

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

Summer 2019

Course: JR115 Theory of Machine Shorthand II

Credit: 4 Quarter Hours

Method of Delivery: eLearning arranged (eL)

Course Description:

Continuing in the Phoenix Theory methodology, students learn how to write more complex words, punctuation, speaker identification strokes, briefs, and phrases. Students will be able to transcribe from their steno notes and read them aloud fluently. Vocabulary and spelling studies with an emphasis on homophones are incorporated into this course.

Prerequisite:

JR110 Theory of Machine Shorthand I

Text(s) & Manual(s): *Phoenix Theory*, 2014 Edition (Textbooks, Exercise Keys, Reference and Concordance – 5-book set)

Author(s): Carol Webster Jochim

Publisher: Chicory Meadow, LLC

Text(s) & Manual(s): *New Dictionary of Cultural Literacy, What Every American Needs to Know* 2002 Edition

ISBN-10: 0618226478

ISBN-13: 978-0618226474

Author(s): E.D. Hirsch, Kett, Trefil

Publisher: Houghton Mifflin Harcourt

Materials needed for this course:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Stenograph machine with charger and tripod (see notes on next page)
- Realtime cable
- USB flash drive

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Stenograph Machine Notes

Preferred Models: Stenograph Wave or Stenograph Student Luminex.

Acceptable Models: Stentura 400SRT, Stentura Protégé.

If you have another model, please contact the Judicial Reporting Program Coordinator to discuss whether it is suitable for theory class. Machine must be capable of realtime and compatible with Stenograph CATalyst software.

Topics:

Theory principles for writing multi-syllabic words, mandatorics, briefs, phrases, alphabets, numbers, homonyms, special functions, and symbols. Also, basic principles and techniques of speedbuilding; homonym meanings, spellings, usage, stroking patterns; world and American geography.

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

1. write a realtime translation theory
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.
5. identify the meaning of words related to world and American geography.
6. name major areas and countries on a map.
7. recognize words that are spelled incorrectly.

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.

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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 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.

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

Policies and Procedures:

Learning machine shorthand combines the academic rigor of learning a new language with the development of a physical skill that requires a high quantity of accurate repetition to master. To succeed in this class, learning and practice **MUST** be spaced out over several days a week. This is not a class where you can play “catch up” right before an assignment is due and expect to perform at the levels required to pass the course.

For most students, it takes an average of four to eight hours to complete each lesson as outlined in the theory text. Since each exercise builds upon the previous exercise, and likewise, each lesson builds upon the previous lesson, it is imperative that the homework be completed. Practice and study time should be set aside each day for the student to remain current in the course.

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.

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.

Late work policy:

Homework submitted after the due date will result in a two-point deduction for that lesson. Lessons will not be accepted more than two weeks past their due date, resulting in a 0 for that lesson. Students who fall 2 weeks behind in their work must meet with the Judicial Reporting Coordinator and Student Success for counseling to determine whether circumstances exist where the work can be caught up or if a repeat of the class is warranted.

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Examination Information:

An evaluation is given after each lesson.
 There is no midterm exam.
 There is no final exam.

Methods of evaluating student performance:

- Writing and transcription exercises
- Readback of steno notes
- Lesson evaluations
- Cultural literacy quizzes

Instructor’s Grading Scale:

Your final grade in this course will be based on **876** points:

Theory Lesson Exercises	480 points	(20 points per lesson x 24 lessons)
Readback of live dictation	36 points	(3 points per week x 12 weeks)
Lesson evaluations	240 points	(10 points per lesson x 24 lessons)
Cultural Literacy Assignments	120 points	(103 points per week x 12 weeks)

*All students must have **80% or better** to pass this course. (701 points, minimum)

Theory Lesson Exercises Grading Guidelines	
<ul style="list-style-type: none"> • All exercises done according to instructions, CAT file appropriately labeled, turned in on time • Late submission, but within 2 weeks = -5 points 	20 points per lesson

Lesson Evaluations Grading Guidelines	
Steno outlines are graded for conformation to theory principles. Student has opportunity to review and correct stroking errors prior to submission of the evaluation. <ul style="list-style-type: none"> • Each error = -1 	10 points per evaluation

Cultural Literacy Quizzes Grading Guidelines	
<ul style="list-style-type: none"> • Each incorrect answer = -1 point 	10 points per assignment

Course Outline

Week 1 Topics

1. New initial and final sounds
2. Briefs, phrases
3. Mixed numbers
4. Homonyms
5. Vocabulary
6. Cultural Literacy: Geography

Week 1 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 23 and 24.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 1 Assignments Due by 8:00 a.m., Monday, Week 2

- Lesson 23 Lectures
 - Lesson 23 Exercises
 - Lesson 23 Transcription Exercise (online)
 - Lesson 23 Evaluation - Due by 8:00 a.m., Monday, Week 3
 - Lesson 24 Lectures
 - Lesson 24 Exercises
 - Lesson 24 Transcription Exercise (online)
 - Lesson 24 Summary and Notes
 - Lesson 24 Evaluation - Due by 8:00 a.m., Monday, Week 3
 - Review 4
 - Cultural literacy assignment and quiz 1 – see course site
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Week 2 Topics

1. Introduction to the Vowel-omission Principle
2. Briefs and phrases
3. Homonyms
4. Vocabulary
5. Cultural Literacy: Geography

Week 2 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 25 and 26.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

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Week 2 Assignments Due by 8:00 a.m., Monday, Week 3

- Lesson 25 Lectures
- Lesson 25 Exercises
- Lesson 25 Transcription Exercise (online)
- Lesson 25 Evaluation - Due by 8:00 a.m., Monday, Week 4
- Lesson 26 Lectures
- Lesson 26 Exercises
- Lesson 26 Transcription Exercise (online)
- Lesson 26 Evaluation - Due by 8:00 a.m., Monday, Week 4
- Cultural literacy assignment and quiz 2 – see course site

Week 3 Topics

1. Dividing multisyllabic words into strokes
2. Additional applications of the Vowel-omission Principle
3. Homonyms
4. Vocabulary
5. Cultural Literacy: Geography

Week 3 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 27 and 28.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 3 Assignments Due by 8:00 a.m., Monday, Week 4

- Lesson 27 Lectures
- Lesson 27 Exercises
- Lesson 27 Transcription Exercise (online)
- Lesson 27 Evaluation - Due by 8:00 a.m., Monday, Week 5
- Lesson 28 Lectures
- Lesson 28 Exercises
- Lesson 28 Transcription Exercise (online)
- Lesson 28 Evaluation - Due by 8:00 a.m., Monday, Week 5
- Cultural literacy assignment and quiz 3 – see course site

Week 4 Topics

1. Compound word shortcuts, prefixes
2. Elision principle
3. Briefs, mandatories
4. Homonyms
5. Vocabulary
6. Cultural Literacy: Geography

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Week 4 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 29 and 30.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 4 Assignments Due by 8:00 a.m., Monday, Week 5

- Lesson 29 Lectures
- Lesson 29 Exercises
- Lesson 29 Transcription Exercise (online)
- Lesson 29 Evaluation - Due by 8:00 a.m., Monday, Week 6
- Lesson 30 Lectures
- Lesson 30 Exercises
- Lesson 30 Transcription Exercise (online)
- Lesson 30 Evaluation - Due by 8:00 a.m., Monday, Week 6
- Cultural literacy assignment and quiz 4 – see course site

Week 5 Topics

1. Stand-alone vowel sounds
2. Ending sounds with -shul
3. Words ending in -u/kate and derivatives
4. Briefs, phrases
5. Homonyms
6. Vocabulary
7. Cultural Literacy: Geography

Week 5 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 31 and 32.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 5 Assignments Due by 8:00 a.m., Monday, Week 6

- Lesson 31 Lectures
- Lesson 31 Exercises
- Lesson 31 Transcription Exercise (online)
- Lesson 31 Evaluation - Due by 8:00 a.m., Monday, Week 7
- Lesson 32 Lectures
- Lesson 32 Exercises
- Lesson 32 Transcription Exercise (online)
- Lesson 32 Evaluation - Due by 8:00 a.m., Monday, Week 8=7
- Cultural literacy assignment and quiz 5 – see course site

Week 6 Topics

1. Beginning consonant-vowel word parts
2. Vowels following sh- and j-
3. Medial Y
4. Briefs, phrases
5. Homonyms
6. Vocabulary
7. Cultural Literacy: Geography

Week 6 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 33 and 34.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 6 Assignments Due by 8:00 a.m., Monday, Week 7

- Lesson 33 Lectures
- Lesson 33 Exercises
- Lesson 33 Transcription Exercise (online)
- Lesson 33 Evaluation - Due by 8:00 a.m., Monday, Week 8
- Lesson 34 Lectures
- Lesson 34 Exercises
- Lesson 34 Transcription Exercise (online)
- Lesson 34 Evaluation - Due by 8:00 a.m., Monday, Week 8
- Cultural literacy assignment and quiz 6 – see course site

Week 7 Topics

1. Long E at the end of a word, blended sounds
2. Medial y (yur)
3. Briefs, phrases
4. Writing years
5. Briefs
6. Homonyms
7. Vocabulary
8. Cultural Literacy: Geography

Week 7 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 35 and 36.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

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Week 7 Assignments Due by 8:00 a.m., Monday, Week 8

- Lesson 35 Lectures
- Lesson 35 Exercises
- Lesson 35 Transcription Exercise (online)
- Lesson 35 Summary and Notes
- Lesson 35 Evaluation - Due by 8:00 a.m., Monday, Week 9
- Lesson 36 Lectures
- Lesson 36 Exercises
- Lesson 36 Transcription Exercise (online)
- Lesson 36 Evaluation - Due by 8:00 a.m., Monday, Week 9
- Cultural literacy assignment and quiz 7– see course site

Week 8 Topics

1. Ending sound shortcuts
2. Blending final E
3. Homonyms
4. Vocabulary
5. Cultural Literacy: Geography

Week 8 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 37 and 38.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 8 Assignments Due by 8:00 a.m., Monday, Week 9

- Lesson 37 Lectures
- Lesson 37 Exercises
- Lesson 37 Transcription Exercise (online)
- Lesson 37 Evaluation - Due by 8:00 a.m., Monday, Week 10
- Lesson 38 Lectures
- Lesson 38 Exercises
- Lesson 38 Transcription Exercise (online)
- Lesson 38 Evaluation - Due by 8:00 a.m., Monday, Week 10
- Cultural literacy assignment and quiz 8 – see course site

Week 9 Topics

1. Blending final E
2. Clock time
3. Homonyms
4. Vocabulary
5. Cultural Literacy: Geography

Week 9 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 39 and 40.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 9 Assignments Due by 8:00 a.m., Monday, Week 10

- Lesson 39 Lectures
 - Lesson 39 Exercises
 - Lesson 39 Transcription Exercise (online)
 - Lesson 39 Evaluation - Due by 8:00 a.m., Monday, Week 11
 - Lesson 40 Lectures
 - Lesson 40 Exercises
 - Lesson 40 Transcription Exercise (online)
 - Lesson 40 Evaluation - Due by 8:00 a.m., Monday, Week 11
 - Cultural literacy assignment and quiz 9 – see course site
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Week 10 Topics

1. Ending long e blends
2. ending sound of -ize
3. ending -side, -us, -less, -ness, -ization
4. Briefs, phrases
5. Homonyms
6. Vocabulary
7. Cultural Literacy: Geography

Week 10 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lesson 41 and 42.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

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Week 10 Assignments Due by 8:00 a.m., Monday, Week 11

- Lesson 41 Lectures
- Lesson 41 Exercises
- Lesson 41 Transcription Exercise (online)
- Lesson 41 Evaluation -
- Lesson 42 Lectures
- Lesson 42 Exercises
- Lesson 42 Transcription Exercise (online)
- Lesson 42 Evaluation - Due by 8:00 a.m., Monday, Week 11
- Cultural literacy assignment and quiz 10 – see course site

Week 11 Topics

1. Ending -ur, -ate, -us, -shun
2. Introduction to QA
3. Prefixes
4. Beginning sound of ear-
5. Briefs, phrases
6. Homonyms
7. Vocabulary
8. Cultural Literacy: Geography

Week 11 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 43 and 44.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 11 Assignments Due by 8:00 a.m., Monday, Week 12

- Lesson 43 Lectures
- Lesson 43 Exercises
- Lesson 43 Transcription Exercise (online)
- Lesson 43 Evaluation - **Due by 8:00 p.m., Sunday, Week 12**
- Lesson 44 Lectures
- Lesson 44 Exercises
- Lesson 44 Transcription Exercise (online)
- Lesson 44 Evaluation - **Due by 8:00 p.m., Sunday, Week 12**
- Cultural literacy assignment and quiz 12 – see course site

Week 12 Topics

1. Ending -ur, -ate, -us, -shun
2. Introduction to QA
3. Prefixes
4. Beginning sound of ear-
5. Briefs, phrases
6. Homonyms
7. Vocabulary
8. Cultural Literacy: Geography

Week 12 Objectives

1. The student will demonstrate knowledge of the sounds presented to-date, plus punctuation, mandatories, and phrases as introduced in Phoenix Theory Lessons 45 and 46.
2. The student will read back steno notes distinctly and with authority.
3. The student will demonstrate knowledge of the cultural literacy topic of the week.

Week 12 Assignments **Due by 8:00 p.m., Sunday, Week 12**

- Lesson 45 Lectures
- Lesson 45 Exercises
- Lesson 45 Transcription Exercise (online)
- Lesson 45 Summary and Notes
- Lesson 45 Evaluation - **Due by 8:00 p.m., Sunday, Week 12**
- Lesson 46 Lectures
- Lesson 46 Exercises
- Lesson 46 Transcription Exercise (online)
- Lesson 46 Summary and Notes
- Lesson 46 Evaluation - **Due by 8:00 p.m., Sunday, Week 12**
- Cultural literacy assignment and quiz 12 – see course site
- Vocabulary assignment and quiz 12 - see course site