

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

Summer 2019

Course: RR312 Judicial Reporting Practicum

Credit: 4 Quarter Hours

Method of Delivery: eLearning with on-campus component (EC)

Course Description:

Students will participate in mock 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: RR310 RR MSV, RR206 Computer Transcription and Technology, and RR290 Judicial Reporting Procedures or consent of instructor.

Text(s) & Manual(s): None

Materials needed for this course:

Students are required to make use of all available reference materials in the library, e.g., 1, 2, Hyphenated?, 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.

Topics: reporting techniques, punctuation and word usage, transcript preparation, CLVS overview

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

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- 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. apply proper punctuation while writing realtime.
- 5. generate transcripts with the use of a computer-aided transcription system.
- 6. perform all the functions that would normally be displayed in various legal proceedings.
- 7. produce an immediate-copy transcript.
- 8. define the term "CLVS" and describe the reporter's role in a videotaped deposition.
- 9. 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
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

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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 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)
Phone hours: 8 am – 8 pm Mon-Sat

Room: 220 (office)
Office hour(s):
Tuesdays 1:30 – 3:30 p.m.
Other times by appointment

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Participation Requirements:

Students in eLearning arranged classes will meet with their instructor via weekly phone or on-campus conferences.

Examination Information:

All examinations will consist of material previously covered in the text. Lesson tests will not be made up unless there is a valid excuse and arrangements have been made with the instructor prior to the due date. Permission for make-up tests is at the discretion of the instructor.

Methods of evaluating student performance:

1. 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. The Intern Evaluation Form will also be posted and used as a rubric for this grade.
2. Vocabulary Transcriptions – 10% of final grade. Students will be assigned a list of vocabulary words and dictation will be given utilizing these words. The transcription will be produced using a CAT system. These transcriptions will be graded for accuracy, correct punctuation, correct word usage, and proper spelling. Each incorrectly spelled word or wrong word usage will lower the grade one letter grade for each occurrence. Transcriptions will not be accepted late.
3. 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. Each improperly spelled word or wrong word usage will lower the grade on letter grade for each occurrence.
4. Final Examination – 20% of final grade. A comprehensive final will be given at the end of the quarter. This test (comprehensive medical terminology word list) will be dictated by the instructor and turned in immediately for grading without edit. Featured words are worth 5 points.
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. Transcript Project 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 and ascertaining how many copies of the transcript will be required.

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A complete and accurate transcript will be produced using a computer-aided transcription system. The assignment will be due one or two weeks 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.

7. Transcript Project 2 – 20% of final grade. Same instructions as in #6 above with the addition of the utilization of the proper video introduction and procedures.
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. Transcript Project Final – 20% of final grade. All of the instructions as contained in #6 will apply. The student must create a complete and accurate transcript using a computer-aided transcription system and will include an invoice.

Instructor’s Grading Scale:

Resume, cover letter, interview	10%
Vocabulary Transcriptions	10%
Punctuation Transcriptions	10%
Vocabulary Quizzes	10%
Transcript Project 1	20%
Transcript Project 2	20%
Transcript Project Final	<u>20%</u>
	100%

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Course Outline

eLearning students will be provided a lecture each week and handouts which will include the required material to review and practice writing before taking the vocabulary and punctuation dictations. Students will be provided online audio for the vocabulary and punctuation dictations, the edited transcriptions of which will be posted to the corresponding drop boxes. The student will receive vocabulary and punctuation material in the weekly folder and any EZ Speakers information in the weekly lecture. The correct steno outlines for the terms in the material must be practiced and those terms not in your dictionaries must added to your dictionaries before listening to and writing the vocabulary and punctuation dictations. If you are unsure of the pronunciation of terms, please go to www.m-w.com for pronunciations. If you have created a job dictionary for proper names that may not ever come up again, please be sure to check the box for the corresponding job dictionary prior to attempting the dictations.

Please follow security instructions for taking Vocabulary and Punctuation Dictations. This involves listening to the audio ONE TIME ONLY when taking dictations, selecting "Output to Steno Keys" in CaseCATalyst, writing the rough draft in the text box in the Output to Steno Keys Drop Box, and attaching your edited CATalyst file within the corresponding drop box in the weekly folder. You must turn in the edited file within the time instructed in the "Instructions - Read Me First!" provided. IMPORTANT: You are to edit PUNCTUATION ONLY in the dictations. You are not to edit any words, mistrans or untrans in the dictations.

WEEK 1:

Topics:

Course Introduction, Introduction to Judicial Reporting Practicum, and Vocabulary and Punctuation Dictations 1

Objectives:

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.

Assignments:

- Read and print syllabus.
- Read Week 1 Overview.
- Read Week 1 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 1 and Punctuation Dictation 1.

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- Write, edit, and submit Vocabulary Dictation 1 and Punctuation Dictation 1 to the corresponding drop boxes.
- Post any questions to the Week 1 Discussion Forum.

WEEK 2:

Topics:

Vocabulary and Punctuation Dictations 2

Objectives:

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.

Assignments:

- Read Week 2 Overview.
- Read Week 2 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 2 and Punctuation Dictation 2.
- Write, edit, and submit Vocabulary Dictation 2 and Punctuation Dictation 2 to the corresponding drop boxes.
- Post any questions to the Week 2 Discussion Forum.

WEEK 3:

Topics:

Vocabulary and Punctuation Dictations 3

Objectives:

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.

Assignments:

- Read Week 3 Overview.
- Read Week 3 Lecture.

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- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 3 and Punctuation Dictation 3.
- Write, edit, and submit Vocabulary Dictation 3 and Punctuation Dictation 3 to the corresponding drop boxes.
- Post any questions to the Week 3 Discussion Forum.

WEEK 4:

Topics:

Vocabulary and Punctuation Dictations 4, **Mock Proceeding 1 Dictation**

Objectives:

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 proceeding.

Assignments:

- Read Week 4 Overview.
- Read Week 4 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 4 and Punctuation Dictation 4.

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- Write, edit, and submit Vocabulary Dictation 4 and Punctuation Dictation 4 to the corresponding drop boxes.
- **Residency Requirement: Mock Proceeding 1 dictation this week. See instructor for date, time, and instructions, if applicable.**
- Post any questions to the Week 4 Discussion Forum.

WEEK 5:

Topics:

Vocabulary and Punctuation Dictations 5

Objectives:

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.

Assignments:

- Read Week 5 Overview.
- Read Week 5 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 5 and Punctuation Dictation 5.
- Write, edit, and submit Vocabulary Dictation 5 and Punctuation Dictation 5 to the corresponding drop boxes.
- **Take Vocabulary Quiz 1 (Lessons 1 – 5)**
- **Continue working on Mock Proceeding 1 Transcript**
- Post any questions to the Week 5 Discussion Forum.

WEEK 6:

Topics:

Vocabulary and Punctuation Dictations 6

Objectives:

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.

Assignments:

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- Read Week 6 Overview.
- Read Week 6 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 6 and Punctuation Dictation 6.
- Write, edit, and submit Vocabulary Dictation 6 and Punctuation Dictation 6 to the corresponding drop boxes.
- **Mock Proceeding 1 Transcript is due this week. Backup and submit the Mock Proceeding 1 Transcript to the corresponding drop box.**
- Post any questions to the Week 6 Discussion Forum.

Easter Break is from Thursday, April 2nd – Sunday April 5th. The eLearning schedule for that week will remain from noon on Monday, March 30th until 8:00AM on Monday, April 6th.

WEEK 7:

Topics:

Vocabulary and Punctuation Dictations 4, **Mock Proceeding 2 Dictation**

Objectives:

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 proceeding.

Assignments:

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- Read Week 7 Overview.
- Read Week 7 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 7 and Punctuation Dictation 7.
- Write, edit, and submit Vocabulary Dictation 7 and Punctuation Dictation 7 to the corresponding drop boxes.
- **Residency Requirement: Mock Proceeding 2 dictation this week. See instructor for date and time.**
- Post any questions to the Week 7 Discussion Forum.

WEEK 8:

Topics:

Vocabulary and Punctuation Dictations 8

Objectives:

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.

Assignments:

- Read Week 8 Overview.
- Read Week 8 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 8 and Punctuation Dictation 8.
- Write, edit, and submit Vocabulary Dictation 8 and Punctuation Dictation 8 to the corresponding drop boxes.
- **Continue working on Mock Proceeding 2.**
- Post any questions to the Week 8 Discussion Forum.

WEEK 9:

Topics:

Vocabulary and Punctuation Dictations 9

Objectives:

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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.
9. define the term "CLVS" and describe the reporter's role in a videotaped deposition.

Assignments:

- Read Week 9 Overview.
- Read Week 9 Lecture.
- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 9 and Punctuation Dictation 9.
- Write, edit, and submit Vocabulary Dictation 9 and Punctuation Dictation 9 to the corresponding drop boxes.
- **Mock Proceeding 2 is due this week. Please backup and submit to the corresponding drop box.**
- **CLVS week: lecture, research, and CLVS essay will be assigned. Information will be included in the Week 9 Lecture.**
- Post any questions to the Week 9 Discussion Forum.

WEEK 10:

Topics:

Vocabulary and Punctuation Dictations 10

Objectives:

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.

Assignments:

- Read Week 10 Overview.
- Read Week 10 Lecture.

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- Print, review, and practice the vocabulary and punctuation material handouts in the weekly folder and complete any required dictionary work prior to writing Vocabulary Dictation 10 and Punctuation Dictation 10.
- Write, edit, and submit Vocabulary Dictation 10 and Punctuation Dictation 10 to the corresponding drop boxes.
- **Print sample resume' and information about mock interview, resume', and cover letter requirements for Week 12 in lecture.**
- **CLVS article is due. Submit it to the corresponding drop box.**
- **Take Vocabulary Quiz (Lessons 6 – 10)**
- Post any questions to the Week 8 Discussion Forum.
- **Fill out course evaluation.**

WEEK 11:

Topics:

Final Mock Proceeding Dictation, National Court Reporters Association membership benefits and define the various national certifications

Objectives:

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 proceeding.
10. explain the various National Court Reporters Association membership benefits and define the various

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national certifications.

Assignments:

- Read Week 11 Overview.
- Read Week 11 Lecture.
- **Mock Proceeding Final dictation this week. See instructor for details including due date.**
- Post any questions to the Week 11 Discussion Forum.

WEEK 12:

Topics:

Mock Interview, Resume', and Cover Letter; Course Wrap-up

Assignments:

- Read Week 12 Overview.
- Read Week 12 Lecture.
- **Residency or SKYPE requirement: interview, resume', and cover letter due this week. Information will be included in Week 10 Lecture. See your instructor to schedule a time for your interview**
- Post any questions to the Week 12 Discussion Forum.
- Course wrap-up