



City of Las Vegas
Municipal Court

STUDENT INTERNSHIP LEARNING OBJECTIVES

Overview

- Judicial Branch
- Municipal Court Structure
- Administrative Office Procedures
- Criminal Justice Career Avenues
 - Meet with the Court Administrator
 - Meet with a Municipal Court Judge
 - Meet with Human Resources Analyst
 - Observe Court including Specialty Courts, Traffic Court and Criminal Courtrooms
- Citizen Complaints
- Personnel Processes

Learning Objectives

- Understand the role of the judicial branch
- Learn basic court processes and court organization
- Mastery of office equipment
- Learn business phone skills (multiple lines)
- Learn filing organizational skills
- Mastery of data entry and creating basic reports
- Understand the Alternate Judge processes
- Understand the Indigent Defense process
- Learn Citizen Complaint Response and Tracking Process

MEASURES OF SUCCESSFUL ACHIEVEMENT

- Teach Back
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	
Microsoft PowerPoint	
Audio/Visual Aids	
Training Resources	
Photocopiers/scanners	Facsimile
Multi-line phone	

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Filing
Time Management	
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension
Deductive Reasoning
Oral Expression
Written Expression
Speech Clarity
Analytical Skills

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning, and Prioritizing Work
Documenting and Recording Information
Performing Administrative Duties



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STUDENT INTERNSHIP LEARNING OBJECTIVES

Overview

- Case Management System (CMS)
- IS Reports
- Municipal Court IS SharePoint

Learning Objectives (under supervision)

- Understand CMS
- Learn IS Report Documentation
- Learn IS Report Classification
- Learn SharePoint Content Management
- Perform IS Report Documentation
- Perform IS Report Classification
- Perform SharePoint Content Management

MEASURES OF SUCCESSFUL ACHIEVEMENT

- Teach Back
- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Internet Research	Microsoft PowerPoint
Audio/Visual Aids	Training Resources
Photocopiers/scanners	Facsimile

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Speech Clarity	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Documenting and Recording Information
Performing Administrative Duties



City of Las Vegas
Municipal Court

STUDENT INTERNSHIP LEARNING OBJECTIVES

Overview

- Judicial Branch
- Municipal Court Structure
- Court Sessions

Learning Objectives

- Research Process
- Filing and Archiving
- Customer Service
- Court Process

MEASURES OF SUCCESSFUL ACHIEVEMENT

- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Case Management System	
Audio/Visual Aids	Training Resources
Photocopiers/scanners	Facsimile

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Speech Clarity	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Documenting and Recording Information



City of Las Vegas
Municipal Court

STUDENT INTERNSHIP LEARNING OBJECTIVES

Overview

- Judicial Branch
- Municipal Court Structure
- Court Sessions and Program Non-Compliance

Learning Objectives

- Community Service Program
- Work Program
- Court Process
- Court Reports
- Customer Service

MEASURES OF SUCCESSFUL ACHIEVEMENT

- Intern Self-Evaluation
- Preceptor Evaluation

TOOLS & TECHNOLOGY INTERN WILL USE

Calculators	Microsoft Word
Computers	Microsoft Excel
Case Management System	
Audio/Visual Aids	Training Resources
Photocopiers/scanners	Facsimile

SKILLS INTERN WILL PRACTICE

Active Listening	Critical Thinking
Reading Comprehension	Time Management
Social Perceptiveness	Writing
Monitoring	Speaking
Complex Problem Solving	

ABILITIES INTERN WILL PRACTICE

Written Comprehension	Deductive Reasoning
Oral Expression	Written Expression
Speech Clarity	

WORK ACTIVITIES

Oral Expression
Oral Comprehension
Problem Sensitivity
Written Comprehension
Inductive Reasoning
Deductive Reasoning
Speech Clarity
Written Expression
Organizing, Planning and Prioritizing Work
Documenting and Recording Information