EVERYONE IS WELCOME



**Calling all Paralegal and Business Law Students**

My name is Sandra Peterman, your Paralegal and Business Law Tutor at the ARC Center located in the library on the beautiful Cuyamaca College campus. I graduated from the Cuyamaca College Paralegal Program in the Fall of 2018. I am currently a senior at PLNU working on my BA degree in Organizational Management and will be graduating in July 2019. I will be starting Law School at California Western School of Law in the Spring of 2020.

I am the embedded tutor for the following Paralegal courses and Business Law Courses on the following evenings:

**Legal Research and Writing, PARA 132** with Professor Brandon Baker every Monday from 6:30-9:20 PM beginning on January 28, 2019.

**Administrative Law, PARA 120**, with Professor Judge Rucker every Thursday from 6:30-9:20 PM beginning on January 31, 2019.

**Business Law, BUS 125**, with Professor Judge Rucker every Wednesday from 6:30 PM-9:20 PM beginning on February 20, 2019.

 As your embedded tutor, it is my goal to facilitate you in-class, as well as in the Academic Resource Center, with content and study skills.

Prior to each class, The QuickStart Paralegal Series will be meeting for a content specific workshop to spend time reviewing content from previous week’s lectures and review and discuss required readings for the week. This pre-workshop can help you to get a QuickStart on content specific subject matter. This in turn will help you retain (and absorb) concepts more effectively. In addition, having a group discussion with a question and answer time can help you prepare more effectively for quizzes and exams.

These group workshops will be each day prior to class, on Wednesday nights from 4:30 PM – 6:00 PM.

If you prefer an intimate session I am inviting you to schedule a private productive, enlightening 25-minute tutoring session with me at 619-660-4306. This will help you to get up to speed in the paralegal classes and/or business law class. I look forward to working with you in addressing your issues great and small. Through cooperation we can create a win, win situation to address the complexities of these classes.

MY CURRENT HOURS OF AVAILABILITY ARE:

Mondays from 12:30 – 4:30 PM at ARC Center C-102

Wednesdays from 12:30 – 4:30 PM at the ARC Center C-102

Thursdays from 3:00 – 4:30 PM at ARC Center C-102

I look forward to meeting each one of you personally and addressing your educational needs. I request that when you call to make the appointment that you will inform the front desk of your need as pre-preparation creates more effective use of the tutoring time. Because I am a student like you my hours of availability can change.

Sincerely,

Sandra Peterman