

**NEOSHO COUNTY COMMUNITY COLLEGE
MASTER COURSE SYLLABUS**

COURSE IDENTIFICATION

Course Code/Number: RCR 200

Course Title: Realtime Reporting Procedures

KRSN: N/A
(Kansas Regents Shared Number)

Division: Applied Science (AS) Liberal Arts (LA) Workforce Development (WD)
 Health Care (HC) Lifetime Learning (LL) Nursing Developmental

Credit Hour(s): 3 credit hours

Effective Date: Summer 2016

Assessment Goal Per Outcome: 70%

COURSE DESCRIPTION

This course will enable the student to practice professional procedures and demonstrate legal and ethical responsibilities of a realtime reporter. The student will identify the laws of the State of Kansas that govern realtime professionals.

MINIMUM REQUIREMENTS/PREREQUISITES AND/OR COREQUISITES

Prerequisite RCR 116 with a C or higher.

TEXTS

The official list of textbooks and materials for this course is found on [myNeosho](http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx).

<http://www.neosho.edu/ProspectiveStudents/Registration/CourseSyllabi.aspx>

GENERAL EDUCATION OUTCOMES

1. Practice Responsible Citizenship through:
 - identifying rights and responsibilities of citizenship,

- identifying how human values and perceptions affect and are affected by social diversity,
 - identifying and interpreting artistic expression.
2. Live a healthy lifestyle (physical, intellectual, social) through:
 - listing factors associated with a healthy lifestyle and lifetime fitness,
 - identifying the importance of lifetime learning,
 - demonstrating self-discipline, respect for others, and the ability to work collaboratively as a team.
 3. Communicate effectively through:
 - developing effective written communication skills,
 - developing effective oral communication and listening skills.
 4. Think analytically through:
 - utilizing quantitative information in problem solving,
 - utilizing the principles of systematic inquiry,
 - utilizing various information resources including technology for research and data collection.

COURSE OUTCOMES/COMPETENCIES (as Required)

The student will be able to:

1. Exercise the role and responsibility of the realtime reporter through simulated trials, administrative hearings and depositions.
2. Identify the laws/rules that govern the state of Kansas relating specifically to official and freelance reporters.
3. Determine the most appropriate references to use to produce an error-free document through the use of tools available.
4. Apply the National Court Reporters Association (NCRA) Code of Professional Ethics in simulated situations and case studies.
5. Identify the appropriate reference source used in transcript preparation.

MINIMUM COURSE CONTENT

The following topics must be included in this course. Additional topics may also be included.

1. Realtime Reporting as a career:
 - a. Preparation for the profession
 - b. Characteristics of successful reporters
 - c. Benefits of the profession
2. The profession and related career opportunities:
 - a. Freelance
 - b. Official

- c. Broadcast captioning
 - d. Computer-Assistant Realtime Translation (CART)
 - e. Legislative
 - f. Other
3. Court trials, arraignments, sentencings, motions, administrative hearings, and other environments:
- a. Differences
 - b. Preparation
 - c. Compensation
4. The reporter's responsibilities and techniques in the courtroom as related to:
- a. Interrupting a speaker
 - b. Obtaining spellings of proper names
 - c. Identifying speakers in a multi-speaker situation
 - d. Swearing or affirming witnesses and interpreters
 - e. Handling discussions off the record and at sidebar
 - f. Indicating nonverbal actions
 - g. Reading back
 - h. Certifying questions
 - i. Reporting with an interpreter
 - j. Handling reading and signing of depositions
 - k. Reporting and transcribing voir dire of the jury and witnesses and the polling of the jury
 - l. Handling Deaf/HOH (hard-of-hearing) awareness issues
 - m. Handling appellate procedures
5. Legal research:
- a. Researching citations
 - b. Using legal databases
 - c. Internet - search engines
 - d. Law dictionaries
 - e. Library
6. Supplemental research references for reporters:
- a. Hardcopy, traditional references
 - b. Computer-related references
 - i. Spell checkers—pros and cons
 - ii. Built-in dictionaries and thesaurus
 - iii. CD-Rom references
7. Transcript preparation and production using Computer-Assisted Translation (CAT):
- a. Format
 - b. Title page
 - c. Index page
 - d. Voir dire
 - e. Direct and cross examination

- f. Parentheticals
 - g. Certification page
8. Depositions:
- a. Discovery
 - b. Aid of Execution
 - c. Perpetuation/evidentiary
 - d. Telephonic
 - e. Preparation
 - f. Compensation
9. Proofreading:
- a. Research
 - b. Hardcopy vs. softcopy
 - c. Proven techniques
10. Additional reporter responsibilities:
- a. Marking and handling exhibits
 - b. Indexing and archiving steno notes, paper and electronic
11. Delivering and billing deposition transcripts
12. Client expectations:
- a. Litigation support
 - b. Educating the client
13. Professional associations:
- a. National Court Reporters Association (NCRA)
 - b. KCRA State Association
14. National and state certifications and requirements for each:
- a. Certified Court Reporter (CCR)
 - b. Registered Professional Reporter (RPR)
 - c. Certified Realtime Reporter (CRR)
 - d. Registered Merit Reporter (RMR)
 - e. Registered Diplomat Reporter (RDR)
 - f. Certified Broadcast Captioner (CBC)
 - g. Certified CART Provider (CCP)
 - h. Certified Managing Reporter (CMR)
15. The use of tape recorders, video, and voice input in transcript production:
- a. Video/CAT interface
 - b. Court recording
 - c. Status of voice input
 - d. Certified Legal Video Specialist (CLVS) certification

- e. Braille transcripts

16. Professional, legal, and ethical considerations:

- a. NCRA's Code of Professional Ethics
- b. Rewards and benefits
- c. Continuing education and life-long learning

17. Job searches:

- a. Preparing the résumé
- b. Preparing the portfolio
- c. Deportment of reporters, including professional image and dress
- d. The interview
- e. Follow-up
- f. Compensation
- g. Considerations in selecting a position

STUDENT REQUIREMENTS AND METHOD OF EVALUATION

Students will be graded on attendance, class participation, exams, homework assignments and ongoing progress in skills development.

GRADE SCALE

90%-100%, A

80%-89%, B

70%-79%, C

60%-69%, D

Below 60% F

ASSESSMENT OF STUDENT GAIN

The purpose of assessing student learning at Neosho County Community College is to ensure the educational purposes of the institution are met and appropriate changes are made in program development and classroom instruction to allow for student success. The instructor(s) of this course will determine the methods of assessment most appropriate and complete an assessment report at the end of the course.

Attendance Policy

1. NCCC values interactive learning which promotes student engagement in the learning process. To be actively engaged, the student must be present in the learning environment.
2. Unless students are participating in a school activity or are excused by the instructor, they are

expected to attend class. If a student's absences exceed one-eighth of the total course duration, (which equates to one hundred (100) minutes per credit hour in a face-to-face class) the instructor has the right, but is not required, to withdraw a student from the course. Once the student has been dropped for excessive absences, the registrar's office will send a letter to the student, stating that he or she has been dropped. A student may petition the chief academic officer for reinstatement by submitting a letter stating valid reasons for the absences within one week of the registrar's notification. If the student is reinstated into the class, the instructor and the registrar will be notified. Please refer to the Student Handbook/Academic Policies for more information.

3. Absences that occur due to students participating in official college activities are excused except in those cases where outside bodies, such as the State Board of Nursing, have requirements for minimum class minutes for each student. Students who are excused will be given reasonable opportunity to make up any missed work or receive substitute assignments from the instructor and should not be penalized for the absence. Proper procedure should be followed in notifying faculty in advance of the student's planned participation in the event. Ultimately it is the student's responsibility to notify the instructor in advance of the planned absence.

ACADEMIC INTEGRITY

NCCC expects every student to demonstrate ethical behavior with regard to academic pursuits. Academic integrity in coursework is a specific requirement. Definitions, examples, and possible consequences for violations of Academic Integrity, as well as the appeals process, can be found in the College Catalog, Student Handbook, and/or Code of Student Conduct and Discipline.

ELECTRONIC DEVICE POLICY

Student cell phones and other personal electronic devices not being used for class activities must not be accessed during class times unless the instructor chooses to waive this policy.

NOTE

Information and statements in this document are subject to change at the discretion of NCCC. Students will be notified of changes and where to find the most current approved documents.

ACCOMMODATIONS

If you are a student with a disability who may need accommodation(s), in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, please notify the Dean of Student Services in the Student Services Office, Sanders Hall, 620-432-0304, on the Chanute Campus, or the Dean for the Ottawa and Online Campuses, 785-248-2798, on the Ottawa Campus as soon as possible. You will need to bring your documentation for review in order to determine reasonable accommodations, and then we can assist you in arranging any necessary accommodations.

NON-DISCRIMINATION POLICY

The following link provides information related to the non-discrimination policy of NCCC, including persons with disabilities. Students are urged to review this policy.

<http://www.neosho.edu/Departments/NonDiscrimination.aspx>

SEXUAL MISCONDUCT POLICY (TITLE IX)

At NCCC, it is the responsibility of an instructor to help create a safe learning environment in the classroom, including both physical and virtual classrooms. All instructors are considered mandatory reporters at NCCC, therefore any information regarding sexual misconduct that is shared by a student in one-on-one meetings with the instructor must be reported to appropriate personnel at the College. Instructors will keep the information private to the greatest extent possible, but it is not confidential. Generally, climate surveys, classroom writing assignments or discussions, human subjects research, or events such as Take Back the Night events do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they wish a report to be made.

The following link provides information related to the sexual misconduct policy of NCCC, including resources, reporting options, and student rights. Students are urged to review this policy.

<http://www.neosho.edu/TitleIX.aspx>

COURSE NOTES