

## **COURSE OUTLINE** **Realtime Reporting Procedures**

### **Course Description**

RR 220. Realtime Reporting Procedures. 3 hours credit. Prerequisite: RR 201 with a B or better or VR 101 taken concurrently or with a B or better. 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.

### **Course Relevance**

All realtime reporting information systems professionals today use computer-aided transcription in delivering their product—a record of the spoken word. This capstone course consolidates all aspects of the career for a realtime reporting information systems and communications technology professional.

### **Required Materials**

McCormick, R., Knapp, M., (2003). *Court reporter's and CART services handbook* (4<sup>th</sup> ed.) Upper Saddle River, NJ: Prentice Hall.

### **Learning Outcomes**

The intention is for the student to 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 reporter.
3. Apply the National Court Reporters Association (NCRA) Code of Professional Ethics in simulated situations and case studies.
4. Identify the appropriate reference source used in transcript preparation.

### **Learning PACT Skills that will be DEVELOPED and/or documented in this course**

Through involvement in this course, the student will develop ability in the following PACT skill area(s):

#### **Analytical Thinking Skills**

1. Problem solving
  - Through the study of laws and legal issues, the student will understand the ethical implications of a career in realtime reporting.
2. Critical thinking
  - Through the use of tools available to the student, the student will determine the most appropriate references to use to produce an error-free document.

## **Major Summative Assessment Task(s)**

These learning outcome(s) and the Learning PACT skill(s) will be demonstrated by:

1. Preparing a portfolio containing reference documents to be used in the career field to solve simulated scenarios involving ethical conduct and critical thinking using portfolio resources.

## **Course Content**

- I. Skills/Competencies – Actions that are essential to achieve the course outcomes:
  - A. Administering an oath/affirmation
  - B. Marking and handling exhibits
  - C. Exercising responsibility for reporting proceedings
  - D. Indexing and storing notes
  - E. Interrupting a speaker
  - F. Obtaining spellings of proper names
  - G. Identifying speakers in a multi-speaker situation
  - H. Handling off-the-record and sidebar discussions
  - I. Indicating nonverbal actions
  - J. Certifying questions
  - K. Handling reading and signing of depositions
  - L. Demonstrating the acceptable format for a transcript
  - M. Proofreading transcripts with maximum efficiency
  - N. Demonstrating an understanding of the Kansas Official Court Reporter Handbook
  - O. Demonstrating an understanding of the NCRA Code of Professional Ethics
  - P. Demonstrating the ability to Identify the appropriate reference source used in transcript preparation

## **Learning Units**

- I. Realtime Reporting as a career
  - A. Preparation for the profession
  - B. Characteristics of successful reporters
  - C. Benefits of the profession
- II. The profession and related career opportunities
  - A. Freelance
  - B. Official
  - C. Broadcast captioning
  - D. Computer-Assistant Realtime Translation (CART)
  - E. Legislative
  - F. Other

- III. Court trials, arraignments, sentencings, motions, administrative hearings, and other environments
  - A. Differences
  - B. Preparation
  - C. Compensation
  
- IV. The reporter's responsibilities and techniques in the courtroom
  - 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
  
- V. Legal research
  - A. Researching citations
  - B. Using legal databases
  - C. Internet - search engines
  - D. Law dictionaries
  - E. Library
  
- VI. Supplemental research references for reporters
  - A. Hardcopy, traditional references
  - B. Computer-related references
    - 1. Spell checkers—pros and cons
    - 2. Built-in dictionaries and thesaurus
    - 3. CD-Rom references
  
- VII. 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

### VIII. Depositions

- A. Discovery
- B. Aid of Execution
- C. Perpetuation/evidentiary
- D. Telephonic
- E. Preparation
- F. Compensation

### IX. Proofreading

- A. Research
- B. Hardcopy vs. softcopy
- C. Proven techniques

### X. Additional reporter responsibilities

- A. Marking and handling exhibits
- B. Indexing and archiving steno notes, paper and electronic

### XI. Delivering and billing deposition transcripts

### XII. Client expectations

- A. Litigation support
- B. Educating the client

### XIII. Professional associations

- A. National Court Reporters Association (NCRA)
- B. State associations

### XIV. 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)

### XV. 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

- XVI. Professional, legal, and ethical considerations
  - A. NCRA's Code of Professional Ethics
  - B. Rewards and benefits
  - C. Continuing education and life-long learning

- XVII. Job search
  - A. Preparing the résumé
  - B. Preparing the portfolio
  - C. Department of reporters, including professional image and dress
  - D. The interview
  - E. Follow-up
  - F. Compensation
  - G. Considerations in selecting a position

### **Learning Activities**

Learning activities will be assigned to assist the student to achieve the intended learning outcomes through lectures, instructor-led class discussion, guest speakers, group activities, drills/skill practice, and others at the discretion of the instructor.

### **Grade Determination**

The student will be graded on learning activities and assessment tasks. Grade determinants may include the following: daily work, quizzes, chapter or unit tests, comprehensive examinations, student projects, student presentations, class participation, and other methods of evaluation employed at the discretion of the instructor.