

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

Spring 2018

COURSE: RR450 Realtime Reporting Internship

METHOD OF DELIVERY: eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR450 Realtime Reporting Internship – 4 hours

The internship will include a minimum of 40 hours of writing under the guidance of experienced realtime reporters. Students in the Judicial Reporting Concentration must meet this requirement to be eligible to graduate. The institution will be responsible for this arrangement. Students shall not serve in the capacity of the actual realtime reporter during participation in the Internship. Special emphasis will be placed on writing realtime in judicial settings. A 40-page complete and accurate transcript will be prepared. A narrative of the internship experience is required. All writing logs will be submitted for approval. A resume' will be prepared.

PREREQUISITE: RR312, RR370, RR420, and LEG123

TEXT: None

MATERIALS NEEDED FOR THIS COURSE:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod
- Realtime cable

TOPICS

During this internship class, students will spend a minimum of 40 hours under the supervision of a working court reporter, reporting proceedings. A transcript of 40 pages plus standard beginning and ending pages will be produced. An internship diary will be kept on a weekly basis. A written narrative report on the internship experience will be produced. The student will produce a resume to place on file in their records.

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COURSE LEARNING OBJECTIVES

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

1. prepare 40 pages of a complete and accurate transcript for course evaluation consisting of a title page, index, certification page, direct and/or cross-examination, parentheticals, and such other entries as may appear in a given case, taken from the realtime reporting (freelance and official) internship experience;
2. provide written verification of 40 hours of writing time under the supervision of practicing court reporters;
3. generate a weekly diary of activities and observations made during the 40-hour internship;
4. produce a written narrative report reflecting on new terminology encountered, new experiences, and activities or processes observed during the 40 hours.
5. write various legal proceedings utilizing a computer-aided transcription system with special emphasis on writing realtime.

MIDSTATE GRADING SCALE

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

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.

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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 Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

TEACHER INFORMATION

Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Mondays 2:30-4:00 or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES

1. The institution is responsible for assisting the student in arranging the internship experience.
2. The internship shall include official, freelance, and other realtime reporting experience, where possible.
3. Records must be maintained to verify the internship experience. Students are not to “white out” any records on the Internship Record form.
4. The student shall not serve in the capacity of the actual reporter during participation in this internship period.
5. Internship shall include a minimum of 40 hours of actual writing time under the supervisor or a practicing reporter using machine steno technology and a CAT system with special emphasis on writing realtime. Actual writing time must be verified in writing by the reporter(s) under whom the internship is being completed.
6. A transcript shall be produced for educational and grading purposes only and shall not be sold. The 40-page transcript must consist of one proceeding, one portion of a trial or deposition. ***It should not be motions or hearings with multiple cases.*** This should be a transcript that can easily utilize all of the standard beginning and ending transcript pages: Title, Appearance, (Index, if not included on Appearance Page), Stipulations (depositions only), and Certificate Page. Students must provide paper or electronic shorthand notes for the 40-page transcript and obtain copies of notices or docket/court calendar for the project, when possible, for reference of pertinent information while producing the transcript. The 40 pages does not include standard pages at the beginning or the end.

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7. Records verifying the internship experience including internship verification form, narrative report, and transcript of internship experience shall be maintained by the school for a period of 5 years.
8. To gain the most benefit from the internship, the student will be required to report the following breakdown of proceedings when possible:

Civil	15 hours
Criminal	15 hours
Depositions	8 hours
Divorce Cases	<u>2 hours</u>
Total	40 hours
9. The student will not be excused from classes to complete internship.
10. The student must be entirely familiar with Standards and Requirements of the Realtime Reporting Department.
11. The student must produce the following 3 items with a minimum grade of a "C" on each to pass this class: (1) internship verification form showing 40+ hours of writing under the supervision of certified court reporters, (2) written narrative report, (3) 40-page transcript.

CLASS ATTENDANCE

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

EXAMINATION INFORMATION

This class does not have a midterm or final examination.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

- Internship Verification form will be reviewed for completeness and accuracy.
- The 40-page transcript will be graded against the following criteria: length, inclusion of appropriate beginning and ending standard pages, neatness, accuracy, spelling, punctuation, proper usage of speaker identification, colloquy, question and answer symbols, parentheticals, and other elements of producing a professional transcript.
- The weekly diary must consist of a minimum of two well-developed paragraphs reflecting activities completed, terminology encountered, new experiences, and activities or processes observed. Paragraphs consist of a minimum of three well-developed sentences.
- The written narrative report will be evaluated for length, inclusion of details from the weekly internship diary, spelling, punctuation, word usage, neatness, and content reflecting upon the internship experience.
- The resume will be evaluated against the rubric posted in the course site.

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TEACHER'S GRADING SCALE

Weekly Summaries	10%
Discussion	10%
Resume	10%
Written Narrative Report	10%
40-page Transcript	60%

COURSE OUTLINE

WEEK 1

Assignments - Week 1 Due no later than 8:00 a.m. Monday, March 5, 2018

1. Review syllabus
2. Read introduction
3. Review "Read Notes" lecture
4. Begin gathering information for your resume.
5. Complete internship hours
6. Submit Week 1 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed. This weekly diary entry must consist of a minimum of two well-developed paragraphs. See syllabus for additional details.
7. Post to the weekly discussion forum

WEEK 2

Assignments - Week 2 Due no later than 8:00 a.m. Monday, March 12, 2018

- You may submit a rough draft of your resume if you would like feedback for improvement.
- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 2 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed. This weekly diary entry must consist of a minimum of two well-developed paragraphs. See syllabus for additional details.
- Post to the weekly discussion forum

WEEK 3

Assignments - Week 3 Due no later than 8:00 a.m. Monday, March 19, 2018

- Resume is due at the end of this week.
- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 3 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed. This weekly diary entry must consist of a minimum of two well-developed paragraphs.
- Post to the weekly discussion forum

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WEEK 4

Assignments - Week 4 Due no later than 8:00 a.m. Monday, March 26, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 4 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- Post to the weekly discussion forum

WEEK 5

Assignments - Week 5 Due no later than 8:00 a.m. Monday, April 2, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 5 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- Post to the weekly discussion forum

WEEK 6

Assignments - Week 6 Due no later than 8:00 a.m. Monday, April 9, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Begin drafting your Written Narrative Report (due Week 12)
- Submit Week 6 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- Post to the weekly discussion forum

WEEK 7

Assignments - Week 7 Due no later than 8:00 a.m. Tuesday, April 16, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 6 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- Post to the weekly discussion forum

WEEK 8

Assignments - Week 8 Due no later than 8:00 a.m. Tuesday, April 23, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 8 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- Post to the weekly discussion forum

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WEEK 9

Assignments - Week 9 Due no later than 8:00 a.m. Tuesday, April 30, 2018

- Complete internship hours
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 9 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed.
- If you haven't begun working on your 40-page transcript yet, select a portion of a proceeding and begin to edit it.
- Post to the weekly discussion forum

WEEK 10

Assignments - Week 10 Due no later than 8:00 a.m. Tuesday, May 7 2018

- Complete internship hours – aim to have all 40 done by this week.
- Scan or snapshot your Internship Verification form and upload to the appropriate drop box.
- Submit Week 10 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed. This weekly diary entry must consist of a minimum of two well-developed paragraphs. See syllabus for additional details.
- Continue work on your 40-page transcript.
- Continued work on your Written Narrative Report. Upload it to the Week 12 drop box when it is done.
- Post to the weekly discussion forum

WEEK 11

Assignments - Week 11 Due no later than 8:00 a.m. Tuesday, May 14, 2018

- If applicable, complete any remaining internship hours.
- If applicable, scan or snapshot your finalized Internship Verification form and upload to the appropriate drop box.
- Submit Week 11 Summary - Weekly diary of hours of proceedings written, new terminology encountered, new experiences, and activities/processes observed. If you have no internship hours this week, write about how your 40-page transcript is coming along: challenges you're facing, things you realize you need to review more, etc. This weekly diary entry must consist of a minimum of two well-developed paragraphs. See syllabus for additional details.
- Submit a rough draft of your 40-page transcript. Your teacher will review it and go over it with you in person or over the phone. Have a printed copy available for that meeting.
- Post to the weekly discussion forum
- Bring in or mail in your Internship Verification form. If mailing, send to
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WEEK 12

Assignments - Week 12 Due no later than 12:00 noon WEDNESDAY, May 16, 2018

- Post to the weekly discussion forum
- Written Narrative Report is due. Upload in Week 12 of the course site.
- 40-page Transcript, plus standard beginning and ending pages is due.
 - Case Catalyst file, including transcript and notes subfiles, must be uploaded to the drop box in Week 12 no later than noon on WEDNESDAY, May 16, 2018.
 - If mailing the final completed transcript, it must be mailed to your teacher, postmarked no later than Wednesday, May 16, 2018. Place it in a Priority Mail envelope and send to
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 - Students who are able to come to campus may drop the transcript off with the teacher. If the teacher is not available, leave at the front desk and ask them to put it in your teacher's mailbox.