

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

**Spring 2019**

**Course:** JR260 Reporter Skill and Knowledge V

**Credit:** 4 Quarter Hours

**Method of Delivery:** On-campus Day (D)

**Course Description:**

This course includes speedbuilding on literary, jury charge, two-voice and multivoice testimony. Vocabulary expansion, spelling skills, and cultural literacy topics are covered. Special emphasis is placed on writing medical terminology. Concurrent enrollment in JR261 Reporter Skill and Knowledge VI Lab is required.

**Prerequisite:**

JR250 and JR251

**Text(s) & Manual(s):** *The New Dictionary of Cultural Literacy: What every American Needs to Know*, 3rd Ed.

**ISBN:** 9780618226474

**Author(s):** Hirsch

**Publisher:** Houghton Mifflin Harcourt

**Text(s) & Manual(s):** *Legal Terminology*, 2014 Update

**ISBN:** 978-0-13-376697-4

**Author(s):** Gordon Brown and Kent D. Kauffman

**Publisher:** Pearson

**Materials needed for this course:**

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Access to EV360 Ultimate
- Stenograph machine with charger, realtime cable, and tripod

**Topics:**

Writing multivoice testimony, current events dictation, reading through misstrokes, transcription techniques, speed and accuracy development, writing medical terminology from dictation, vocabulary and spelling skills, general knowledge in the areas of the technology, medicine, and health and current events related to the same that encompass international, national, and local events, geography, and people.

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

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

1. write a realtime translation theory for medical terminology.
2. read distinctly and with authority from steno outlines, quickly locating portions to be read and maintaining composure while reading.
3. transcribe steno outlines into English.
4. demonstrate knowledge of methods for building speed and accuracy on literary, jury charge, multi-voice, and two-voice testimony material.
5. match vocabulary words to their definitions.
6. recognize words that are spelled incorrectly.
7. identify concepts and terminology related to medicine and health.
8. document job shadowing, mentoring, and peer review experiences.

**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.

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

**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 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](mailto: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.

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

<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	Mondays 9:00 a.m. - 12:00 p.m.
<b>Cell phone:</b>	309-634-9374 (preferred)	or by appointment

**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. Machine time is defined as practice from text or dictation, testing, readback and analysis of steno notes, and analysis of realtime.

*Testing Policies and Procedures:* Testing is provided at incremental speeds on unfamiliar material. A student may not retake the same test within a six-month period. Test notes must be archived with the teacher and retrieved from the teacher or test monitor for transcription under supervision. Transcription time is limited to 75 minutes per test and a check-out/check-in time with signature by the test monitor must be completed. All copies and forms of the test in the student’s possession must be deleted. (Writer memory, electronic note files on USB or other drives, CAT files.) Draft printouts are to be turned in with the final transcript. On-campus tests must be transcribed by the end of the third school day after the test.

*Job Shadowing:* Sitting in with a reporter on the job can bring valuable insight to aspects of your education. Students must participate in at least one job shadowing experience while enrolled in either JR250, JR260, JR270, or JR280. You may job shadow more than once! The program coordinator will assist you in connecting with a reporter to complete this assignment. The experience will be documented in your journal.

An *Instructional Development Plan* will be created and/or updated in a collaborative effort between student and instructor and/or program coordinator three times per quarter.

**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 the Midstate Learning Management System (LMS) and/or via email.

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

**Participation (Attendance) Requirements:**

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

**Examination Information:**

This course has no midterm or final exams. Speed tests will be given.

**Methods of evaluating student performance:** This course utilizes the following methods of student performance: Readback of new and previously covered materials, research papers, transcription of notes, quizzes, exercises, self-evaluation of writing skills, and transcribed dictation tests.

**Speed Test Grading Criteria**

Speed tests are administered as a part of this course but do not contribute to the course grade. All speed tests are graded according to the criteria published in the NCRA publication "What is an Error?"

**Instructor's Grading Scale:**

Your final grade in this course will be based on **811** points:

Class Participation	96 points	(8 points x 12 weeks)
Cultural Literacy Paper	66 points	(6 points each x 11 papers)
Vocabulary Quizzes	55 points	(5 points each x 11 quizzes)
Legal Terminology	55 points	(5 points each x 11 chapters)
Literary Assignment	110 points	(10 points each x 11 assignments)
Jury Charge Assignment	110 points	(10 points each x 11 assignments)
QA Assignment	110 points	(10 points each x 11 assignments)
Medical Assignment	110 points	(10 points each x 11 assignments)
Self-evaluations	99 points	(9 points each x 11 assignments)

\*All students must have a 70% or better to pass this course. (568 points, minimum)

<b>Class Participation Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Attends class, writes dictation, and reads back notes = 2 points for each class period that meets. (Cancelled classes = automatic 2 points)</li> <li>• eLearning students write from each class dictation that has been posted, upload it to the drop box, and meet with the instructor weekly via phone conference or video chat.</li> </ul>	8 points per week

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

<b>Cultural Literacy Paper Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Two complete paragraphs = 2 points</li> <li>• One paragraph or two minimal paragraphs = 1 points</li> <li>• No submission = 0 points</li> </ul>	2
Spelling	
<ul style="list-style-type: none"> <li>• No spelling errors = 2 points</li> <li>• 1 misspelled word = 1 point</li> <li>• More than 1 misspelled word = 0 points</li> </ul>	2
Grammar	
<ul style="list-style-type: none"> <li>• No grammatical or mechanical errors = 2 points</li> <li>• 1 grammatical or mechanical error = 1 point</li> <li>• More than 1 grammatical or mechanical error = 0 points</li> </ul>	2
Total points per paper	6

<b>Vocabulary Quizzes Grading Guidelines</b>	
Words have been given ahead of time for study. <ul style="list-style-type: none"> <li>• Each wrong answer = -1</li> </ul>	5 points per quiz

<b>Legal Terminology Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• All assigned sections of chapter completed = 5 points</li> <li>• 4 sections completed = 4 points</li> <li>• 3 sections completed = 3 points</li> <li>• 2 sections completed = 2 points</li> <li>• 1 section completed = 1 point</li> <li>• 0 sections completed = 0 points</li> </ul>	5 points per chapter

<b>Literary, Jury Charge, and QA Assignments Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Labeled CATalyst file; shows evidence of word list practice, sentence practice, and dictation practice; remediated until done with 95% or better accuracy = 10 points</li> <li>• Missing one part of the assignment = -5 points</li> <li>• No evidence of remediation to an acceptable standard of accuracy = -5 points</li> </ul>	10 points per assignment

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

<b>Self-Evaluations Grading Guidelines</b>	
<p>A minimum of one 3- to 5-minute self-evaluation should be submitted from each category of Literary, Jury Charge, and QA per week.</p> <ul style="list-style-type: none"> <li>• Self-evaluation of 1- or 2-minute length = -1 points</li> <li>• No evidence of transcription/correction of errors = -2 points</li> <li>• No submission = 0 points</li> </ul>	<p>3 points per category 9 points per week</p>

<b>Medical Assignment Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Labeled CATalyst file; shows evidence of word list practice and dictation practice; remediated until done with 95% or better accuracy = 10 points</li> <li>• Missing one part of the assignment = -5 points</li> <li>• No evidence of remediation to an acceptable standard of accuracy = -5 points</li> </ul>	<p>10 points per assignment</p>

**Course Outline**

**Topics for all weeks:**

Writing multivoice testimony, reading through misstrokes, transcription techniques, speed and accuracy development, writing medical terminology from dictation, vocabulary and spelling skills, general knowledge in the areas of the technology, medicine, and health.

**Objectives for all weeks:**

1. write a realtime translation theory for medical terminology.
2. read distinctly and with authority from steno outlines, quickly locating portions to be read and maintaining composure while reading.
3. transcribe steno outlines into English.
4. demonstrate knowledge of methods for building speed and accuracy on literary, jury charge, multi-voice, and two-voice testimony material.
5. match vocabulary words to their definitions.
6. recognize words that are spelled incorrectly.
7. identify concepts and terminology related to medicine and health.
8. document job shadowing, mentoring, and peer review experiences.

**WEEK 1:**

**No Class on Monday**

**Assignments Due Monday, Week 2**

- Cultural Literacy Assignment – Week 1: Pgs 546-550
- Legal Terminology: Chapter 31
- Journal Setup

**Assignments Due Tuesday, Week 2**

- Literary Lesson 160.1 and supplementary literary practice (SP4 #91)

**Assignments Due Wednesday, Week 2**

- Jury Charge Lesson 1 (SP4 #91) and supplementary jury charge practice

**Assignments Due Thursday, Week 2**

- QA Lesson 1 (SP4 #91) and supplementary QA practice
- Medical QA 1

---

**WEEK 2:**

**Assignments Due Monday, Week 3**

- Cultural Literacy Assignment – Week 2: Pgs 551-554
- Legal Terminology: Chapter 32

**Assignments Due Tuesday, Week 3**

- Literary Lesson 160.2 and supplementary literary practice (SP4 #92)

**Assignments Due Wednesday, Week 3**

- Jury Charge Lesson 2 (SP4 #92) and supplementary jury charge practice

**Assignments Due Thursday, Week 3**

- QA Lesson 2 (SP4 #92) and supplementary QA practice
- Medical QA 2



**WEEK 3:**

**Assignments Due Monday, Week 4**

- Cultural Literacy Assignment – Week 3: pgs 555-558
- Legal Terminology: Chapter 33

**Assignments Due Tuesday, Week 4**

- Literary Lesson 160.3 and supplementary literary practice (SP4 #93)

**Assignments Due Wednesday, Week 4**

- Jury Charge Lesson 3 (SP4 #93) and supplementary jury charge practice

**Assignments Due Thursday, Week 4**

- QA Lesson 3 (SP4 #93) and supplementary QA practice
  - Medical QA 3
- 

**WEEK 4:**

**Assignments Due Monday, Week 5**

- Cultural Literacy Assignment – Week 4: Pgs 559-562
- Legal Terminology: Chapter 34

**Assignments Due Tuesday, Week 5**

- Literary Lesson 160.4 and supplementary literary practice (SP4 #94)

**Assignments Due Wednesday, Week 5**

- Jury Charge Lesson 4 (SP4 #94) and supplementary jury charge practice

**Assignments Due Thursday, Week 5**

- QA Lesson 4 (SP4 #94) and supplementary QA practice
  - Medical QA 4
- 

**WEEK 5:**

**Assignments Due Monday, Week 6**

- Cultural Literacy Assignment – Week 5: Pgs. 563-566
- Legal Terminology: Chapter 35
- Journal Entry 1

**Assignments Due Tuesday, Week 6**

- Literary Lesson 160.5 and supplementary literary practice (SP4 #95)

**Assignments Due Wednesday, Week 6**

- Jury Charge Lesson 5 (SP4 #95) and supplementary jury charge practice (continued next page)

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

**Assignments Due Thursday, Week 6**

- QA Lesson 5 (SP4 #95) and supplementary QA practice
  - Medical QA 5
- 

**WEEK 6:**

**Assignments Due Monday, Week 7**

- Cultural Literacy Assignment – Week 6: Pgs 567-570

**Assignments Due Tuesday, Week 7**

- Literary Lesson 160.6 and supplementary literary practice (SP4 #96)

**Assignments Due Wednesday, Week 7**

- Jury Charge Lesson 6 (SP4 #96) and supplementary jury charge practice

**Assignments Due Thursday, Week 7**

- QA Lesson 6 (SP4 #96) and supplementary QA practice
  - Medical QA 6
- 

**WEEK 7:**

**Assignments Due Monday, Week 8**

- Cultural Literacy Assignment – Week 7: Pgs 571-574
- Legal Terminology: Chapter 36

**Assignments Due Tuesday, Week 8**

- Literary Lesson 160.7 and supplementary literary practice (SP4 #97)

**Assignments Due Wednesday, Week 8**

- Jury Charge Lesson 7 (SP4 #97) and supplementary jury charge practice

**Assignments Due Thursday, Week 8**

- QA Lesson 7 (SP4 #97) and supplementary QA practice
  - Medical QA 7
- 

**WEEK 8:**

**Assignments Due Monday, Week 9**

- Cultural Literacy Assignment – Week 8: Pgs 575-578
- Legal Terminology: Chapter 37

**Assignments Due Tuesday, Week 9**

- Literary Lesson 160.8 and supplementary literary practice (SP4 #98)

Continued next page.

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

**Assignments Due Wednesday, Week 9**

- Jury Charge Lesson 8 (SP4 #98) and supplementary jury charge practice

**Assignments Due Thursday, Week 9**

- QA Lesson 8 (SP4 #98) and supplementary QA practice
- Medical QA 8

---

**WEEK 9:**

**Assignments Due Monday, Week 10**

- Cultural Literacy Assignment – Week 9: Pgs 579-582
- Legal Terminology: Chapter 38
- Journal Entry 2

**Assignments Due Tuesday, Week 10**

- Literary Lesson 160.9 and supplementary literary practice (SP4 #99)

**Assignments Due Wednesday, Week 10**

- Jury Charge Lesson 9 (SP4 #99) and supplementary jury charge practice

**Assignments Due Thursday, Week 10**

- QA Lesson 9 (SP4 #99) and supplementary QA practice
- Medical QA 9

---

**WEEK 10:**

**Assignments Due Monday, Week 11**

- Cultural Literacy Assignment – Week 10: Pgs 583-586
- Legal Terminology: Chapter 39

**Assignments Due Tuesday, Week 11**

- Literary Lesson 160.10 and supplementary literary practice (SP4 #100)

**Assignments Due Wednesday, Week 11**

- Jury Charge Lesson 10 (SP4 #100) and supplementary jury charge practice

**Assignments Due Thursday, Week 11**

- QA Lesson 10 (SP4 #100) and supplementary QA practice
- Medical QA 10

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

---

**WEEK 11:**

**Assignments Due Monday, Week 12**

- Cultural Literacy Assignment – Week 11: Pgs 587-596
- Legal Terminology: Chapter 40

**Assignments Due Tuesday, Week 12**

- Literary: supplementary literary practice (SP4 #101)

**Assignments Due Wednesday, Week 12**

- Jury Charge Lesson 11 (SP4 #101) and supplementary jury charge practice

**Assignments Due Thursday, Week 12**

- QA Lesson 11 (SP4 #101) and supplementary QA practice
- Medical QA 11

---

**WEEK 12 – Finals Week – Assignments due by Friday, 8:00 p.m. Double-test week**

- Cultural Literacy Assignment – Week 12: Pgs 597-606
- Journal Entry 3

Turn in all final assignments.

Class will be held on all days.

**Last day to turn in transcribed tests: Friday, 8:00 p.m.**