

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

**Spring 2019**

**Course:** JR261 Reporter Skill and Knowledge VI Lab

**Credit:** 2 Quarter Hours

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

**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 JR260 is required.

**Prerequisite:**

JR250 and JR251

**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, drills on new briefs and phrases, 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. isolate theory principles that have not been mastered.
5. compile targeted practice material to address weak theory principle areas.
6. demonstrate test readiness through writing evaluations.
7. 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 use

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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.

**Instructor:** Kathryn Dittmeier, CRI  
**Midstate email:** kadittmeier@midstate.edu  
**Office phone:** 309-692-4092 x 2200  
**Cell phone:** 309-634-9374 (preferred)

**Room:** 220 (office)  
**Office hour(s):**  
Mondays 9:00 a.m. - 12:00 p.m.  
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.

*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

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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.

**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.

**Participation (Attendance) 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, speed 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 **360** points:

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

\*All students must have a 70% or better to pass this course. (252 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, 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, consults with instructor for advice = 5 points</li> </ul>	5 points per week

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<b>Notes Analysis Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Weekly analysis performed on at least 2 drills = 5 points</li> <li>• Analysis on 1 drill = -2 points</li> <li>• No analysis = 0 points</li> </ul>	5 points per week
<b>Drills and Exercises Grading Guidelines</b>	
<ul style="list-style-type: none"> <li>• Student actively chooses, completes, and tracks progress on drills for approximately 2 hours per week = 5 points</li> <li>• 1 hour per week = 2 points</li> <li>• 0 hours per week = 0 points</li> </ul>	5 points per quiz

### **Course Outline**

**Topics for all weeks:**

Analysis of notes, review of theory principles, drills on new briefs and phrases, 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. isolate theory principles that have not been mastered.
5. compile targeted practice material to address weak theory principle areas.
6. demonstrate test readiness through writing evaluations.
7. demonstrate an increase in speed and accuracy on literary, jury charge, and two-voice testimony material.

**WEEK 1:**

**No Class on Monday**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 1 Drill 1
- JR261 Week 1 Drill 2
- JR261 Week 1 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 2 Drill 1
- JR261 Week 2 Drill 2
- JR261 Week 2 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 3 Drill 1
- JR261 Week 3 Drill 2
- JR261 Week 3 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 4 Drill 1
- JR261 Week 4 Drill 2
- JR261 Week 4 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 5 Drill 1
- JR261 Week 5 Drill 2
- JR261 Week 5 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 6 Drill 1
- JR261 Week 6 Drill 2
- JR261 Week 6 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 7 Drill 1
- JR261 Week 7 Drill 2
- JR261 Week 7 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 8 Drill 1
- JR261 Week 8 Drill 2
- JR261 Week 8 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 9 Drill 1
- JR261 Week 9 Drill 2
- JR261 Week 9 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 10 Drill 1
- JR261 Week 10 Drill 2
- JR261 Week 10 Drill 3

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:**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 11 Drill 1
- JR261 Week 11 Drill 2
- JR261 Week 11 Drill 3

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**

Drills are located on the school P drive: P:\Judicial Reporting\JR261 Drills

- JR261 Week 12 Drill 1
- JR261 Week 12 Drill 2
- JR261 Week 12 Drill 3

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.

Class will be held on all days.

**Last day to turn in assignments: Friday 8:00 p.m.**