

**MIDSTATE COLLEGE  
411 W. NORTHMOOR RD.  
PEORIA, IL 61614  
(309)692-4092 (800) 251-4299  
Fall 2011**

**COURSE:** JR 225 Judicial Reporting Internship

**CREDIT HOURS:** 4 quarter credit hours

**TEXT:** None

**AUTHOR:** N/A

**PUBLISHER:** N/A

**COURSE DESCRIPTION:**

Prerequisite: Student must have completed the 200 wpm requirement on two-voice testimony material.

Internship shall include a minimum of 50 hours of participation under the guidance of experienced reporters, captioners, or Communication Access Realtime Translation (CART) reporters. A minimum of 40 hours of verified actual writing time will be in assigned at deposition reporting, a judicial setting, and/or a realtime setting including the classroom, hearings, and various other procedures that may require the services of a realtime reporter, if possible. The remaining ten hours of participation may include research, transcription formatting, setup of computer equipment, or various record-keeping duties as would be utilized in the several areas of electronic reporting. A 40-page salable transcript will be prepared, a narrative of the internship experience is required, all writing logs submitted for approval, and a resume will be prepared.

**COURSE OBJECTIVES:**

Upon completion of this course, the student will be able to:

1. submit a narrative report summarizing the internship experience. (To include such things as a diary, new terminology encountered, new experiences, and activities/processes observed.)
2. prepare 40 pages of salable transcript for course evaluation consisting of a title page, index, certification page, direct and/or cross-examination, parentheticals, and such other entries as may appear in a given case, taken from the freelance, the official, or the realtime reporting internship experience.
3. submit the signed internship verification form.
4. develop the poise, professionalism and skills necessary to report a variety of proceedings by spending time in a freelance office and in a courtroom observing and participating in the role of the court reporter in the judicial process.

**Midstate Grading Scale:**

90-100	A
80- 89	B
70- 79	C
60- 69	D
0- 59	F

**JR 225 JUDICIAL REPORTING INTERNSHIP**

**Instructor Information:**

Teresa Ozuna, CSR, CRI  
Office Number: 228  
Phone Number: 1 (800) 251-4299, Ext. 2281  
Fax Number: (309) 692-3893  
E-mail: [tozuna@midstate.edu](mailto:tozuna@midstate.edu)

**PARTICIPATION REQUIREMENTS/POLICES AND PROCEDURES/REQUIREMENTS TO PASS THIS COURSE:**

1. Internship shall not commence until student completes the 200 wpm requirement on testimony material.
2. The institution is responsible for assisting the student in arranging the internship experience.
3. The internship shall include official, freelance, and realtime reporting experience where possible.
4. The student shall not serve in the capacity of the actual reporter during participation in this internship period.
5. Internship shall include a minimum of 40 hours of actual writing time under the supervision of a practicing realtime reporter using machine shorthand technology. This must be verified in writing by the reporter(s) under whom the internship is being completed.
6. A transcript shall be produced for educational and grading purposes only and shall not be sold.
7. Records must be maintained to verify the internship experience including internship verification form, narrative report, and transcript of internship experience.
8. Student will be required to prepare a resume.
9. Student will write a narrative summarizing the internship experience. The written narrative shall include such things as a diary, new terminology encountered, new experiences, and activities/processes observed.
10. To gain the most benefit from the internship, the student will be required to report the following proceedings where possible:
 

Civil	16 hours
Criminal	16 hours
Depositions	5 hours
Divorce Cases	<u>3</u> hours
Total	40 hours
11. Student will not be excused from classes to complete internship.
12. Student will report proceedings as directed by instructor.
13. Student must be entirely familiar with Standards and Requirements of Judicial Reporting Department.

**ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE:**

1. Records must be maintained to verify the internship experience.
2. All transcripts will be corrected by instructor, typed in final form by students, and placed in student's permanent file.
3. Student's internship report/reflection will be graded and placed in the student's permanent file.
4. Student's resume will be placed in student's permanent file and their job placement file.

**GRADING SPECIFICATIONS:**

Resume	20%
Report	20%
Transcript	<u>60%</u>
Total	100%