



# STARK STATE COLLEGE

## GENERAL SYLLABUS

### Course Information

**Course Name:** JCR Internship  
**Course Number:** JCR2400

### Required Materials

**Textbook(s):** Below are the **required course materials** for the JCR Internship.  
**Realtime Coach - Student**

**Required Readings:** None

**Additional Materials:** Computerized Stenograph Machine; USB Drive (backup of Internship files & dictionaries; and a Portfolio Notebook)

### Course Outline/Calendar

The date of coverage and order of coverage may be modified based on the faculty member and events beyond the control of faculty members that interfere with class times and teaching.

### 16-week Calendar

Week	Chapter/Topic/Lab
Week 1	Introduction to resource website
Week 2	*Complete internship experience requirements <b>Prepare cover letter and resume for Instructor Review</b>
Week 3	*Complete internship experience requirements <b>Submit cover letter and resume</b>
Week 4	*Complete internship experience requirements <b>Return to student: Cover letter and resume recommendations from instructor</b>
Week 5	*Complete internship experience requirements
Week 6	*Complete internship experience requirements <b>RPR Written Knowledge Test No 1</b>
Week 7	*Complete internship experience requirements
Week 8	*Complete internship experience requirements
Week 9	*Complete internship experience requirements
Week 10	*Complete internship experience requirements
Week 11	*Complete internship experience requirements <b>RPR Written Knowledge Test No 2</b>
Week 12	*Complete internship experience requirements

Week	Chapter/Topic/Lab
Week 13	*Complete internship experience requirements <b>40-page first transcript draft for instructor review</b>
Week 14	*Complete internship experience requirements
Week 15	*Complete internship experience requirements <b>Instructor return of draft 40-page transcript for student edits</b>
Week 16	*Complete internship experience requirements <b>40-page transcript Final</b>

**Each Internship Experience Assignment must include:**

1. The student shall submit a written narrative report (minimum of one page) summarizing the internship experience, including new terminology encountered, new experiences, and activities/processes observed.
2. The student shall submit signed verification forms by the reporter under the internship experience
3. The student shall submit internship

## 10-week Calendar

Week	Chapter/Topic/Lab
Week 1	Introduction to resource website
Week 2	*Complete internship experience requirements <b>Prepare cover letter and resume for Instructor Review</b>
Week 3	*Complete internship experience requirements <b>Submit cover letter and resume</b>
Week 4	*Complete internship experience requirements <b>Return to student: Cover letter and resume recommendations from instructor</b> <b>RPR Written Knowledge Test No. 1</b>
Week 5	*Complete internship experience requirements
Week 6	*Complete internship experience requirements
Week 7	*Complete internship experience requirements <b>40-page first transcript draft for instructor review</b>
Week 8	*Complete internship experience requirements
Week 9	*Complete internship experience requirements <b>RPR Written Knowledge Test No. 2</b> <b>Instructor return of draft 40-page transcript for student edits</b>
Week 10	*Complete internship experience requirements <b>40-page transcript Final</b>

**Each Internship Experience Assignment must include:**

1. The student shall submit a written narrative report (minimum of one page) summarizing the internship experience, including new terminology encountered, new experiences, and activities/processes observed.
2. The student shall submit signed verification forms by the reporter under the internship experience
3. The student shall submit internship