

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 (800) 251-4299
Fall 2015

Course number & Name: RR 317 Official Reporting Procedures

Credit hours: 4 Quarter Hours

Method of Delivery: eLearning

Course Description:

The course provides detailed instruction in the role of the official reporter in trials and pretrial proceedings, order of trial proceedings, how to report and transcribe voir dire of the jury and witnesses and polling of the jury, sidebar discussions, NCRA Code of Professional Ethics in relation to official reporting, laws pertinent to the industry, reporting interpreted proceedings, realtime reporting in the Computer-Integrated Courtroom (CIC) environment, courthouse departments and duties, litigation support in the judicial system, realtime reporting in the broadcast and CART environments, and examinations and certifications. (Formerly JR 317 Official Reporting Procedures)

Prerequisite: RR 210 Judicial Reporting Procedures

Text(s) & Manual(s): *CRUSA: Court Reporting USA*, 1999

Author(s): B.K. Watson

Publisher: Scrivener Publishers, LLC

Materials needed for this course:

Additional Supplies: Stentura 400 SRT or better, electronic shorthand machine capable of realtime and compatible with Stenograph Case CATalyst software; realtime cables; Steno-Pad® paper for shorthand machine; ink ribbon cartridges, as needed; thumb drive; paper and writing utensil.

Hardware/Software and Equipment: Laptop with Case CATalyst software (student version); electronic copies of O Pages and CERT page

Topics: This course will include instruction in the following:

1. Introduction to Court Reporting
2. Court Reporting in America Today
3. Guidelines for Success
4. The Four T's
5. The Financial Side of Life
6. Introduction to the Steno Machine
7. The Learning Curve and Goal-setting
8. The Many Worlds of Court Reporting
9. Discovery
10. Transforming Notes into Transcripts
11. Making the Record
12. Practice Makes Perfect
13. Development of the American Court System
14. The Federal and State Court Systems
15. Grand Juries – Federal and State
16. Legal, Medical, and Technical Terminology
17. Introduction to Civil Law – Part One, Contracts, Torts, and Business Entities
18. Introduction to Civil Procedure
19. Anatomy of a Civil Lawsuit/Anatomy of a Criminal Lawsuit
20. Introduction to Criminal Law
21. Criminal Procedure
22. Appellate Procedures
23. Other Aspects of Reporting
24. Summation

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

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.

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3. assume the role of the official reporter through a simulated trial in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
5. integrate and demonstrate knowledge of in-depth procedures including how to report and transcribe voir dire of the jury and witnesses, polling of the jury, interpreted proceedings, and sidebar discussions.
6. differentiate and produce various litigation support components, including ASCII disks, keyword indexes, and condensed transcripts.
7. examine related industry national and state examinations and certifications.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.
9. compare and contrast civil law/procedure and criminal law/procedure.
10. explore appellate procedure.

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.

Midstate Plagiarism Policy:

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 an electronic resource 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:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Chris Peck in Room 502 (in person); (309) 692-4092, extension 5023 (phone); dcpeck@midstate.edu (email).

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 11:00 – 11:50 p.m.; 2:15 – 3:30 p.m.

Tuesday & Thursday: 1:30 – 3:30 p.m. or by appointment (recommended)

Participation Requirements:

The class official meets on Tuesdays, but students may be required to attend on Wednesdays at the instructor's discretion. Students are expected to participate in classroom discussion and to attend a courthouse visit during the quarter. The student may be required to write a one-page reflection. There will also be a speaker from the official reporting arena. It is imperative that the student attend. Students may also be required to write a Professionalism essay and share it with the class.

Attendance/Participation is 10% of the cumulative grade for the course.

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Policies and Procedures:

Students must be present at the time a quiz or exam is given or accept a "0" for the exam. No makeup tests will be allowed without a VALID excuse. All students must participate in group or individual assignments as instructed. Please turn your cell phones off or on vibrate while in class, as class time is limited. **Please be aware weekly folders will close at 8:00 a.m. on Monday of the following week.**

Methods of evaluating student performance:

Attendance/Participation (10%) – Participation in classroom discussion, attendance to scheduled courthouse visit and speaker, and projects 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 trial proceeding. Project 2 will be the production of an ASCII Disk, Keyword Index, and Condensed Transcript from the Project 1 Transcript. Students must be present for all scheduled project days. These projects must be passed with a "C" or better in order to pass the course.

Midterm (10%) – The Midterm will be given Week 6 covering Chapters 1 through 9.

Assignments (10%) – Students may be required to complete other assignments at the discretion of the instructor, i.e., reflection of courthouse visit and Professionalism Essay, etc.

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

Students are to read the assigned chapters and will be quizzed over text material.

Instructor's Grading Scale:

Attendance/Participation	10%
Summaries	10%
Quizzes	30%
Projects 1 & 2	20%
Assignments	10%
Final Exam	20%

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COURSE OUTLINE

*****All files turned in for assignments, quizzes, and tests must follow the “your last name” + exact name of assignment naming conventions.**

***Courthouse visit to be announced for students who will be attending Peoria County Courthouse as a group.**

WEEK 1:

Topics:

Course Introduction, Introduction to CRUSA, and Introduction to Text Lessons

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.

Assignments:

- Read and print syllabus.
- Read and print Week 1 Overview
- Read Week 1 Lecture.
- Read Introduction to Court Reporting USA (CRUSA)
- Read the following:
 - Chapter 1: Introduction to Court Reporting
 - Chapter 2: Court Reporting in America Today
 - Chapter 3: Guidelines for Success.
- 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:

The Four T's, The Financial Side of Life, and Introduction to the Steno Machine

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.

Assignments:

- Read and print Week 2 Overview.
- Read Week 2 Lecture.
- Read the following:
 - Chapter 4: The Four T's
 - Chapter 5: The Financial Side of Life
 - Chapter 6: Introduction to the Steno Machine
- Quiz over Chapters 4 – 6
- Read Official Reporting article
- Submit Week 2 Summary to the corresponding drop box (Official Reporting Article)
- Post twice to Week 2 Discussion Question as assigned in the Week 2 Discussion Forum.

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WEEK 3:

Topics:

The Learning Curve and Goal-Setting, Many Worlds of Court Reporting, and Discovery

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.
10. explore appellate procedure.

Assignments:

- Read and print Week 3 Overview.
- Read Week 3 Lecture.
- Read the following:
 - Chapter 7: The Learning Curve and Goal-Setting
 - Chapter 8: The Many Worlds of Court Reporting
 - Chapter 9: Discovery
- Quiz over Chapters 7 – 9
- Submit Week 3 Summary to the corresponding drop box
- Post twice to Week 3 Discussion Question as assigned in the Week 3 Discussion Forum.

Week 3 Schedule: Noon on August 31st – 8:00AM on September 8th (extended to Tuesday morning due to Labor Day; Midstate College campus is closed Monday, September 7th.)

WEEK 4:

Topics:

Transforming Notes into Transcripts, Making the Record, and Practice Makes Perfect

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
5. integrate and demonstrate knowledge of in-depth procedures including how to report and transcribe voir dire of the jury and witnesses, polling of the jury, interpreted proceedings, and sidebar discussions.

Assignments:

- Read and print Week 4 Overview.
- Read Week 4 Lecture.
- Read the following:
 - Chapter 10: Transforming Notes into Transcripts
 - Chapter 11: Making the Record
 - Chapter 12: Practice Makes Perfect
- Quiz over Chapters 10 – 12
- **Take, edit and submit Official Material Dictation (see lecture for details)**
- Submit Week 4 Summary to the corresponding drop box
- Post twice to Week 4 Discussion Question as assigned in the Week 4 Discussion Forum.

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WEEK 5:

Topics:

Dictation and Note Reading, Computers and You, and the Internet and You

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
3. assume the role of the official reporter through a simulated trial in performing the required functions.

Assignments:

- Read and print Week 5 Overview.
- Read Week 5 Lecture.
- Read the following:
Chapter 13: Dictation and Note Reading
Chapter 14: Computers and You
Chapter 15: The Internet and You
- **Print and review *Illinois Official Reporters Form Book***
- **Take and begin editing Transcript Project Dictation (see lecture for details)**
- Submit Week 5 Summary to the corresponding drop box (*Illinois Official Reporters Form Book*)
- Post twice to Week 5 Discussion Question as assigned in the Week 5 Discussion Forum.

WEEK 6:

Topics:

Introduction to CAT Systems, the Computer-Integrated Courtroom, and Professional Ethics and Contracting

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
3. assume the role of the official reporter through a simulated trial in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.

Assignments:

- Read and print Week 6 Overview.
- Read Week 6 Lecture.
- Read the following:
Chapter 16: Introduction to CAT Systems
Chapter 17: The Computer-Integrated Courtroom
Chapter 18: Professional Ethics and Contracting
- Quiz over Chapters 16 – 18
- **Continue editing Transcript Project Dictation**
- **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.

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WEEK 7:

Topics:

Development of the American Court System, the Federal Court System, and the State Court System

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
3. assume the role of the official reporter through a simulated trial in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.
10. explore appellate procedure.

Assignments:

- Read and print Week 7 Overview.
- Read Week 7 Lecture.
- **Professionalism Essay Assigned**
- **Transcript Project Due**
- Read the following:
 - Chapter 19: Development of the American Court System
 - Chapter 20: The Federal Court System
 - Chapter 21: The State Court System
- Quiz over Chapters 19 – 21
- 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:

Grand Juries . . . Federal and State; Legal, Medical, and Technical Terminology; and Introduction to Civil Law – Part One

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
3. assume the role of the official reporter through a simulated trial in performing the required functions.
4. apply the NCRA Code of Professional Ethics in simulated situations and case studies.
6. differentiate and produce various litigation support components, including ASCII disks, keyword indexes, and condensed transcripts.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.
9. compare and contrast civil law/procedure and criminal law/procedure.

(Assignments Cont.)

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Assignments:

- Read and print Week 8 Overview.
- Read Week 8 Lecture.
- **Professionalism Essay Due**
- **Project 2 – Condensed Transcript, ASCII, Key Word Index (see instructor for details)**
- Read the following:
 - Chapter 22: Grand Juries . . . Federal and State
 - Chapter 23: Legal, Medical, and Technical Terminology
 - Chapter 24: Introduction to Civil Law – Part One
- Quiz over Chapters 22 – 24
- Submit Week 8 Summary to the corresponding drop box
- Post twice to Week 8 Discussion Question as assigned in the Week 8 Discussion Forum.

WEEK 9:

Topics:

Introduction to Civil Procedure, Introduction to Civil Law – Contracts, and Introduction to Civil Law – Torts

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
9. compare and contrast civil law/procedure and criminal law/procedure.

Assignments:

- Read and print Week 9 Overview.
- Read Week 9 Lecture.
- **Courthouse Visit**
- **Submit Courthouse Visit Reflection to corresponding drop box**
- Read the following:
 - Chapter 25: Introduction to Civil Procedure
 - Chapter 26: Introduction to Civil Law – Contracts
 - Chapter 27: Introduction to Civil Law – Torts
- Quiz over Chapters 25 – 27
- 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:

Introduction to Civil Law – Business Entities, Anatomy of a Civil Lawsuit, and Anatomy as a Complex Lawsuit

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
5. integrate and demonstrate knowledge of in-depth procedures including how to report and transcribe voir dire of the jury and witnesses, polling of the jury, interpreted proceedings, and sidebar discussions.
9. compare and contrast civil law/procedure and criminal law/procedure.

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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 28: Introduction to Civil Law – Business Entities
 - Chapter 29: Anatomy of a Civil Lawsuit
 - Chapter 30: Anatomy of a Complex Lawsuit
- Quiz over Chapters 28 – 30
- 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:

Introduction to Criminal Law – Part One, Criminal Procedure in a Nutshell, and Anatomy of a Criminal Lawsuit

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
5. integrate and demonstrate knowledge of in-depth procedures including how to report and transcribe voir dire of the jury and witnesses, polling of the jury, interpreted proceedings, and sidebar discussions.
7. examine related industry national and state examinations and certifications.
9. compare and contrast civil law/procedure and criminal law/procedure.

Assignments:

- Read and print Week 11 Overview.
- Read Week 11 Lecture.
- **Print and review National and State Examinations and Certifications Materials**
- **Take Certifications Quiz**
- Read the following:
 - Chapter 31: Introduction to Criminal Law – Part One
 - Chapter 32: Criminal Procedure in a Nutshell
 - Chapter 33: Anatomy of a Criminal Lawsuit
- 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:

Appellate Procedures, Other Aspects of Reporting, and Summation

Objectives:

1. explore the role of the official reporter in trials and pretrial proceedings.
2. compare and contrast official and freelance reporting.
8. explore Federal and State court systems, laws pertinent to the industry, the Computer-Integrated Courtroom (CIC) environment, courtroom departments and duties, and realtime reporting in the broadcast and CART environments.
10. explore appellate procedure.

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Assignments:

- Read and print Week 12 Overview.
- Read Week 12 Lecture.
- Read the following:
 - Chapter 34: Appellate Procedures
 - Chapter 35: Other Aspects of Reporting
 - Chapter 36: Summation
- **Take Final** (Chapters 31 – 36)
- Submit Week 12 Summary to the corresponding drop box
- Post once to Week 12 Discussion Question as assigned in the Week 12 Discussion Forum.