SUFFOLK COUNTY COMMUNITY COLLEGE
ABA REAPPROVAL SITE VISIT
MAY 22-23, 2002

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Suffolk County Community College has applied to the American Bar Association for reapproval of its Paralegal Studies program. The program began in the Fall of 1978 and was initially approved by the ABA in 1986 and has been reapproved, the most recent being in December, 1998. This reapproval visit was conducted on May 22 and 23, 2002, and consisted of the following activities on two campus sites. There are no paralegal courses offered at the Eastern campus.

- Visit with class on Partnerships and Corporations
- Meeting with John Ammerman, Paralegal Coordinator, West Campus, Dr. Phillip L. Chirch, Interim Dean of Faculty, Ammerman Campus; Dr. Ronald A. Feinberg, Paralegal Director, Ammerman Campus; John E. Pryputneiwicz, Executive Dean, Ammerman Campus; and Steven Saltzman, Academic Chair, Business, Ammerman Campus
- Tour of Ammerman Campus Library and meeting with Kevin McCoy, Law Librarian and Luisa Reichardt, Campus Head Librarian
- Meeting with David Bergen, Dean of Student Services, Ammerman Campus, Sylvia Camacho, Director of Career Services, Ammerman Campus; Michelle Cusumano, Admissions; Anna Flack, Registrar; Jeffrey A. Lang, Director of Admissions, Ammerman Campus; Naomi Phelps, Associate Dean of Student Services, Ammerman Campus; and Kate Rowe, Executive Director, Admissions
- Meeting with Robert L. Arrigoni, Executive Dean for Curriculum and Instruction, and Dr. Phillip L. Chirch, Interim Dean of Faculty, Ammerman Campus;
- Meeting with Salvatore J. LaLima, President, Suffolk County Community College, and Dr. James F. Canniff, Academic Vice President, Suffolk County Community College
- Meeting with current paralegal students
- Meeting with paralegal faculty
- Meeting with paralegal graduates
- Meeting with Paralegal Advisory Board
- Visit with class on Business Law
- Meeting with Joanne E. Braxton, Executive Dean, Western Campus, Dr. Theodore Hanley, Dean of Faculty, Western Campus; Beverly Hellman, Academic Chair, Business, Western Campus; and Dr. Randolph H. Manning, Assistant Dean of Faculty for Business, Western Campus
- Tour of West Campus Library and met with Joyce Gabriele, Librarian, Francis Parrella, Librarian, and Dr. David Quian, Head Librarian, West Campus.
- Meeting with Stilwyn Brown, Assistant Director of Admissions, West Campus; Kathryn R. Payette, Director of Admissions, West Campus; Mohini Ratna, Career Services Counselor, West Campus; Meryl S. Rogers, Associate Dean of Student Services, West Campus; and Annette Wyche, Career Services Coordinator, West Campus.
- Meeting with Steven F. Schrier, Vice President for Legal and Planning, and Dr. Michael Weissberg, Vice President for Student Affairs
SECTION I: GENERAL INFORMATION

Suffolk County Community College of the State University of New York was founded under the administration of a nine-member Board of Trustees in 1959. Suffolk County Community College curriculums are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree as established by the Board of Regents of the University of the State of New York, as well as the One-Year Certificate of Completion. The College is a member of the American Association of Community and Junior Colleges and the Middle States Association of Colleges and Secondary Schools.

SECTION II: ORGANIZATION

G-201

The Paralegal Studies Program offers an Associate in Applied Science Degree as well as a Paralegal Studies Certificate. There are currently 60 full-time and 113 part-time students, at both campuses. Approximately 70 students are at the Western campus and approximately 100 students are at the Ammerman campus. The objectives of the program are clearly set forth in the material describing the program. This program is designed “to prepare individuals as legal assistants in law-related occupations. Such individuals will be prepared for employment opportunities in private law offices, the insurance industry, governmental agencies and court systems, as well as the contract or legal departments of various business enterprises.” Since its inception, the program has graduated 1,250 students.

The program is part of the Business Department. The Business Department submits a budget in the same manner as the other departments. Budgetary needs of the program are determined by the Academic Chair and Dean of Faculty after consultation with the program faculty. Capital equipment, instructional supplies, rentals, travel and repairs are included in the Business Department budget.

Faculty salaries, maintenance and furnishings are part of the College-wide budget. The Dean of Faculty is advised of its approval and advises the Academic Chair who makes appropriate requisitions.
The program director, Dr. Ronald A. Feinberg, is a faculty member in the Business Department. He reports directly to the Academic Chair of the Business Department, and John Ammerman, Program Coordinator of the West Campus reports to the Academic Chair for Business, West Campus. The College administration is very supportive of the program.

The College now mandates a program review every five years. The office of the Academic Vice-President reviews the program. There will be a formal review of the Paralegal Program in the Fall 2002.

The College has many college-wide, Division and Department committees. Members of the paralegal faculty are active participants in the college community as well as members of committees at various levels. The College Committees include Faculty Senate, Academic Standards, Student Club Advisors, Academic Appeals, Curriculum Committee, Student Department1 General Education Committee, and the Computing Committee. Liaison Committees include the Curriculum Committee, Student Advisement, Peer Evaluation Committee, Book Selection, and Peer Personnel.

G-203

The site team met with approximately half of the Advisory Committee which consists of 27 members and ably chaired by Judge Joseph Farneti. There exists written guidelines governing this committee’s activities. The members are appointed by the Vice-President for Academic Affairs for a two-year term, which can be renewed. Subcommittees have been formed in the areas of Faculty, Curriculum, Placement, Public Relations, and Honors. The members appear to be very knowledgeable of the program and are enthusiastic.

The Paralegal Studies program has a full and active advisory committee. The advisory committee consists of practicing lawyers, legal assistants from both public and private sector, a paralegal manager, faculty and school administrators and members of the general public.

The advisory committee meets a minimum of twice per year, holding a third meeting during the year when necessary and appropriate. Complete minutes are kept of all meetings. The committee’s ties to local associations and the community keep them advised of trends in the career and in the local field. The advisory committee is active in reviewing all aspects of the Paralegal Studies program and the director of the Paralegal Studies program relies heavily on the advisory committee’s input.

The meetings are only attended on an average by 50 percent of the members. Thought should be given to reviewing the number to those who attend while not affecting the Guideline requirements for membership.
Further, the minutes reflect that the meetings are director driven. The team recommends that the subcommittee have chairs to report their work. Realizing that a strong advisory committee can be extremely useful to the program, the site team recommends that the Advisory Committee be more pro-active in developing a long-term plan to include discussion of a Legal Studies Department to include Paralegal, Criminal Justice, Pre-Law, and the emergence of a new program in Nurse Paralegal.

The Team had concern with the Advisory Committee's decision not to formally respond to the recommendations of the previous site team to combine Intro to Law and Intro to Paralegal and add a semester of Legal Writing (Recommendation 5 & 6). It appears their decision may have been either director or contract driven not an independent decision of the committee.

G-204

As stated in the College's Policy Statement, "Suffolk County College is committed to providing equal opportunity through its admissions and academic policies and through affirmative action employment practices and shall not discriminate against any person because of sex, race, color, creed, religion, age, marital status, veteran status, national origin, sexual preference, or physical handicap". The College is fully committed to promoting equal opportunity in the recruitment, hiring, promotion, and treatment of all employees at all levels and within its units. Affirmative action will be undertaken to insure representative pools of candidates for professional positions.

However, in the faculty area, the team noted that there were no racial minorities and only five women teaching in the program for each of the past four years. The team suggests the College improve their ratio in future hiring.

G-205

It appears that the salaries of full-time and adjunct faculty are sufficient to attract and retain well-qualified staff. These salaries are comparable to those in other departments and in other local programs. Support staff is adequate and instructional support is sound. Funds should be allocated to install Westlaw in the program.

SECTION III: EDUCATIONAL PROGRAMS

G-301

The site team concluded that the educational program was excellent based on a review of the curriculum, syllabi, faculty, students, and graduates who were well-satisfied with the program and subsequent placements. There is now in place a program for student, graduate, and employer surveys. In July, 2001, a survey was done on 1,022 graduates which reflected a much more positive result than in prior surveys. An employer survey was also mailed in August of 2001. The team noted that the contract negated not only student reviews of faculty but prohibits the enforcement of faculty attendance at advisory meetings.
There are eight full-time and twenty adjunct faculty teaching various courses. There are no minority faculty members. Students and graduates indicate practical skills and ethics are emphasized in each course. The syllabi now reflect practical skills assignments and course objectives.

The program provides access to LEXIS but not Westlaw, which is used in most law offices in the New York area. The program is also placing emphasis on other technical aspects including the Internet.

The general education requirements of the Guidelines are met through the admissions personnel and director/coordinator but the program does not grant exemption for General Education requirements. Courses are taught in 90 minute increments, with one break, thus satisfying the 45-hour requirement.

A system of pre-requisites is in place for the legal specialty courses with “blockage” at the Registrar’s office. Students are also counseled by the director as to the importance of maintaining the proper sequencing which is continually emphasized to the students.

The College has articulation agreements with State University of New York College and several private schools outside the SUNY.

G-302

The program offers a generalist education with coverage in many legal specialty areas. No legal specialty courses are offered through alternative means. The program accepts legal specialty transfer credits only from ABA approved programs.

G-303

The College offers two programs of study, an Associate of Applied Science degree, which requires a total of 67 credits, and a Certificate requiring a total of 33 credits. Both require the following Legal Specialty courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Paralegal Studies</td>
<td>3</td>
</tr>
<tr>
<td>Partnership and Corporation Law</td>
<td>3</td>
</tr>
<tr>
<td>Legal Research</td>
<td>3</td>
</tr>
<tr>
<td>Civil Litigation</td>
<td>3</td>
</tr>
<tr>
<td>Law of Property</td>
<td>3</td>
</tr>
<tr>
<td>Estates, Trusts and Wills</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>21</strong></td>
</tr>
</tbody>
</table>
Electives that are also legal specialty courses include: Law Office Management, Paralegal Internship, Domestic Relations, Negligence and Investigation, and Estate and Gift Taxation. The other electives offered are not considered legal specialty courses.

Additionally, for the Associate degree, the following General Education courses are also required:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Freshman Composition</td>
<td>3 credits</td>
</tr>
<tr>
<td>Advanced Expository Writing</td>
<td>3 credits</td>
</tr>
<tr>
<td>State and Local Politics &amp; Government</td>
<td>3 credits</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3 credits</td>
</tr>
<tr>
<td>Math/Science Electives (2 courses)</td>
<td>6-8 credits</td>
</tr>
</tbody>
</table>

Total: 18-20 credits

**SECTION IV: FACULTY**

G-401

The program leadership is comprised of a program director and a program coordinator. Both are knowledgeable about paralegal education. Dr. Ronald Feinberg is the program director and is based on the Ammerman campus. He is an attorney with a Ph.D. in Education. Dr. Feinberg has been the program director and professor of Business Law since January of 1996. He is respected and appreciated by the students and is readily available to them. He has employed paralegals in his private practice. John Ammerman is a professor of Business Law and the program coordinator based on the Western campus. He has been involved with the program since 1988. The students like him and find him easy to talk with.

There are eight full-time faculty in the program who are dedicated and have experience working with paralegals. They are members of a strong union whose contract until recently prohibited student evaluation.

The adjunct faculty are practicing attorneys who employ paralegals. The students noted that they were available when needed. Adjunct faculty are certified to teach each paralegal course by a College wide certifying body. Once certified, the courses are offered to adjunct faculty based on seniority. The faculty are well respected by the students.

There is an obvious lack of diversity in the faculty versus that of the students.

As with the full-time faculty, the adjuncts are unionized and are not required to attend faculty meetings, be evaluated by students, or maintain office hours. The site team is concerned with these conditions which could erode the Guidelines, if continued. The site team is also deeply concerned with the apparent lack of professionalism by a certain element of the faculty who continually are absent at faculty meetings. It is recommended that this issue be addressed by the administrators before it becomes more troublesome.
Meetings of the faculty have been held twice a year and minutes reflect constructive discussion among those who attend (about 40%).

There has been no recent recruitment or ads for paralegal faculty, but other college advertisements reflect language regarding equal opportunity

G-402

Dr. Feinberg is the program director and Professor Ammerman is the program coordinator at the Western campus. Each receives three hours of reassigned time per semester. The normal teaching load at the College is 15 hours per semester. The program director and coordinator spend 30% of their time on legal assistant program duties, 20% on non-program related activities, and 60% teaching. Each presently has a one-course reduction. They define major program objectives with the advisory committee, submit budget requests to the Academic Chair and supervise expenditures of funds. Both advise students at their respective campuses and work with the Long Island Paralegal Association and Suffolk County Bar Association. Both regularly attend national and regional meetings of AAfPE which is financially supported by the College. They also coordinate the internship program and placement with the Director of Career Services. They work well together and provide the program with excellent leadership and direction.

For budgetary reasons, Dr. Feinberg’s six hours of reassigned time each semester was reduced to three. It is recommended that the additional six hours of reassigned time be afforded to Dr. Feinberg beginning in the Fall.

G-403

Each faculty member is provided with funds to attend conferences and seminars. Paralegal faculty generally use their travel money for continuing education seminars offered by the New York State Bar Association, the Suffolk County Bar Association, and the Long Island Paralegal Association. In-service training is provided continually by the College especially in technology.

Secretarial assistance is available on both campuses. The program director and program coordinator find such assistance to be adequate to meet the needs of the program.

SECTION V: ADMISSIONS AND STUDENT SERVICES

G-501

While the school has open enrollment, the Paralegal Studies program is considered a restricted program with specific requirements that must be met for acceptance into the program. The two campuses that offer a Paralegal Studies curriculum (the Ammerman and Western campuses) have analogous admission requirements.
For admission to the Associates Degree program, entering students must:

- Have an 80 high school average,
- Regents English;
- Strong reading and writing skills; and
- A combined score of 1000 on the SAT or a composite score of 21 on the ACT.

Continuing students must have 12 credits with a 3.0 GPA which include a B or better in EG11 (Standard Freshman Composition) and BL40 (Introduction to Law). Although it is not required, many of the students participate in an interview with the Admissions Office and the Paralegal Studies program coordinators prior to their acceptance into the program.

Students who do not meet the admission criteria may be admitted to the program on a provisional basis. Such student's performance is regularly reviewed until they meet the appropriate criteria, at which time they are fully admitted into the program.

For admission to the Certificate program, students must:

- Have completed a B.A., B.S., A.A. or A.S. degree; or
- Have significant law-related experience; and
- 18 liberal arts credits.

For students to meet the criteria of significant law-related experience, they must be employed in a law firm or law atmosphere for 5-10 years with work-related tasks progressively more paralegal oriented. The significant law-related experience criteria are discretionary and ultimately judged by the Paralegal Coordinator for the respective campus to which the candidate is applying.\(^1\)

The student body consists of a diverse group of individuals with equally diverse educational backgrounds. The program typically has a student population consisting of individuals returning to the workforce after raising families, individuals looking to make career changes and students continuing their post-high school education. Many of the students of the A.A.S. degree go on to receive a bachelor’s degree. Because SCCC is part of SUNY, higher education opportunities are numerous. Many of the current students have aspirations to go on to law school.

The students appear to be highly motivated and dedicated to their course of study. The students are all very encouraged by all of their professors and administrators.

\(^1\) John Ammerman indicates that allowance for significant law related experience has not been requested/made in at least 7-10 years.
The Student Services administration has a strong network of support available to students. Career counseling is available and aggressively marketed to all students. The career counseling, coupled with advising from the paralegal coordinators, assists students in finding short-term employment and internships during the students' education, as well as post-graduate placement.

Student Services provides a comprehensive orientation to all students of the school. The paralegal coordinators meet with the paralegal students to review job requirements, opportunities and restrictions on the practice of law by non-lawyers. The formal career counselors' services are supplemented by the program coordinators, who also meet with students to assist with the student's curriculum and development.

The college offers orientation to the entire student population. Orientation to the Paralegal Studies program is offered individually through the coordinators on an informal basis. The site team recommends that a formal paralegal orientation be instituted into the program.

The school offers job listings through job boards and a computerized job-matching program. The college hosts many job fairs for on-campus recruitment of students. The Career Services department also works with students to provide co-ops and internships for all students, including Paralegal Studies students. The co-ops and internships provided by the Career Services department are in addition to the internship offered directly through the program.

The Career Services department also offers students resource rooms. The resource rooms provide computer-assisted career guidance systems to assist in assessing job seeking skills. The resource rooms provide access to career websites, books and other materials for career training and fax machines and telephones for students to call employers or fax resumes.

The Paralegal Studies Program requires students to prepare a resume. The resume is reviewed by faculty and worked through with students. The Paralegal Studies Program also allows students to participate in mock interviews and video-taped interviews and provides students with feedback on their interviewing skills.

Many of the students are offered permanent positions through their internships. Many students choose to continue their education towards a bachelor degree at one of the many programs with which the school has articulation agreements. Other students maintain legal employment throughout their studies and are able to continue their employment.

Placement records are maintained by the program coordinator. Updates to the information are solicited through student surveys. Graduate surveys are conducted every January for graduates from the prior year; all graduates are surveyed every four years. Employer surveys are conducted every June for employers of recent graduates; all employers of program graduates are surveyed every four years.
SECTION VI: LIBRARY

Libraries on both campuses offer students a wide array of textbooks, manuals, statutes and case books. Each library has sufficient staff familiar with the legal materials contained within the library; the site team met with the law librarians and general librarians for each campus, all of whom are dedicated to the continued growth of the legal collections of their respective libraries. In addition to their campus libraries, all students have access to the Central Islip Supreme Court library, which is approximately 15 minutes from the Ammerman campus, should students wish to seek out additional materials.

Materials for the Paralegal Studies program are contained within each campus' general library, which are open significant hours during the school year. The libraries are also open during the summer with reduced hours which correspond to the school's summer curriculum.

Both campuses maintain current volumes of New York State Statutes, McKinney's Consolidated Laws of New York and New York Consolidated Law Service Session Laws, New York Reports, New York Supplement, United States Code and Supreme Court Reporter. The libraries also maintain sufficient current Federal and state digests, as well as a number of Federal and state encyclopedias. The libraries also maintain an array of texts, practice manuals and form books related to the program's curriculum. The site team does recommend that the school to invest in a wider variety of form books. The libraries maintain sufficient legal periodicals, including local and New York State bar journals and professional paralegal periodicals. The libraries have texts on the role of paralegals and the paralegal profession. The libraries have a few different law dictionaries available to the students.

All students are required to complete a legal research course. The legal research course familiarizes students with the library and how to use the legal resources. The site team recommends that the legal research course be taught in the library, specifically on the Western campus where there is more than adequate classroom space available.

The school offers Lexis-Nexus to all students; students are trained during the Legal Research course on the use of Lexis-Nexus. Students access Lexis-Nexus through the internet via school password, which is changed once a month for security purposes. The librarians at each campus are responsible for informing students of the current password. Each campus library has one computer dedicated to the use of Lexis-Nexus; both campus libraries have many additional, general use computers with unlimited internet access available to the students. Because the internet version is used, students can access Lexis-Nexus from any computer with internet access or even from home. While Lexis-Nexus training is important to students, the site team recommends that the school aggressively pursue a Westlaw contract as Westlaw is the preferred electronic legal database used in law firms.

The libraries also provide a wealth of online research tools through the school's and the program's intranets. The libraries also have a number of videos and career resources available to students.
SECTION VII: PHYSICAL PLANT

The physical plant at each campus is more than adequate to provide faculty and students the appropriate space and equipment for teaching and learning.

G-701

General classrooms at both campuses are spacious and properly equipped. Specialized classrooms are available to all faculty with a variety of specialized technical equipment. Both campuses have a wide variety of equipment and instructional materials available to faculty for use in teaching and presentation. Both campuses have individuals available to faculty to train and demonstrate the use of the equipment available to them. Among some of the equipment available to faculty are Smart Boards, overhead and computer projectors, video and audio equipment, color laser printers and a plethora of computers with Internet access.

Students also have a wide variety of equipment available to them. The law office management course affords students the opportunity to familiarize themselves with the use of the equipment most likely to be available to them in the paralegal work force. Computers with Internet access are abundant and very accessible to students for all of their course needs. Computer labs are available for classes and for individual student use.

G-702

Equipment maintenance and repair is provided generally through the school at both campuses. Both campuses also have individuals available to faculty and students to teach them how to utilize the available equipment, with special learning centers available to train individuals. Both students and faculty have sufficiently adequate storage and locker space, food service and lounges.

G-703

Faculty and staff have sufficient space to meet with students privately. Faculty maintain appropriate office hours. While adjunct faculty are not required to maintain offices hours, they are readily available to students, both during the business day and before and after class time. Adjunct faculty have access to office space and meeting rooms as needed. Both the director and the coordinator have adequate computer support. Secretarial support for faculty is more than sufficient to cover their needs.
RESPONSES TO RECOMMENDATIONS OF PRIOR SITE TEAM VISIT

1. Reassigned time should be continued for the program director and the program coordinator, and special attention should be paid to the following duties as set forth in 0-402: assuring the proper organization and operation of the Advisory Committee, maintaining liaison with the legal community, identifying and responding to the occupational and educational needs of the community, and handling placement or coordination of placement with the central placement office.

RESPONSE:

The reassigned time for the program director (Feinberg) was increased to six credits for the fall and six credits for the spring semesters beginning with the fall 1997 semester. It was reduced to three credits each semester beginning with the spring 2001 semester and has remained at three credits each semester. The director organizes the meetings of the advisory board each semester; maintains a liaison with the legal community through the speakers program for the legal society and the annual legal conference; conducts an annual survey of the employers of Suffolk Community College paralegal graduates; works very closely with the Career Services office to place the students into internships and paralegal jobs upon graduation, surveys paralegal graduates, and is responsible for ABA compliance.

2. The program director and program coordinator should meet monthly to discuss and coordinate the program on the two campuses.

RESPONSE:

The program director and coordinator meet very frequently and are in continued communication concerning the program.

3. Faculty meetings of full and part-time paralegal faculty from both campuses should be held every semester, with a planned agenda and minutes, to discuss issues and policies and allow for coordination on both campuses.

RESPONSE:

A meeting of full time and adjunct faculty is held each semester, varying the location between both campuses. An agenda is produced for the meeting and minutes are kept of the proceedings.
4. Lexis should be acquired for the Western Campus. Students should be required as part of the program to participate in the Lexis tutorial.

RESPONSE:

Lexis was acquired for the West Campus. Students are required to participate in the Lexis tutorial when enrolled in BL41 and BL80.

5. The program should consider combining the Introduction to Law and the Introduction to Paralegal Studies courses.

RESPONSE:

The advisory board considered merging BL40 and BL41 and after lengthy discussion and much consideration decided not to do so.

6. The program should consider adding a semester of Legal Writing, or making Legal Research and Writing a two-semester course.

RESPONSE:

The advisory board considered adding an additional course on either legal research or writing but decided not to do so at this time. The idea will be considered again at a future meeting.

7. The Admissions offices on both campuses need to be made aware of the 10% rule for waivers of the general education requirements for the certificate program.

RESPONSE:

The campus admissions' offices are aware of the 10% rule for waivers and work closely with the program director and coordinator when considering any unique student requests for admission to the program.

8. The College should review the policy regarding waivers in the certificate program, and consider alternative criteria for the waiver.

RESPONSE:

The advisory board revised the language in the college catalogue concerning the criteria for admission to the 433 program to clarify the alternate requirements for admission to the 433 program.
9. The College should support the program director and program coordinator in their attendance at national and regional conferences of the American Association for Paralegal Education.

RESPONSE:

Either the director or the coordinator has attended the national and regional meetings of the AASPE since October, 1997.

10. The program should require that students demonstrate adequate computer skills before graduation.

RESPONSE:

The legal computer applications formerly taught in IP30 are now covered in BL47. Paralegal students are advised to enroll in BL47 (law office management) wherein they must demonstrate competency with various legal software products.

11. Computers should be available in the office for the program coordinator and full-time faculty.

RESPONSE:

Both the director and coordinator have a computer and printer in their own offices.

12. The program should review course objectives to ensure that there is a consistency in course content and course assignments in every section of each course. The College should consider having specific adjunct faculty teach specific courses.

RESPONSE:

All the syllabi and objectives for the legal specialty courses have been reviewed by the business departments on each campus for consistency with the ABA guidelines; all course outlines must comply with the syllabi. The business departments make every effort, within contractual limitations, to assign specific courses to specific instructors.

13. The College should review the credentials of adjunct faculty to ensure that they have current experience with paralegals and currency in their field.

RESPONSE:

The resumes of all paralegal faculty members contain a list of their professional development activities and their working experience with paralegals.
14. The faculty needs to become more diverse in women and minorities.

**RESPONSE:**

No new paralegal faculty members have been hired by the college since 2000.

15. The program needs to conduct regular surveys of graduates, to determine the types of positions they are finding, and to assist in evaluating the program.

**RESPONSE:**

A survey of paralegal graduates was developed using a Scantron form and is sent each January to the previous years' graduates.

16. The program needs to conduct regular surveys of students to evaluate course content, and the program itself.

**RESPONSE:**

The college has implemented a mandatory college student evaluation program beginning with the spring 2002 semester. Paralegal courses are included.

17. The Advisory Committee should have regular, twice a year meetings, with planned agendas and minutes. The Committee should take an active role and discuss policies and issues as set forth in 0-203. The membership of the Advisory Committee should become more diverse.

**RESPONSE:**

The paralegal advisory board meets at least once each semester; an agenda is prepared and minutes are kept. All policies of the paralegal program are reviewed by the advisory board and implemented only upon their approval and the approval of the college. The members of the advisory board represent all of the categories in the ABA guidelines.

18. The program should consider offering paralegal courses during the summer and intercession.

**RESPONSE:**

During the summer, BL40 and BL41 are offered. Only BL71 and BL72 are offered during the winter session.
19. The program should enter into articulation agreements with four-year institutions to provide opportunity for students to achieve upward mobility.

RESPONSE:

The college maintains numerous articulation agreements with four-year colleges.

CONCLUSIONS AND RECOMMENDATIONS

The Suffolk County Community College Paralegal Program is an excellent education program. The program is guided by the dedicated leadership of Dr. Ronald Feinberg, Program Director, and John Ammerman, Program Coordinator. The Advisory Committee is composed of highly dedicated active professionals who give social guidance to the program. The program is well-supported by the administrators. Faculty are knowledgeable and well-respected by the students who also are well-satisfied with the program. Graduates are very pleased with the education and training received. The program enjoys an excellent reputation within the Suffolk County legal community.

The team recommends re-approval of the Suffolk County Community Paralegal Program to the ABA Approval Commission.

Recognizing that the ABA Guidelines establish minimum educational standards for paralegal programs, this team makes the following recommendations for consideration (G-106):

1. Advisory Committee: While the Advisory Committee provides excellent guidance to the program, it should become more pro-active and develop a long-term plan for the program and address such potentials as the creation of a Nurse Paralegal Program (G203(D))

2. The Advisory Committee should again review combining Introduction to Law and Introduction to Paralegalism as they appear to be duplicitous, and replace one with a Legal Writing course. (G-203(D))

3. While presently the program has an organized plan for graduate and employer surveys, it should insure they are done timely and improve the number of responses to these instruments. (G-301)

4. While the program has successfully emphasized computer skills, it should continue to expand and improve the instruction especially in the area of technology in the law office. The program should consider acquiring access to Westlaw based on its use in the workplace. (G-301(H), G-601)

5. Faculty meetings are poorly attended mainly due to the lack of contractual requirements. Both the administrators and the program director should address this issue. (G-401(E)}
6. The lack of student evaluation of faculty due to contract prohibitions must be addressed as this impedes the proper assessment of legal specialty courses and the program. (G-301 (E&F))

7. The program should strive to employ minority faculty. (G-401)

8. The director should be provided with six hours of reassigned time beginning in the Fall, 2002. (G-402)

9. Language in all catalogs and promotional materials must clearly identify that the program is for training legal assistants and not lawyers or legal administrators, and spell out the prohibition on the practice of law by non-lawyers. (G-501 (C&D))

10. The attendance at the Advisory Committee is less than 50%. The list of members should be reviewed to include those who have an active interest. Also the team recommends the sub-committees have chairs to meet and report their findings. (G-203(D))

11. Both the administration and the Advisory Committee should attempt to resolve the present faculty contract which presently does not require adjunct faculty to attend faculty meetings, maintain office hours, or be evaluated by students. Continuing this could erode the requirements of the ABA Guidelines. (G-201, 203(D))

12. A specific formal orientation program for paralegal students should be implemented (G-502)
June 27, 2001
College Administrative Offices

Ms. Merrilou Rauch
Approval Process Analyst
American Bar Association
Standing Committee on Legal Assistants
750 North Lake Shore Drive
Chicago, IL 60611

Dear Ms. Rauch:

Enclosed is one copy of the revised self evaluation report of the legal assistant program at Suffolk County Community College. One binder contains the report and college catalog; the other binder contains the exhibits. Thank you for granting us additional time to address the items contained in your letter to me, dated September 11, 2000.

Based on the reasons stated in my letter to you, dated December 4, 2000, and our hosting of a major two-day conference on “Mathematics for Law” in May 2001, which attracted over 200 attorneys, paralegals and judges, not all of the areas cited in your letter have been completely resolved at this writing. Most of the resumes have been updated to include the faculty member’s experience working with legal assistants and the faculty member’s professional growth activities. The survey of 1,022 graduates of our paralegal program has been revised and put on scantron; it is in the process of being mailed. This survey will provide information on our graduates for 1999, 2000 and 2001. The employer survey has also been revised and put on scantron, and will be mailed in August 2001 after we receive the results of the graduate survey. The employer survey will also be sent to all of our internship sites. Attached is a “Summary Response to your Request for Revisions” which describes how the information requested in your letter of September 11, 2000, has already been obtained or will be obtained by September 2001.

Your understanding and cooperation during our reapproval process is very much appreciated. Please contact me at the college (631) 451-4663 or at home (631) 491-5323 if you have any questions concerning the enclosed report.

Sincerely,

Ronald A. Feinberg
Director, Paralegal Program
Summary Response to Request for Revisions

1. The exhibits are located in one binder; the report and college catalog are located in another binder.

2. The date of the last interim report (September 1998) has been included in the report.

3. Organizational charts F2 and L2 have been added to illustrate the program and its relationship to the institution.

4. Actual budget amounts spent are indicated on Exhibit 3.

5. The roster of advisory committee members in Exhibit 5 lists the name of the employer for each member, including the paralegal manager and general public representative.

6. The GE designation has been removed from the courses that do not meet the ABA definition. The general education requirements are met as described in the report in the A.A.S. degree requirements for paralegal studies.

7. Courses offered in Fall 2000 and Spring 2001 have been added to the list.

8. The course outlines in Exhibit 14 have been revised to provide sufficient detailed information in the outline of subject area sections.

9. There is no Suffolk County Community College policy limiting the number of legal specialty credits that may be transferred into the program.

10. Students may not receive legal specialty credit by course challenge or examination.

11. A new more comprehensive employer survey has been developed and put on a scantron for analysis by computer. Written comments will still be compiled by hand. The survey will be mailed in August 2001 to those employers indicated in the responses to the graduate survey, to all previous paralegal employers and to all internship sites. No graduate survey was done in Spring 2000.

12. A new graduate survey has been prepared and also put on a scantron for computer analysis. Written comments will be compiled by hand. The survey is in the process of being mailed to all 1,922 graduates of the SCCC paralegal program.

13. Updated figures on the percentage of program graduates that have continued their education for the graduates since Fall 1998 will be obtained by the graduate survey currently being conducted.

14. The full names of the courses are listed in Exhibit 23. Courses offered in Fall 2000 and Spring 2001 have been added to the faculty roster.
15. The resumes were removed and placed in Exhibit 22.

16. Instructors who taught only law-related courses were removed from the roster in Exhibit 23 and Exhibit 24. We are obtaining resumes for Glickman and Ray.

17. Most resumes have been revised to include a description of the faculty member's experience working with legal assistants.

18. Most resumes have been revised to include a listing of the faculty members's professional growth activities.

19. The approximate cost incurred by students for books and other materials is $350 per semester.

20. Information on graduates for the years 1999, 2000 and 2001 will be provided in July 2001 when the current graduate survey responses are tabulated.
REVISED
SELF EVALUATION REPORT
OF THE
LEGAL ASSISTANT PROGRAM
(APPROVAL EXPIRES FEBRUARY 2001)

SUFFOLK COUNTY COMMUNITY COLLEGE

AMMERMAN CAMPUS
533 COLLEGE ROAD
SELDEN, NEW YORK 11784
(631) 451-4663

WESTERN CAMPUS
CROOKED HILL ROAD
BRENTWOOD, NEW YORK 11717
(631) 851-6770

APPLICATION FOR REAPPROVAL
SUBMITTED TO THE
AMERICAN BAR ASSOCIATION
JUNE 2001

Salvatore J. LaLima
President

Dr. Ronald A. Feinberg, Esq.
Program Director

John Ammerman, Esq.
Program Coordinator
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A. FACILITIES FOR PROGRAM
SECTION 1: GENERAL INFORMATION G-101 THROUGH G-107

A. Name, address, and telephone number of the institution.

SUFFOLK COUNTY COMMUNITY COLLEGE

Ammerman Campus
533 College Road
Selden, New York 11784
(631) 451-4663

Western Campus
Crooked Hill Road
Brentwood, New York 11717
(631) 851-6751

B. Accrediting agency by which the institution is accredited. Indicate date of most recent reaffirmation of accreditation and current status.

Suffolk County Community College curriculums are registered and approved by the New York State Department of Education. The College is authorized to award the Associate in Arts Degree, the Associate in Science Degree, and the Associate in Applied Science Degree as established by the Board of Regents of the University of the State of New York, as well as the One-Year Certificate of Completion.

The College is a member of the Middle States Association of Colleges and Secondary Schools. The Ammerman Campus, the Western Campus and the Eastern Campus are fully accredited by the Middle States Association. The College received its last reaffirmation of accreditation in 1997.

The Associate Degree Nursing program on both the Ammerman Campus and the Western Campus are accredited by the National League for Nursing. The Physical Therapist Assistant curriculum on the Ammerman Campus is accredited by the American Physical Therapy Association.

Suffolk County Community College is a member of the American Association of Community Colleges, the National Junior College Athletic Association, the American Association of Collegiate Registrars and Admissions Officers, the American Association for Paralegal Education, the National Association of College and University Attorneys, the National Association of Legal Assistants, the National

C. Indicate degree(s) and/or certificate(s) awarded for completion of the paralegal program or any of its options.

Upon completion of a two-year, full-time legal assistant program, students will receive an Associate in Applied Science degree (A.A.S.). Those students who already possess an associate's or bachelor's degree and complete a one-year, full-time legal assistant program will receive a Certificate of Completion.

D. Describe the location of the program and its courses. Is the legal assistant program or any of its courses offered at branch campuses or off-site locations? If yes, describe the operation of such program and/or course(s).

The legal assistant program approved by the American Bar Association is offered at the Ammerman and the Western campuses. Some courses are also offered at the Eastern Campus and at other off campus sites. Credit for courses at the Eastern Campus is given in the same manner that credit for college courses is given at any duly accredited institution of higher learning, with the difference that the course content at all three campuses is as described in the college catalog, thereby eliminating the step of evaluating the course as given at another institution for equivalency.

Each curriculum and course is part of the academic program of the College as a whole, even though a curriculum or course may be offered on only one of the three campuses.

Library and counseling services are available on all three campuses. The main placement office and the director are on the Ammerman Campus with satellite services available at the other two campuses. Although component courses may be taken at another campus, or even another college, for all practical purposes the program is offered to the students at the Ammerman Campus and the Western Campus.
E. Provide information about the following for each program option:

1. Date students first admitted.

2. Number of students enrolled each year for the past three years, or if this is a reapproval application, for each year since the date of the last report.
   a. full-time
   b. part-time

3. Number of graduates in each year since the inception of the program

4. Total number of graduates since the inception of the program

5. For reapproval applications, provide the effective date of the last approval by the House of Delegates and the date of the last report.

1. Students were first admitted to the legal assistant program in 1978.

2. Number of students enrolled in the legal assistant program since Spring 1996.

<table>
<thead>
<tr>
<th></th>
<th>Full Time</th>
<th>Part Time</th>
<th>Total</th>
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<tbody>
<tr>
<td>Spring 1996</td>
<td>31</td>
<td>187</td>
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<td>160</td>
<td>200</td>
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<tr>
<td>Spring 1997</td>
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<td>164</td>
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<td>Fall 1997</td>
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<tr>
<td>Spring 2001</td>
<td>53</td>
<td>135</td>
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3. Number of students graduated from the program in each year since the beginning of the program.

<table>
<thead>
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<th>Year</th>
<th>Graduates</th>
</tr>
</thead>
<tbody>
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<td>1989</td>
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</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Graduates</th>
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</thead>
<tbody>
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<tr>
<td>1991</td>
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<td>1999</td>
<td>60</td>
</tr>
<tr>
<td>2000</td>
<td>27</td>
</tr>
</tbody>
</table>

4. Total number of graduates since inception - 979.

5. The effective date of the last approval by the House of Delegates is February 1996. The last interim report was submitted to the American Bar Association in September 1998.

F. For reapproval applications, state each recommendation of the previous team report and after each recommendation state the actions that the program has taken in response.

1. Recommendation: The College needs a well-organized plan for assisting graduates in securing suitable employment. Career guidance should be continuous and at the conclusion of the program conscientious efforts shall be made to place graduates in legal assistant positions. G-503

Response: A paralegal placement manual was developed in cooperation between the legal assistant program and career services departments at West and Ammerman campuses. The submission of a resume and cover letter has become a requirement for the course “Introduction to Paralegal Studies (BL 41).” A
representative from the career services department regularly advises the paralegal students in "Introduction to Paralegal Studies (BL41),” “Paralegal Internship,” and at one scheduled meeting of the Legal Studies Club each semester. Full and part time paralegal vacancies are posted near the career services departments at the Western and Ammerman campuses and near the office of the program director. Plans are in progress to replace the current “Job Connection” referral service with a web-based service.

2. Recommendation: The library on the Western campus needs to include a Report for New York, covering the previous 25 years, and the appropriate Shepherd's; texts, practice manuals and form books in all areas of instruction; and state and local bar journals. G-601

Response: The Western Campus Library has acquired numerous legal texts, form books and multi-volume sets, established an account with Lexis, and initiated several subscriptions to paralegal periodicals.

3. Recommendation: The library on the Ammerman Campus needs to include local and state bar journals. G-601.

Response: The Library has initiated subscriptions to the Suffolk County Bar Association and New York State Bar Association journals.
SECTION II
ORGANIZATION AND ADMINISTRATION
G-201 through G-206

A. Describe need for program in community it serves:

1. For programs seeking initial approval: Describe how the need for the program in the community was determined. Provide a summary of the results of any feasibility survey(s) conducted as Exhibit I. If such assessment was not conducted, substantiate the basis for the decision to establish the program.

2. For programs seeking reapproval: Describe how the program continues to assess and respond to the needs of the legal community. If a survey has been used as part of this assessment, since the date of the last report, include a summary of the results as Exhibit 1.

Members of the college faculty are judges and attorneys, who are all members in good standing of local, state and national bar and professional associations. Members of the advisory committee include representatives of legal assistants employed in the public and private sectors, the judiciary, practicing lawyers, faculty and school administrators, as well as representatives of the general public. Past presidents of local and state bar associations and local paralegal associations have served and continue to serve on the advisory committee. These individuals have an active role in planning the Paralegal Studies Program and work closely with the faculty in the continuing evaluation and development of the program.

Through the cooperation of the legal community, a paralegal internship is available to students as an elective. Students are placed with private and public legal agencies and with law firms. The students meet regularly with a faculty member to discuss their placement, and receive practical and intensive supervised paralegal experience through voluntary work. In many instances, these voluntary placements become employment opportunities for our students. Feedback both from our students and their supervisors is instrumental in ensuring that the program provides students with job appropriate skills, and has helped foster community cooperation and interest in our paralegal program.

The College maintains a close cooperation with the Long Island Paralegal Association and the Suffolk County Bar Association. The continuing legal education arm of the Suffolk County Bar Association is the Suffolk Academy of Law. Our faculty members serve and have served as officers of the Academy of Law Board of Directors, course directors and course instructors.

Negotiations have continued with the Suffolk County Bar Association to have an officer of the SCBA executive board serve as a member of the College's paralegal advisory committee.
Plans are in progress to send brochures to members of the local legal community in Fall 2001 to advertise the College’s Paralegal Program, especially the internship course, and seek feedback for the Program and participation on the advisory committee.

In the Spring 2001 semester the paralegal program and the mathematics department on the Ammerman Campus sponsored a “Mathematics for Law” conference for legal professionals. During the two-day conference, thirty-five attorneys, judges and paralegals presented seminars, lectures and workshops to over 200 legal professionals from the New York metropolitan region. Brochures on the conference were mailed to regional law schools, law firms, paralegal programs, courts, government departments, high schools, AAFPE, Long Island Paralegal Association, Federal, State and local government representatives and all business and paralegal alumni of SCCC.

B. State the specific objectives of the program in terms of the educational results to be achieved and how those objectives are to be met, including the major tasks the students will be able to perform upon completion of the program.

This program is designed to prepare individuals as legal assistants in law-related occupations. Such individuals will be prepared for employment opportunities in private law offices, the insurance industry, governmental agencies and court systems, as well as the contract or legal departments of various business enterprises.

Through his or her studies in the courses listed, and under the supervision of an attorney, the student will be able to:

Introduction to Law (BL40)

a. brief a case, i.e., draft a capsule analysis of a pertinent case including facts, issues, holdings and rationale.
b. discuss and write in essay format issue spotting in hypothetical problems.
c. demonstrate a knowledge of the appellate court system.
d. demonstrate a working knowledge of the role of and differences between the civil and criminal court system.
e. recognize the motivation of the various elements in any case, i.e., defense, plaintiff, court.
f. respond to newly developed fact patterns with parallel reasoning.
g. discuss the historical background leading to the development of the legislation of statutes.
Introduction to Paralegal Studies (BL41)

a. describe the various functions that a paralegal performs in different areas of the law and the type of education needed to obtain a paralegal position;
b. identify and describe the various occupational groups and professional associations that paralegals come in contact with in their professional work;
c. compare the legal and ethical restrictions placed on paralegals;
d. analyze the organization of the federal and state court systems, and the procedural steps that are involved in litigating a dispute;
e. use legal terminology to describe basic legal concepts;
f. conduct basic legal research and analysis;
g. utilize basic skills in legal interviewing and investigation;
h. draft basic legal documents.

Civil Litigation (BL43)

a. ascertain the proper forum for a civil action;
b. draft a summons; demand for bill of particulars;
c. draft a complaint, an answer and a reply;
d. draft a request for Judicial Intervention;
e. draft a motion for summary judgement;
f. draft a notice for deposition and questions;
g. draft a statement of readiness and statement of issues.

Law Office Management and Practice (BL47)

a. establish a law office management system;
b. identify legal malpractice;
c. analyze law firm management and growth;
d. prepare timeslips, work with billing systems and utilize various accounting systems for law firms;
e. utilize time management systems for the law office;
f. implement different record management systems for the law office;
g. operate word and data processing systems, telecommunications and other law office equipment;
h. effectively communicate, both verbally and in writing;
i. cope with law office stress.
Paralegal Internship (BL50)

1. gain legal experience as a paralegal intern in a law-related area;
2. observe the functioning of a law office, and other law-related areas (local courts, banks, District Attorney, Legal Aid, County Attorney, Town Attorney, Insurance Companies);
3. observe how a paralegal interacts with other legal professionals (attorneys, judges, paralegals, legal secretaries, court personnel);
4. apply the legal and non-legal skills learned in the classroom to the legal environment.

Law of Property (BL75)

1. draft correspondence, contract, documents, deed, closing statement, and attend a closing on behalf of a seller of residential real estate;
2. draft the correspondence, review the contract, prepare documents for the closing, attend the closing and prepare the closing statement on behalf of a purchaser of residential real estate;
3. draft the mortgage note and mortgage, with closing documents on behalf of a lender in a residential sale.

Domestic Relations (BL78)

1. demonstrate a working knowledge of the requirements for entering into marriage in New York;
2. recognize the interrelationship of the laws of intestacy and domestic relations;
3. analyze the societal ramifications of the dysfunctional family;
4. enumerate the advantages of equitable distribution, including the ability to trace assets to be distributed under the current law;
5. demonstrate a working knowledge of the grounds for divorce and recognize the evidentiary problems created;
6. demonstrate a knowledge of the judiciary’s protection of children.

Legal Research (BL80)

1. use proper BLUEBOOK form to cite cases, statutes and other sources of legal authority;
2. analyze a fact situation, spot the legal issues involved and lay them out in logical order for research;
3. use digests, secondary sources and other finding tools to locate relevant legal authority in a law library;
4. use citators to update legal authority;
5. write a memorandum of law;
6. write a legal brief.
Negligence and Investigations (BL82)

a. demonstrate an understanding of the basic principles of the law of negligence and the law of torts;
b. interview and take statements from the parties involved in an accident;
c. prepare a coherent and well-organized investigative report of an accident;
d. prepare a case for trial;
e. assist counsel during the course of a trial.

Corporations and Partnerships (BL84)

a. draft General Partnership Agreements;
b. draft Limited Partnership Agreements and Certificates;
c. draft Certificates of Incorporation and other appropriate affidavits;
d. draft Legal Notices;
e. draft forms pertinent to various business organizations.

Estates, Trusts and Wills (BL86)

a. draft a Trust Agreement;
b. draft a Will;
c. draft a Small Estate Petition;
d. draft an Administration Petition and Supporting Papers;
e. draft Estate Tax Returns;
f. draft an Estate Accounting Petition and Supporting Schedules.

Estate, Trust and Gift Taxation (BL87)

a. complete a New York Estate Tax Return for an estate not required to file a Federal return, including all schedules;
b. complete a New York Estate Tax Return for an estate required to file a Federal Estate Tax Return;
c. complete a Federal Estate Tax Return;
d. prepare a motion to fix or exempt from Estate Tax;
e. secure Estate Tax Waivers and Release Estate Tax Lien;
f. secure Closing Letters for estate tax liability;
g. file State and Federal Gift tax returns;
h. file State and Federal Fiduciary Income Tax Returns;
i. develop a plan to comply with estate and gift tax laws to pay proper tax and avoid unnecessary payment of taxes.
Allen
Inert
C. Describe the affiliation with organized bar associations, paralegal associations, paralegal education associations, paralegal and legal management associations, and cooperation with the legal community as a whole.

Members of the faculty are judges and attorneys who are all members in good standing of local, state and national bar and professional associations. Members of the advisory committee include representatives of legal assistants employed in the public and private sectors, the judiciary, practicing lawyers, and representatives of the general public. Past presidents of local and state bar associations and local paralegal associations, serve and have served on the advisory committee.

The legal assistant program maintains a close relationship with the Long Island Paralegal Associations, National Association of Legal Secretaries, National Association of College and University Attorneys, the National Association of Legal Assistants, the National Federal of Paralegal Associations, Inc., and the Suffolk County Bar Association. The continuing legal education arm of the Suffolk County Bar Association is the Suffolk Academy of Law. Faculty members serve and have served as officers of the Academy of Law Board of Directors, seminar facilitators and seminar speakers.

D. Provide an organizational chart showing the relationship of the program to the institution. The chart should include major academic units as well as other support activities within the institution such as offices of admission, registrar, student services, placement, etc. Include as Exhibit 2.

Please see Exhibit 2 (Organizational Charts).

E. Describe the relationship of the legal assistant program to:

1. Administration of the institution offering the program. (Indicate the unit within the institution in which the legal assistant program is situated, and to whom the program director reports.)

The legal assistant program is in the Business Department. The program director reports directly to the Academic Chair of the Business Department, and indirectly to the campus Dean of Faculty and the campus Executive Dean.

2. Other units of the institution.

Legal assistant faculty and other faculty have close working relationships and frequently refer to each other for consultation. Equipment for instructional purposes has been shared by the faculty within the Business Department.
Representatives from the Career Service Department regularly address students in the legal assistant program.

Development of new courses and course revisions are done in consultation with appropriate academic chairs. In the Spring 1999 semester, the program director and a professor of mathematics developed a new course entitled, “Math for Law” (MA53) as an elective for our legal assistant students. The Computer Center is available to the faculty for the grading of examinations and provides validity data on examination questions.

The Library provides an appropriate and ample collection of educational materials and equipment to support the program. Librarians assist faculty members in the selection and use of educational materials for courses. They supply film and slide projectors, overhead and opaque projectors, tape recorders, filmstrips, slides, etc. Internet services are provided in the classrooms. Library staff instruct faculty on the use of equipment and provide many services to students. Students use the audio-visual services of the library on an individual basis and in scheduled groups. Librarians also provide seminars on LEXIS and assistance with legal research.

Faculty members may refer individual students to the math learning center, as well as to the reading and the writing centers. Faculty members make referrals for academic, financial, health and psychological counseling as needed.

The faculty work closely with the Office of Admissions to periodically review and revise, if necessary, the criteria for admission to the program. Ad hoc committees of faculty and admissions officers are formed when necessary. The legal assistant program faculty vote on all revisions of admissions criteria.

3. Governing bodies, committees, academic or faculty senates, etc. Include a description of the representation of the legal assistant program.

Members of the various academic departments elect representatives to the campus governance bodies and their standing committees, which include the Curriculum Committee and the Academic Standards Committee. These committees study proposals in their respective jurisdictions and recommend appropriate action to the governing body. After deliberation, the governing body may make recommendations to the President of the College, who, in turn, may recommend proposals to the Board of Trustees for approval or rejection.
The College has many College-wide, Campus and Departmental committees. Members of the paralegal faculty are active participants in the college community and are members of committees at all levels. Current memberships include, but are not limited to:

**COLLEGE COMMITTEES**
- SCCC Foundation, Inc.
- Academic Standards
- Student Club Advisors
- Academic Appeals
- Curriculum Committee
- Professional Development
- General Education Committee
- Computing Committee

**CAMPUS COMMITTEES**
- Faculty Assembly
- Faculty Senate
- Faculty Congress
- Curriculum Committee
- Student Advisement
- Peer Evaluation Committee
- Commencement Committee
- Child Care Committee
- Academic Dismissal Committee

**DEPARTMENTAL COMMITTEES**
- Peer Personnel

F. Provide information with regard to budgetary provisions for the legal assistant program.

1. State the source(s) of financial support, i.e., state support, student tuition, community taxes, grants. Indicate the approximate percentage of financial support from each source.

Under the provisions of the New York State Education law, section 6304, regulating community colleges, the operating costs of the college are met by student tuition, state aid, and the county, which sponsors the college. (See New York State Education Law Sec. 6304.) The oversimplified rule is one-third tuition, one-third state funding and one-third county funding. Recent statutory amendments have conferred more budget regulatory power upon the College Board of Trustees.
2. Indicate the amount spent for each of the following items for each of the past three years or, if this is a reapproval application, for each year since the date of the last report. Include as Exhibit 3. If exact amounts are not available, please estimate the amount and indicate that the amount is an estimate.

   a. Faculty and program director salaries.
   b. Professional growth for program director and faculty members.
   c. The program director and/or faculty members to attend local, state, regional, or national conferences.
   d. Support personnel salaries.
   e. Instructional supplies.
   f. Library materials.
   g. Equipment.
   h. Research or other special projects relating to the program or the legal assistant field.
   i. Program evaluation.
   j. Special meetings, such as advisory committee, faculty, and alumni.
   k. Student activities such as legal assistant club, field trips, and guest lecturers.
   l. Memberships in related professional associations.
   m. Any other expenditures that may be relevant to assessing the adequacy of financial support for the program.

Please see Exhibit 3 (Budgetary Expenditures)

(Provide a copy of operating budget for the current academic year indicating the allocation of funds for each of these items and, if possible, totals spent. If available, include the budget for the next academic year. Include budget(s) as Exhibit 4.)

Please see Exhibit 4 (Operating Budget).

3. Explain the budgetary process and identify any variations from budgetary procedures utilized by other units within the institution.

Suffolk County Community College operates and is financed under the provisions of New York State Education law, Article 126, as amended in 1989. This means that the Board of Trustees has direct control of the day-to-day operation of the College. Under a formal agreement adopted by the County Legislature, various County departments provide support and services as requested by the College Trustees.

Budgets for individual capital projects and the annual operating budget are prepared under the direction of, and are approved by, the Board of Trustees and are submitted to the County Executive for review and approval. The County Executive recommends capital and operating budgets to the County Legislature. After public hearings, required
by local law, the Legislature amends and approves the budgets recommended by the County Executive. These are returned to the County Executive for approval or veto. If approved, the budgets become the official capital or operating budget, as appropriate, of the College.

Capital budgets provide for construction of new buildings, major repair and rehabilitation projects, and for major equipment acquisitions. They are submitted to the County each February. If approved, they are then submitted to the State University of New York, in June, for approval. If approved by the State University, in October they are forwarded to the Governor's Office for approval. If the Governor's Office supports the project, it is included in the Governor's Executive budget which is submitted to the State Legislature in January. If the project is approved by the State Legislature, funds are made available at the start of the State's fiscal year in April.

The County and the State share equally in the costs of capital projects. Generally, capital budgets exist for the amount of time required to complete and close out the project.

Operating budgets are submitted to the County each April. Once the budget is approved by the County, state aid for the budget is determined by the provisions of the current state aid formula. For the 1999-2000 fiscal year the formula provides base aid of $2,125 per full-time equivalent student.

The County, State, and students share in the financing of the operating budget. For the 1999-2000 fiscal year the approximate contributions are: County - 30.3 percent, State - 28.3 percent, student tuition - 34.3 percent and other sources - 7.1 percent. The College's fiscal year is September 1 through August 31.

The Business Department submits a budget in the same manner as other departments of the institution. Budgetary needs of the legal assistant program are determined by the Academic Chair and Dean of Faculty after conferring with the program faculty. Capital equipment, instructional supplies, rentals, travel and repairs are included in the Business Department budget.

Faculty salaries, maintenance, and furnishings are part of the total College-wide budget. The budget for the department is submitted eight months prior to the start of the fiscal year. The Dean of Faculty is advised of its approval and advises the Academic Chair who makes appropriate requisitions.

The Campus Business Office sends periodic reports to the Dean of Faculty on the status of the budget. This information is shared with the Academic Chair.
G. Describe how the legal assistant program is comparable to other similar units within the institution. Identify similar units according to size, nature of program, specialized approval accreditation and other relevant matters, and use the following factors in the analysis. (Please describe how the similar programs are treated comparably or differently and do not simply conclude that the treatment is comparable for each factor.)

1. Responsibilities of program director.
2. Enrollment.
4. Treatment of faculty, program director and staff.
5. Office space.
7. Participation in academic affairs and decision making.
8. Clerical, technical, and other supporting services (in addition to the secretarial support described below.)
9. Any other factors that may be relevant to assessing comparability.

<table>
<thead>
<tr>
<th>LEGAL ASSISTANT</th>
<th>VETERINARY SCIENCE</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Compliance with ABA requirements</td>
</tr>
<tr>
<td>2</td>
<td>200</td>
</tr>
<tr>
<td>3</td>
<td>Professor</td>
</tr>
<tr>
<td>4</td>
<td>SAME</td>
</tr>
<tr>
<td>5</td>
<td>7 Full-time faculty share 4 offices</td>
</tr>
<tr>
<td>6</td>
<td>$425/year per person</td>
</tr>
<tr>
<td>7</td>
<td>SAME</td>
</tr>
<tr>
<td>8</td>
<td>16 hours per week - secretarial</td>
</tr>
<tr>
<td>9</td>
<td>None</td>
</tr>
</tbody>
</table>

H. Is there secretarial support staff working directly for the legal assistant program? If so, indicate the amount of time spent each week or the equivalency of that time to full-time. If not, describe the secretarial support arrangements and estimate the amount of secretarial support time the program receives each week.

Secretarial and support staff are not assigned directly to the legal assistant program. The secretarial support arrangements are more than satisfactory. All course outlines, tests and handout materials are produced by the secretarial staff and aides. It is estimated that the
program receives sixteen hours of secretarial time each week.

I. Describe the advisory committee.

1. List the members of the legal assistant advisory committee by name and professional affiliation of each member and whether he or she is a practicing lawyer, public or private sector legal assistant, manager of legal assistants, faculty member, school administrator, representative of the general public, or other. For each member, indicate the date of appointment and affiliation, if any, with the program and/or institution in addition to service on the advisory committee. Include as Exhibit 5.

Please see Exhibit 5 (Advisory Committee)

2. Provide copies of written guidelines or procedures governing advisory committee activities, if any. Include as Exhibit 6.

Please see Exhibit 6 (Advisory Committee Guidelines)

3. How are advisory committee members appointed and what is the appointment term?

The legal assistant program adheres to the ABA guidelines concerning the composition of and meetings of the advisory committee. In addition, the committee in the 1998-1999 academic year approved a resolution to remove any members of the advisory committee who missed three consecutive meetings.

The members of the advisory committee are appointed by the Vice President for Academic Affairs of the college for a two-year term. Current members of the advisory committee nominate new or additional members based upon their personal knowledge of the candidate and the need for representation of the various segments of the community. Interested, productive members are reappointed.

4. Indicate whether the committee has subcommittees and what the specific areas of responsibility of these subcommittees are.

Advisory committee subcommittees have been formed in the following areas:

- Faculty
- Curriculum
- Placement
- Public Relations
- Honors (LEX)
5. How often does the advisory committee meet? If applicable, how often do subcommittees meet?

The advisory committee meets three times during the academic year in regular session, and in special session as warranted by the circumstances. The subcommittees meet at least three times each academic year and more often to carry out their assigned duties.

6. Provide copies of the minutes of the advisory committee meetings and any subcommittee meetings held during the past three years or, if this is a reapproval application, since the date of the last report. Include as Exhibit 7.

Please see Exhibit 7 (Advisory Committee Minutes).

I. Describe the procedures by which the institution maintains equality of opportunity and seeks to avoid prohibited discrimination regarding the treatment of personnel and/or students.

1. Does the institution have a written non-discrimination policy and/or affirmative action? If yes, include a copy as Exhibit 8.

Please see Exhibit 8 (Policy and Procedures for Affirmative Action Recruitment/Hiring).

2. Describe the methods used to recruit faculty. The description should include the methods used to encourage diversity and the steps taken to encourage recruitment and retention of minority faculty members. If written advertisements and/or announcements are used, include copies as Exhibit 9.

Vacancies within the faculty are advertised college-wide in college briefs. In addition, advertisements are placed in the New York Times, Chronicle of Higher Education, Adelante of Suffolk County, La Union Hispanica and, occasionally, in Newsday.

College faculty vacancies are also posted on the College's web site.

Please see Exhibit 9 (College Briefs on faculty vacancies).

3. Describe the methods used to encourage diversity in the student body of the legal assistant program.

Legal assistant program faculty frequently speak to groups of high school students from underrepresented groups brought to the college through the Educational Opportunity Program. Open houses are also held each semester wherein students and their parents speak with legal assistant faculty about the program and careers in the legal field.
4. Provide the following information regarding the program to the best of the institution’s ability:

a. The composition of the student body in the legal assistant program by racial/ethnic group and gender for each of the last three years, or if this is a reapproval application, for each year since the date of the last report. Include as Exhibit 10.

Please see Exhibit 10 (Student Body Composition).

b. The composition of the faculty teaching in the legal assistant program by racial/ethnic group and gender for each of the last three years or, if this is a reapproval application, for each year since the date of the last report. Include as Exhibit 11.

Please see Exhibit 11 (Faculty Composition).

5. Describe the methods used to accommodate students, staff, and faculty members with disabilities. If the institution has a written policy on accommodating students and employees with disabilities, include as Exhibit 12.

The college is committed to maximizing educational opportunities for students with disabilities by minimizing physical, psychological and learning barriers. Special counseling is available on each campus to help students achieve academic success through the provision of special services, auxiliary aids and reasonable program modifications. Examples of services/accommodations include registration and scheduling assistance, use of tape recorders, sign language interpreters, special testing conditions, notetakers, reader services, taped texts and specialized library equipment.

Students with disabilities must document the nature of their disability and request services from the special counselor designated on each campus (i.e., Office of Special Services on the Ammerman Campus; the Counseling Centers on the Eastern and Western Campuses.)

The College’s Compliance Officer under 504 legislation and the Americans with Disabilities Act is the Deputy to the President. The College policy on accommodating students with disabilities is contained in the College Catalog (please see Exhibit 26).

The Student Support Services (SSS) program is a grant-funded program sponsored by the U.S. Department of Education. It is designed to increase the retention, graduation and transfer rates of eligible students, defined as new, full-time students who are first generation, low income and/or disabled.
The SSS program is available on all three campuses and provides the following services:
- one-to-one assistance with academic and educational needs
- tutorial services
- assistance in applying for financial aid and maintaining eligibility
- peer mentoring
- information about career and transfer opportunities
- referral to appropriate campus resources
SECTION III
EDUCATIONAL PROGRAMS
G-301 through G-303

A. Describe the total curriculum for the legal assistant program.

1. Indicate the degree(s) or certificate(s) awarded. Include the total number of
   semester hours or their equivalent for the program(s). (If the program does not use semester
   hours, indicate whether clock hours, contact hours, quarter hours, or continuing education units
   are used.)

2. Provide a list of the suggested sequence of courses for each program option
   including the following information:
   a. Semester hours or equivalent for each course/subject.
   b. Pre- and co-requisites.
   c. Identify the legal specialty courses as defined in Guideline 302(D) and for each
      such course, indicate whether it is required or elective. (Use the abbreviations LS-R and LS-E.)
   d. If general education is part of the required course work, identify the general
      education courses as defined in Guideline 303(f). (Use the abbreviation GE.)

3. Describe how the distribution requirement for general education courses in
   Guideline 303 (G) is met.

ASSOCIATE IN APPLIED SCIENCE DEGREE

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>FALL</th>
<th>AREA</th>
<th>SEMESTER HOURS</th>
</tr>
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<tbody>
<tr>
<td>OS15</td>
<td>Freshman Seminar</td>
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<td>1.5</td>
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<tr>
<td>EG11</td>
<td>Standard Freshman English</td>
<td>GE</td>
<td>3</td>
</tr>
<tr>
<td>AC11</td>
<td>Principles of Accounting</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>BA11</td>
<td>Introduction to Business</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>BL40*</td>
<td>Introduction to Law</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL41*</td>
<td>Introduction to Paralegal Studies</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
<td></td>
<td>1</td>
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<td>SECOND SEMESTER</td>
<td>SPRING</td>
<td>AREA</td>
<td>SEMESTER HOURS</td>
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<tr>
<td>-----------------</td>
<td>-----------------------</td>
<td>-------</td>
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</tr>
<tr>
<td>EG35</td>
<td>Advanced Expository Writing (Prerequisite EG21)</td>
<td>GE</td>
<td>3</td>
</tr>
<tr>
<td>PO20</td>
<td>State and Local Politics and Government</td>
<td>GE</td>
<td>3</td>
</tr>
<tr>
<td>BL84</td>
<td>Partnership and Corporation Law</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL71</td>
<td>Business Law I</td>
<td>Law-Related</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Humanities Elective</td>
<td>GE</td>
<td>3</td>
</tr>
<tr>
<td>PE</td>
<td>Physical Education</td>
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<td>1</td>
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<tr>
<td>THIRD SEMESTER</td>
<td>FALL</td>
<td>AREA</td>
<td>SEMESTER HOURS</td>
</tr>
<tr>
<td>BL86</td>
<td>Estates, Trusts and Wills</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL43</td>
<td>Civil Litigation</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL80</td>
<td>Legal Research</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Math/Science Elective</td>
<td>GE</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Area Elective (one course)</td>
<td>Law-Related/LS-E</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Social Science Elective</td>
<td>GE</td>
<td>3</td>
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<td>FOURTH SEMESTER</td>
<td>SPRING</td>
<td>AREA</td>
<td>SEMESTER HOURS</td>
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<tr>
<td>BL75</td>
<td>Law of Property</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL72</td>
<td>Business Law II (Prerequisite BL71)</td>
<td>Law-Related</td>
<td>3</td>
</tr>
<tr>
<td>BA25</td>
<td>Business Communications (Prerequisite EG11)</td>
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<td>3</td>
</tr>
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<td>Math/Science Elective</td>
<td>GE</td>
<td>3-4</td>
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<tr>
<td></td>
<td>Area Elective (one course)</td>
<td>Law-Related/LS-E</td>
<td>3</td>
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</table>

Total semester hours = 67.5-69.5

Total legal specialty and law-related semester hours = 33
**AREA ELECTIVES (L.S.-E/LAW-RELATED)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>AC88</td>
<td>Federal Income Taxes (Prerequisite AC12)</td>
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<tr>
<td>BL50</td>
<td>Paralegal Internship (Prerequisite BL47 and BL80)</td>
<td></td>
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</tr>
<tr>
<td>BL78</td>
<td>Domestic Relations</td>
<td>CJ11</td>
<td>Introduction to Criminal Justice</td>
</tr>
<tr>
<td>BL82</td>
<td>Negligence and Investigation</td>
<td>CJ31</td>
<td>Substantive Criminal law</td>
</tr>
<tr>
<td>BL87</td>
<td>Estate and Gift Taxation</td>
<td>CJ35</td>
<td>Evidence and Procedure Law</td>
</tr>
<tr>
<td>BL47</td>
<td>Law Office Management and Practice</td>
<td>IP30</td>
<td>Computer Applications in the Law Office</td>
</tr>
</tbody>
</table>

The paralegal program described above is a two-year curriculum leading to an Associate in Applied Science Degree, and includes 21 to 23 credits of general education courses, 6 to 12 credits of law-related courses and 21 to 27 credits of legal specialty courses.

The Paralegal Certificate Program described below is designed to serve students with either an Associate or Bachelor Degree.

*Prerequisites for all required law courses except BL71 and BL72.

**CERTIFICATE PROGRAM**

A Bachelor of Arts degree is desirable. The minimum requirement for admission to the program is an associate degree. Applicants may be given an interview, and additional courses may be required. Full-time students may complete the program in two semesters. Completion on a part-time basis is at the pace chosen by the student. The suggested sequence of courses follows:
<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>COURSE</th>
<th>AREA</th>
<th>SEMESTER HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL40*</td>
<td>Introduction to Law</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL41*</td>
<td>Introduction to Paralegal Studies</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL86</td>
<td>Estates, Trusts and Wills</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL80</td>
<td>Legal Research</td>
<td>LS-R</td>
<td>3</td>
</tr>
<tr>
<td>BL71</td>
<td>Business Law I</td>
<td>Law-Related</td>
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<td>TOTAL</td>
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<tr>
<th>SECOND SEMESTER</th>
<th>COURSE</th>
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<tr>
<td>BL43</td>
<td>Civil Litigation</td>
<td>LS-R</td>
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<tr>
<td>BL75</td>
<td>Law of Property</td>
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<tr>
<td>BL84</td>
<td>Partnership and Corporation</td>
<td>LS-R</td>
<td>3</td>
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<tr>
<td>BL72</td>
<td>Business Law II (Prerequisite BL71)</td>
<td>Law-Related</td>
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<tr>
<td>TOTAL</td>
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**AREA ELECTIVES (LS-E/LAW RELATED)**

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<thead>
<tr>
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<th>DESCRIPTION</th>
<th>AREA</th>
<th>HOURS</th>
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<td>Federal Income Taxes (Prerequisite AC12)</td>
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<td>Paralegal Internship (Prerequisite BL47 and BL80)</td>
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<tr>
<td>BL87</td>
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<td>IP30</td>
<td>Computer Applications in the Law Office</td>
</tr>
</tbody>
</table>

*Prerequisites for all required law courses except BL71 and BL72.

B. Provide as Exhibit 13, a roster of the legal specialty courses offered for each of the past three years, or if this is a reapproval application, for each year since the date of the last report, with the following information:

1. Semester, term, or date.
2. Day of evening session.
3. Title of course.
4. Name of instructor.
5. Number of students.

Please see Exhibit 13 (Roster of Legal Specialty Courses).

C. For each legal specialty course, provide a course outline with the following information. Include as Exhibit 14.

1. Title and course description.
2. Semester hours and their equivalent in clock hours, contact hours, quarter hours, or continuing education units.
3. Required textbook(s) and other material.
4. Course objectives including paralegal skills to be developed.
5. Instructional methods.
6. Methods of evaluation of student performance, i.e. number and type of tests, assignments, and other factors affecting students' grades. Include description of work products demonstrating the development of practical paralegal skills.
7. Detailed outline of subject area with breakdown of time devoted to each major topic. (Textbook chapter titles will not suffice. A description of the material that will be covered...
in each class session or course segment not to exceed three clock hours is required.

Please see Exhibit 14 (Course Outlines)

D. If any legal specialty courses are offered through alternative means, such as distance learning:

1. Indicate which course or courses and fully describe the method(s) utilized.

2. If the course or courses are offered by distance delivery, describe how the course or courses meet the requirements of the current Interpretations on Distance Education of the Standing Committee on Legal Assistants. Give an explanation for each of the six points in the Interpretations, including each of the items listed in #6 of the policy.

3. If the course is offered in an alternative format or delivery other than distance education, describe how the quality of each course offered through this means is comparable to the same course offered through traditional means and what methods are used to assure quality.

Provide summary results of survey questions and course evaluations relating to these courses as Exhibit 15.

No legal specialty courses are offered through alternative means.

E. Does the legal assistant program include an internship as a legal specialty course? If yes, describe the systematic plan for developing, assigning, monitoring, and evaluating internships.

The legal assistant program includes an internship (BL50) as an elective. All students in the program are encouraged to participate in the internship in their last semester in the program. In addition to the many existing internship sites, new sites are solicited through members of the advisory committee and College Board of Trustees, many of whom are in the legal field. Students may register for the internship course after they have completed the prerequisite courses: "Law Office Management and Practices" (BL47) and "Legal Research" (BL80). Upon review of the student's resume and legal interests, the professor places the student in an appropriate internship site. The interns meet with their professor once each week during the internship to monitor their progress. The interns are evaluated by the site supervisor, provide a self-assessment, and are graded by the course professor.

F. Describe how computer instruction is incorporated into the curriculum. (Reference may be made to course outlines included in Exhibit 14.)

1. How does the program encourage students to acquire appropriate computer skills?

2. How is instruction in computerized legal research provided to the students?
Computer application is provided in all legal specialty courses. Use of the Internet and Lexis is required in all legal specialty courses and emphasized in “Legal Research” (BL80) and “Law Office Management and Practices” (BL47). Job hunting using the Internet is taught in “Introduction to Paralegal Studies” (BL41). Shepardizing on Lexis is required for the “Internship” (BL50). Students are given an introduction to computerized legal research in “Introduction to Paralegal Studies” (BL41) and receive graded assignments requiring Lexis knowledge and skill in “Legal Research” (BL80).

Please see Exhibit 14 (Course outlines).

G. Which course(s) provide instruction in ethics and professional responsibility? Reference may be made to course outlines included in Exhibit 14. Approximately how much overall time in the program is devoted to teaching this subject?

Ethics and professional responsibility are thoroughly discussed in “Introduction to Paralegal Studies” (BL41) and “Internship” (BL50). All other legal specialty courses provide examples and cases involving ethics and professional responsibility. Ten to fifteen hours of the program are devoted to this area.

H. Describe the method(s) used to determine whether students demonstrate writing proficiency at the college level.

All legal assistant program students must successfully complete “Standard Freshman Composition” (EG11) and “Advanced Expository Writing” (EG35). The course, “Business Communications” (BA25), is also required.

I. Describe policies that govern the acceptance of transfer of legal specialty credits completed at other institutions.

Transfer credit for course work successfully completed at another accredited institution of higher education may be awarded for courses deemed equivalent to SCCC courses in which the student has earned a grade of C or better. There is no SCCC policy that specifically limits the number of legal specialty credits that may be transferred into the program. Students must complete at least 30 credit hours (degree program) or 15 credit hours (certificate program) of the required course work at SCCC.

J. Describe policies that govern the award of legal specialty credit by course challenge or examination, if applicable:

Students may not receive legal specialty credit by course challenge or examination.
K. Describe policies that govern the acceptance of transfer of general education credits completed at other institutions. How are the courses evaluated to ensure that they meet the ABA definition of general education and the breadth requirements specified in Guideline 303 (F)?

Normally, grades of "C" or better will be considered for transfer credit. Records from other colleges will be evaluated in terms of academic credit applicable to the course offerings at Suffolk County Community College. Students who desire to obtain a degree from Suffolk County Community College must successfully complete at least thirty credit hours at this institution. Each transcript is evaluated by the Admissions Office.

L. Describe evaluation procedures.

1. How are individual courses and the program evaluated by the students? Do not include evaluation of instructors in response to this question as that matter should be covered in L. 5 below. If students evaluate instructors and courses/program on the same form, please indicate that in your description herein. (As Exhibit 16, include a copy of the evaluation instrument.)

Students are encouraged to discuss course content with the instructor. The student is also encouraged to speak with the legal assistant program director, the Academic Chair of the Business Department, the Dean of Faculty and student advisement counselors. Students are represented on the advisory committee. Dissatisfaction with a course is promptly investigated and, if warranted, course content is reviewed for appropriateness. There is no College course evaluation instrument at this time. However, a survey of our Paralegal students was conducted in Spring 1997, and our graduate survey also solicits comments concerning the program.

Please see Exhibit 16 (Student Survey).

2. How are individual courses and the program evaluated by the institution? If an institutional evaluation of the individual legal specialty courses or the program has been conducted in the last five years, or if this is a reapproval application, since the date of the last report, include a summary of the results as Exhibit 17.

Periodic program review is conducted by the College. No program review of the legal assistant program has been conducted in the past five years. Since SCCC programs are generally reviewed on a five-to-seven-year cycle, the paralegal program is currently due for program review.

3. How is feedback obtained from employers and managers of legal assistants? (As Exhibit 18, include a copy of the evaluation instrument and a summary of the results for the past three years or, if this is a reapproval application, since the date of the last report.)
Please see Exhibit 18 (Employer survey conducted Spring 1997; and survey to be conducted at the end of the Spring 2001 semester. Informal feedback from employers is obtained continually through the advisory committee and internship courses.)

4. How is feedback obtained from graduates? (As Exhibit 19, include a copy of the evaluation instrument and a summary of the results for the past three years or, if this is a reapproval application, since the date of the last report.)

Please see Exhibit 19 (Survey of all graduates since program inception, conducted Fall 1998; survey of all graduates, conducted Spring 1997; and scantron survey to be sent to recent graduates after Spring 2001).

5. Describe the procedures for evaluation of faculty members. Include a description of evaluation by students, administrators, peers, and others. (As Exhibit 20, include a copy of the evaluation instruments(s).)

Faculty evaluation involves administrators and peers in classroom observations, as well as conferences between the instructor and his or her supervisors, which may include the Academic Chair, Assistant Dean of Faculty, and Dean of Faculty. Forms have been developed which elicit judgments on various characteristics deemed to constitute excellent teaching. Recommendations for appointment, continuing appointment and promotion in academic rank are based upon this process of faculty evaluation. Positive or negative recommendations pertaining to classroom faculty are forwarded to the Dean of Faculty, the Executive Dean, and then to the President of the College. In turn, he makes his recommendation to the Board of Trustees.

Every faculty member is observed by the Academic Chair and a member of the Peer Personnel Committee. If there are problems, these are discussed with the instructor. Any difficulties are promptly identified and resolved.

Please see Exhibit 20 (Faculty Evaluation).

6. What other measures, if any, are used to evaluate the program?

The Business Department is charged by the College administration with the continuing task of reviewing courses, rewriting course requirements and outlines and evaluating course content and effectiveness. Each instructor must prepare a course outline within the framework of the course syllabus. This outline must be submitted to the academic chair, and copies thereof given to each student in the course.

7. How are the results of these evaluation procedures analyzed and used? What changes have been made to the program as a result of these evaluations within the last three years or, if this is a reapproval application, since the date of the last report?
The following changes have been implemented in the program based on feedback from students, faculty and the legal community: preparation of a professional resume and cover letter included as a requirement; use of Internet job search vehicles; notary training; additional computerized legal research training; development of a math-for-law course; and the award of certificates to program graduates.

M. If the program admits and graduates students who have not met the general education or total unit requirement, please provide the following information:

1. Number and percentage of admitted students receiving exemptions from the general education and or total unit requirements during the last three academic years or, if this is a reapproval application, for each year since the date of the last report.

2. Detailed information for each admitted student granted an exemption. Include as Exhibit 21.
   a. Date of admission.
   b. Name of student.
   c. #Hours/Credits of general education exempted.
   d. #Hours/Credits of total units exempted.
   e. Criteria on which exemption was granted.

Suffolk County Community College does not allow exceptions to the general education requirement. There are equivalency criteria such as transfer credit for coursework successfully completed at another accredited institution of higher education, credit for educational programs sponsored by certain non-collegiate organizations in accordance with recommendations of the New York State Education Department for courses sponsored by organizations such as IBM, Eastman Kodak, the Suffolk County Police Department, the American Institute of Banking, the United States Armed Forces Institute and Armed Services Schools. The College awards general education credits based upon New York State College Proficiency Examinations (CPE) and the College Level Examination Program (CLEP). When a CPE or CLEP examination is not available to test prior learning, a student may request, and the college may administer, a special Challenge Examination. No exceptions, exemptions, CPE or CLEP or Challenge examinations are permitted to the required legal specialty courses.

No students have been graduated from the program with a waiver or exemption from the general education requirements.
N. For institutions offering associate degrees, describe your institution’s articulation agreements that are designed to facilitate the further education of legal assistant degree holders. For programs offering baccalaureate degrees, describe articulation agreements with associate degree programs.

1. Describe articulation agreements with other legal assistant education programs.

2. Describe the process for developing articulation agreements and the steps that have been taken by the institution to promote these agreements.

3. For associate degree programs, describe the process for informing students about transfer opportunities.

4. For associate degree programs, indicate the percentage of program graduates who have transferred to an institution offering a baccalaureate degree in each of the past three years, or if this is a reapproval application, in each year since the date of the last report.

Suffolk County Community College currently has two articulation agreements which specifically encourage the transfer of our legal assistant program graduates to a baccalaureate program. The College is in the process of negotiating articulation agreements with Marywood University, Roger Williams University and the State University of New York at Oswego. Articulation agreements are negotiated by the Vice President of Academic Affairs. All current articulation agreements are advertised in the college catalog. In addition, each semester the college hosts “transfer days” where four-year colleges come to Suffolk to recruit Suffolk graduates.

According to our survey of all graduates of our Paralegal Program since 1979, conducted in Fall 1998, approximately 24% of our graduates were currently attending college or received another college degree after graduating from Suffolk County Community College.

The results of the most recent graduate survey will be provided as soon as the results are tabulated.
SECTION IV

FACULTY
G-401 through G-403

A. Identify the name and the position within the institution of the full-time member of the faculty or the administration who is responsible for the direction of the program. Under G-402, the responsibilities for program direction may be divided among two or more persons as appropriate to the institutional setting and the program and the program enrollment. If another person within the institution also has substantial responsibilities for the direction of the program, identify this person, his or her position within the institution, and status as full or part-time.
Provide a resume for each person having substantial responsibilities for program direction as Exhibit 22. Each resume must include the beginning date of service with the institution and the program, relevant professional qualifications, and experience working with legal assistants and/or as a legal assistant. If there is a new person with substantial responsibility for program direction within the last three years, or if this is a reapproval application, since the date of the last report, indicate the reason for the change.

Dr. Ronald A. Feinberg, Esq., is the Director of the legal assistant program at the Ammerman Campus in Selden; John Ammerman, Esq., is the Program Coordinator at the Western Campus in Brentwood. Both faculty are full time.

Please see Exhibit 22 (Resumes).

B. Describe the responsibilities within the institution of each person identified above with respect to the following. Indicate the approximate time allocation during the year for each area.

1. Program-related administrative and other duties.
2. Non-program-related duties.
3. Teaching. (If applicable, specify the usual teaching load at the institution and the amount of release time, if any, that is given for direction of the program.)

The Director of the program is appointed by the Dean of Faculty and is responsible to the Academic Chair of the Business Department for supervision of the legal assistant program within the Business Department and for the operation of the program within the framework of the Business Department.

The Western Campus Coordinator works with the Director of the program to implement the objectives of the legal assistant program on the Western Campus.

It is the function of the Director and the Western Campus Coordinator to:

a. Define and communicate the philosophy and objectives of the legal assistant program
to prospective students, academic faculty and the general public.

b. To be familiar with course content, instructors, and course outlines in order to provide a high level of achievement within the program.

c. To work with the advisory committee, in the capacity of Secretary, to keep minutes and records of the advisory committee proceedings, send out notices of meetings, prepare agendas, keep the objectives of the program before the advisory committee, and suggest the means by which the advisory committee may assist the College to attain those objectives.

d. To insure communication among the members of the program and to facilitate their participation in the workings of the Department, and the College as a whole, by calling meetings, designating committees, keeping records, arranging for the orientation of new teachers, and similar activities within the program.

e. To participate in the evaluation of program faculty members through classroom observation, conferences, and other appropriate means, and to make recommendations to the Assistant Dean of Faculty and the Dean of Faculty concerning retention, dismissal, promotion, and continuing appointment.

f. To participate in the planning of course offerings, class schedules, classroom utilization, and the faculty teaching assignments for day and evening classes in all regular and summer sessions, and to make recommendations to the Academic Chair regarding these matters.

g. To supervise the selection of textbooks and other teaching materials, and review the course outlines and syllabi prepared for all courses offered in the program in order to insure that they conform with the College's philosophy and objectives.

h. To stimulate creative teaching by program faculty members through the development of imaginative media, and by arranging in-service programs which contribute to faculty growth and the improvement of teaching.

i. To evaluate the course offerings, curricula, and instructional programs related to the program, in light of the College's philosophy and objectives, and to make recommendations for improvement of the curriculum.
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<thead>
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<th>DIRECTOR/COORDINATOR RESPONSIBILITIES</th>
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<tbody>
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<tr>
<td>Non-Program-related</td>
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<tr>
<td>Teaching</td>
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Reassigned Time for coordination of the paralegal program.

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<tr>
<th></th>
<th>John Ammerman</th>
<th>Ronald A. Feinberg</th>
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</thead>
<tbody>
<tr>
<td>Spring 1996</td>
<td>3 credits</td>
<td>3 credits</td>
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<tr>
<td>Spring 1997</td>
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<tr>
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<td>3 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Spring 1998</td>
<td>3 credits</td>
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<tr>
<td>Fall 1998</td>
<td>3 credits</td>
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<td>Spring 1999</td>
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<tr>
<td>Fall 1999</td>
<td>3 credits</td>
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<tr>
<td>Spring 2000</td>
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<td>6 credits</td>
</tr>
<tr>
<td>Fall 2000</td>
<td>3 credits</td>
<td>6 credits</td>
</tr>
<tr>
<td>Spring 2001</td>
<td>3 credits</td>
<td>3 credits</td>
</tr>
</tbody>
</table>

C. Identify the person or persons who have been responsible for program direction since the program's inception and specify the dates of service.

John E. Coen was officially appointed Coordinator of the Paralegal Program on October 6, 1978, having developed and coordinated this program with Dean Salvatore J. LaLima since 1975. Professor Coen continued as Coordinator and acted as Chairman of the advisory committee until December 1979.

In December of 1979, the Paralegal Program was placed in the hands of a special committee of faculty who taught law courses, and were lawyers: Robert Grodsky, Nicholas Bruckner, Rudolph Cartier, Edward Donnellan, and Martin Breitkopf. The committee selected Rudolph Cartier as secretary. He was not appointed Coordinator or Director but functioned in that capacity until September 1983.

In September 1983, Joseph M. O'Donnell was appointed as the Director of the Paralegal Program, and he served in that capacity until May 1995.

Edward Donnellan served as Interim Director for the Fall Semester of 1995.
Dr. Ronald A. Feinberg was appointed to the full-time business faculty in the Spring 1996 semester and has served as Director of the Paralegal Program since that time.

D. Describe the roles and authority of the person(s) responsible for program direction and other key personnel with responsibilities to the legal assistant program in each of the following areas. If these function are divided, provide a description of the role each person performs.

1. Defining major program objectives.

   The Director works with the advisory committee to define and review the program objectives in view of the College mission and feedback from the legal community.

2. Representing the program throughout the administrative and academic structure of the institution.

   The Director and Academic Chair of the Business Department represent the program within the College.

3. Determining the financial needs and formulating the budget.

   The Program Director and the Western Campus Coordinator submit budget requests to the Academic Chair, supervise the expenditure of funds allocated to the program and insure proper custody and care of all equipment and supplies provided to the program.

4. Attracting, selecting, and retaining qualified faculty and encouraging faculty development.

   The Program Director and the Western Campus Coordinator participate in the recruitment and selection of new full-time and part-time faculty members in the program in cooperation with the Dean of Faculty, Assistant Dean of Faculty, and Academic Chair, by screening applications, interviewing candidates, and recommending appointments.

5. Advising program students.

   Both the Director and Coordinator advise legal assistant program students.

6. Assuring the proper organization and operation of the advisory committee.

   The Director and Coordinator facilitate the meetings of the advisory committee and work within the legal community to recruit new members to the committee.
7. Maintaining liaison with the legal, paralegal, and paralegal education communities.

The Director and Coordinator work with the Long Island Paralegal Association, National Association of Legal Secretaries and the Suffolk County Bar Association on legal education for attorneys and paralegals. Both regularly attend the national and regional meetings of the American Association for Paralegal Education. The Director also attends law school pre-law advisor meetings and forums of the Law School Admissions Services.

8. Identifying and responding to the occupational and educational needs of the community.

Both the Director and Coordinator obtain feedback through the advisory committee and internship courses from the legal community on their current needs.


The Ammerman Campus internship program is coordinated by the Director; the Western Campus program by the Coordinator. Both continually assess the current sites and solicit new sites.

10. Handling placement or coordination with the central placement office.

The Director of Career Services works closely with the Director and Coordinator to integrate placement into the program, update the legal assistant placement manual, and provide lectures within the legal specialty classes and at meetings of the Legal Studies Clubs.

11. Coordinating the educational program.

The Director and Coordinator work closely with the Business Department Academic Chairs to schedule courses, review textbooks and provide professional development to the legal assistant program faculty.

12. Evaluating the overall program.

Feedback from graduate and employer surveys and information obtained from the advisory committee and internship site supervisors is considered by the Director, Coordinator and Academic Chairs when evaluating the legal assistant program.

E. State the minimum qualifications set by the institution in hiring faculty members to teach legal specialty courses.
All faculty at Suffolk must possess a master’s degree from an accredited institution of higher education. In addition, all faculty who teach legal specialty courses must possess a juris doctor degree.

F. Provide a roster of all faculty members who are now teaching and who have taught legal specialty courses offered for each of the last three years or, if this a reapproval application, for each year since the date of the last report. Include the following information as Exhibit 23.

1. Name of faculty member.
2. Status within the institution, i.e., full–time, part-time, regular, or adjunct.
3. Legal specialty courses taught and dates (by semester, quarter, etc.)
4. If no longer teaching, indicate the reason.

Please see Exhibit 23 (Faculty Roster-Legal Specialty Courses)

G. Describe the role of faculty members in advising and assisting students. Are faculty members required to maintain regularly scheduled office hours? If yes, indicate the number of hours required.

Paralegal students have the Director or Coordinator of the Paralegal Program assigned to them as an academic advisor. The student is urged to meet with the advisor, review their program, and preregister for the courses in their schedule.

In addition to formal advisement, full-time legal specialty instructors maintain four regularly scheduled office hours each week and are available to paralegal students for informal counseling. Instructors are familiar with the paralegal students and are available to them formally and informally. Faculty also meet with students informally at meetings of the Legal Studies Clubs.

H. As Exhibit 24, provide a resume (not employment application) for each faculty member listed. Each resume must include a description of the faculty member’s professional qualifications including experience working with legal assistants and/or working as a legal assistant.

Please see Exhibit 24 (Faculty Resumes)

I. How frequently are meetings of the full-time and adjunct legal assistant faculty held? As Exhibit 25, provide minutes of meetings held during the past three years, or if this is a reapproval application, since the date of the last report.
Meetings of all full time and adjunct paralegal faculty are held three times each year. Campus faculty meet periodically, as needed, to address paralegal issues specific to each campus.

Please see Exhibit 25 (Faculty Meeting Minutes)

J. Describe the measures that are taken to support and encourage the professional growth of all full and part-time faculty in the legal assistant program, i.e., in-service training, funds for attendance at continuing education programs and conferences. Describe the participation of faculty members in such professional growth activities during the past three years, or if this is a reapproval application, since the date of the last report.

Funds are available to allow the Director and Coordinator of the Paralegal Program to attend the national and regional meetings of the American Association for Paralegal Education each year. Either the Director or both the Director and Coordinator have attended the following AAFPE conferences:

<table>
<thead>
<tr>
<th>National</th>
<th>Regional</th>
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<tbody>
<tr>
<td>Kansas City - October 1997*</td>
<td>Hershey - April 1998*</td>
</tr>
<tr>
<td>Scottsdale - October 1998*</td>
<td>Mystic - April 1999*</td>
</tr>
<tr>
<td>Boston - October 1999*</td>
<td>Princeton - April 2000*</td>
</tr>
<tr>
<td>Chicago - October 2000*</td>
<td>Annapolis - March 2001**</td>
</tr>
</tbody>
</table>

*College business
**Contractual conference attendance

In addition, funds are available for all full-time faculty to attend conferences and seminars, including those of the New York State Bar Association, Suffolk County Bar Association, Long Island Paralegal Association, various law school and other colleges.

In service training is also provided at the regular faculty meetings and periodically at departmental meetings. Speakers have addressed such issues as Lexis, the Internet and smart carts. The College also provides extensive in-service training in technology and teaching through its Teaching and Learning Centers.

Please refer to Exhibit 24 (Faculty Resumes) for individual listings of faculty professional growth activities.
SECTION V

ADMISSIONS AND STUDENT SERVICES
G-501 through G-503

A. Describe admission requirements and procedures used to select students.

Requirements for Full-Time Admission

The College believes that liberal admission requirements are an essential part of its philosophy and in that context it has maintained for many years a Full Opportunity Admissions program.

Full Opportunity means that the College will offer acceptance in an appropriate program, not necessarily the paralegal program, to all applicants residing in Suffolk County who have graduated from high school the prior year and to applicants who are high school graduates and who were released from active duty with the Armed Services of the United States within the prior year.

Each applicant must be a graduate of an approved high school or hold the New York State High School Equivalency Diploma. Selection of applicants for admission is based upon high school performance, objective test data, program selected, and subjective criteria such as interest, maturity, and motivation as these factors are evaluated by teachers, counselors, or employers acquainted with the applicant.

All full-time and part-time matriculants will be required to take the Computerized Placement Test for course placement purposes. Full access to all courses in the paralegal curriculum will be considered when basic competencies in math, reading and English are attained.

Students who left another institution involuntarily for social or academic reasons will not be considered for full-time admission to Suffolk County Community College until at least one semester has elapsed from the time of dismissal from the previous institution. Whether or not such a student is given the opportunity to pursue a program at Suffolk County Community College will depend in a large measure upon what has transpired during the semester out of college and what evidence is presented to indicate that the student is ready to successfully resume college study.

In addition to the above requirements, all high school applicants for the paralegal program must meet high school course requirements including Regents English, and must have a minimum academic average of 80.
Continuing college students must have a minimum of 12 credits, with a GPA of 3.0, including a “B” in both EG11 and BL40, in order to become eligible for admission to the program. An interview is also required. In 1989, minor changes were made in the admission procedures for students applying for entrance into the program. These changes were part of a total review process undertaken by the Dean of Faculty and the Vice President for Academic Affairs. Professor Dorothy Cofone, of the Admissions Office, has been specifically assigned to interview and assist students seeking admission to the paralegal program.

B. Describe the methods used to recruit students. Provide copies of all advertisements, promotional material, brochures relating to the program including the college catalog, as Exhibit 26.

The legal assistant program faculty do not conduct any recruiting of students for the legal assistant program per se. The College advertises and sends out bulletins wherein the paralegal program is listed with all of the programs offered by the college. Most applicants hear about the program from students and graduates. Many legal secretaries have learned about the program through their membership in the Suffolk County Chapter of the National Association of Legal Secretaries. The College President and the Director of Admissions and Student Services, with members of the admissions and counseling departments visit high schools in Suffolk County to inform students of the availability of the program. Faculty members of the paralegal program regularly accept invitations by high school legal studies clubs to speak to students about legal careers.

Please see Exhibit 26 (College Catalog and Program Brochure).

C. Describe procedures used to give information to prospective students about the legal assistant program and the profession.

The legal assistant program is described in the college catalog. All interested, prospective students are directed to see the Program Director or Coordinator for more information about the paralegal program. The students learn about the legal assistant profession in the course entitled, “Introduction to Paralegal Studies” (BL41).

D. Describe the policy and procedure for permitting non-paralegal students to enroll in legal specialty classes. What is the proportion of such students in each legal specialty course?

Non-paralegal students are not permitted to enroll in legal specialty classes.
E. Provide information about costs incurred by students for:

1. Tuition and fees.
2. Books and other materials.
3. Placement.
4. Other.

**Tuition**

Under the provisions of the New York Statutes regulating community colleges, the operating costs of the College are met by student tuition, State aid and the contribution of Suffolk County, which sponsors the College.

The law provides that students who are not residents of New York State must pay non-resident tuition, and that students who are New York State residents but who are not residents of Suffolk County may also pay non-resident tuition if the procedures indicated below are not followed.

To qualify as a New York State resident, a student must have been a legal resident of New York State for at least one year immediately prior to registration. To qualify as a Suffolk County resident, a student must have been a legal resident of Suffolk County for at least six months immediately prior to registration. For newly discharged student veterans who are residents of New York State, the county of residence is the County in which an individual resides immediately prior to entry into military service.

Prior to registration, students who are residents of New York State but are not residents of Suffolk County submit a Certificate of Residence signed by the chief fiscal officer of the county in which they reside. The application form involved is obtained from the campus business office. Since requirements for applying for the certificate and the time needed to process it vary by county, all such students are advised to check with their appropriate county offices to insure that the certificate can be obtained in time for registration. Out-of-county students who present a completed Certificate of Residence to the campus business office from any other county of New York State will be charged the resident tuition and a like amount will be charged to their home county. A student who fails to submit a completed Certificate will be required to pay tuition as a non-resident.

An individual in this country under a student visa does not qualify for a Certificate of Residence under New York State Education Law and so must pay non-resident tuition. A foreign student who qualifies for residency will pay resident tuition provided that the requirements of the preceding paragraphs are met.
Fees

The application fee is a non-refundable fee and represents the cost of admissions processing for all full and part-time students upon their first admission to the College. The laboratory and physical education service fees partially provide for the extra costs of special supplies, equipment and services associated with certain courses. Individual course descriptions, outlined in the College catalog, are annotated to show if these fees are to be charged for a particular course. The college fee provides for social, inter-scholastic athletic and related activities for full and part-time students. The graduation fee covers the cost of student diplomas or certificates, the processing of the foregoing documents and related records, and the graduation ceremonies. Payment of the graduation fee is obligatory for all students completing their degree or certificate requirements. The returned check fee provides for the collection and processing of checks returned unpaid by banks. Lastly, the transcript fee provides for the cost of handling and mailing transcripts of academic records.

Tuition and Fees Schedule

Full-time tuition allows a student to register for up to 19 credits in any semester.

The following schedule of tuition and fees for Suffolk County Community College is in effect and applies to all campuses and extension centers of the College. The applicability and computation of tuition and fees for students attending classes at more than one campus or extension center are the same as for students attending classes at a single campus or extension center. However, students taking courses exclusively at extension centers are not assessed the part-time College fee.

Independent study courses are subject to the same tuition and fees as for other on-campus courses.

Tuition and fees must be paid at the time of registration. In the event a course is canceled, tuition and fees for that course will be refunded in full.

All tuition and fees are subject to change at the discretion of the College.

**FULL-TIME STUDENT - 12 CREDITS OR MORE PER SEMESTER**

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<td>Tuition, Non-Residents</td>
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<td>Mandatory Insurance fee (applicable courses will be indicated in current catalog)</td>
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<td>Graduation Review Fee</td>
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</tr>
<tr>
<td>Liability Insurance Fee</td>
<td>$15 per semester</td>
</tr>
<tr>
<td>Challenge Examination</td>
<td>$100 per course</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP) Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Prior Learning Assessment</td>
<td></td>
</tr>
<tr>
<td>- Basic Fee for Portfolio Evaluation</td>
<td></td>
</tr>
<tr>
<td>- Supplemental Fee</td>
<td></td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>$35</td>
</tr>
</tbody>
</table>

**PART-TIME STUDENT - FEWER THAN 12 CREDITS PER SEMESTER**

<p>| Tuition, Residents                  | $99 per credit |
| Tuition, Non-Residents               | $198 per credit |</p>
<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee (non-refundable)</td>
<td>$30</td>
</tr>
<tr>
<td>Placement Testing Fee (non-refundable)</td>
<td>$25</td>
</tr>
<tr>
<td>College Fee</td>
<td></td>
</tr>
<tr>
<td>1 - 5.5 credits</td>
<td>$15</td>
</tr>
<tr>
<td>6 - 11.5 credits</td>
<td>$30</td>
</tr>
<tr>
<td>Laboratory Fee (applicable for courses indicated in current catalog)</td>
<td>$40 per course</td>
</tr>
<tr>
<td>Physical Education Service Fee (applicable for courses indicated in current catalog)</td>
<td>$40 per semester</td>
</tr>
<tr>
<td>Mandatory Insurance Fee (applicable courses will be indicated in catalog)</td>
<td>$11</td>
</tr>
<tr>
<td>Technology Fee</td>
<td></td>
</tr>
<tr>
<td>Per semester</td>
<td>$10</td>
</tr>
<tr>
<td>Intersession</td>
<td>$4</td>
</tr>
<tr>
<td>Summer</td>
<td>$10</td>
</tr>
<tr>
<td>Returned Check Fee</td>
<td>$20 per check</td>
</tr>
<tr>
<td>Records Management Fee</td>
<td>$4</td>
</tr>
<tr>
<td>Graduation Review Fee</td>
<td>$20</td>
</tr>
<tr>
<td>Liability Insurance Fee</td>
<td>$15 per semester</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Prior Learning Assessment</td>
<td></td>
</tr>
<tr>
<td>- Basic Fee for Portfolio Evaluation</td>
<td>$100</td>
</tr>
<tr>
<td>- Supplement Fee</td>
<td>1/3 tuition of credit requested</td>
</tr>
<tr>
<td>College-Level Examination (CLEP) Fee</td>
<td>$10</td>
</tr>
<tr>
<td>Tuition Payment Plan</td>
<td>$35</td>
</tr>
</tbody>
</table>

2. Books, other materials and incidental fees.

Students are responsible for the purchase of their own textbooks and ordinary stationery supplies. Textbooks and supplies can be obtained at the bookstore on each campus. It is
the policy of the bookstore that new books are sold at 5% off the publisher’s list price and used books are 25% off the publisher’s list price. The approximate cost incurred by students for books and other materials is $350.00 per semester.

3. Placement

There is no charge to students for the services of the career services department.

F. Describe activities for, or services available to, students in the following areas:

1. Course selection and registration and advisement.

Following admission to the College, incoming students are involved in an academic advisement program designed to insure that the courses they select are appropriate to their abilities, interests, and educational or career goals. In addition, the advisement program provides a learning experience for new students which encourages them to assume responsibility for making informed decisions regarding their academic programs.

2. Career counseling and testing.

Counseling

Suffolk County Community College is committed to providing a comprehensive counseling program. Students are encouraged to seek assistance in planning their academic programs from either counselors or faculty members.

Counselors assist students with resolving academic problems, setting educational goals appropriate to their interests and abilities, and dealing with personal problems which may hinder their educational program.

The counselor is a resource for information about courses, curriculums, grading policies, graduation requirements, and transfer programs and procedures.

Referral to appropriate community agencies may also be provided.

Testing

Students seeking assistance in exploring their aptitudes and interests in order to make educational or career choices may request individual tests in these areas. Counselors are available for discussion of test results.

3. Support programs such as remediation and tutoring.
The College maintains learning centers in mathematics, reading and writing where students can work independently on various software programs or with free tutoring by their peers.

4. Orientation for new students to the legal assistant program and to the career.

A program of pre-college orientation is offered to all new students prior to the beginning of classes each semester.

Orientation acquaints new full-time students with the College facilities and staff. It helps students to become aware of the ways in which the resources of the College can best be used to fulfill their individual needs, and it provides them with necessary information on such matters as College regulations, curriculum choices, career decisions, and student activities.

The orientation of the paralegal student, in addition to the orientation given to all students, starts with an invitation to a special session for incoming paralegal students by the counseling staff. The student then has an individual interview with an assistant admissions officer. At that interview the student is given an overall review of the program and the courses involved.

5. Student organizations and associations.

The College has adopted the philosophy that a sound co-curricular program of social, cultural and athletic activities complements the students' classroom experience.

The basic purpose of these activities is to provide the student with an opportunity to participate in those experiences which are part of college life, to develop leadership skills, and to accept responsibility as a community member. Among the benefits derived from the College Fee paid by students is the privilege of participating in student activities, athletic events, theatrical productions, social functions and cultural programs.

Although many paralegal students belong to various student clubs ranging from business, accounting, religious, criminal justice and sports, most also participate in the Legal Studies Club. This club, which has members from all three campuses, organizes trips to the local and state courts and the United States Supreme Court in Washington, D.C. Speakers are invited to each campus to talk about various legal issues of concern to paralegal students.
6. Representation on college or program committees.

In the Spring 2000 semester, two paralegal students won very important elections for student trustee and club board officer. The student trustee is a voting member of the College Board of Trustees. The club board officer participates in discussions which determine all the club budgets for the academic year.

7. Continuing legal assistant education.

Meetings of the Long Island Paralegal Association are held periodically at the Western Campus in Brentwood. All of our students are encouraged to join LIPA and attend their monthly meetings. Several of our paralegal alumni are officers in LIPA.

Our students are also informed of and encouraged to attend seminars and conferences of the Suffolk County Bar Association.

8. Other services or activities that are relevant to legal assistant students.

The campus presidents of the Legal Studies Club serve as student representatives on the Paralegal Studies advisory committee. In addition, several paralegal alumni are also members of the advisory committee.

G. What is the completion rate for students entering the legal assistant program? Describe the procedure used to determine this rate. How does this rate compare with the completion rate in other career programs and in the institution?

The normal attrition rate for the legal assistant program is 18%. Our community college students may change from full-time to part-time status, or they may continue their studies over a period of years. It is characteristic that the evening program includes many legal secretaries who take the legal specialty courses for a number of years before becoming members of the paralegal program. The attrition rate reported is consistent with the college rate.

H. Describe how job placement is handled for graduates of the program.

1. Does the institution have a central placement office or program? If so, what role does the college placement office play in placing legal assistant graduates?

The College Career Services Department at Suffolk County Community College serves the students and alumni of the college on an ongoing basis. Its functions include job development, registration for employment, and referral of registrants to appropriate job openings.
In addition, the Career Services Department actively pursues part-time, temporary and summer job listings for students while they are attending the college, especially for positions related to their course of studies. Information about positions with specific application to coursework is sent to the appropriate academic chair to be disseminated to students in the curriculum. All part-time, temporary and summer positions are posted daily on specially designated bulletin boards in the student center buildings. Information on internships is also posted on the bulletin boards.

The College Career Services Department holds resume preparation workshops throughout the year for interested groups of students. Employment counseling sessions, including resume preparation, are scheduled on an individual appointment basis throughout the academic year.

The College Career Services Department offers a Job Search Seminar and Job Fair each year as part of the graduate recruitment program. At the Job Search Seminar a panel of personnel directors field questions from students on interviewing techniques and resume preparation. The Job Fair attracts approximately fifty companies each Spring who spend the day meeting with prospective graduates in preliminary employment interviews.

On-campus recruitment efforts by prospective employers are scheduled throughout the year. Interview arrangements are made by the College Career Services Office.

State, County, Federal and Uniform Court Systems test information is posted and sent to graduates when appropriate.

Suffolk County Community College’s centralized placement program is located in the Babylon Student Center. The role of the Career Services Center is to provide:

- Students with employment preparation by providing workshops and seminars on resume writing, interviewing, and job search skills;

- Job opportunities and information on part-time, full-time, temporary and summer jobs;

- Employer interaction by having job fairs and on-campus recruitment activities;

- Graduating students the opportunity to receive full-time employment information in the area of the student’s curriculum; and

- Support to all departments and work closely in identifying employers and engage in job development.
2. Describe the role of the program director, faculty, staff, and other program personnel in placement.

The Paralegal Program plays a major role in placing paralegal students. Students are encouraged to participate in the annual Job Fairs and meet employers. In addition to inviting the professionals to present workshops on job searching for individual classes, the Paralegal Program also has an internship program. This program provides students with an opportunity to get experience in the profession for which they are preparing.

In addition to the efforts of the Career Services Department, paralegal program faculty maintain affiliations with local bar associations and local attorneys to learn of placement opportunities.

The Paralegal Advisory Committee includes judges, attorneys, paralegals and officers of national and local paralegal associations who communicate job opportunities to our students.

Bulletin boards near the office of the Program Director are used to post various opportunities for employment and internships.

3. What steps does the institution take to ensure non-discrimination in the placement process?

The College strictly complies with its adopted policies of equal opportunity and affirmative action.

4. Describe any assistance that is given in regular classes, internships, pre-employment workshops, etc.

The question of placement is paramount in the minds of the faculty. Regular classroom teaching presents the opportunity to bring in outside practitioners with the reciprocal advantage of allowing them to learn about the program. Advisory Committee members, who are practicing paralegals, periodically speak to the “Introduction to Paralegal Studies” (BL41) classes about the role of the paralegal. The guest lecturer is a valuable tool for the paralegal program.

The internship program has proved to be a valuable placement tool as well as a learning experience.

5. Describe the assistance given to students and graduates in resume writing and interviewing skills.
The counselors of the Career Services Office regularly schedule time to visit paralegal classes to discuss paralegal placement, resume writing and interview techniques.

Students are required to prepare a professional cover letter and resume, research the paralegal jobs available on the Internet and review interview techniques in the course entitled, “Introduction to Paralegal Studies” (BL41).

5. As Exhibit 27, provide a list of graduates for each of the past three years or, if this a reapproval application, for each year since the date of the last report, and identify the names and addresses of their employers and their job titles. For graduates continuing their education, indicate the name of the institution they are attending and whether they are full-time or part-time students.

Please see Exhibit 27 (Employment of graduates based on Fall 1998 survey).
SECTION VI

LIBRARY
G-601

A. Describe the library facilities that are available to students in the legal assistant program, particularly as to their suitability for the legal specialty courses. Identify the library as a:

1. Law school library.
2. Regularly staffed county or bar library.
3. A section of the college library.
4. A library set up specifically to serve the legal assistant program.
5. A combination of two or more of the above.

B. If #1 or #2 above, provide the following information:

1. Distance of library from the institution.
2. Describe the method of travel between the library and the institution and the approximate travel time.
3. Describe the agreement between the library and the program regarding student use. If there is a written agreement, include as Exhibit 28.

C. Please provide the following information:

1. Hours of library operation.

Sections of the College’s general library on both Ammerman and Western Campuses have been designated a law collection, and are located on the main floor of each library. In addition to these reference libraries, there are collections of legally related texts available to students.

During school sessions the library hours are:

Monday - Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 1:30 p.m.

During school vacations and when classes are not in session:

Monday - Friday 9:00 a.m. - 4:00 p.m.

Legal research is conducted in the library on each campus. The law collection is extensive with sufficient resources to allow research on state and federal questions.
Students do utilize other nearby sources outlined below.

Students have access to the library at the State University of New York at Stony Brook, the Supreme Court Library in Riverhead, and the Supreme Court Library in Central Islip. In addition, many local libraries have excellent legal collections.

2. Is instruction in legal bibliography permitted within the library? Please state restrictions, if any.

There are no restrictions on instruction in legal legal bibliography with the College libraries.

D. As Exhibit 29, provide a listing of the legal materials in the collection under each of the following categories, noting the most recent update. For individual practice manuals, texts and the like, indicate the author, title, edition, date, publisher.

1. Codes.
2. Reporters.
3. Digests.
4. Shepard's Citations.
5. Legal encyclopedias.
6. Texts, practice manuals, and form books in all areas of legal assistant instruction.
7. Local and state bar journals and appropriate legal periodicals.
8. Texts on the role of the legal assistant and materials on the legal assistant profession.
9. Law dictionaries.

Please see Exhibit 29 (Library Collections)

E. Describe student access to research materials through computer technology.

Students have unlimited access to Lexis and the Internet at both campus libraries. Negotiations have been ongoing with West Publishing Corp. to subscribe to Westlaw at an educator's discount for over two years.

F. Describe the provisions that have been made for maintaining, updating and adding to library resources.

The legal section of the library is maintained by the reference staff of the College library in the same way that all books are maintained. The books are reshelved, repaired and replaced when necessary. The library subscribes to updating services. New book purchases are made periodically as a result of faculty requests.
G. What course or courses provide instruction in legal research? When is legal research instruction provided in the curriculum? Which legal specialty courses utilize the skills developed in legal research?

Legal research is taught in "Introduction to Paralegal Studies" (BL41) and in "Legal Research" (BL80). In addition, assignments requiring legal research experience are given in "Partnerships and Corporations" (BL84), "Civil Litigation" (BL43) and the "Paralegal Internship" (BL50). Students are required to learn various legal software programs in "Law Office Management" (BL47).
SECTION VII

PHYSICAL PLANT
G-701 through G-703

Describe the facilities provided for the legal assistant program with reference to:

1. Classrooms.
2. Conference rooms.
3. Office space for the program director, full and part-time faculty, and staff.
Indicate what space is provided for meeting privately with students for advising and counseling.
4. Office equipment such as computers, fax machines, copying machines, telephone answering system and e-mail access.
5. Equipment for classroom use such as projectors, computers, etc.
6. Laboratories, such as computer labs.

Classrooms and Conference Rooms

Classrooms are sound-proof, well lighted and ventilated. The classrooms are equipped with chalkboards and screens for audio-visual presentations. Students are seated at individual chairs with writing armrests attached for note taking. Provision is made for the hanging of coats and outdoor wear. Classrooms accommodate thirty-five students. Lecture halls and meeting rooms are available, including the 500-seat Islip Arts and Sagitkos Theatres, a 120-seat lecture room in the Riverhead Building, and small conference rooms adjacent to the Business Department offices.

Office Space for Faculty and Staff

All faculty members have offices, each with a desk, chair, bookcase, computer, telephone and filing cabinet. Students meet with the faculty in their offices to discuss their academic concerns. All faculty have e-mail access.

As an integral part of the Business Department, the legal assistant program benefits from the secretarial staff of the Business Department. In the office there are workrooms with photocopy and mimeograph equipment and fax machines and supply cabinets. Centrally located rooms serve as faculty lounges.

Equipment, Instructional Materials, etc.

In addition to photocopy and mimeograph equipment for the preparation of course outlines, tests and supplemental handouts, a Scantron machine is available for the grading of objective tests. Tests may also be graded by the Computer Center in the Riverhead Building. Overhead projectors are available for instructors’ use. VCR and TV monitors
are available for video cassette material. Smart carts are available for instruction on the Internet. Several classrooms have a computer with projector which is directly connected to the internet.