

COURSE OUTLINE

Realtime Captioning Internship

Course Description

RC 104. Realtime Captioning Internship. 1 hour credit. Prerequisites: RC 103 with a B or better. This course will enable the student to apply the skills and knowledge of realtime captioning in real-life situations. The student will write for sustained periods of time. The student will submit an unedited realtime captioned translation of three 15-minute program segments on varied topics. The student shall not serve in the capacity of an actual realtime captioner during participation in this internship. Through this experience, the student will identify his/her strengths and weaknesses as a realtime captioning professional. National Court Reporters Association (NCRA) standards will be followed for this internship.

Course Relevance

All realtime reporting information systems professionals today use computer-aided transcription in delivering their product—a record of the spoken word. This internship experience will allow the student to experience the real-life situation prior to employment in the realtime captioning profession and all the responsibilities of the professional reporter.

Required Materials

Steno machine or voice writing equipment

Computer-Assisted Translation (CAT) software

Laptop (see instructor for specification sheet)

Learning Outcomes

The intention is for the student to be able to:

1. Write for sustained periods of time.
2. Produce three 15-minute realtime captioned program segments on varied topics with 96% accuracy.
3. Gain experience and knowledge through observation of the working captioner in a realtime environment.

Learning PACT Skills that will be DEVELOPED and/or documented in this course

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

Personal Development Skills

1. Personal management
 - Through the internship experience, the student will engage in self-evaluation in regard to self-image, values, attitudes, interests, goals, strengths, and weaknesses.

- Through the internship experience, the student will produce a realtime captioned translation within the required timelines and under supervision.

Communication Skills

1. Creation and delivery of messages
 - Through the internship experience, the student will be able to produce a realtime captioned translation.

Major Summative Assessment Task(s)

These learning outcome(s) and Learning PACT skill(s) will be demonstrated by:

1. Completing a minimum 40-hour realtime captioning internship (25 hours of actual writing and 15 hours of research and dictionary preparation) under the supervision of a practicing captioner off-site, or institutional instructor for the on-campus captioning internship experience.
2. Submitting an unedited realtime captioned translation of three 15-minute program segments on varied topics for course evaluation taken from the internship experience.
3. Submitting a one-page narrative report summarizing the internship experience, including such things as a diary, new terminology encountered, new experiences, and activities/processes observed.
4. Submitting the signed 40-hour internship verification form(s)-(required by NCRA standards).

Course Content

(The following skills and competencies are taken from the NCRA's *General Requirements and Minimum Standards* and incorporated into each specific course.)

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Complete a minimum 40-hour realtime captioning internship (25 hours of actual writing and 15 hours of research and dictionary preparation)
 - B. Submit realtime captioned translation from internship experience
 - C. Demonstrate the routine of a realtime captioner
- II. Themes – Key recurring concepts that run throughout this course:
 - A. Professionalism in a real-world experience
 - B. Recording live and pre-recorded television programming
- III. Issues – Key areas of conflict that must be understood in order to achieve the intended outcome:
 - A. The role of the realtime captioner in the captioning environment
 - B. Ethical responsibilities to viewers
- IV. Concepts – Key concepts that must be understood to address the issues:
 - A. Writing skill
 - B. CAT (computer-assisted translation)
 - C. Captioning procedures

Learning Units

- I. Realtime captioner experience
 - A. Setting up captioning equipment
 - B. Preparing for job – including dictionary entries

- C. Writing for sustained periods of time
- D. Writing environmental sound descriptors

Learning Activities

Learning activities will emphasize the importance of good writing skills. Examples of learning activities that will contribute to the learning process include instructor lectures, class discussions, in-class dictation, demonstration, hands-on activities, audio-visual aids, guest speakers, daily exercises, handouts, study guides, field trips, individual conferences with the instructor, homework and lab.

Grade Determination

The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, student projects, student presentations, class participation, and other methods of evaluation employed at the discretion of the instructor.