

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
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SPRING 2005

Course number & Name: CR210 Judicial Reporting Procedures

Credit hours: 4 quarter hours

Method of Delivery: On Campus

Course Description: Course is designed to stimulate the thinking of judicial reporting students to provide them with practical applications that will help them in their chosen profession. The following applications will be covered: role of the reporter in trials, depositions and administrative hearings; marking and handling of exhibits; indexing and storage of notes; reporting techniques, researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; interpreted proceedings; computer-aided transcription, and videotape technology.

Prerequisite: CR120 Machine Shorthand IV or demonstrated skill

Text(s) & Manual(s): Court Reporter's and CART Services Handbook (Fourth Edition, 2003)

Author(s): Mary H. Knapp & Robert W. McCormick

Publisher: Prentice-Hall, Inc.

Materials needed for this course: Stentura 400 SRT or better; paper; pen; textbooks; Case CATalyst

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

1. assume the role of the realtime reporter through simulated trials and depositions in performing the following functions: administering an oath/affirmation, marking and handling exhibits; exercising responsibility for reporting the proceeding in a timely and professional manner; indexing and storing notes; interrupting a speaker; obtaining spellings of proper names; identifying speakers in a multi-speaker situation; handling discussions off the record and sidebar; indicating nonverbal actions; certifying questions; reporting interpreted proceedings; handling, reading, and signing of depositions.
2. prepare for evaluation a salable record, including title page, index, certification page, direct and cross-examination, parentheticals and such other entries as may appear in a given case.
3. prepare a salable transcript of an actual or simulated court proceeding in a timely manner by producing at least ten pages of transcript in two hours or less. The transcript shall include: title page, index, certification page, direct and cross-examination, and jury charge/opening and/or closing statements.
4. have a basic knowledge of the NCRA Code of Professional Ethics and be able to apply that code in simulated situations and case studies.
5. identify and properly use the appropriate reference sources used in transcript production.
6. prepare and produce salable transcripts.
7. have a basic knowledge of the court reporting profession and related job opportunities.
8. report and transcribe jury selection.
9. rapidly and accurately proofread.
10. have a basic knowledge of the professional responsibilities of a judicial reporter and the benefits of joining and participating in professional associations; namely the National Court Reporters Association (NCRA) and the Illinois Court Reporters Association (ILCRA).
11. receive instruction on hearings and arbitration proceedings; reporting for the hearing impaired (CART); captioning; freelance and official reporting.
12. demonstrate knowledge of the use of video equipment in trials and depositions.
13. demonstrate knowledge of NCRA's Certified Legal Video Specialist program.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Midstate Plagiarism Policy:

Matters related to academic honesty or contrary action such as cheating, plagiarism, or giving unauthorized help on examinations or assignments may result in an instructor giving a student a failing grade for that academic effort and also recommending the student be given a failing grade for the course and/or be subject to dismissal.

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If you use the author's words in your papers or assignments, you must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college.

Assessment Portfolio Reminder:

Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

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Instructor Information: Teresa Ozuna, CSR, CRI Room 220 Phone Ext. 2200
E-mail: tozuna@midstate.edu

Participation Requirements:

Judicial Reporting Procedures shall include instruction in:

1. the role of the reporter in trials, depositions (i.e., telephonic, discovery, perpetuation/evidentiary, and in aid of execution), and administrative hearings..
2. Lecture and/or hands-on instruction in reporting techniques, which shall include but not be limited to, when and/or how to: interrupt a speaker, obtain spellings of proper names, identify speakers in a multi-speaker situation, swear or affirm witnesses and interpreters, handle discussions off the record, indicate nonverbal actions, certify questions, report with an interpreter, sidebar discussions, handle reading and signing of depositions.
3. Introduction to the NCRA Code of Professional Ethics in simulated situations and case studies, professional responsibilities, and professional organizations.
4. Instruction in identification and proper utilization of appropriate reference sources used in transcript production by assigned research projects and written reports and/or oral presentations.
5. Instruction in preparation and production of transcripts.
6. Lecture and/or assigned research projects dealing with the court reporting profession and related job opportunities, which include steno interpreting for the hearing impaired (CART), convention or conference reporting, and captioning.
7. Instruction in reporting and transcribing jury selection.
8. Instruction in rapid and accurate proofreading. (This may include actual transcripts to proofread and correction of all errors.)

Policies and Procedures:

1. Student must be present at the time a quiz or exam is given or accept an "F" for the exam. No makeup tests will be allowed without a VALID excuse.
2. All students must participate in group or individual assignments as instructed.

Methods of evaluating student performance:

1. Quizzes will be given at the conclusion of all chapters.
2. There will be a quiz after each chapter.
3. The final exam will be comprehensive and given according to the all-school final schedule.
4. Student will prepare a form book and simulated briefcase that will contain items necessary to properly perform the function(s) of a professional court reporter.
5. The two-hour, ten-page transcription assignment will be dictated the second week of the quarter. This transcript will be completed and turned in for grading the sixth week of the quarter. Any student who does not meet this deadline will receive a grade no higher than a "C" for this project.
6. Role playing to simulate various proceedings will be conducted.
7. Research projects will be assigned utilizing the various references available to court reporters, including Internet research, NCRA's Verbatim Reporters web site, research paper and oral report of the various computer-aided software packages available to the reporter.
8. Various transcriptions (or portions thereof) will be assigned and dictated approximately every other week. The only acceptable grade for such assignments is an "A"; therefore, revisions will be made until the student achieves an "A."

Examination Information:

See Methods of Evaluating Student Performance for examination information.

Instructor's Grading Scale:	Attendance	10%
	Quizzes	30%
	Assignments	20%
	Two-Hour Project	20%
	Final Exam	<u>20%</u>
		100%