



CRP 271 - Court Reporting Procedures

Information Systems Technology Department

Semester:

Catalog Course Description: CT, including transcript projects from actual circuit and family court cases, mock trials, and conferences. Emphasis is placed on decorum, ethics and appropriate dress.

Prerequisite(s): CRP 151, 160 wpm or instructor approval

Credit Hours: 3.0

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Textbook(s): THE COMPLETE COURT REPORTER'S HANDBOOK, Mary H. Knapp, Prentice Hall, Latest Edition.

Equipment: Steno Machine, Steno paper, tape recorder/tapes, USB Flash Drive or some other type of computer storage device.

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

1. Prepare and produce computer-aided transcripts to format as set out in the South Carolina Rules of Court.
2. Demonstrate a knowledge of textbook material, handouts.
3. Identify library and reference materials used in transcript production.
4. Define and demonstrate a knowledge of legal and professional ethics.
5. Demonstrate knowledge of and involvement in professional associations.
6. Demonstrate knowledge of the Court Reporting profession and related job opportunities.
7. Identify the need for confidentiality in business, professional, and personal matters.
8. Explain the purpose and content of The Code of Professional Ethics of NCRA and apply the NCRA Code of Professional Ethics in simulated situations and case studies.
9. Demonstrate proofreading skills by producing accurate transcripts.
10. Assume the role of the court reporter through simulated trials, depositions, (i.e. telephonic, discovery, perpetuation/evidentiary, and in aid of execution) and administrative hearings in performing the following functions:

- a) Interrupt a speaker
 - b) Obtain spellings of proper names
 - c) Identify speaker in a multi-speaker situation
 - d) Swear or affirm witnesses and interpreters
 - e) Handle discussions off the record
 - f) Indicate nonverbal actions
 - g) Certify questions
 - h) Report with an interpreter
 - i) Sidebar discussions
 - j) Handle reading and signing of depositions.
11. Identify appropriate reference sources used in transcript preparation such as the NCRA Journal, dictionary, city directory, telephone directory, encyclopedia, atlas, Physicians' Desk Reference, Black's Law Dictionary, slang dictionary, Merck Manual, Zip Code directory, and the Internet.
12. Prepare seven (7) transcripts from courtroom/classroom/deposition material; ten (10) pages each of different types of materials (i.e., colloquy, voir dire of the jury and/or witnesses, Q&A, opening and closing statements, polling of the jury, PCR's, guilty pleas, probation revocations, and jury charge. One project will consist of transcription of an actual or simulated court proceeding. Transcripts are to be produced using Eclipse and all transcripts shall include:
- a) Title page
 - b) Index
 - c) Direct and cross examination, where applicable
 - d) Jury charge/opening and/or closing statements, where applicable
 - e) Certification page
 - f) Parentheticals
13. Demonstrate knowledge of reporting techniques which shall include but not be limited to, when and/or how to:
- a) Administering and oath/affirmation
 - b) Marking and handling exhibits
 - c) Indexing and storing notes
 - d) Exercising responsibility for reporting the proceeding
 - e) Interrupting a speaker
 - f) Obtaining spellings of proper names
 - g) Identifying speakers in a multi-speaker system
 - h) Handling discussions off the record and sidebar discussions
 - i) Indicating nonverbal actions
 - j) Certifying questions
 - k) Reporting interpreted proceedings
 - l) Report and transcribe voir dire of the jury and witnesses; and polling of the jury
 - m) Handle reading and signing of depositions
14. Identify the professional associations and related job opportunities including rapid text entry, scoping, networking, realtime and captioning.
15. Develop a portfolio or resume.
16. Recognize the value and importance of continuing education and lifelong learning.
17. Project a professional image and dress.

Course Outcomes and Competencies:

Intended Course Outcome #1:

Students will demonstrate a knowledge of the duties and responsibilities of a Professional Court Reporter.

Course Competency:

Students will demonstrate knowledge of Court Reporting Procedures through systematic testing.

Performance Measurement Instrument:

Students are required to complete examination questions prepared by faculty based on the course learning objectives. The success criterion is that 80% of the students will answer the questions correctly.

Intended Course Outcome #2:

Students will demonstrate knowledge of transcript production using the proper format and guidelines.

Course Competency:

Students will demonstrate the ability of transcript production using the proper format and guidelines through production of transcripts from actual court proceedings.

Performance Measurement Instrument:

Students are required to complete a minimum of seven transcription projects. The success criterion is that 80% of the students will produce transcripts with an accuracy of 85% or higher.

Intended Course Outcome #3:

Students will demonstrate a knowledge of value and importance of Projecting a Professional image through the use of a resume and physical appearance.

Course Competency:

Students will demonstrate the ability to Produce a Professional resume and participate in a job interview.

Performance Measurement Instrument: Students are required to complete a Professional resume and participate in a job interview setting, projecting a professional image with an accuracy of 90% or higher.

Course Attendance:

Students are expected to attend all class sessions and are responsible for class work, homework, lecture notes, reading assignments, etc., regardless if you are present or not. Record keeping for attendance purposes will begin the first day the class meets.

Students may not miss more than twice the number of days the class meets per week. After exceeding this limit, the instructor may take extenuating circumstances (e.g. withdrawing student from course).

There is no such thing as an **EXCUSED ABSENCE**. On certain occasions, circumstances may arise such as illness, personal issues, or transportation problems that prevent you from attending class. In such cases, the maximum number of absences (regardless of the reason) is **still** twice the number of meeting times per week. If a student must be absent, it is the student's responsibility to notify the instructor as quickly as possible of the absence and complete missed assignments as a result of the absence at the instructor's discretion.

For classes that meet **twice a week**, you are allowed no more than **4 absences**. It is the student's responsibility to keep track of the number of classes missed. If the number of classes missed exceeds the allowed absences, the student will be dropped from the class and will receive a "W" or "WF" as the final grade based upon the grade status as of the last class attendance.

Late arrivals disrupt class and interfere with student learning. To eliminate this, students should not be late for class or leave before class has been dismissed. If you arrive after attendance has been taken, you will be marked absent. It is your responsibility to see the instructor after class on the day of the late arrival to have your absence changed to a tardy. **Three tardies** is equivalent to **one** absence.

Please note the following: You are responsible for all material and announcements presented, whether you are present or absent.

Withdrawal: Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "W" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

Course Requirements:

Students are expected to participate in class discussions and turn in all assignments as instructed.

The instructor is **not required** to permit late work or makeup work and may assign a grade of zero in this case. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements **prior to the due date** of the assignment in question.

Grading Scale:	94-100	A	Superior Work
	87-93	B	Good Work
	78-86	C	Average Work
	0-77	F	Unsatisfactory Work

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course. Any change will be announced in class before it becomes effective.

Course Topic Outline/Course Calendar with Assignments: Will be provided by instructor



College Policies

Students are expected to read the student handbook and abide by its policies. Copies of the handbook may be obtained at various locations on campus and is located on the web:

<http://www.midlandstech.edu/planner/>

Academic Dishonesty: The Student Code addresses what constitutes academic dishonesty. All forms of dishonesty including, but not limited to, cheating on tests, plagiarism, collusion and falsification, will call for discipline.

CHEATING ON TESTS includes:

- Copying from another student's paper.
- Using materials during a test not authorized by the person giving the test.
- Collaborating with any other person during a test without permission.
- Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or part the contents of any un-administered test.
- Bribing any other person to obtain information about tests.
- Substituting for another student, or permitting another student to substitute for oneself.

PLAGIARISM is the appropriation of any other person's work and unacknowledged incorporation of that work in one's own work offered for credit.

Campus Emergency Protocol: Students and employees are asked to report safety concerns or suspicious activities to Campus Security at 7199 (on campus) or 738-7199 (cell phone or off campus). In the event of an emergency, employees and/or students should immediately call Campus Security or local 911. If an emergency occurs, the college will use a variety of methods to communicate additional information and instructions including the MTC Information Centers, campus loud speakers, MTC Alerts! (http://www.midlandstech.edu/Phone_Alert.htm), voice mail, email, college Intranet, and the MTC website homepage.

Inclement Weather Policy: In the event weather conditions or other emergencies cause the closing or a delayed start of Midlands Technical College, announcements will be made over local radio and TV stations, on the MTC Web site, and on the college's information line (803-738-8234). Notices will be sent to students via Campus Cruiser Mail when applicable. Separate announcements may be made for day and evening classes as weather conditions change during the day.

If the college closing or reopening means that there is at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10:00 a.m. in TTH, classes that normally meet at 8:00 a.m. will not meet, but classes beginning at 9:30 a.m. will meet. If the college closes at 8:00 p.m., 6:00 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet since there are fewer than 30 minutes remaining in class.

Student E-Mail Accounts: All MTC students are assigned a college e-mail account upon admission to the college. This account is called "Campus Cruiser Mail." Campus Cruiser Mail is the primary mode by which the college communicates with students. Students are responsible for checking their college e-mail on a regular basis for important information and announcements about registration, financial aid, cancelled classes, emergency announcements and other notices. Students can use their college e-mail accounts to communicate with faculty, staff, fellow students, and others, in support of their educational pursuits. In addition to e-mail, students will also have access to maintaining personal calendars and "tasks lists" through their Campus Cruiser e-mail account.

Student Evaluation of Instruction: Students have the opportunity to evaluate this course. The confidential evaluation process is conducted through MTC Online using the individual student's username and password. Announcements will be made during the term concerning how and when to complete the online evaluation. Students are encouraged to participate in this process.

Students Requiring Special Accommodations: If special accommodations are needed for a student with a disability, the student should go to Counseling Services on Beltline or Airport Campus for assistance. Documentation regarding a specific disability is required in order for special arrangements to be made. Confidentiality of information received will be maintained.