

**MIDSTATE COLLEGE
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Fall 2011**

COURSE: JR 120 Machine Shorthand IV (140 WPM)

CREDIT HOURS: 4 quarter credit hours/classroom

TEXT: *Computer Shorthand, Skill Building and Realtime Transcription*, Third edition, 1996,
ISBN# 0-13-397928-8

AUTHOR: Carolee Freer

PUBLISHER: Prentice-Hall, Inc.

COURSE DESCRIPTION:

JR 120 Machine Shorthand IV (140 WPM) - 4 Hrs.

Prerequisite: JR 118 Machine Shorthand III (120 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two 5-minute tests at 100 wpm on literary material, 120 wpm on jury charge material, and 140 wpm on two-voice testimony material. Each test must be transcribed with 95 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

REQUIREMENTS FOR COMPLETING THE COURSE:

Students must pass all required timed tests in order to progress to the next speed level. If a student passes fewer than the required number of tests to progress to the next speed and all other coursework is complete and equates to an "A," the student will receive a grade of "D" for the course.

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

TOPICS:

In addition to topics mentioned elsewhere in the syllabus, most frequently used words, phrases, number drill, word families, legal terms and jury charge, question and answer testimony, challenge material, writing for realtime, and proper punctuation through student self-check will be covered in the text.

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 notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. use conflict-free theory principles sufficiently and well enough to enable the student to form correctly written outlines when taking dictation and to strive for a first-pass translate rate of 95 percent when writing realtime.
4. develop speed and accuracy in writing and in readback thereof by participating in drills and timed writings.
5. transcribe on the computer rapidly and accurately notes taken from dictation.
6. develop skills in proofreading, error correction, correct sentence structure, spelling, grammar, word division, and punctuation.
7. write fluently and rapidly from dictation of literary material at a repetitive rate of 100 wpm, jury charge material at a repetitive rate of 120 wpm; and two-voice testimony material at a repetitive rate of 140 wpm.

8. pass or have passed two each of the following tests which must be transcribed in 75 minutes each: 100 wpm literary material, 120 wpm jury charge, and 140 wpm two-voice testimony. Each test must be transcribed with 95 percent accuracy.
9. demonstrate understanding of current events through quizzes and/or dictation.

Midstate Grading Scale:

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

MIDSTATE PLAGIARISM POLICY:

Plagiarism is using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

In courses containing writing assignments, the college promotes the use of an electronic resource 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.

Assessment Portfolio Reminder:

Each student is required to prepare an assessment portfolio for graduation. Keep a copy of this syllabus in the portfolio. Use the "Evidence for Success" list for your program, which is already in the portfolio, and instructions from the instructor to determine the assignment(s) that should be in the assessment portfolio.

JR 120 Machine Shorthand IV (140 wpm)

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MATERIALS NEEDED FOR THIS COURSE:

Stenograph machine complete with ink cartridge and paper, pen or pencil for marking incorrect outlines during readback, and textbook.

SUPPLEMENTAL MATERIALS:

Supplemental reading and drills to include current events, geography exercises, and audio-visual aids. Students are required to complete research assignments utilizing reference materials in the Barbara Bunch Fields Memorial Library, e.g., *The American Heritage Dictionary*, *Physician's Desk Reference*, *Black's Law*, *West's Legal Thesaurus*, various dictionaries, glossaries, grammar references, atlases, and other specialized law and legal books that may be assigned by the instructor. In addition, various online research methods will be utilized.

PARTICIPATION REQUIREMENTS/POLICIES AND PROCEDURES/REQUIREMENTS TO PASS THIS COURSE:

1. Students MUST use appropriate audio tapes and/or CDs consisting of drills for outside-of-class practice to augment classroom instruction and to analyze and improve writing and reading skills.
2. Students must participate in readback and analysis of paper or electronic steno notes.
3. Timed Tests - 70% of final grade. Each student is required to transcribe a minimum of 10 tests per quarter at the required speed level in this class. Testing is done at incremental speeds on unfamiliar material. The same test shall not be dictated more than once every six months to the same student. Each test will be graded on a pass/fail basis. That is, if the student passes the test at the required 95 percent or better, that test is an "A" or passing. If the student does not pass the test at the required 95 percent, that test will be a "fail" and receive a grade of "D." A student must pass all required timed tests in order to progress to the next speed level. If a student passes fewer than the required number of tests to progress to the next speed and has completed all other coursework equating to an "A," the student will receive a grade of "D" for the course. Speed test transcription shall be monitored and timed. Test data shall be deleted immediately. A student can print out a timed test only TWO times when transcribing: one rough draft to proofread and a final test for grading. AT NO TIME will a student print out a test after listening to the grading tape. Tests are graded according to the RPR guide, "What Is An Error?"
4. Weekly Transcriptions – 10% of final grade. A once-a-week transcription assignment from the student's steno notes will be chosen from any timed dictation material given in class and will be due within four days, including Friday, from the date the test was given. These transcriptions will be treated as tests and must be transcribed under institutional supervision within the allotted 75-minute time limit for such tests. NO TRANSCRIPTIONS WILL BE ACCEPTED LATE FOR ANY REASON. These transcriptions will be graded on spelling, correct word usage, punctuation, and overall appearance. Each misspelled word or wrong word usage will lower the grade one letter grade for each occurrence. ADDITIONAL transcription assignments will be given from time to time at the discretion of the instructor. This may include homework notes, projects, and so forth.
5. Practice Notes – 10% of final grade. Students must hand in a minimum of 6 inches of practice notes per week. These notes are due at the beginning of class on the second meeting day of each week. The notes must display evidence of readback, such as correction of misstroked outlines. NOTES WILL NOT BE ACCEPTED LATE FOR ANY REASON.
6. Weekly Assignments – 10% of final grade. This includes the lessons from the textbook and current events. Each week a lesson will be assigned from the text, and students will write the lesson and be prepared to take lesson dictation at the start of class. Steno notes from the lesson must be turned in each week. It is understood that if a student takes any given Machine Shorthand class more than once, lessons and topics may vary and are ultimately assigned at the discretion of the instructor.

The current events assignments provide instruction in local events, state events, national events, international events, local and regional geography, and cultural diversity. A current event, either Internet, newspaper, or magazine article of at least 12 column inches, will be turned in each week. Students will write the article on the machine; write a synopsis of the article; and hand in the article, steno notes, and synopsis for grading. The written synopsis will be graded the same as the weekly transcriptions. Each quarter, emphasis will be placed on local, state, national, or international events at the discretion of the instructor.

STUDENTS WILL BE ALLOWED TO TAKE THIS CLASS FOR THREE QUARTERS. IF THE STUDENT HAS NOT PASSED THE REQUIRED SPEED TESTS AT THE END OF THIS PERIOD, THE STUDENT WILL BE SCHEDULED FOR A COUNSELING SESSION WITH THE DEAN OF THE COLLEGE AND THE DIRECTOR OF THE REALTIME REPORTING DEPARTMENT. THE STUDENT'S ABILITY TO COMPLETE THE JUDICIAL REPORTING PROGRAM, POSSIBLE DISMISSAL, OR CHANGE OF MAJOR WILL BE DISCUSSED AT THIS COUNSELING SESSION.

IF THE WEEKLY REQUIREMENTS ARE NOT MET **EACH AND EVERY WEEK** (THAT IS, EACH STUDENT MUST TURN IN THE REQUIRED AMOUNT OF PRACTICE NOTES, ASSIGNMENTS, AND TRANSCRIPTIONS EACH WEEK), TIMED TESTS WILL **NOT** BE GRADED.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE:

This machine shorthand class shall include:

1. live practice dictation. Dictation begins with the first class session and continues throughout the quarter. Dictation shall include (live, online, or by electronic media), but not be limited to two-voice and multi-voice testimony (including medical and technical material), literary, jury charge, and current events.
2. readback. Most of the class time will be devoted to writing from dictation and reading back machine outlines in order to determine accuracy of outlines and to build note reading skill. Readback will be dictated at a rate that most students can write with control.
3. speed and accuracy development. This class shall include only students whose tested writing speeds are within the same 20-40 wpm range on similar dictation material. Dictation practice will permit the student to write at increasingly higher speeds.
4. five-minute dictation tests given each week on unfamiliar material including literary, jury charge, and two-voice testimony at the 100/120/140 wpm speed levels. These tests will be transcribed under institutional supervision. Seventy-five minutes will be allotted for transcription of each test.
5. lecture and discussion. The proper outlines for medical and technical terms will be introduced in class through dictation and lecture.
6. realtime. The student will be tested through realtime on general, legal, medical, and technical outlines quarterly at the discretion of the instructor to analyze writing and ensure that conflict-free outlines are being learned and utilized by the student.
7. vocabulary (word knowledge) quizzes as assigned by instructor.
8. current events and geography assignments as assigned by instructor.

GRADING SPECIFICATIONS:

Timed Tests	70%
Transcriptions	10%
Practice Notes	10%
Assignments	10%

COURSE OUTLINE

DAY	ASSIGNMENT
<u>Week One</u>	
Day One	Syllabus and class policies review Dictation from appropriate testimony and literary material Testimony and Literary tests
Day Two	Dictation from appropriate testimony and jury charge material Testimony and Jury Charge tests
<u>Week Two</u>	
Day One	Turn in Lesson Dictation from appropriate testimony and literary material Testimony and Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate testimony and jury charge material Testimony and Jury Charge tests
<u>Week Three</u>	
Day One	Turn in Lesson Dictation from appropriate testimony and literary material Testimony and Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate testimony and jury charge material Testimony and Jury Charge tests
<u>Week Four</u>	
Day One	Turn in Lesson Dictation from appropriate testimony and literary material Testimony and Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate testimony and jury charge material Testimony and Jury Charge tests
<u>Week Five</u>	
Day One	Turn in Lesson Dictation from appropriate testimony and literary material Testimony and Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate testimony and jury charge material Testimony and Jury Charge tests
<u>Week Six</u>	
Day One	Turn in Lesson Dictation from appropriate testimony and literary material Double Testimony and Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate testimony and jury charge material Double Testimony and Jury Charge tests

Week Seven

Day One Turn in Lesson
 Dictation from appropriate testimony and literary material
 Testimony and Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate testimony and jury charge material
 Testimony and Jury Charge tests

Week Eight

Day One Turn in Lesson
 Dictation from appropriate testimony and literary material
 Testimony and Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate testimony and jury charge material
 Testimony and Jury Charge tests

Week Nine

Day One Turn in Lesson
 Dictation from appropriate testimony and literary material
 Testimony and Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate testimony and jury charge material
 Testimony and Jury Charge tests

Week Ten

Day One Turn in Lesson
 Dictation from appropriate testimony and literary material
 Testimony and Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate testimony and jury charge material
 Testimony and Jury Charge tests

Week Eleven

Day One Turn in Lesson
 Dictation from appropriate testimony and literary material
 Testimony and Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate testimony and jury charge material
 Testimony and Jury Charge tests

Week Twelve

Day One Final Exams consist of double testing on
 Testimony, Jury charge, and Literary tests