

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

**Summer 2019**

**Course:** JR251 Reporter Skill and Knowledge V Lab

**Credit:** 2 Quarter Hours

**Method of Delivery:** eLearning, arranged (eL, arr.)

**Course Description:**

This course is focused on individual experimentation and use of various techniques to improve performance in the areas of realtime accuracy, readback, transcription, theory knowledge, and speed acquisition. Concurrent enrollment in lecture course JR250 is required.

**Prerequisite:**

JR140 and JR141

**Text(s) & Manual(s):** none

**Materials needed for this course:**

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

**Topics:**

Analysis of notes, review of theory principles, development of strategic practice plans to eliminate mistranslations and hesitations.

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

1. analyze mistranslations to determine their cause.
2. develop a plan to correct the cause of mistranslations.
3. transcribe steno outlines into English with increasing rates of accuracy.
4. apply advanced theory principles to improve accuracy and/or shorten outlines.
5. demonstrate test readiness through writing evaluations.
6. demonstrate an increase in speed and accuracy on literary, jury charge, and two-voice testimony material.

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**Midstate Grading scale:**

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

**Academic Integrity:**

Academic integrity is a basic principle of the College's function. Midstate College students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence in connection to the infraction. The course instructor will also review the student's personal file for other notifications of academic dishonesty before determining the level of action to be applied. The course instructor will complete the Academic Dishonesty Report form to document and describe the incident and actions taken, then kept on file. The student may appeal the decision to administration, whose decision will be final.

The following (**plagiarism, cheating, deception, sabotage, computer misuse and copyright infringement**) are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook.

**Plagiarism:**

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 Turnitin 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

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use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

**Student Success and Tutoring:**

Contact Student Success: Room 110; (309) 692-4092, ext. 1100; studentsuccess@midstate.edu;

The Office of Student Success offers help in the following areas:

- Tutoring: Tutoring is encouraged for students who are doing their best to complete assignments yet still are experiencing difficulty in this course. Tutoring may be provided by the instructor outside of scheduled class times or through the office of Student Success.
- Writing assignment assistance: This may include learning how to conduct research; using proofreading tools such as Turnitin; outlining a topic; and applying MLA/APA standards.
- Math, accounting, and computer skills (including file management).
- Test-taking techniques.
- Note-taking skills development.
- Study skills development.
- Time management.

<b>Instructor:</b>	Kathryn Dittmeier, CRI	<b>Room:</b> 220 (office)
<b>Midstate email:</b>	kadittmeier@midstate.edu	<b>Office hour(s):</b>
<b>Office phone:</b>	309-692-4092 x 2200	Tuesdays, 1:30-3:30 p.m.
<b>Cell phone:</b>	309-634-9374 (preferred)	

**Policies and Procedures:**

A grade of "C" or better in all coursework must be achieved to be eligible to graduate.

*Documented Practice Hours:* Per NCRA General Requirements and Minimum Standards (GRAMS), students **must** practice a minimum of 9 documented hours per week when enrolled part-time and 18 documented hours per week when enrolled full-time. Note this is a minimum. Time in machine classes counts toward this minimum.

**Syllabus changes:** The instructor reserves the right to change this syllabus at any time. Students will receive timely notice of all such changes via announcements made online in Moodle Rooms and/or via email.

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**Participation Requirements:**

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

On-campus: attendance is counted for each class session attended.

**Examination Information:**

This course has no midterm or final exams.

**Methods of evaluating student performance:** This course utilizes the following methods of evaluating student performance: Tracking improvement on execution of exercises, dictation and transcription of notes.

**Instructor's Grading Scale:**

Your final grade in this course will be based on **300** points:

Class Participation	120 points	(10 points x 12 weeks)
Hesitation Notebook	60 points	(5 points x 12 weeks)
Notes Analysis	120 points	(10 points x 12 weeks)

\*All students must have a 70% or better to pass this course. (210 points, minimum)

<b>CLASS PARTICIPATION GRADING GUIDELINES</b>	
<ul style="list-style-type: none"> <li>• Attends class, writes dictation, and keeps lab log = 5 points for each class period that meets. (Cancelled classes = automatic 5 points)</li> <li>• eLearning students write from drill library on P drive, upload practice files to the drop box, and dialog with instructor via lab log form.</li> </ul>	10 points per week
<b>HESITATION NOTEBOOK GRADING GUIDELINES</b>	
<ul style="list-style-type: none"> <li>• Adds new entries based on dictation analysis, brings list to class/uploads to course site, consults with instructor for advice as needed = 5 points</li> </ul>	5 points per week
<b>NOTES ANALYSIS GRADING GUIDELINES</b>	
<ul style="list-style-type: none"> <li>• Weekly analysis performed on at least 2 drills = 5 points per drill</li> </ul>	10 points per week

## **Course Outline**

### **Topics for all weeks:**

Analysis of notes, review of theory principles, development of strategic practice plans to eliminate mistranslations and hesitations.

### **Objectives for all weeks:**

1. analyze mistranslations to determine their cause.
2. develop a plan to correct the cause of mistranslations.
3. transcribe steno outlines into English with increasing rates of accuracy.
4. apply advanced theory principles to improve accuracy and/or shorten outlines.
5. demonstrate test readiness through writing evaluations.
6. demonstrate an increase in speed and accuracy on literary, jury charge, and two-voice testimony material.

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### **WEEK 1:**

#### **No Class on Monday**

Drill exercises are located on the P: drive:

P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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### **WEEK 2:**

#### **No school Monday**

Drill exercises are located on the P: drive:

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Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 3:**

Drill exercises are located on the P: drive:

P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 4:**

Drill exercises are located on the P: drive:

P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 5:**

Drill exercises are located on the P: drive:

P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 6:**

Drill exercises are located on the P: drive:

P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 7:**

Drill exercises are located on the P: drive:

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Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 8:**

Drill exercises are located on the P: drive:  
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Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 9:**

Drill exercises are located on the P: drive:  
P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 10:**

Drill exercises are located on the P: drive:  
P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 11:**

Drill exercises are located on the P: drive:  
P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.

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**WEEK 12 – Finals Week**

Drill exercises are located on the P: drive:  
P:\Judicial Reporting\

Complete other drills as applicable to your situation. Choose from the options on the P drive or from drills created for your unique needs. Complete a lab log for each hour of drill work.