

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

Winter 2017

COURSE: RR280 Realtime Reporting Machine Shorthand IV (100/120/140 wpm)

METHOD OF DELIVERY: eLearning, My Realtime Coach

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:

RR 280 Realtime Reporting Machine Shorthand IV (100, 120, 140 wpm) – 4 hours

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at each of the following: 100 wpm literary, 120 wpm jury charge, and 140 wpm 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.

PREREQUISITE: RR260 Machine Shorthand III 120 wpm

TEXT: *Speed Plus III*

AUTHOR: Carol Webster Jochim

PUBLISHER: Chicory Meadow, LLC

MATERIALS NEEDED FOR THIS COURSE:

- Laptop computer (PC preferred)
- CATalyst computer-aided transcription software installed
- Internet access
- Headphones
- Access to My Realtime Coach (username and password obtained from eLearning Coordinator [Kaitlin Seaman; kmseaman@midstate.edu])
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable

TOPICS

Common terminology, briefs, and phrases for jury charge and two-voice testimony material; writing numbers efficiently and accurately, realtime writing analysis, effective speedbuilding techniques, and transcription and proofreading techniques.

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.
4. develop speed and accuracy in writing and in readback thereof by participating in drills and timed writings.

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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, 120 wpm jury charge, 140 wpm two-voice testimony while writing realtime. 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, 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 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: Tu/Th 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)
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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.

Speed Tests: Student must pass all required timed tests in order to progress to the next speedbuilding course. If a student passes fewer than the required number of tests to progress to the next speed, the student will receive a grade of “F” for the course.

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. It may take you longer to than the minimums to complete your homework assignments each week.

CLASS ATTENDANCE

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

ASSIGNMENTS – General Information

This class utilizes both the Midstate eLearning course site and My Realtime Coach. The course site contains the syllabus, schedule of assignments, and links to various activities and assessments. 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. Work submitted late, but within 6 days of its due date will be marked one letter grade down. Work submitted after the 6 day grace period will be marked with an F.

EXAMINATION INFORMATION

This class does not have a midterm or final examination. Two literary, two jury charge, and two two-voice testimony speed tests will be given each week.

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. Please note that it may take you longer than the minimum times specified to complete your homework assignments. If all homework is complete and the minimum hours have not yet been accomplished, supplemental practice material is available in My Realtime Coach.
- Transcription exercises will be evaluated on the following: (1) completeness, (2) proper word usage, (3) spelling, (4) neatness, following transcript guidelines.
- Readback will be evaluated on fluency and authoritative presentation.

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- Speed level will be assessed through transcription of five-minute timed dictations at the student's target speed. Transcriptions are checked against steno notes. Steno notes must support the transcription that was submitted.
- Realtime accuracy will be assessed by administration of timed dictations 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:

Assignments	60%
Timed Speed Tests	20%
Class Participation	20%

60% Assignments: This grade is 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. This grade is computed by giving each assignment a letter grade based on the criteria in the assessment section above, then averaging all of the assignment grades together for a final letter grade for the week. Assignments not done according to instructions (quantity, quality, following directions) will be given an "F." If all documented practice totals less than 9 hours per week for part-time students, or less than 18 hours per week for full-time students, the final assignment grade for the week will be lowered by a letter grade.

20% Timed Speed Tests: 6 tests are given each week (2 QA, 2 Jury Charge, 2 literary). All six tests must be written and a minimum of 3 must be edited according to transcription guidelines and submitted for evaluation each week. This part of the grade reflects student effort in transcribing tests each week and is not related to the percentage of accuracy the student achieved on any given test. The transcribed and written grades will be averaged each week.

3 tests transcribed	A
2 tests transcribed	C
0-1 tests transcribed	F
6 tests written	A
5 tests written	B
4 tests written	C
3 tests written	D
<3 tests written	F

As explained in the policies section:

Speed Tests: Student must pass all required timed tests in order to progress to the next speedbuilding course. If a student passes fewer than the required number of tests to progress to the next speed, the student will receive a grade of "F" for the course.

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20% Class Participation: Class participation grades are given at the end of each week. A half-hour phone conversation or Moodleroom live chat with the teacher is required each week.

COURSE OUTLINE

WEEK 1

Week 1 Topics

1. Review syllabus
2. Review My Realtime Coach and assignment instructions
3. Briefs and phrases: best practices
4. Calendaring practice time
5. Literary, Jury charge and QA

Week 1 Objectives

1. The student will be able to log into CATalyst software, hook up his/her steno machine for realtime translation; start, save, and stop a realtime session.
2. The student will be able to log into the Midstate eLearning course site for RR280, navigate to weekly folders of assignments, complete lesson activities and assessments, and submit homework.
3. The student will be able to log into My Realtime Coach, navigate to weekly folders of assignments, complete lesson activities and tests, and submit homework.
4. The student will calendar practice time for the first four weeks of the quarter
5. The student will benchmark their initial speed levels.

Week 1 Assignments Due by 8:00 p.m., Monday, November 20, 2017

- View/read all lectures posted in Week 1
- Speed Plus 100.1
- Speed Plus 100.2
- Road to Success, 100 Literary A, Take 1
- Road To Success, 120 Jury Charge A, Take 1
- QA Lesson 1
- QA Lesson 2
- Road To Success, 140 QA A, Take 1
- Calendar practice time for weeks 1-4
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 2 Topics

1. Introduction to notes analysis

Week 2 Objectives

1. Analyze notes to assist in effective practice
2. The student will transcribe tests to benchmark speed progress.

Week 2 Assignments Due by 8:00 p.m., Monday, November 27, 2017

- View/read all lectures posted in Week 2
 - Speed Plus 100.3
 - Speed Plus 100.4
 - Road to Success, 100 Literary A, Take 2
 - Road To Success, 120 Jury Charge A, Take 2
 - QA Lesson 3
 - QA Lesson 4
 - Road To Success, 140 QA A, Take 2
 - Write all 6 tests available to you this week
 - Transcribe a minimum of 3 speed tests, one in each category
 - Schedule phone or online session with teacher.
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Week 3 Topics

1. Speedbuilding tips
2. Theory reinforcement exercises
3. New briefs and phrases

Week 3 Objectives

1. Identify personal strengths and weaknesses in writing
2. Eliminate theory gaps
3. Write more efficiently (fewer strokes)

Week 3 Assignments Due by 8:00 p.m., Monday, December 4, 2017

- View/read all lectures posted in Week 3
- Speed Plus 100.5
- Speed Plus 100.6
- Road to Success, 100 Literary A, Take 3
- Road To Success, 120 Jury Charge A, Take 3
- QA Lesson 5
- QA Lesson 6
- Road To Success, 140 QA A, Take 3
- Theory reinforcement exercises
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 4 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 4 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 4 Assignments Due by 8:00 p.m., Monday, December 11, 2017

- View/read all lectures posted in Week 4
 - Speed Plus 100.7
 - Speed Plus 100.8
 - Road to Success, 100 Literary A, Take 4
 - Road To Success, 120 Jury Charge A, Take 4
 - QA Lesson 7
 - QA Lesson 8
 - Road To Success, 140 QA A, Take 4
 - Theory reinforcement exercises
 - Calendar practice time for weeks 5-8
 - Write all 6 tests available to you this week
 - Transcribe a minimum of 3 speed tests, one in each category
 - Schedule phone or online session with teacher.
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Week 5 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 5 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 5 Assignments Due by 8:00 p.m., Monday, December 18, 2017

- View/read all lectures posted in Week 5
- Speed Plus 100.9
- Speed Plus 100.10
- Road to Success, 100 Literary A, Take 5
- Road To Success, 120 Jury Charge A, Take 5
- QA Lesson 9
- QA Lesson 10
- Road To Success, 140 QA A, Take 5
- Theory reinforcement exercises
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 6 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 6 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 6 Assignments Due by 8:00 p.m., Monday, January 8, 2018

- View/read all lectures posted in Week 6
- Speed Plus 120.1
- Speed Plus 120.2
- Literary Take 6
- Jury Charge Take 6
- QA Lesson 11
- QA Lesson 12
- QA Take 6
- Theory Reinforcement Exercises
- Calendar practice time for weeks 1-4
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

Week 7 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 7 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 7 Assignments Due by 8:00 p.m., Tuesday, January 16, 2017

- View/read all lectures posted in Week 7
- Speed Plus 120.3
- Speed Plus 120.4
- Literary Take 7
- Jury Charge Take 7
- QA Lesson 13
- QA Lesson 14
- QA Take 7
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 8 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 8 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 8 Assignments This week begins on Tuesday, January 16 at noon. Due by 8:00 p.m., Monday, January 22, 2018.

- View/read all lectures posted in Week 8
- Speed Plus 120.5
- Speed Plus 120.6
- Literary Take 8
- Jury Charge Take 8
- QA Lesson 15
- QA Lesson 16
- QA Take 8
- Calendar practice time for weeks 9-12
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

Week 9 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 9 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 9 Assignments Due by 8:00 p.m., Monday, January 29, 2017

- View/read all lectures posted in Week 9
- Speed Plus 120.7
- Speed Plus 120.8
- Literary Take 9
- Jury Charge Take 9
- QA Lesson 17
- QA Lesson 18
- QA Take 9
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 10 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 10 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 10 Assignments Due by 8:00 p.m., Monday, February 5, 2018

- View/read all lectures posted in Week 10
- Speed Plus 120.9
- Speed Plus 120.10
- Literary Take 10
- Jury Charge Take 10
- QA Lesson 19
- QA Lesson 20
- QA Take 10
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

Week 11 Topics

1. Theory reinforcement exercises
2. New briefs and phrases

Week 11 Objectives

1. Eliminate theory gaps
2. Write more efficiently (fewer strokes)

Week 11 Assignments Due by 8:00 p.m., Monday, February 12, 2017

- View/read all lectures posted in Week 11
- Literary Take 11
- Literary Take 12
- Jury Charge Take 11
- QA Lesson 21
- QA Lesson 22
- QA Take 11
- Write all 6 tests available to you this week
- Transcribe a minimum of 3 speed tests, one in each category
- Schedule phone or online session with teacher.

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Week 12 Topics

1. Realtime evaluation

Week 12 Objectives

1. To benchmark realtime skills in preparation for remedial work for next quarter.

Week 12 Assignments Due by 8:00 p.m., Monday, February 19, 2018

- Transcribe 2 Literary Tests
- Transcribe 2 Jury Charge Tests
- Transcribe 2 QA Tests
- Realtime Evaluation