

COURSE OUTLINE

Realtime Reporting Internship

Course Description

RR 230. Realtime Reporting Internship. 1 hour credit. Prerequisites: RR 202 or VR 101 with a B or better and RR 220 taken concurrently or with a B or better. This course will enable the student to apply the skills and knowledge of realtime reporting in real-life situations. The student will write for sustained periods of time. The student will produce a complete and accurate transcript of the proceedings, which is for educational and grading purposes only and shall not be sold. The student shall not serve in the capacity of an actual realtime reporter during participation in this internship. Through this experience, the student will identify strengths and weaknesses as a realtime reporting information systems 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 reporting profession and all the responsibilities of the professional reporter.

Required Materials

Computer-Assisted Translation (CAT) software

Laptop (see instructor for specification sheet)

Steno machine or voice equipment, realtime cable, digital recorder

Supplemental materials

Medical Dictionary

Legal Dictionary

Learning Outcomes

The intention is for the student to be able to:

1. Write for sustained periods of time.
2. Prepare a complete and accurate 40-page transcript for evaluation from the freelance, official, or realtime reporting internship experience.
3. Gain experience and knowledge through observation of the working reporter in a realtime environment.

Learning PACT Skills that will be developed and 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.

Analytical Thinking Skills

1. Critical thinking
 - Through the internship experience, the student will produce a transcript 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 an accurate transcript of the proceedings.

Major Summative Assessment Task(s)

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

1. Completing a minimum 40 hours of actual writing time under the supervision of a practicing reporter using machine steno or voice technology.
2. Preparing a complete and accurate transcript of at least 40 pages from the realtime reporting internship experience.
3. Submitting the signed 40-hour internship verification form(s)-(required by NCRA standards).
4. Submitting a written narrative report summarizing the internship experience. The written narrative shall be a minimum of one page and include the following: identification of strengths and weaknesses as a realtime reporter professional; new terminology encountered, new experiences encountered, and the activities or processes observed.

Course Content

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
 - A. Complete a total of 40 hours of internship experience in at least two different types of realtime experiences—freelance, official, Computer-Assisted Realtime Translation (CART), or captioning
 - B. Prepare a 40-page transcript at 95 percent accuracy from a realtime experience
 - C. Demonstrate the routine for a typical deposition, courtroom trial, and realtime in a unique environment

Learning Units

- I. Official reporter experience
 - A. Setting up realtime in the courtroom
 - B. Marking and logging exhibits
 - C. Swearing in witnesses

- II. Freelance reporter experience
 - A. Setting up realtime in a deposition
 - B. Marking and logging exhibits
 - C. Swearing in witnesses

- III. Other realtime experiences
 - A. Setting up as a Computer-Assisted Realtime Translation (CART) provider
 - B. Setting up realtime as a captioner

Learning Activities

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through lectures, instructor-led class discussion, guest speakers, group activities, drills/skill practice, and others at the discretion of the instructor.

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.