11/8/2022 DATE
☑ REQUIRED COURSE
☐ ELECTIVE COURSE

Business DIVISION
☐ NEW COURSE
☑ REVISION

Lake Land College
Course Information Form

COURSE NUMBER:	CRT-083	TITLE: *(30 Characters Max)*	Court Reporting Internship				
SEM CR HRS:	1	Lecture:	1	Lab:	0		ECH: 1

Course Level:	☐ Gen Ed / IAI ☑ Career/Technical			Clinical Practicum:	0	SOE/ Internship:	5	SOE ECH:	5
	☐ Baccalaureate /Non-IAI ☐ Dev Ed/ Not in Degree Audit								

COURSE PCS #	12	IAI Code				Contact Hours Per Week		
Repeatable (Y/N): Y	Pass/Fail (Y/N): N	Variable Credit (Y/N): N	Min:	Max:		16 Wks	50	8 wks	100

Prerequisites:	
Catalog Description: (40 Word Limit)	Provide students an opportunity to observe, apply knowledge, and gain experience writing. Number of hours of actual writing time varies by specialization. Students will write under the supervision of a practicing reporter using machine steno technology.

List the Major Course Segments (Units)	Contact Lecture Hours	Contact Lab Hours	Clinical Practicum	Non-Clinical Internship/ SOE
Supervised Occupational Experience				5
Relates to student's chosen specialization				
Actual Work Hours = 40				
TOTAL	0	0	0	5

EVALUTION

QUIZZES ☐	EXAMS ☐	ORAL PRES ☐	PAPERS ☑
LAB WORK ☐	PROJECTS ☑	COMP FINAL ☐	OTHER ☑ Supervisor Evalu

COURSE MATERIALS

TITLE:	
AUTHOR:	
PUBLISHER:	
VOLUME/EDITION/URL:	
COPYRIGHT DATE:	

MAJOR COURSE SEGMENT	HOURS	LEARNING OUTCOMES
		The student will be able to:
Supervised Occupational Experience Relates to student's chosen specialization	40 Actual Work Hours	1. Demonstrate computer-aided transcription, prepare two complete minimum 20-page transcripts developing title page, index, certificate page. 2. Document work experience and responsibilities in timesheets and daily journals. 3. Produce files in paper format along w/ASCII disc/PDF files. 4. Display professionalism. 5. Demonstrate knowledge of on-the-job ethics and understand ethics and confidentiality protocol. 6. Update resume to incorporate knowledge and skills acquired during the internship.
Insert New Line Above this Line	40	

COURSE OUTCOMES*	At the successful completion of this course, students will be able to:
	• Prepare minimum of two twenty-page transcripts from internship experience.
	• Prepare daily journals regarding internship.
	• Update resume.

* Course Outcomes will be used in the Assessment Software for Outcomes Assessment. Limit to 3 - 5.