

CCR-2841: INTERNSHIP

Cuyahoga Community College

Viewing: CCR-2841 : Internship

Board of Trustees:

January 2024

Academic Term:

Fall 2024

Subject Code

CCR - Captioning and Court Reporting

Course Number:

2841

Title:

Internship

Catalog Description:

Provides student with 75 hours of actual writing time during on-the-job training using voicewriting technology or machine shorthand technology along with a variety of professional-level tasks. Includes additional practice activities and a practice designed to support students in successfully completing tasks assigned at internship site.

Credit Hour(s):

2

Lab Hour(s):

3

Other Hour(s):

5

Other Hour Details:

Directed practice: 5 hours per week

Requisites

Prerequisite and Corequisite

CCR-2401 Speedbuilding and Transcription at 180 WPM; or concurrent enrollment in CCR-2451 Speedbuilding and Transcription at 225 WPM, and CCR-2470 Advanced Technology.

Outcomes

Course Outcome(s):

Describe his/her/their role within the field.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Maintain and submit a descriptive narrative report of the internship experience.
2. Discuss the role of the professional captioner or court reporter.

Course Outcome(s):

Describe the associated responsibilities of the position in the descriptive narrative.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Describe punctuality.
2. Describe professional dress.
3. Describe job preparation.
4. Describe transcript production.
5. Describe marking and maintaining exhibits.
6. Describe swearing in the witness.

Course Outcome(s):

Transcribe a simulated RPR skills test.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Prepare and edit the transcript.
2. Submit the prepared transcript within 3.5 hours.
3. Listen to and write an actual NCRA RPR exam accessed through the Blackboard supplemental site.

Course Outcome(s):

Write a simulated CRR skills test at a speed of 180-200 wpm literary for 5 minutes.

Essential Learning Outcome Mapping:

Not Applicable: No Essential Learning Outcomes mapped. This course does not require application-level assignments that demonstrate mastery in any of the Essential Learning Outcomes.

Objective(s):

1. Listen to and write an actual National Court Reporters Association Certified Realtime Reporter (NCRA CRR) exam accessed through the Blackboard supplemental site.
2. Submit the unedited transcript within 5 minutes of completing the test.

Methods of Evaluation:

1. Proper documentation at 75 hours of writing in a combination of judicial and captioning and CART providing professional experiences.
2. Minimum of 40 salable pages of edited documents/transcript taken during the experience.
3. Completion of proofreading assignments.
4. Completion of resume.
5. Written narrative report summarizing the internship experience, which will include daily entries relating to new terminology encountered, new experiences, and activities/processes observed, roles, and responsibilities of the position.
6. All forms completed and submitted as required by the department.
7. Transcript of simulated Registered Professional Reporter (RPR) skills test.
8. Notes from CRR skills test.

Course Content Outline:

1. Job preparation
 - a. Locate site of interning experiences.
 - b. Take necessary supplies to the experience.
 - c. Dress appropriately.
 - d. Prepare dictionary for job-specific terms as available.
 - e. RPR Skills practice test.
 - f. Transcription exercises.

2. Performance

- a. Attend a variety of professional experiences with court reporting equipment, simulating professional behaviors.
- b. Introduce him/herself to professional mentor and others encountered in the experience.
- c. Demonstrate professionalism during the experience.
- d. Create thank you notes to mentors.
- e. Maintain time-keeping records of experiences.

Resources

Michigan Legal Publishing, Ltd., National Court Rules Committee (Contributor. *Federal Rules of Evidence; 2023 Edition: With Internal Cross-References*. 2023. Grandville, Michigan Legal Publishing, 2022. November 1, 2022.

Barb Dewitt. (2022) *Steno Planner: 16 Week For Court Reporting Students*, Independently Published.

Nolo. (2021) (August 6, 2021) *Legal Research: How to Find & Understand the Law*, Berkeley: Nolo.

Trey Guinn. (2022) (October 19, 2022) *Communication Essentials: The Tools You Need to Master Every Type of Professional Interaction*, New York City: McGraw Hill Education.

Robert Khoury and John Selby. *How to Intern Successfully: Insights & Actions to Optimize Your Experience*. Cardiff by the Sea: Waterside Productions, 2022. October 19, 2022.

Powers, Paul. *Winning*. 1st. Franklin Lakes, NJ: Career Press, 2009.

"Speed Development, Book II"

Resources Other

Faculty created documents

NCRA recorded RPR examination

California Court Reporters Association Recorded California Shorthand Reporters (CSR) examination

YouTube videos of trials, depositions, college lectures

Newspaper articles

NCRA listserv

Congressional Daily Record

Websites for dictation materials

1. <http://www.umkc.edu/famoustrials>

http://www.unlisted-etcetera.com/court_transcripts.htm

www.juryinstruction.com

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