

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
F2005

Course number & Name: CR220 Judicial Reporting Practicum

Credit hours: 4 quarter hours

Method of Delivery: Arranged

Course Description: Students will participate in mock videotaped depositions. Transcripts will be prepared with the use of computer-aided transcription with emphasis on form, punctuation, vocabulary, accuracy, and overall appearance. Students will participate in a daily copy exercise. They will receive an overview of the use of video equipment in trials and depositions and of NCRA's Certified Legal Video Specialist (CLVS) program. Students will dictate a proceeding for transcription by a typist. Emphasis is placed on the practical application of judicial reporting as it applies to actual working conditions with training in discipline and endurance.

Prerequisite: CR121 Machine Shorthand V, CR206 Computer Transcription and Technology, and CR210 Judicial Reporting Procedures or consent of instructor.

Text(s) & Manual(s): Not applicable

Supplemental Text Materials: Students are required to make use of all available reference materials in the library, e.g., The American Heritage Dictionary, Physician's Desk Reference, West's Legal Thesaurus and Dictionary, Dorland's Medical Dictionary, Morson's English Guide for Court Reporter's, NCRA Reporter's Desk Reference, Court Reporter's and CART Services Handbook, Legal Terminology, Glossaries, Grammar for Shorthand Reporters, Punctuation for Shorthand Reporters, specialized dictionaries, the atlas and other reference materials that may be necessary.

Materials needed for this course: Stentura 400 SRT or better, electronic shorthand machine capable of realtime; realtime cables; steno paper for shorthand machine; ink ribbon cartridges, as needed

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

1. mark and handle exhibits.
2. develop 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
 - handle reading and signing of depositions
3. demonstrate knowledge of punctuation and word usage relating to transcripts and other documents prepared by a judicial reporter and utilize appropriate reference materials.
4. demonstrate the ability to punctuate while writing shorthand notes.
5. prepare transcripts with the use of a computer-aided transcription system.
6. participate in mock depositions as "court reporter for the day." The student will be dressed appropriately and perform all the functions that would normally be performed in an actual proceeding.
7. develop the discipline and endurance required of court reporters.
8. participate in mock immediate copy proceeding.
9. define the term "CLVS" and describe the reporter's role in a videotaped deposition.
10. explain the various National Court Reporters Association membership benefits and define the various national certifications.

Midstate Grading scale:

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

*All students must have a 70% or better to pass this course.

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.

8/05 to

-2-

Instructor Information: Teresa D. Ozuna, CSR, CRI **Room:** 220 **E-mail:** tozuna@midstate.edu

Work: (309)692-4092 Ext. 2281 **Home:** (309)682-4511

Office Hours: Monday & Wednesday 11:50 a.m. – 1:00 p.m. 2:00 – 5:00 p.m.

Tuesday & Thursday 11:50 – 12:30 p.m.; 3:30 – 5:00 p.m.

Participation Requirements:

1. Student must be familiar with the Standards and Requirements of the Judicial Reporting Department. (A copy of which is posted on the bulletin board of each judicial reporting classroom.)
2. Resume, cover letter and interview – 10% of final grade. An acceptable resume accompanied by a cover letter will be mailed to the instructor. At that time an appointment will be scheduled. This will be treated as an interview for an actual reporting position. Student's preparation, poise, answers to pertinent questions, and the actual documents will be considered when computing this grade.
3. Vocabulary Transcriptions – 10% of final grade. Students will be assigned a list of vocabulary words, and dictation will be given utilizing these words. Emphasis will be placed on conflict-free steno outlines.
The transcription will be produced using a CAT system. These transcriptions will be graded for accuracy, correct punctuation, correct word usage and proper spelling. No VISIBLE corrections will be allowed. If any should occur, the paper will be given an automatic "F". Each improperly spelled word or wrong word usage will lower the grade one letter grade for each occurrence. Transcriptions will be due one week from the day of dictation. NO TRANSCRIPTIONS WILL BE ACCEPTED LATE FOR ANY REASON.
4. Punctuation Transcriptions – 10% of final grade. Students will be assigned a punctuation exercise and dictation will be given utilizing this assignment. Emphasis will be placed on writing punctuation while taking dictation. The transcription will be produced using a CAT system. These transcriptions will be graded for accuracy, correct punctuation, correct word usage and proper spelling. No VISIBLE corrections will be allowed. If any should occur, the paper will be given an automatic "F". Each improperly spelled word or wrong word usage will lower the grade on letter grade for each occurrence.

Transcriptions will be due one week from the day of dictation. NO TRANSCRIPTIONS WILL BE ACCEPTED LATE FOR ANY REASON.

5. Vocabulary Quizzes – 10% of final grade. Two quizzes will be given on the assigned vocabulary lessons. These quizzes will be given at the completion of Lessons 1 – 5 and Lessons 6 – 10.
6. Judicial Reporter Assignment #1 – 20% of final grade. The student will be assigned a mock deposition which will include all the attendant duties. That is, the student will be dressed appropriately, a notice will be mailed, student will conduct the deposition as if it were an actual proceeding, including swearing the witness, obtaining proper spelling of terms and names, utilization of the proper video introduction and procedures, and ascertaining how many copies of the transcript will be required. A salable transcript will be produced using a computer-aided transcription system and will include an invoice. The assignment will be due one week from the date of the deposition or hearing. These transcriptions will be graded verbatim with correct spelling, correct word usage and correct form being emphasized. No VISIBLE corrections will be allowed.
7. Judicial Reporter Assignment #2 – 20% of final grade. Same instructions as in #6 above. If the student does not participate in two mock proceedings, then Assignment #1 will account for 40% of the final grade.
8. Final Exam – 20% of final grade. This will be an immediate copy proceeding. All of the instructions as contained in #6 will apply with the exception of the due date. The hearing will take place in the morning and the student will have until 3:00 p.m. to complete a salable transcript using a computer-aided transcription system and will include an invoice.

*All courses within the Judicial Reporting program must be passed with a “C” or better.

Policies and Procedures:

1. Exercises in punctuation, grammar, vocabulary, handling objections, read back requests during a proceeding, and timely transcript production will be discussed and practiced.
2. Sustained dictation for training in discipline, endurance, and timely transcription production will be conducted weekly.

CELLULAR PHONES IN CLASS: Please turn your cell phones off or on vibrate while in class or mock proceedings.

Methods of evaluating student performance:

Students will complete all assignments indicated in PARTICIPATION REQUIREMENTS TO PASS THIS COURSE, the final product of which will be used to assess and evaluate each student’s performance. The Final Exam (20%) is comprehensive and requires the student to integrate knowledge and skills learned in previous assignments, the end result of which is a salable transcript created utilizing a computer-aided transcription system.

Examination Information: Because this course covers actual judicial reporting practicum and is to mimic the “real world” to include meeting deadlines, NO TRANSCRIPTIONS WILL BE ACCEPTED LATE FOR ANY REASON, and the student is to remain in close contact with the instructor as if this class were actual employment.

Instructor’s Grading Scale:

Resume, cover letter, & interview	10%
Vocabulary Transcriptions	10%
Punctuation Transcriptions	10%
Vocabulary Quizzes	10%
Assignment #1	20%
Assignment #2	20%
Final Exam	<u>20%</u>
	100%

revised 8/05 to

**CR220 JUDICIAL REPORTING PRACTICUM – ARRANGED
COURSE OUTLINE**

*Arranged students will be given handouts previous to vocabulary and punctuation dictations. Students will utilize videotapes for the vocabulary and punctuation dictations as well as to check their own work to be handed in by day 5 of each week. **You will receive vocabulary and punctuation handouts each week to be added to your dictionaries before listening to vocabulary and punctuation dictations.**

WEEK	ASSIGNMENTS
1 August 23 & 25	Receive handouts. Write vocabulary and punctuation dictations 1. Check your own work via the videotape.
2 Aug. 39 & Sept. 1	Receive handouts. Write vocabulary and punctuation dictations 2. Check your own work via the videotape.
3 September 6 & 8	Receive handouts. Write vocabulary and punctuation dictations 3. Check your own work via the videotape. The College will be closed Monday 9/5 for Labor Day. Happy Labor Day!
4 September 13 & 15	Receive handouts. Write vocabulary and punctuation dictations 4. Check your own work via the videotape. Mock proceeding 1 dictated Tuesday, September 13th.
5 September 20 & 22	Receive handouts. Write vocabulary and punctuation dictations 5. Check your own work via the videotape. Mock proceeding 1 due Tuesday, September 27th. Vocabulary quiz (Lessons 1 – 5)
6 September 27 & 29	Receive handouts. Write vocabulary and punctuation dictations 6. Check your own work via the videotape.
7 October 4 & 6	Receive handouts. Write vocabulary and punctuation dictations 7. Check your own work via the videotape. Mock proceeding 2 dictated Tuesday, October 4th.
8 October 11 & 13	Receive handouts. Write vocabulary and punctuation dictations 8. Check your own work via the videotape. Mock proceeding 2 due Tuesday, October 11th.
9 October 18 & 20	Receive handouts. Write vocabulary and punctuation dictations 9. Check your own work via the videotape. CLVS week. Students will meet with the instructor for this portion of the course.
10 October 25 – 27	Receive handouts. Write vocabulary and punctuation dictations 10. Check your own work via the videotape. CLVS article due October 25th. Vocabulary Quiz (Lessons 6 – 10)
11 November 1 & 3	Interview, resume', and cover letter due by November 3rd. See your instructor to schedule a time for your interview.
12 November 8 – 10	FINAL – Mock proceeding – daily copy (See instructor for time dictated and due.)

-Revised 8/05 to