

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

Spring 2019

Course: RR316 Freelance Reporting Procedures

Credit: 4 Quarter Hours

Method of Delivery: eLearning with an On-campus Component (EC)

Course Description:

The course provides detailed instruction in the role of the reporter in depositions (telephonic, discovery, perpetuation/evidentiary, etc.) and in aid of execution and administrative hearings; reporting with an interpreter; reserved signature; NCRA Code of Professional Ethics in relation to freelance reporting; available hardware and software technology; litigation support; realtime reporting in the broadcast captioning and CART environments; deposition videotaping and NCRA's CLVS (Certified Legal Video Specialist) program; examinations and certifications; types of jobs encountered; in-depth procedures before, during, and beyond proceedings; and skills forums.

Prerequisite: RR290

Text(s) & Manual(s): *Successful Freelance Court Reporting, 2001*

ISBN: 0-7668-1746-6

Author(s): Chipkin, Dana

Publisher: West Legal Studies/Thomson Learning, Inc.

Materials needed for this course:

- Realtime-capable shorthand machine, tripod, realtime cable
- Laptop/notebook computer
- Case CATalyst student version
- Internet access

Topics:

1. A Career in Freelance Court Reporting
2. Court Reporting School
3. Examinations and Certifications
4. Tools of the Trade
5. How to Fill Out a Work Sheet
6. Interviewing
7. Different Types of Jobs Encountered
8. Before, During, and Beyond the Deposition
9. For Your Information
10. Freelancer Protocol
11. Preparation and Production of the Transcript

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12. Being an Independent Contractor
13. Difficult Situations
14. Agency Changes
15. Other Forums for Your Skills

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

1. explore the role of the freelance reporter.
2. compare and contrast freelance and official reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
5. integrate and demonstrate in-depth procedures before, during, and beyond deposition proceedings.
6. create a transcript from a mock deposition.
7. analyze available hardware and software technology.
8. differentiate and produce various litigation support components, including ASCII files, .pdf files, keyword indexes, and condensed transcripts.
9. examine deposition videotaping and NCRA's CLVS (Certified Legal Video Specialist) program and other related industry national and state examinations and certifications.
10. appraise the tools of the trade.
11. develop interviewing skills and examine employment opportunities and situations in the industry.
12. examine freelancer protocol.
13. explore methods used to handle difficult situations in the field.

Midstate Grading scale:

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

*ALL students must have a 70% or better to pass this course. All courses in the Realtime Reporting program must be passed with a "C" or better.

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

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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):
Mondays 9:00 a.m. - 12:00 p.m.
or by appointment

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 the Midstate Learning Management System (LMS) and/or via email.

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Participation (Attendance) Requirements:

eLearning: to be considered in attendance for an eLearning or course, the student must participate each week by submitting substantial, gradable work.

On-campus: attendance is counted for each class session attended.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Examination Information:

The Midterm Exam will be given Week 6 and consists of materials from Chapters 1 through 8.

The Final Exam will be comprehensive and given Week 12.

Methods of evaluating student performance:

Discussion/Participation (10%) – Discussion and participation in Chapter Discussion Questions will be assessed for this portion of the grade. Students should be prepared to participate in discussion each week. A weekly discussion question will be posted in the weekly discussion forum. The student must post twice, both two well-developed paragraphs. The first post should answer the discussion question, and the second post should be made in response to another student's first post to facilitate discussion.

Summaries (10%) – Students will be required to provide a summary of the material covered in the text and during the week. Each summary must consist of two well-developed paragraphs.

Quizzes (20%) – Quizzes will be given on each group of chapters covered throughout the quarter unless otherwise specified at the discretion of the instructor. All information covered in quizzes will be taken from the material covered in the text.

Projects 1 and 2 (20%) – Project 1 will be the production of a Transcript taken from a mock deposition. Project 2 will be the production of an ASCII File, PDF File, Keyword Index, and Condensed Transcript from the Project 1 Transcript.

Midterm Exam (10%) – The Midterm Exam will be given Week 6 and will consist of materials from Chapters 1 through 8.

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Assignments (10%) – Students may be required to complete other assignments at the discretion of the instructor, i.e., Protocol/Professionalism essay, etc.

Final Exam (20%) – The Final Exam will be comprehensive and given according to the all-school exam schedule.

Students are to read each assigned chapter and will be quizzed over text material.

Instructor's Grading Scale:

Discussion/Participation	10%
Summaries	10%
Quizzes	20%
Projects 1 & 2	20%
Midterm	10%
Assignments	10%
Final Exam	20%

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Course Outline

Of general note:

All files turned in for assignments should follow this naming convention:
your last name + exact name of the assignment

WEEK 1:

Topics:

Course Introduction, Introduction to Successful Freelance Court Reporting Textbook, and Introduction to Text Lessons

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast freelance and official reporting.
9. examine deposition videotaping and NCRA's CLVS (Certified Legal Video Specialist) program and other related industry national and state examinations and certifications.

Assignments:

- Read and print syllabus.
- Read and print Week 1 Overview
- Read Week 1 Lecture.
- Read the following:
 - Chapter 1: A Career in Freelance Court Reporting
 - Chapter 2: Court Reporting School
 - Chapter 3: Examinations and Certifications
- **Print and review National and State Examinations and Certifications Materials**
- **Take Certifications Quiz**
- Quiz over Chapters 1 – 3
- Submit Week 1 Summary to the corresponding drop box
- Post twice to Week 1 Discussion Question as assigned in the Week 1 Discussion Forum.

WEEK 2:

Topics:

Tools of the Trade, How to Fill Out a Work Sheet

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
7. analyze available hardware and software technology.
10. appraise the tools of the trade.

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Assignments:

- Read and print Week 2 Overview
- Read Week 2 Lecture.
- Read the following:
Chapter 4: Tools of the Trade
Chapter 5: How to Fill Out a Work Sheet
- Print and Review Sample Work Sheets
- Quiz over Chapters 4 – 5
- Submit Week 2 Summary to the corresponding drop box
- Post twice to Week 2 Discussion Question as assigned in the Week 2 Discussion Forum.

WEEK 3:

Topics:

Interviewing

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
11. develop interviewing skills and examine employment opportunities and situations in the industry.

Assignments:

- Read and print Week 3 Overview.
- Read Week 3 Lecture.
- Read the following:
Chapter 6: Interviewing
- Print and Review Sample Resume
- Print and Review Handout (Sample Interview Questions)
- Quiz over Chapter 6
- Goals Assignment
- Submit Week 3 Summary to the corresponding drop box
- Post twice to Week 3 Discussion Question as assigned in the Week 3 Discussion Forum.

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WEEK 4:

Topics:

Different Types of Jobs Encountered

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
5. integrate and demonstrate in-depth procedures before, during, and beyond deposition proceedings.
9. examine deposition videotaping and NCRA's CLVS(Certified Legal Video Specialist) program and other related industry national and state examinations and certifications.

Assignments:

- Read and print Week 4 Overview.
- Read Week 4 Lecture.
- Read the following:
Chapter 7: Different Types of Jobs Encountered
- **Print and review sample *Freelance Reporter Form Book***
- Quiz over Chapter 7
- **Freelance Dictation Material**
- Submit Week 4 Summary to the corresponding drop box
- Post twice to Week 4 Discussion Question as assigned in the Week 4 Discussion Forum.

WEEK 5:

Topics:

Before the Deposition, Taking the Deposition

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
5. integrate and demonstrate in-depth procedures before, during, and beyond deposition proceedings.

Assignments:

- Read and print Week 5 Overview.
- Read Week 5 Lecture.
- Read the following:
Chapter 8: Before the Deposition
Chapter 9: Taking the Deposition (continued on next page)

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- **Print and review specific pages as outlined in Lecture from sample *Freelance Reporter Form Book***
- Submit Week 5 Summary to the corresponding drop box
- Post twice to Week 5 Discussion Question as assigned in the Week 5 Discussion Forum.

WEEK 6:

Topics:

For Your Information

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
6. create a transcript from a mock deposition.

Assignments:

- Read and print Week 6 Overview.
- Read Week 6 Lecture.
- Read the following:
Chapter 10: For Your Information
- Print and Review Handouts (Oaths/Notary Info)
- Quiz over Chapters 10
- **Take and begin editing Freelance Transcript Project Dictation (see lecture for details)**
- **Take the Midterm**
- Submit Week 6 Summary to the corresponding drop box
- Post twice to Week 6 Discussion Question as assigned in the Week 6 Discussion Forum.

WEEK 7:

Topics:

Freelancer Protocol

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
6. create a transcript from a mock deposition
12. examine freelancer protocol. (continued next page)

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Assignments:

- Read and print Week 7 Overview.
- Read Week 7 Lecture.
- **Professionalism Essay Assigned**
- **Freelance Transcript Project Due**
- Read the following:
Chapter 11: Freelancer Protocol
- Print and review professional ethics materials
- Quiz over Chapter 11
- Submit Week 7 Summary to the corresponding drop box
- Post twice to Week 7 Discussion Question as assigned in the Week 7 Discussion Forum.

WEEK 8:

Topics:

Beyond the Deposition

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
5. integrate and demonstrate in-depth procedures before, during, and beyond deposition proceedings.
6. create a transcript from a mock deposition.

Assignments:

- Read and print Week 8 Overview.
- Read Week 8 Lecture.
- **Professionalism Essay Due**
- Read the following:
Chapter 12: Beyond the Deposition
- Print and review sample Errata Sheet
- Quiz over Chapter 12
- Submit Week 8 Summary to the corresponding drop box
- Post twice to Week 8 Discussion Question as assigned in the Week 8 Discussion Forum.

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WEEK 9:

Topics:

The Transcript

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
3. assume the role of the freelance reporter through a simulated deposition in performing the required functions.
5. integrate and demonstrate in-depth procedures before, during, and beyond deposition proceedings.
6. create a transcript from a mock deposition.

Assignments:

- Read and print Week 9 Overview.
- Read Week 9 Lecture.
- Read the following:
Chapter 13: The Transcript
- Quiz over Chapter 13
- **Freelance Transcript Project Due**
- **Project 2 – Condensed Transcript, ASCII, Key Word Index (see instructor for details)**
- Submit Week 9 Summary to the corresponding drop box
- Post twice to Week 9 Discussion Question as assigned in the Week 9 Discussion Forum.

WEEK 10:

Topics:

Being an Independent Contractor, Continuing Education

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
12. examine freelancer protocol.

Assignments:

- Read and print Week 10 Overview.
- Read Week 10 Lecture
- **Courthouse Visit**
- **Submit Courthouse Visit Reflection to corresponding drop box**
- Read the following:
Chapter 14: Being an Independent Contractor
- Print and read Continuing Education Materials
- Quiz over Chapter 14 (continued next page)

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- Submit Week 10 Summary to the corresponding drop box
- Post twice to Week 10 Discussion Question as assigned in the Week 10 Discussion Forum.

WEEK 11:

Topics:

Every Court Reporter's Nightmare, Making Changes

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
12. examine freelancer protocol.
13. explore methods used to handle difficult situations in the field.

Assignments:

- Read and print Week 11 Overview.
- Read Week 11 Lecture.
- Read the following:
Chapter 15: Every Court Reporter's Nightmare
Chapter 16: Making Changes
- Quiz over Chapters 15 – 16 (Continued on next page)
- Submit Week 11 Summary to the corresponding drop box
- Post twice to Week 11 Discussion Question as assigned in the Week 11 Discussion Forum.

WEEK 12:

Topics: Other Forums for Your Skills

Objectives:

1. explore the role of the freelance reporter.
2. compare and contrast official and freelance reporting.
12. examine freelancer protocol.

Assignments:

- Read and print Week 12 Overview.
- Read Week 12 Lecture.
- Read the following:
Chapter 17: Other Forums for Your Skills
- Quiz over Chapter 17
- **Take Final**
- Submit Week 12 Summary to the corresponding drop box
- Post once to Week 12 Discussion Question as assigned in the Week 12 Discussion Forum.