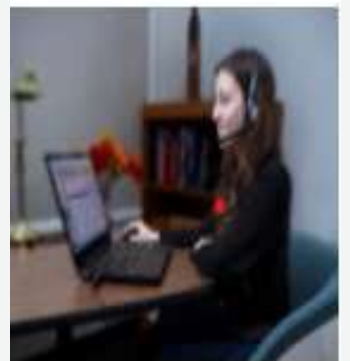
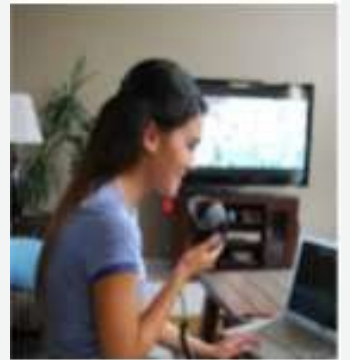


# CAPTIONING AND COURT REPORTING HONORS PROGRAM

## TOOLKIT



*Hello, Future Reporters!*

*It is our pleasure to introduce you to the Captioning and Court Reporting (CCR) Honors Program. We want to acknowledge the efforts of all of our students and help you to celebrate your progress through the CCR Program.*

*Please review the attached documents, track the various activities presented, and share your attainment of those things at the end of the semester. After submitting all required documents, you will receive a certificate in recognition of your success.*

*Please note that two of the awards require steno/voice students to practice a particular amount for 12 weeks. For this semester, students will qualify with 11 weeks of practice as we are already at the end of Week 3.*

*Wishing you all the best as you participate!*

INTRODUCING

# The Captioning and Court Reporting Honors Program

We are excited to introduce the Captioning and Court Reporting Honors Program. Traditionally, an honor roll is used to identify students who have achieved academic distinction. The CCR program has developed a recognition program to specifically acknowledge CCR students who go above and beyond in their academic pursuits. The following awards for students who demonstrate academic excellence in the CCR program will be available each fall and spring semester. Students who meet the criteria will receive an awards certificate from Cuyahoga Community College's CCR Program and can add this distinction to their resume.

## Honors Levels



### CCR DISTINGUISHED AWARD

All three elements must be met in the semester the honor is awarded. See additional details in the CCR Honors Program Tool Kit.

1. Steno/voice students' practice requirement: 17 hours for a minimum of 12 weeks  
Digital students' requirement: 4.0 GPA
2. Experiential learning requirement: two different style experiences
3. Volunteerism requirement: two submissions



### CCR SCHOLAR AWARD

All three elements must be met in the semester the honor is awarded. See additional details in the the CCR Honors Program Tool Kit.

1. Steno/voice students' practice requirement: 15 hours for a minimum of 12 weeks  
Digital students' requirement: 3.5 GPA
2. Experiential learning requirement: two experiences
3. Volunteerism requirement: two submissions



### CCR MERIT AWARD

Both elements must be met in the semester the honor is awarded. See additional details in the CCR Honors Program Tool Kit.

1. Experiential learning requirement: two experiences
2. Volunteerism requirement: two submissions



## **DISTINGUISHED STUDENT AWARD**

To fulfill the practice requirement for this recognition, students must complete 17 or more hours of practice for a minimum of 12 weeks in Realtime Coach.

---

## **SCHOLARS AWARD**

To fulfill the practice requirement for this recognition, students must complete 15 or more hours of practice for a minimum of 12 weeks in Realtime Coach.

---

## **TRACKING**

Students are required to complete and submit the included tracking document to indicate the practice requirement has been met. This tracking information will then be verified by CCR faculty/staff.

To fulfill the experiential learning component for each award, students must complete two of the following activities. One must be from Category A, and one must be from Category B.

## CATEGORY A

- Live Court Observation: A minimum of two hours
- Live City Council or School Board meeting observation

---

## CATEGORY B

- Attend a state or national court reporting conference for at least three sessions  
STAR has a virtual conference available in October that is free and highly recommended to CCR students:  
<https://staronline.org/startech24/>
- Participate in the Veterans History Project
- Attend workshops conducted through the Career Services Center at Tri-C  
[Link to current workshops available](#)
- Attend another opportunity identified by the student and approved in advance

---

## TRACKING

Students are required to submit a separate Experiential Tracking document for each experience. All documents will be submitted at the same time prior to the end of the semester.

To fulfill the volunteerism component for each award, students must complete two of the following activities during the semester.

## **VOLUNTEER OPPORTUNITIES**

- Create three social media posts to promote the field and Tri-C's CCR program: Facebook, TikTok, Instagram
  - Distribute three flyers promoting the CCR program. Post on library bulletin boards, grocery stores, coffee houses, et cetera
  - Attend one event with CCR full-time faculty or CCR program representative to promote the field and program
  - Attend another opportunity identified by the student and approved in advance
- 

## **TRACKING**

Students are required to submit the volunteerism tracking document.

## CCR Honors Program Practice-Hours Tracker

Maintain a record of your practice hours in Realtime Coach by entering the information below.

**Student name:** Click or tap here to enter text.

[illegible]

## CCR Honors Program Experiences Record

Record each experience that you complete in a semester on this document. Modify this document as you complete an activity, saving it after entering the information requested.

You may return to this document multiple times as you complete an opportunity to volunteer in some way.

Tab through these pages to enter text in the field. Continue typing to enter detailed information in the Description section.

**Student Name:** Click or tap here to enter text.

**Date Activity Occurred:** Click or tap here to enter text.

**Description of Experiential Learning in detail:**

Click or tap here to enter text.

**Student Name:** Click or tap here to enter text.

**Date Activity Occurred:** Click or tap here to enter text.

**Description of Experiential Learning in detail:**

Click or tap here to enter text.





# VETERANS HISTORY PROJECT

**CCR Students, we need you!**

## What is the VHP?

The Veterans History Project at the Library of Congress collects, preserves, and makes accessible the firsthand recollections of U.S. military veterans who served from World War I through more recent conflicts and peacekeeping missions so that future generations may hear directly from veterans and better understand what they saw, did, and felt during their service.

## How can you help?

These histories are captured through audio and/or video. Court reporters have been volunteering for more than 15 years to create transcripts to preserve and make accessible these histories. You have the

opportunity as CCR students to gain valuable experience by creating a transcript for a veteran.

## What to expect?

Students will receive a link to a veteran's history on the Library of Congress website. You will create a transcript following guidelines that will be provided and submit for faculty review. Your final transcript will be viewable on the Library of Congress website including your name as the transcriber.



### Earn Extra Tests

Students who complete a transcript for one oral history are entitled to four extra speed tests



### Experiential learning

Follow the process of creating an error-free transcript



### Earn Honor Roll Credit

This project meets one of the CCR honor roll criteria



### Select Your Veteran

You can choose the conflict in which your veteran served from WW I through Afghanistan

### Important Dates:

**By 9/15** Email Prof. Barnes to commit to transcribing one oral history. Indicate if you would like a veteran from a particular war/conflict.

**By 9/18** Student will receive the guidelines and link to transcribe.

**By 10/16** Submit final transcript to Prof. Barnes.

**By 11/11 (Veterans Day)** Students will receive feedback from a faculty member and final transcripts will be provided to the Library of

# VIRTUAL WORKSHOP SERIES

# Work-it!

Getting started on your career journey? Need advice and tips on how to begin? Tri-C Career Center can help! Join our live online workshops for practical insights. No prep required – just bring yourself. Discover opportunities by attending one or all of the sessions shown below.



View registration instructions here: <https://bit.ly/howtoregistercareerevents>

## FINDING YOUR CAREER FIT

Tuesday, Sept. 17th, 2024  
3:00 p.m. - 3:45 p.m.

## DEVELOPING A COMPETITIVE U.S. RESUME

Friday, Sept. 27th, 2024  
4:00 p.m. - 4:45 p.m.

## REMOVING SOME OF THE INTERVIEW ANXIETY

Wednesday, Oct. 16th, 2024  
Noon - 12:45 p.m.

## LINKEDIN - CREATING YOUR PROFESSIONAL BRAND

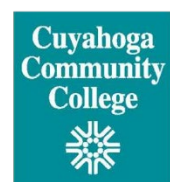
Thursday, Nov. 7th, 2024  
2:00 p.m. - 2:45 p.m.

REGISTER IN HANDSHAKE:

[tri-c.joinhandshake.com](https://tri-c.joinhandshake.com)

QUESTIONS? EMAIL:

[CareerServices@tri-c.edu](mailto:CareerServices@tri-c.edu)



## CCR Honors Program Volunteerism Record

Record each occurrence of volunteerism that you complete in a semester on this document. Modify this document as you complete an activity, saving it after entering the information requested.

You may return to this document multiple times as you complete an opportunity to volunteer in some way.

Tab through these pages to enter text in the field. Continue typing to enter detailed information in the Description section.

For social media posts, include a link to the post or a screenshot.

**Student Name:** Click or tap here to enter text.

**Date Activity Occurred:** Click or tap here to enter text.

**Description of Activity in detail :** Click or tap here to enter text.

**Student Name:** Click or tap here to enter text.

**Date Activity Occurred:** Click or tap here to enter text.

**Description of Experiential Learning in detail :**

Click or tap here to enter text.

## CCR Honors Program Reflection

Share your thoughts about the activities you engaged in throughout the semester in conjunction with the CCR Honors Program. Describe in detail each activity and how they supported your motivation, skill development, knowledge growth, engagement, and commitment to success.

Tab through the items below to enter text into the fields. Continue typing to insert comprehensive information in the Reflection section.

**Student Name:** Click or tap here to enter text.

**Reflection of Semester Activities:** Click or tap here to enter text.

**Student Name:** Click or tap here to enter text.

**Reflection of Semester Activities:** Click or tap here to enter text.

# CCR HONORS PROGRAM

## SUBMISSION CHECKLIST

USE THIS CHECKLIST TO ENSURE YOU HAVE COMPLETED ALL OF THE REQUIRED DOCUMENTS. ALL SHOULD BE SUBMITTED BEFORE THE SEMESTER ENDS. SUBMIT TO KELLY.MORANZ@TRI-C.EDU

- ☐ Practice hours tracker -- for Scholars or Distinguished Student awards

---
- ☐ Experiential learning reflection -- one per experience

---
- ☐ Volunteerism tracker -- one per activity

---
- ☐ Reflection on your Honors Program experience