

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

**Summer 2019**

**Course:** JR265 Judicial Reporting Procedures

**Credit:** 4 Quarter Hours

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

**Course Description:**

This course is designed to provide judicial reporting students with knowledge and skills needed to take on the role of a professional reporter. Topics include the role of the reporter in trials, depositions, and administrative hearings; marking and handling of exhibits; storage of notes; researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; and interpreted proceedings. The NCRA Code of Professional Ethics will be studied and discussed.

**Prerequisite:**

JR206 Computer Transcription and Technology

Two 5-minute tests of literary, jury charge, or QA at 160 wpm passed with a minimum transcription accuracy of 95% accuracy.

**Text(s) & Manual(s):** *The Complete Court Reporter's Handbook*, 5<sup>th</sup> edition

**Author(s):** McCormick/Knapp/Black

**Publisher:** Pearson

**ISBN-10:** 0135049563

**ISBN-13:** 978-0135049563

**Materials needed for this course:**

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod (see notes on next page)
- Realtime cable
- USB flash drive
- EV360 access

*Stenograph Machine Notes*

Preferred Models: Stenograph Wave or Stenograph Student Luminex.

Acceptable Models: Stentura 400SRT, Stentura Protégé.

If you have another model, please contact the Judicial Reporting Program Coordinator to discuss whether it is suitable for theory class. Machine must be capable of realtime and compatible with Stenograph CATalyst software.

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**Topics:**

Role of the reporter in trials, depositions, and administrative hearings; marking and handling of exhibits; storage of notes; researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; and interpreted proceedings. The NCRA Code of Professional Ethics will be studied and discussed.

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

1. assume the role of the realtime reporter through simulated trials and depositions.
2. index and archive job files.
3. perform professional reporting techniques.
4. identify appropriate reference sources to use in transcript preparation.
5. produce professionally written and edited transcripts.
6. describe the NCRA Code of Professional Ethics.
7. demonstrate knowledge of the court reporting profession.
8. prepare a report on current job opportunities, professional associations, and professional development.

**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.

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**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.

**Student Success and Tutoring:**

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

|                        |  |                           |
|------------------------|--|---------------------------|
| <b>Instructor:</b>     | Kathryn Dittmeier, CRI   | <b>Room:</b> 220 (office) |
| <b>Midstate email:</b> | <a href="mailto:kadittmeier@midstate.edu">kadittmeier@midstate.edu</a> | <b>Office hour(s):</b>    |
| <b>Office phone:</b>   | 309-692-4092 x 2200  | Tuesdays 1:30 – 3:30 p.m. |
| <b>Cell phone:</b>     | 309-634-9374 (preferred)   | or by appointment         |

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**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.

**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:**

This course has a final exam.

**Methods of evaluating student performance:**

1. Quizzes will be given at the conclusion of all chapters.
2. Projects will assess knowledge required to properly perform the function(s) of a professional court reporter.
3. Transcript Project will be dictated Week 8.
4. Role playing to simulate various proceedings will be conducted.
5. The final exam will be comprehensive and given during week 12.

**Instructor's Grading Scale:**

Your final grade in this course will be based on **595** points:

|                    |            |                                |
|--------------------|------------|--------------------------------|
| Chapter Quizzes    | 260 points | (26 chapters x 10 points each) |
| Projects           | 110 points | (11 projects x 10 points each) |
| Role Play Projects | 75 points  | (3 projects x 25 points each)  |
| Report             | 50 points  |                                |
| Final exam         | 100 points |                                |

\*All students must have 70% or better to pass this course. (417 points, minimum)

## **Course Outline**

### **Topics:**

Role of the reporter in trials, depositions, and administrative hearings; marking and handling of exhibits; storage of notes; researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; and interpreted proceedings. The NCRA Code of Professional Ethics will be studied and discussed.

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

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5. produce professionally written and edited transcripts.
6. describe the NCRA Code of Professional Ethics.
7. demonstrate knowledge of the court reporting profession.
8. prepare a report on current job opportunities, professional associations, and professional development.

## **COURSE OUTLINE**

### **WEEK 1**

#### **Week 1 Topics**

Course Introduction, Syllabus Review, Official Reporting: working environment, terminology, overview of a typical criminal trial, overview of a typical civil trial.

#### **Week 1 Objectives**

7. demonstrate knowledge of the court reporting profession.

#### **Week 1 Assignments Due by 8:00 a.m., Monday, Week 2**

- Review syllabus
- Read Chapter 4 – The Working Environment of the Official Court Reporter
- Read Chapter 5 – Terminology of the Official Court Reporter
- Read Chapter 6 – A Typical Criminal Jury Trial
- Read Chapter 7 – A Typical Civil Jury Trial
- Submit answers to Exercises A, C, and D for Chapters 4 – 7
- Complete Quizzes for Chapters 4 – 7
- Week 1 Project: Write Voir Dire material on pages 50 and 51 in realtime

## **WEEK 2**

### **Topics:**

Pretrial matters, administering the oath (swearing or affirming), reporting with an interpreter, witness setup/speaker & examination identification, parentheticals, motions, off-the-record discussions, reporting nonverbal actions

### **Objectives:**

- perform professional reporting techniques.
- demonstrate knowledge of the court reporting profession.

### **Week 2 Assignments Due by 8:00 a.m., Monday, Week 3**

- Read Chapter 8 – Things to Consider before a Trial Begins
- Read Chapter 9 – How to Administer the Oath, Witness Setup/Speaker & Examination Identification
- Read Chapter 10 – How to Report Parentheticals
- Read Chapter 11 – How to Report Motions
- Submit answers to Exercises A, C, and D for Chapters 8 – 11
- Complete Quizzes for Chapters 8 – 11
- Week 2 Project – see handout for details
- Role Play Project 1

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## **WEEK 3**

### **Topics:**

Objections, how to mark exhibits, how to read back and testify, interrupting a speaker, obtaining spellings of proper names, identifying multiple speakers, reporting and transcribing voir dire of the jury and witnesses, polling of the jury, sidebar discussions

### **Objectives:**

- perform professional reporting techniques.
- demonstrate knowledge of the court reporting profession.

### **Week 3 Assignments Due by 8:00 a.m., Monday, Week 4**

- Chapter 12 – How to Report Objections
- Chapter 13 – How to Mark Exhibits
- Chapter 14 – How to Read Back & Testify
- Submit answers to Exercises A, C, and D for Chapters 12 –14
- Complete Chapters 12 – 14 Quizzes
- Week 3 Project – see handout for details
- Role Play Project 2

**WEEK 4**

**Topics:**

Transcript production, how to invoice and deliver the transcript, how a trial transcript looks

**Objectives:**

- perform professional reporting techniques.
- produce professionally written and edited transcripts.
- demonstrate knowledge of the court reporting profession.

**Week 4 Assignments Due by 8:00 a.m., Monday, Week 5**

- Chapter 15 – How to Produce the Transcript
  - Chapter 16 – How to Invoice and Deliver the Transcript
  - Chapter 17 – How a Trial Transcript Looks
  - Submit answers to Exercises A, C, and D for Chapters 15 – 17
  - Complete Quizzes for Chapters 15 – 17
  - Week 4 Project
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**WEEK 5**

**Topics:**

Official Reporting in Illinois, mock official proceeding

**Objectives:**

- assume the role of the realtime reporter through simulated trials and depositions.
- perform professional reporting techniques.
- produce professionally written and edited transcripts.
- demonstrate knowledge of the court reporting profession.

**Week 5 Assignments Due by 8:00 a.m., Monday, Week 6**

- Read the following documents
  - Administrative Regulations
  - Code of Conduct for Court Reporting Services Employees
  - Standards for the Security of the Official Court Record
  - Formbook for Official Court Reporter Transcripts
  - Job Descriptions
  - Court Orders
  - Computer Proficiency/Realtime Examination
  - A-official Examination
- Complete Week 5 Project

**WEEK 6**

**Topics:**

Freelance Reporting and transcript production, certifying questions, reading and signing of depositions.

**Objectives:**

1. demonstrate knowledge of the court reporting profession.

**Week 6 Assignments Due by 8:00 a.m., Monday, Week 7**

- Chapter 18 – The Working Environment of the Freelance CR
- Chapter 19 – Terminology of the Freelance Reporter
- Chapter 20 – Reporting a Typical Deposition: General Info
- Submit answers to Exercises A, C, and D for Chapters 18 – 20
- Complete Chapters 18 – 20 Quizzes
- Week 6 Project

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**WEEK 7**

**Topics:**

Freelance Reporting and assuming the role of the court reporter

**Objectives:**

1. perform professional reporting techniques.
2. produce professionally written and edited transcripts.
3. demonstrate knowledge of the court reporting profession.

**Week 7 Assignments Due by 8:00 a.m., Monday, Week 8**

- Chapter 21 - Deposition Reporting: Things to Consider
- Chapter 22 – The Deposition Transcript: Transcribing, Invoicing, and Delivery
- Chapter 23 – How the Deposition Transcript Looks
- Submit answers to Exercises A, C, and D for Chapters 21 – 23
- Complete Chapters 21 – 23 Quizzes
- Week 7 Project
- Role Play Project 3



**WEEK 8**

**Topics:**

Research resources, mock freelance job, transcript production

**Objectives:**

1. assume the role of the realtime reporter through simulated trials and depositions.
2. perform professional reporting techniques.
3. produce professionally written and edited transcripts.
4. demonstrate knowledge of the court reporting profession.

**Week 8 Assignments Due by 8:00 a.m., Monday, Week 9**

- Read Chapter 32: Research for the Record, Internet Research, Citations of Authority
  - Week 8 Project
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**WEEK 9**

**Topics:**

Litigation support technology, archiving transcripts and notes

**Objectives:**

1. index and archive job files.
2. perform professional reporting techniques.
3. demonstrate knowledge of the court reporting profession.

**Week 9 Assignments Due by 8:00 a.m., Monday, Week 10**

- Chapter 36: Hardware and Software Considerations, CAT, and Litigation Support
- Lecture: Archiving Transcripts and Notes
- Submit answers to Exercises A, C, and D for Chapter 36
- Complete Quizzes for Chapter 36
- Week 9 Project

**WEEK 10**

**Topics:**

Ethics of the reporting profession, NCRA code of professional ethics, professionalism, associations, testing, continuing education, finding employment

**Objectives:**

1. index and archive job files.
2. perform professional reporting techniques.
3. produce professionally written and edited transcripts.
4. describe the NCRA Code of Professional Ethics.
5. demonstrate knowledge of the court reporting profession.

**Week 10 Assignments Due by 8:00 a.m., Monday, Week 10**

- Chapter 30 – Ethics of the Reporting Profession
- Chapter 31 – Professionalism, Associations, Testing, and Continuing Education
- Chapter 33 – Finding Employment
- Submit answers to Exercises A, C, and D for Chapters 30 – 33
- Complete Quizzes for Chapters 30 – 33
- Week 10 Project

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**WEEK 11**

**Topics:**

Alternative Reporting Careers and Entrepreneurship

**Objectives:**

1. demonstrate knowledge of the court reporting profession.
2. prepare a report on current job opportunities, professional associations, and professional development.

**Week 11 Assignments Due by 8:00 a.m., Monday, Week 12**

- Chapter 39 – Alternative Careers Using Reporting Skills
- Chapter 40 – Starting a Business
- Submit answers to Exercises A, C, and D for Chapters 39 – 40
- Complete Quizzes for Chapters 39 – 40
- Week 11 Project
- Report on current job opportunities, professional associations, and professional development.

**WEEK 12**

**Topics:** Review of final project

**Objectives:**

1. produce professionally written and edited transcripts.
2. demonstrate knowledge of the court reporting profession.

**Week 12 Assignments Due by 8:00 p.m., Sunday, Week 12**

- Take Final
- Week 8 Project revision due for a final grade