

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

**Spring 2019**

**Course:** JR140 Reporter Skill and Knowledge IV

**Credit:** 4 Quarter Hours

**Method of Delivery:** Day Flex

**Course Description:**

This course includes speedbuilding on literary, jury charge, and two-voice testimony. Vocabulary expansion, spelling skills, and cultural literacy topics are covered. Special emphasis is placed on writing numbers in a wide variety of contexts and phrasing. Concurrent enrollment in JR141 Reporter Skill and Knowledge IV Lab is required.

**Prerequisite:**

JR130 and JR131

**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 numbers for correct translation, reading through misstrokes, transcription techniques, speed and accuracy development, vocabulary and spelling skills, general knowledge in the areas of the physical sciences, earth sciences, and mathematics.

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

1. write a realtime translation theory for numbers in any format.
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, 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 the physical sciences, earth sciences, and mathematics.

**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

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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.

**Instructor:** Kathryn Dittmeier, CRI  
**Midstate email:** [kadittmeier@midstate.edu](mailto: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

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**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 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.

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

- On-campus = If a student attends an on-campus course, he or she will be counted as present.
- eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

**Examination Information:**

This course has no midterm or final exams.

**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.

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**Instructor's Grading Scale:**

Your final grade in this course will be based on **756** points:

Class Participation	96 points	(8 points x 12 weeks)
Cultural Literacy Paper	66 points	(6 points each x 11 papers)
Word Usage Transcriptions	55 points	(5 points each x 11 dictations)
Spelling Quiz	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)
Self-evaluations	99 points	(9 points each x 11 assignments)

\*All students must have a 70% or better to pass this course. (529 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

<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>WORD USAGE TRANSCRIPTIONS GRADING GUIDELINES</b>	
Words have been given ahead of time for study and practice. <ul style="list-style-type: none"> <li>• No incorrect words = 5 points</li> <li>• Incorrect use of target words = -1 each</li> </ul>	5 points per transcription

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<b>SPELLING QUIZ GRADING GUIDELINES</b>	
Words have been given ahead of time for study and practice. <ul style="list-style-type: none"> <li>• Each incorrect 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

<b>SELF-EVALUATIONS GRADING GUIDELINES</b>	
A minimum of one 3- to 5-minute self-evaluation should be submitted from each category of Literary, Jury Charge, and QA per week. <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>	3 points per category 9 points per week

## **Course Outline**

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

Writing numbers for correct translation, reading through misstrokes, transcription techniques, speed and accuracy development, vocabulary and spelling skills, general knowledge in the areas of the physical sciences, earth sciences, and mathematics.

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

1. write a realtime translation theory for numbers in any format.
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, 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 the physical sciences, earth sciences, and mathematics.

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### **WEEK 1:**

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

#### **Assignments Due Monday, Week 2**

1. Cultural Literacy pp. 47-52
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 1
5. Numbers Drill 1
6. Self-evaluations from Week 1 practice

#### **Assignments Due Tuesday, Week 2**

1. Literary Lesson 1 and supplementary literary practice

#### **Assignments Due Wednesday, Week 2**

1. Jury Charge Lesson 1 and supplementary jury charge practice

#### **Assignments Due Thursday, Week 2**

1. QA Lesson 1 and supplementary QA practice

**WEEK 2:**

**Assignments Due Monday, Week 3**

1. Cultural Literacy pp. 53-58
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 2
5. Numbers Drill 2
6. Self-evaluations from Week 2 practice

**Assignments Due Tuesday, Week 3**

1. Literary Lesson 2 and supplementary literary practice

**Assignments Due Wednesday, Week 3**

1. Jury Charge Lesson 2 and supplementary jury charge practice

**Assignments Due Thursday, Week 3**

1. QA Lesson 2 and supplementary QA practice
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**WEEK 3:**

**Assignments Due Monday, Week 4**

1. Cultural Literacy pp. 59-65
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 3
5. Numbers Drill 3
6. Self-evaluations from Week 3 practice

**Assignments Due Tuesday, Week 4**

1. Literary Lesson 3 and supplementary literary practice

**Assignments Due Wednesday, Week 4**

1. Jury Charge Lesson 3 and supplementary jury charge practice

**Assignments Due Thursday, Week 4**

1. QA Lesson 3 and supplementary QA practice



**WEEK 4:**

**Assignments Due Monday, Week 5**

1. Cultural Literacy pp. 66-71
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 4
5. Numbers Drill 4
6. Self-evaluations from Week 4 practice

**Assignments Due Tuesday, Week 5**

1. Literary Lesson 4 and supplementary literary practice

**Assignments Due Wednesday, Week 5**

1. Jury Charge Lesson 4 and supplementary jury charge practice

**Assignments Due Thursday, Week 5**

1. QA Lesson 4 and supplementary QA practice
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**WEEK 5:**

**Assignments Due Monday, Week 6**

1. Cultural Literacy pp. 72-77
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 5
5. Numbers Drill 5
6. Self-evaluations from Week 5 practice

**Assignments Due Tuesday, Week 6**

1. Literary Lesson 5 and supplementary literary practice

**Assignments Due Wednesday, Week 6**

1. Jury Charge Lesson 5 and supplementary jury charge practice

**Assignments Due Thursday, Week 6**

1. QA Lesson 5 and supplementary QA practice

**WEEK 6:**

**Assignments Due Monday, Week 7**

1. Cultural Literacy pp. 78-82
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 6
6. Numbers Drill 6
7. Self-evaluations from Week 6 practice

**Assignments Due Tuesday, Week 7**

1. Literary Lesson 6 and supplementary literary practice

**Assignments Due Wednesday, Week 7**

1. Jury Charge Lesson 6 and supplementary jury charge practice

**Assignments Due Thursday, Week 7**

1. QA Lesson 6 and supplementary QA practice
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**WEEK 7:**

**Assignments Due Monday, Week 8**

1. Cultural Literacy pp. 147-150
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 7
6. Numbers Drill 7
7. Self-evaluations from Week 7 practice

**Assignments Due Tuesday, Week 8**

1. Literary Lesson 7 and supplementary literary practice

**Assignments Due Wednesday, Week 8**

1. Jury Charge Lesson 7 and supplementary jury charge practice

**Assignments Due Thursday, Week 8**

1. QA Lesson 7 and supplementary QA practice

**WEEK 8:**

**No class Thursday, April 18.**

**Campus closed Friday, April 19.**

**Assignments Due Monday, Week 9**

1. Cultural Literacy pp. 151-153
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 8
6. Numbers Drill 8
7. Self-evaluations from Week 8 practice

**Assignments Due Tuesday, Week 9**

1. Literary Lesson 8 and supplementary literary practice

**Assignments Due Wednesday, Week 9**

1. Jury Charge Lesson 8 and supplementary jury charge practice

**Assignments Due Thursday, Week 9**

1. QA Lesson 8 and supplementary QA practice
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**WEEK 9:**

**Assignments Due Monday, Week 10**

1. Cultural Literacy pp. 154-156
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 9
6. Numbers Drill 9
7. Self-evaluations from Week 9 practice

**Assignments Due Tuesday, Week 10**

1. Literary Lesson 9 and supplementary literary practice

**Assignments Due Wednesday, Week 10**

1. Jury Charge Lesson 9 and supplementary jury charge practice

**Assignments Due Thursday, Week 10**

1. QA Lesson 9 and supplementary QA practice

**WEEK 10:**

**Assignments Due Monday, Week 11**

1. Cultural Literacy pp. 157-159
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 10
6. Numbers Drill 10
7. Self-evaluations from Week 10 practice

**Assignments Due Tuesday, Week 11**

1. Literary Lesson 10 and supplementary literary practice

**Assignments Due Wednesday, Week 11**

1. Jury Charge Lesson 10 and supplementary jury charge practice

**Assignments Due Thursday, Week 11**

1. QA Lesson 10 and supplementary QA practice
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**WEEK 11:**

**Assignments Due Monday, Week 12**

1. Cultural Literacy pp. 160-162
2. Word Usage Transcription
3. Spelling Quiz
4. Legal Terminology: Chapter 11
6. Numbers Drill 11
7. Self-evaluations from Week 11 practice

**Assignments Due Tuesday, Week 12**

1. Literary Lesson 11 and supplementary literary practice

**Assignments Due Wednesday, Week 12**

1. Jury Charge Lesson 11 and supplementary jury charge practice

**Assignments Due Thursday, Week 12**

1. QA Lesson 11 and supplementary QA practice
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**WEEK 12 – Finals Week**

Turn in all final assignments.

Class will be held on all days.

**Last day to turn in transcribed tests: Friday, May 17.**

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**Lesson Choices** (fill in date you work on each)

**Student Package 3**

SP 3 Literary 061			SP 3 Jury Charge 061		
SP 3 Literary 062			SP 3 Jury Charge 062		
SP 3 Literary 063			SP 3 Jury Charge 063		
SP 3 Literary 064			SP 3 Jury Charge 064		
SP 3 Literary 065			SP 3 Jury Charge 065		
SP 3 Literary 066			SP 3 Jury Charge 066		
SP 3 Literary 067			SP 3 Jury Charge 067		
SP 3 Literary 068			SP 3 Jury Charge 068		
SP 3 Literary 069			SP 3 Jury Charge 069		
SP 3 Literary 070			SP 3 Jury Charge 070		
SP 3 Literary 071			SP 3 Jury Charge 071		
SP 3 Literary 072			SP 3 Jury Charge 072		
SP 3 Literary 073			SP 3 Jury Charge 073		
SP 3 Literary 074			SP 3 Jury Charge 074		
SP 3 Literary 075			SP 3 Jury Charge 075		
SP 3 Literary 076			SP 3 Jury Charge 076		
SP 3 Literary 077			SP 3 Jury Charge 077		
SP 3 Literary 078			SP 3 Jury Charge 078		
SP 3 Literary 079			SP 3 Jury Charge 079		
SP 3 Literary 080			SP 3 Jury Charge 080		
SP 3 Literary 081			SP 3 Jury Charge 081		
SP 3 Literary 082			SP 3 Jury Charge 082		
SP 3 Literary 083			SP 3 Jury Charge 083		
SP 3 Literary 084			SP 3 Jury Charge 084		

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**Student Package 3**

SP 3 Two-Voice 061					
SP 3 Two-Voice 062					
SP 3 Two-Voice 063					
SP 3 Two-Voice 064					
SP 3 Two-Voice 065					
SP 3 Two-Voice 066					
SP 3 Two-Voice 067					
SP 3 Two-Voice 068					
SP 3 Two-Voice 069					
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SP 3 Two-Voice 072					
SP 3 Two-Voice 073					
SP 3 Two-Voice 074					
SP 3 Two-Voice 075					
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SP 3 Two-Voice 083					
SP 3 Two-Voice 084					