disability.services@bcc.cuny.edu](mailto:disability.services@bcc.cuny.edu) or at Loew Hall, Room 211 or by calling 718-288-5874.

## **Policy on Academic Integrity:**

Bronx Community College has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the **BCC Policy on Academic Integrity**. A copy of this document is available in the **Bronx Community College Catalog, 2020-2021 (Pages 81-84)**. You should make the effort to read this policy at <http://www.bcc.cuny.edu/wp-content/uploads/2020/09/college-catalog-2020-2021-final.pdf> since it applies to all of your classes.

By enrolling in this class, you have agreed to observe responsibilities described in this document. Students who violate College rules on academic integrity are subject to disciplinary penalties ranging from failure in the course to dismissal from the college. Since dishonesty harms the individual, all students and the integrity of the college, policies on academic integrity will be strictly enforced.

### Calculators, PDA's, Cell Phones Etc. ...

**Cell Phones, Smartphones, Smartwatches, and other personal digital assistant** are **not allowed** to be used during class or on exams. In fact, all cell phones and other PDAs are to be **TURNED OFF BEFORE** class and to be put away. This means that it should not be on your desk or in your immediate vicinity.

**Note: Points off the final grade will be deducted for the usage of the devices at the discretion of the instructor. The instructor will let you know of his/her policy.**

### Evaluation & Requirements of Students – Conduct of the course:

Classes will consist of part lecture and part class discussion. It is expected of every student to **read the text prior to attending** each class session. This is necessary so that students can participate in the class discussion. **Hence, the way to earn the class participation credit which part of the final grade.**

**Homework assignments are expected to be completed on time.** Assignments will be directly from the text. It is strongly recommended that the student obtain a quality paperback law dictionary to assist in the definition of legal terminology, phrases, and concepts. Assignments, when requires to be submitted, will be on 8 ½" X 11 stapled together if more than one page. It is your responsibility to submit them on time. NO LATE homework assignments will be accepted. Students are encouraged to ask questions on any matters that are not clear to them.

# WITHDRAWAL FROM COURSE OR INSTITUTION

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## **Withdrawal from a course**

### **Time constraints on withdrawals**

Students wishing to withdraw from any course in which they are registered, may do so at any time after the third week and prior to completion of the last day of instruction for the course.

### **Procedures for withdrawal**

The student who chooses to withdraw from a course should consult with the instructor, should speak to an academic advisor, and should consult with Financial Aid prior to course withdrawal.

### **Withdrawal grades**

#### **Grades issued upon initiation of course withdrawal procedures shall be as follows:**

Through the end of the registration period a grade of WD assigned. The date of the end of the registration period is determined by the Registrar's Office. After the end of the registration period and through the last day of classes, a grade of W is assigned.

## **Reinstatement to a Course**

### **Procedure**

Reinstatement to a course after a student officially withdraws from the course may be instituted by the instructor after deliberation with the student. The procedures for implementing reinstatement shall be established by the Registrar's Office.

### **Unofficial Withdrawal**

A grade of "WU" is to be assigned to students who participated in an academically related activity at least once, completely stopped participating in any academically related activities, any time before the culminating academic experience of the course, i.e., final exam, final paper, etc., and did not officially withdraw. No impact on GPA (effective Fall 2021).

## **Withdrawal from the College**

### **Procedure prior to end of registration**

Students wishing to withdraw from the College prior to the end of the registration period, must do so through CUNYFirst by dropping all of their classes.

### **Procedure prior to eleventh week of classes**

Students wishing to withdraw from College after the end of the registration period, must do so through CUNYFirst by dropping all of their classes. This procedure is effective through and including the last day of classes.

**Withdrawal Grades**

Students who officially withdraw during the program adjustment or refund period will have no grade including “W” print on their official transcript. Students who officially withdraw after the Financial Aid certification date during the program adjustment or refund period will have the administrative grade “WD” or “WN” recorded in the enrollment record of the dropped course. Please see the 2020-2021 College Catalog, <http://www.bcc.cuny.edu/wp-content/uploads/2020/09/college-catalog-2020-2021-final.pdf>, pages 40-42 for information on Registration and Student Records.

**Re-admission after Withdrawal**

Students may reenroll after one semester withdrawal by meeting with their advisor and registering for classes. Students who are absent more than one semester will need to apply for re-admission through the Registrar's Office.

# CONCLUSION

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**YOU ARE NOW POISED TO START YOUR ACADEMIC CAREER AS A PARALEGAL AND LEGAL STUDIES MAJOR. WE INVITE YOU TO SEEK OUR PROGRAM ASSISTANCE AS YOU MOVE FORWARD AND ENGAGE IN OUR CURRICULUM. WISHING YOU ALL THE BEST IN YOUR FUTURE ENDEAVORS. WELCOME ABOARD!**

LAW IS NOT LAW, IF IT VIOLATES THE PRINCIPLES OF ETERNAL JUSTICE

- Lydia Maria Child

