

I. Objective and Duration

60 hours of supervised observation and interpreting practice in court.

For Interpretation internship other than in court, follow SPT-4941 Guidelines.

II. Activities

1. Research: read Susan Berg Seligson, *The Bilingual Courtroom*, and apply it to your internship experience.
2. Observation and Practice: Observe as many of the following different types of proceedings, and, at the supervisor's discretion, practice interpreting in court under the supervision of a staff interpreter. Criminal: *Tape Transcription and Translation, Preliminary Hearing, Initial Appearance, Arraignment, Bond Hearing, Pretrial Motions, Pretrial Conference, Change of Plea, Jury Selection, Trial (Opening Statements, Testimony of lay and expert witnesses, Jury Instructions, Summation or Closing Arguments, Verdict, Sentencing)*. Civil: *Depositions, Family Court / Probate, Administrative Hearings, Immigration, Workers Compensation, Labor / Unemployment Hearings, Civil Trial (Opening Statements, Motions, Testimony of lay and expert witnesses, Jury Instructions, Summation or Closing Arguments, Verdict)*.
3. Information Gathering: Conduct interviews or obtain information about: *the court, prosecutors, public defender or legal services office, and court support services (clerks of court, probation, bailiff/marshal services, court reporter, interpreter services)*, following the suggested questions in the adjoined Information Questionnaire.
4. Reporting: Keep an Activities Log and have it signed off by your supervisor. Obtain a Supervisor's Letter of Evaluation at the conclusion of the internship period. Write an analytic report on your research, information gathering, and internship experience, according to the guidelines below. Keep a glossary.

III. Guidelines: Internship Experience Analytical Report

The Internship Report should be 10 pp. long, double-spaced, with 1" margins and Times New Roman 12 pt. font, plus a Glossary. It should conform to this format:

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| 1. Daily Activity Log (initialed by supervisor) | (1 page) |
| 2. Supervisor's Letter of Evaluation | (1 page) |
| 3. Synopsis of research book | (1 page) |
| 4. Report on Information Gathered | (3 pages) |
| 5. Journal of Observations, Practice, and Activities | (4 pages) |
| 6. Glossary of terms encountered during the Internship | (varies) |

The Journal of Observations should incorporate and make reference to relevant parts of the research book.

Information Questionnaire

A. Court Administration

- Give the name and address of the court.
- What is the jurisdiction of the court.
- Describe the court system at large and explain how this court fits in the system.
- How is the court funded?
- How is the court managed locally and how is the court system itself managed?

B. Court Facilities

- How many courtrooms and hearing rooms are there?
- How do the courtrooms and hearing rooms differ?
- How are the courtrooms assigned?
(e.g., Does each judge have his/her own permanent courtroom?)
- Are the courtrooms computerized?
- Who is responsible for the operation of the courthouse?
- Is there a law library? How big is it? Is it open to the bar? To the public?
- Are all the support departments housed in the courthouse? If not, where?

C. The Judges

- How many judges preside in the court?
- What are the educational requirements for judges?
- How are they selected?
- How long do they serve?
- What is the judge's jurisdiction?
- Do the judges travel? If so, where, how often, and for how long?
- When interpreters are used, does the case proceed differently? What special accommodations, if any, do the judges make?

D. Clerk of Court

- How is the office of the clerk of court organized?
- What are the educational requirements for court clerks?
- What are the specific responsibilities of this office?
- What are the terms of employment of court clerks (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How are cases calendared?
- How are the various parties for each proceeding notified?
- How and where are case records kept?

E. Prosecutor's Office

- What are the educational requirements for prosecutors?
- What are the specific responsibilities of this office?
- What are the terms of employment for prosecutors (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How many prosecutors in the office?
- What is the case load for each?
- How are the cases assigned?
- To whom are they responsible?
- What is the turn-over rate?
- When the prosecutors work with interpreters, how are their activities affected? What roles and duties do they expect the interpreter to assume?

F. Public Defenders Office or Private Attorney

- What are the educational requirements for defense attorneys?
- What are the specific responsibilities of this office?
- What are the terms of employment for defense attorneys (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How many defense attorneys in the office?
- What is the case load for each?
- How are the cases assigned?
- To whom are they responsible?
- What is the turn-over rate?
- When the attorneys work with interpreters, how are their activities affected? What roles and duties do they expect the interpreter to assume?
- If attorneys are court-appointed explain the procedure for their appointment.

G. Court Reporters and Sound Recording Operators

- What are the employment requirements for court reporters and/or sound recording operators?
- What are their specific responsibilities?
- What are their terms of employment (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How many of these individuals work in the court? Are they full time?
- Is there a general pool, or is each assigned to a specific judge or courtroom?
- What equipment do they use?
- How is testimony taken down? Where are the records of testimony kept?
- Who owns the rights to the transcripts or recordings? How do they handle the different parties' requests for copies?
- Is tape recording equipment used? If so, how often?

H. Interpreter Services

- How are interpreter services provided? Are there staff interpreters? How many? How many contract interpreters in the roster? Are telephonic interpreters used?
- Are statistics kept on utilization of interpreter services? Who keeps them and how are they kept, by language? What are the statistics for the past few years? Is utilization on the rise or on the decline?
- What are the educational and certification requirements for interpreters?
- What are their specific responsibilities?
- What are the terms of employment for court interpreters (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How are interpreting assignments made?
- What equipment, if any, do the interpreters use? Who provides it?
- What policies regarding interpreters are in place in this jurisdiction?

I. Bailiff / Marshal Services; Sheriff Services

- What are the educational requirements for these officers?
- What are their specific responsibilities?
- What are their terms of employment (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How many officers work in the service? Are they full time?

J. Probation Office

- What are the educational requirements for these officers?
- What are their specific responsibilities?
- What are their terms of employment (hours, comp / flex time, retirement age and requirements, continuing education and on-the-job training, etc.)?
- How many officers work in the service? Are they full time?
- What is the case load for each officer? How is it divided among them?
- When the probation officers work with interpreters, how are their activities affected? What roles and duties do they expect the interpreter to assume?
- What kind of documents in this service would an interpreter need to be familiar with?