

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
SPRING 2011

Course number & Name: JR220 Judicial Reporting Practicum

Credit hours: 4 quarter hours

Method of Delivery: In class

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. Emphasis is placed on the practical application of judicial reporting as it applies to actual working conditions with training in discipline and endurance.

Prerequisite: JR121 Machine Shorthand V or RR310 RR MSV, and RR206 Computer Transcription and Technology

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

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; and removable disk/thumb drive.

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 judicial 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.

Instructor Information: Teresa D. Ozuna, CSR, CRI **Room:** 228 **E-mail:** tozuna@midstate.edu

Work: (309) 692-4092 Ext. 2281 **Cell:** (309) 645-2694

Office Hours: Monday & Wednesday 10:00 a.m. – 1:00 p.m.; 2:00 – 3:30 p.m.

Tuesday & Thursday 9:30 a.m. – 10:00 p.m.; 2:15 – 4:00 p.m. or by appointment
(recommended)

Participation Requirements:

1. Student must be familiar with the Standards and Requirements of the Realtime/Judicial Reporting Department (a copy of which is posted on the bulletin board of each RR/JR 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 at the discretion of the instructor. Whether or not transcriptions will be accepted late is at the discretion of the instructor.
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 at the discretion of the instructor. Whether or not transcriptions will be accepted late is at the discretion of the instructor.

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 complete and accurate transcript will be produced using a computer-aided transcription system. 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.
8. CLVS/Videography essay – The student will be required to write an essay summarizing NCRA's CLVS certification examination requirements and videography as it pertains to judicial reporting. This essay will be graded but will only be used as evidence that the material was covered and/or as extra points to determine borderline final grades.
9. 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 proceedings will take place in the morning and the student will have until 3:00 p.m. to complete a complete and accurate transcript using a computer-aided transcription system and will include an invoice.

*All courses within the Realtime Reporting and Judicial Reporting programs 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. Texting or chatting during class time is prohibited.

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 complete and accurate 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%

**JR220 JUDICIAL REPORTING PRACTICUM – IN CLASS
COURSE OUTLINE**

The student will receive vocabulary and punctuation material. The terms in the material must be practiced and those terms not in your dictionaries must added to your dictionaries before writing the vocabulary and punctuation dictations. Weeks in which mock projects or other special assignments are completed will not have a lab day. Dictations will take place on Day 1 (Tuesday) and the mock or special projects will take place on Day 2 (Thursday)

WEEK 1

ASSIGNMENTS

Day 1 Review Syllabus. Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 1 and Punctuation Dictation 1 (lab).

Day 2 Write, edit, grade (in class), and submit Vocabulary Dictation 1 and Punctuation Dictation 1.

WEEK 2

Day 1 Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 2 and Punctuation Dictation 2 (lab).

Day 2 Write, edit, grade (in class), and submit Vocabulary Dictation 2 and Punctuation Dictation 2.

WEEK 3

Day 1 Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 3 and Punctuation Dictation 3 (lab).

Day 2 Write, edit, grade (in class), and submit Vocabulary Dictation 3 and Punctuation Dictation 3. Prepare for Dictations 4 to be taken Week 4 Day 1.

WEEK 4

Day 1 Write, edit, grade (in class), and submit Vocabulary Dictation 4 and Punctuation Dictation 4. Preparation for Mock Proceeding 1.

Day 2 **Mock Proceeding 1 dictated** (Make appointments for individual Mock Proceeding 1 review.)

WEEK 5

Day 1 Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 5 and Punctuation Dictation 5 (lab).

Day 2 Write, edit, grade (in class), and submit Vocabulary Dictation 5 and Punctuation Dictation 5. **Take Vocabulary Quiz 1 (Lessons 1 – 5)**

WEEK 6

Day 1 Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 6 and Punctuation Dictation 6 (lab). **Mock Proceeding 1 is due this week.**

Day 2 Write, edit, grade (in class), and submit Vocabulary Dictation 6 and Punctuation Dictation 6. Prepare for Dictations 7 to be taken Week 7 Day 1.

WEEK 7

Day 1

Write, edit, grade (in class), and submit Vocabulary Dictation 7 and Punctuation Dictation 7. Preparation for Mock Proceeding 2.

Day 2

Mock Proceeding 2 dictated (Make appointments for individual Mock Proceeding 2 review.)

WEEK 8

Day 1

Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 8 and Punctuation Dictation 8 (lab).

Day 2

Write, edit, grade (in class), and submit Vocabulary Dictation 8 and Punctuation Dictation 8. **Continue working on Mock Proceeding 2.**

WEEK 9

Day 1

Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 9 and Punctuation Dictation 9 (lab). **Mock Proceeding 2 is due this week.**

Day 2

Write, edit, grade (in class), and submit Vocabulary Dictation 9 and Punctuation Dictation 9. **CLVS week: lecture, research, and CLVS essay will be assigned.**

WEEK 10

Day 1

Review and practice the vocabulary and punctuation material and complete any required dictionary reference and work for Vocabulary Dictation 10 and Punctuation Dictation 10 (lab).

Day 2

Write, edit, grade (in class), and submit Vocabulary Dictation 10 and Punctuation Dictation 10. **CLVS article is due. Take Vocabulary Quiz (Lessons 6 – 10)**

WEEK 11

Interview, resume', and cover letter due this week. See your instructor to schedule a time for your interview – may be interchanged with Final – daily copy. Preparation for Final.

WEEK 12

FINAL – Mock proceeding (daily copy) - See instructor for date and time dictated and due. (Make appointments for individual Final review.)

***This Course Outline may change at the discretion of the instructor.**

-Revised 2/11 to