

El Paso Community College

Syllabus

Part II

Official Course Description

SUBJECT AREA	<u>Court Reporting</u>
COURSE RUBRIC AND NUMBER	<u>CRTR 2380</u>
COURSE TITLE	<u>Cooperative Education-Court Reporting/Court Reporter</u>
COURSE CREDIT HOURS	<u>3 1 : 20</u> Credits Lec Lab

I. Catalog Description

Provides career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. **Prerequisites: CRTR 2312 and CRTR 2435. Corequisite: CRTR 2331. (1:20). Lab fee.**

II. Course Objectives

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

- A. Record courtroom hearings stenographically under the direction of a licensed Certified Shorthand Reporter.
- B. Record deposition proceedings stenographically under the direction of a licensed Certified Shorthand Reporter.
- C. Prepare salable transcripts from courtroom and deposition proceedings in conformity with the Texas Uniform Format Manual.
- D. Submit a diary documenting the internship experience.

III. THECB Learning Outcomes (WECM)

As outlined in the learning plan, apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry and will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

- A. Grading Criteria

There are no examinations in this course. To pass this course with a C, a student must hand in transcripts by the end of the 3rd, 6th, and 9th weeks of the semester. For higher grades, transcripts need to be handed in more frequently. No more than one transcript will be accepted at one time or during the 9th or 10th week.

Students will be expected to produce accurate and complete transcripts with the following grading scale applied:

Completion of 5 transcripts	A
Completion of 4 transcripts	B
Completion of 3 transcripts	C
Completion of 2 transcripts	D
Completion of 0 to 1 transcript	F

B. Grading Scale

90 - 100	=A
80 - 89	=B
70 - 79	=C
60 - 69	=D
Below 60	=F
Incomplete	=I
Withdrawn	=W

V. Disability Statement (Americans with Disabilities Act [ADA])

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

VI. 6 Drop Rule

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.