

Spring 2018

COURSE: RR116 Theory of Machine Shorthand III

METHOD OF DELIVERY: Flex, eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR116 Theory of Machine Shorthand III – 4 hours

This course is a continuation of Theory of Machine Shorthand II. More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered. The student will be introduced to speedbuilding principles, including the memorization of briefs, practice principles, and testing procedures. Extensive drills on unfamiliar material which includes current events and timed writings will prepare the student to pass timed writings at 40, 60, and 80 wpm.

PREREQUISITES: RR115 Theory of Machine

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

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

Fast Track to Machine Shorthand Speed, Book and Audio, 2016

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

Speed Plus I, Book and Audio, 2016

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

Q and A Writing Basics, Book and Audio, 2018

AUTHOR: Margaret Solkowski

PUBLISHER: Chicory Meadow, LLC

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 below)
- Realtime cable
- USB flash drive

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TOPICS

Theory principles for writing multi-syllabic words, mandatories, briefs, phrases, alphabets, numbers, homonyms, special functions, and symbols. Introduction to speedbuilding practice and testing procedures.

LEARNING OBJECTIVES

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

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

MIDSTATE GRADING SCALE

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

REQUIREMENTS FOR COMPLETING THE COURSE

All courses in the Realtime Reporting Program must be passed with a "C" (70%) or better.

MIDSTATE PLAGIARISM POLICY

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 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

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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

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

TEACHER INFORMATION

Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Mondays 2:30 – 4:00 p.m. or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES - Introduction

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.

POLICIES AND PROCEDURES – Time Requirement

For most students it requires 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. Per the National Court Reporters Association General Requirements and Minimum Standards, a part-time student must document a minimum of 9 hours of machine time per week. A full-time student must document a minimum of 18 hours of machine time per week. Machine time includes theory class, machine shorthand classes, homework – including reading back, drill work, and transcription work.

CLASS ATTENDANCE

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 class, he or she will be counted as present for that class.

eLearning: to be considered in attendance for an eLearning or course, the student must participate each week by submitting substantial, gradable work.

CLASS PARTICIPATION

On-campus theory classes consist of teacher lectures, review of lesson material, live dictation, readback of notes, notes analysis, teacher feedback on technique, and coaching for individual challenges. It is a highly interactive environment. Attending classes on-campus each week is highly recommended.

eLearning provides recorded teacher lectures, recorded review material, or supplemental materials to write. A weekly 30-minute session with the teacher for dictation, readback, notes analysis, and discussion of questions and issues on the phone or in an online classroom is required.

If you will be participating in class through eLearning only in any given week, call or email your teacher to set up your online/phone session(s) by 4 pm on Monday. If you cannot keep your appointment, notify your teacher as soon as possible and reschedule. kadittmeier@midstate.edu or 309-634-9374, 8 am – 8 pm Monday through Saturday. Leave a message if I do not answer.

ASSIGNMENTS

Both on-campus and online students will utilize the Midstate eLearning course site for this class. The course site contains the syllabus, schedule of assignments, and links to various activities and evaluations. Unless otherwise specified within the course site or through other means of teacher communication, all weekly assignments are available Monday at noon and are due by 8:00 a.m. on Monday of the following week. Late work (after 8:00 a.m. on Mondays) is an automatic letter grade down for that assignment.

- Lesson exercises are evaluated by quantity, quality, and whether done according to instructions.
- Transcription exercises are evaluated for accuracy.
- Readback (in class or via arranged online or phone session with teacher) – evaluated on accuracy and fluency. The expectation is for increased accuracy and fluency as the class progresses.
- Finger drill and warm-up exercises are evaluated on quantity, quality, and whether done according to instructions.
- Supplemental assignments and reviews are evaluated for accuracy, completeness, and whether done according to instructions.

EXAMINATION INFORMATION

There is a midterm examination covered lessons 1-24 of the theory textbook. The final examination covers lessons 25-48 of the theory textbook.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

- Machine practice homework will be examined for (1) completeness, (2) evidence of appropriate repetition to increase accuracy and/or speed, (3) neatness in appearance (labeling, spaced correctly). In addition, a minimum of 9 hours of practice per week must be documented for part-time students; 18 hours of practice per week must be documented for full-time students.
- Readback will be evaluated on fluency and authoritative presentation.
- Speed level will be assessed through transcription of timed dictation at the student's target speed.
- Realtime accuracy will be assessed by administration of timed dictation below the student's target speed.
- All other assignments will be assessed for completeness, accuracy, and neatness.

TEACHER'S GRADING SCALE

Final Grade Computation: Final grade shall be computed by using the following percentages and grading scale:

- 70% Practice Assignments
- 15% Midterm Exam
- 15% Final Exam

70% Practice Assignments: Grades are given at the end of each week. The week ends at 8:00 a.m. each Monday during the quarter unless otherwise noted on the syllabus. Deductions are taken for incomplete work or work not done according to instructions. . Late work (after 8:00 a.m. on Mondays) is an automatic letter grade down for that assignment.

The practice assignment grade is given weekly according to this scale:

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

15% Midterm Exam: The midterm evaluation consists of 200 words and is graded on both notes accuracy and transcription accuracy.

15% Final Exam: The Final Exam consists of 200 words and is graded on both notes accuracy and transcription accuracy.

WEEK 1

Topics

Blending final e sounds, final –ize sound, briefs, writing military time, -ization sound, breaking large words apart, blended sounds, suffixes.

Objectives

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills

Assignments

- Phoenix Theory Lesson 41: Exercises, Transcription Exercise, Summary
- Phoenix Theory Lesson 42: Exercises, Transcription Exercise, Summary
- Theory Review Lesson 1 (Lessons 1-6)
- Fast Track Exercises 001-010

WEEK 2

Topics

Final –ur blends, ending sound shortcuts, introduction to types of dictation material, tips for writing Q and A, compound words, prefixes, writing dates

Objectives

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills

Assignments

- Phoenix Theory Lesson 43: Exercises, Transcription Exercise, Summary
- Phoenix Theory Lesson 44: Exercises, Transcription Exercise, Summary
- Theory Review Lesson 2 (Lessons 7-12)
- Fast Track Exercises 011-020

WEEK 3

Topics

Prefixes, blending ending sounds, writing Roman numerals, phonetic stroking of multisyllabic word beginnings, compound word shortcuts, ending –ate and –ight sounds, writing compound words by applying the Vowel Omission Principle.

Objectives

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills

Assignments

- Phoenix Theory Lesson 45: Exercises, Transcription Exercise, Summary
 - Phoenix Theory Lesson 46: Exercises, Transcription Exercise, Summary
 - Theory Review Lesson 3 (Lessons 13-18)
 - Fast Track Exercises 021-030
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WEEK 4

Topics

Additional briefs and phrases instruction, literary-style practice, advanced theory practice, transitioning from theory student to speedbuilding student.

Objectives

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills

Assignments

- Phoenix Theory Lesson 47: Exercises, Transcription Exercise, Summary
- Phoenix Theory Lesson 48: Exercises, Transcription Exercise, Summary
- Theory Review Lesson 4 (Lessons 19-24)
- Fast Track Exercises 031-040

WEEK 5

Topics

Theory review

Objectives

1. Write a realtime translation theory system, demonstrating a minimum competency level by passing evaluations.
2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills

Assignments

- Theory Review Dictations, taken from Lessons 1-24
 - Fast Track Exercises 041-050
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WEEK 6

Topics

Midterm exam, speedbuilding techniques, drill techniques.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- Midterm Exam – Covers Lessons 1-24
- Fast Track Exercises 051-065
- Read Introduction to Speedbuilding
- Read Introduction to *Fast Track to Machine Shorthand Speed*
- Read Introduction to Jury Charge

WEEK 7

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- | | |
|---|---|
| <input type="checkbox"/> Fast Track Exercises 066-075 | <input type="checkbox"/> Jury Charge Lesson 1 |
| <input type="checkbox"/> Theory Review Lesson 5 (Lessons 25-30) | <input type="checkbox"/> QA Lesson 1 |
| <input type="checkbox"/> Speed Plus Lesson 40.1 | <input type="checkbox"/> Literary Test 1 |
| | <input type="checkbox"/> Literary Test 2 |

WEEK 8

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- | | |
|---|---|
| <input type="checkbox"/> Fast Track Exercises 076-085 | <input type="checkbox"/> Jury Charge Lesson 2 |
| <input type="checkbox"/> Theory Review Lesson 6 (Lessons 31-36) | <input type="checkbox"/> QA Lesson 2 |
| <input type="checkbox"/> Speed Plus Lesson 40.2 | <input type="checkbox"/> Literary Test 1 |
| | <input type="checkbox"/> Literary Test 2 |

WEEK 9

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- | | |
|---|---|
| <input type="checkbox"/> Fast Track Exercises 086-095 | <input type="checkbox"/> Jury Charge Lesson 3 |
| <input type="checkbox"/> Theory Review Lesson 7 (Lessons 37-42) | <input type="checkbox"/> QA Lesson 3 |
| <input type="checkbox"/> Speed Plus Lesson 40.3 | <input type="checkbox"/> Literary Test 1 |
| | <input type="checkbox"/> Literary Test 2 |

WEEK 10

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- | | |
|---|---|
| <input type="checkbox"/> Fast Track Exercises 096-105 | <input type="checkbox"/> QA Lesson 4 |
| <input type="checkbox"/> Theory Review Lesson 8 (Lessons 43-38) | <input type="checkbox"/> Literary Test 1 |
| <input type="checkbox"/> Speed Plus Lesson 40.4 | <input type="checkbox"/> Literary Test 2 |
| <input type="checkbox"/> Jury Charge Lesson 4 | <input type="checkbox"/> Jury Charge Test 1 |
| | <input type="checkbox"/> Jury Charge Test 2 |

WEEK 11

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.
3. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.
4. Demonstrate the basic elements of transcription by developing writing, vocabulary, spelling, grammar, and word usage skills.
5. Demonstrate an understanding of speedbuilding principles including the memorization of briefs, practice principles, and testing procedures.
6. Incorporate briefs in order to begin building speed.

Assignments

- | | |
|---|---|
| <input type="checkbox"/> Fast Track Exercises 106-115 | <input type="checkbox"/> QA Lesson 4 |
| <input type="checkbox"/> Theory Review Dictations (Lessons 25-48) | <input type="checkbox"/> Literary Test 1 |
| <input type="checkbox"/> Speed Plus Lesson 40.4 | <input type="checkbox"/> Literary Test 2 |
| <input type="checkbox"/> Jury Charge Lesson 4 | <input type="checkbox"/> Jury Charge Test 1 |
| | <input type="checkbox"/> Jury Charge Test 2 |

WEEK 12

Topics

Theory review; literary, jury charge, and QA briefs and phrases.

Objectives

2. Demonstrate the ability to write machine shorthand by writing and translating familiar and/or unfamiliar material.

Assignments

- Final Exam
- Fast Track Exercises 116-127
- Speed Plus Lesson 40.4
- Jury Charge Lesson 4
- QA Lesson 4
- Literary Test 1
- Literary Test 2
- Jury Charge Test 1
- Jury Charge Test 2