

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

Winter 2018

Course: JR275 Issues and Perspectives in Reporting and Captioning

Credit: 4 Quarter Hours

Method of Delivery: eLearning

Course Description:

This course will provide analysis and discussion of issues, ethics, and perspectives in the fields of reporting, CART captioning, and broadcast captioning.

Prerequisite:

none

Text(s) & Manual(s): none

Materials needed for this course:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones

Topics:

Job comparisons, job conditions and expectations, professional organizations, COPE Advisory Opinions, NCRA Legislative Boot Camp, NCRA Ethics First Program, issues in the profession today.

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
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Midstate Grading scale:

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

Academic Integrity:

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

Plagiarism:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of Turnitin which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair

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use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success and Tutoring:

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

Instructor: Kathryn Dittmeier, CRI
Midstate email: kadittmeier@midstate.edu
Office phone: 309-692-4092 x 2200
Cell phone: 309-634-9374 (preferred)

Room: 220 (office)
Office hour(s):
Mon, Tue, Thur 9:00 – 10:00 a.m.
Mon, Wed 1:25 – 2:15 p.m.

Policies and Procedures:

A grade of “C” or better in all coursework must be achieved to be eligible to graduate.

Syllabus changes: The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Moodle Rooms and/or via email.

Participation Requirements:

Discussion responses must be posted by Sunday night at the end of the week. In order to receive full credit for online discussion, you must also respond to at least one other student in a meaningful manner with either a value-added comment or an insightful question about the posting of your classmate.

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Examination Information:

This course has no midterm or final exams.

Methods of evaluating student performance: This course utilizes the following methods of evaluating student performance: research assignments, writing assignments, discussion forum.

Instructor's Grading Scale:

Participation/Discussion Forum	25%
Weekly Reflections	25%
Writing Assignments and Quizzes	50%

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

ELEARNING DISCUSSION QUESTION GRADING GUIDELINES	
Initial posting	30 points
<ul style="list-style-type: none"> • Answers the minimal requirements of the question without added insight or comment = 10 point • Minimal posting with some insight or comment showing an understanding of the topic = 20 points • Complete posting by student showing well-developed insight and/or analysis = 30 points 	
Response to posting of a classmate	30 points
<ul style="list-style-type: none"> • Posting the minimal requirements = 10 points • Minimal posting with some added insight = 20 points • Complete posting with discussion-provoking comment = 30 points 	
Correct spelling in postings for the week	20 points
<ul style="list-style-type: none"> • No spelling errors = 20 points • One or two spelling errors = 10 points • More than two spelling errors = 0 points 	
Correct grammar in postings for the week	20 points
<ul style="list-style-type: none"> • No grammar errors = 20 points • One or two grammar errors = 10 points • More than two grammar errors = 0 points 	
Total points per weekly discussion	100 points

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WEEKLY REFLECTION GRADING GUIDELINES	
<ul style="list-style-type: none"> • Two complete paragraphs demonstrating the student has read the assignments and understands the nature of the topic. 	40 points
<p style="text-align: center;">Correct spelling</p> <ul style="list-style-type: none"> • No spelling errors = 30 points • 1 misspelled word = 20 points • 2-3 misspelled words = 10 point • More than 3 misspelled words = 0 points 	30 points
<p style="text-align: center;">Correct grammar</p> <ul style="list-style-type: none"> • No grammar/mechanical errors = 30 points • 1 grammar/mechanical error = 20 points • 2-3 grammar/mechanical errors = 10 points • More than 3 misspelled words = 0 points 	30 points
Total points per weekly reflection	100 points

WRITING ASSIGNMENT GRADING GUIDELINES			
	-20	-10	-0
Introduction	Does not state objectives clearly	States objectives clearly, plus includes thesis statement	Also includes necessary info for reader's understanding of topic
Paragraph Development	Paragraphs are not well developed, not using minimum number of sentences nor complex sentences	Paragraphs are somewhat developed, using simple sentences, and with the minimum number of sentences	Paragraphs are fully developed, using multiple, complex and compound sentences
Content	Does not cover content appropriately	Major areas of content are included, but lacking sufficient detail	All pertinent content is covered
Mechanics	More than 3 errors	Between 1-3 errors	No errors
Spelling	More than 3 misspelled words	Between 1-3 misspelled words	No misspelled words

Course Outline

WEEK 1:

No Class on Monday

Topics:

Professional organizations

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Download the document titled, "Week 1 Questions."
2. Visit the websites linked in the course site to find answers to the questions and to learn about the information offered on each site. Be methodical and go through all of the links at each organization to see what is there.
3. Upload your answer form to the appropriate drop box.
4. **Discussion 1:** The first discussion shall consist of two paragraphs. The first paragraph will simply be an introduction of you. Please include your name, major and any professional or personal information that you wish to share. The second paragraph should address backup plans. Since this class requires an online component, it is important to have access to a reliable computer. What is your backup plan in the event that you experience computer or internet access problems?
5. **Discussion 2:** Make a post about three new things you learned about on the websites, and benefits of belonging to the national or the state organization.
6. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize the purpose of at least 2 of the organizations you visited this week and helpful information you found on their sites. Please devote the last paragraph to two things that you found to be most personally important and/or valuable. Also, share information regarding anything that you are having difficulty understanding or any concerns that you may have this week. The weekly reflection is due by Monday at 8:00 AM.

WEEK 2:

No school Wednesday

Topics:

The history of machine shorthand.

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

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3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lecture.
2. Visit the websites linked in the course site
3. Take the quiz.
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 3:

Topics:

Jobs in our profession: Freelance, Agency, and Official Reporters

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
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5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
 2. Visit the websites linked in the course site
 3. **Writing Assignment:** compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter. The paper should be a minimum of 1 ½ pages.
 4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
 5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.
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WEEK 4:

Topics:

COPE Advisory Opinions

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
2. Visit the websites linked in the course site
3. **Writing Assignment:** You will be supplied with a simulated situation. Apply COPE Advisory Opinions to the issues and write a letter of advice to the reporter with the issue, supporting your stance with reference(s) to appropriate COPE Advisory Opinions.
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.

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5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 5:

Topics:

COPE Advisory Opinions – Part II

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
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3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
2. Visit the websites linked in the course site
3. **Writing Assignment:** You will be supplied with a simulated situation. Apply COPE Advisory Opinions to the issues and write a letter of advice to the reporter with the issue, supporting your stance with reference(s) to appropriate COPE Advisory Opinions.
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 6:

Topics:

NCRA Ethics First Program

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
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3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
 2. Visit the websites linked in the course site
 3. **Writing Assignment:** Define what the NCRA Ethics First program is and give an example of applying principles from it. Your paper should consist of a minimum of two complete paragraphs.
 4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
 5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.
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Winter Break

School Resumes Monday, January 7

WEEK 7:

Topics:

NCRA Legislative Boot Camp and ILCRA Legislative Involvement

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

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3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
 2. Visit any links provided.
 3. **Quiz:** Take the quiz
 4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
 5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.
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WEEK 8:

No class Monday: Martin Luther King, Jr. Day

Topics:

CART Captioners: qualifications and skills, their role, and where they work

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
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7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
2. Visit any links provided.
3. **Quiz:** Take the quiz
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 9:

Topics:

Closed Captioners: qualifications and skills, their role, and where they work

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
2. Visit any links provided.
3. **Quiz:** Take the quiz
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 10:

Topics:

Voice Writers and Court Recorders

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
2. demonstrate knowledge of the role of CART captioners and environments where they work.
3. demonstrate knowledge of the role of closed captioners and the environments where they work.
4. describe opportunities for advancement on the job and in professional organizations.
5. apply COPE Advisory Opinions to simulated situations.
6. describe the purpose and activities of the NCRA Legislative Boot Camp.
7. describe the NCRA Ethics First program.

Assignments:

1. Listen to the lectures.
2. Visit any links provided.
3. **Writing Assignment:** Compare and contrast the methodologies of machine shorthand, voice writing, and court recording. Include benefits and drawbacks. In the last paragraph, focus on your personal thoughts about each way of making the record. Approve? Disapprove? Concerns? Your paper should consist of a minimum of 1 ½ pages.
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 11:

Topics:

Issues in the Profession Today

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

1. compare and contrast the responsibilities, benefits, and drawbacks of working as an independent freelance reporter, an agency reporter, and an official reporter.
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5. apply COPE Advisory Opinions to simulated situations.
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Assignments:

1. Listen to the lectures.
2. Visit any links provided.
3. **Writing Assignment:** Write a minimum of two paragraphs on the topic of contracting. What is it? How does it affect reporters (good or bad).
4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by Monday at 8:00 AM.

WEEK 12 – Finals Week

Topics:

Technology Advances and the reporter

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

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1. Listen to the lectures.
 2. Visit any links provided.
 3. **Quiz:** Complete the quiz.
 4. **Discussion:** The first discussion shall consist of two paragraphs. Please post by Thursday evening. The question is in the forum. Respond to another student's post by Sunday night.
 5. **Weekly Reflection:** Each student must submit a 2-3 paragraph report to the Weekly Reflection drop box. The report shall summarize things that you found of personal interest in this week's lecture and web explorations. The weekly reflection is due by SUNDAY at 8:00 PM.

Last day to turn in assignments: Sunday, February 17.