

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

**Winter 2018**

**Course:** RR310 Realtime Reporting Machine Shorthand V

**Credit:** 4 Quarter Hours

**Method of Delivery:** Day Flex (DF)

**Course Description:**

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 120 wpm on literary material, 140 wpm on jury charge material, and 160 wpm on two-voice testimony material. Each test must be transcribed with 95 percent accuracy. Emphasis is placed on jury charge, literary, medical, technical, and two-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Access to third-party application provided for required weekly practice.

**Prerequisite:**

RR280 Realtime Reporting Machine Shorthand IV

**Text(s) & Manual(s):** None

**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 and tripod (see notes below)
- Realtime cable

**Topics:**

Speedbuilding techniques, briefs, phrases, vocabulary, accuracy, transcript production.

**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.

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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 120 wpm; jury charge material at a repetitive rate of 140 wpm; and two-voice testimony material at a repetitive rate of 160 wpm.
8. pass or have passed two each of the following tests which must be transcribed in 75 minutes each: 120 wpm literary, 140 wpm jury charge, and 160 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

**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.

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**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](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.

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<b>Instructor:</b>	Kathryn Dittmeier, CRI	<b>Room:</b> 220 (office)
<b>Midstate email:</b>	kadittmeier@midstate.edu	<b>Office hour(s):</b>
<b>Office phone:</b>	309-692-4092 x 2200	Mon, Tue, Thur 9:00 – 10:00 a.m.
<b>Cell phone:</b>	309-634-9374 (preferred)	Mon, Wed 1:25 – 2:15 p.m.

**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. Speed tests can only be taken in the week they have been assigned.

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. Time-on-task will be logged in EV360.

**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 Moodle Rooms and/or via email.

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 realtime reporting program, possible dismissal, or change of major will be discussed at this counseling session.

**Assignments – General Information**

Students will meet on campus with the instructor and use EV360 for this class. The eLearning course site contains the syllabus and other course links. Assignments and due dates are on the syllabus.

**Participation Requirements:**

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

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**Examination Information:**

This class does not have a midterm or final examination.

**Methods of evaluating student performance:**

- **Readback** assesses the ability to read from your own notes.
- **Self-evaluation Takes** assess readiness for 5-minute speed tests.
- **Speed Tests** assess the ability to take down and transcribe verbal dictation for five minutes at the specified rate of speed.

**Instructor's Grading Scale:**

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

Drill and Writing assignments/hours	50%
Classroom Participation	30%
Transcription of Tests	20%

50% Drill and Writing Assignments/hours: Assignment due dates are listed week-by-week on the syllabus. Drills and writing assignments will be assessed for completeness and hours spent working on them will be calculated. The hours below are in addition to the 4 hours of class time each week.

14 hours or more	A
12 – 13.9 hours	B
10 – 11.9 hours	C
8 – 9.9 hours	D
< 8 hours	F

30% Classroom Participation: Being present for each scheduled class is required and the 4 hours per week count toward the goal of 18 hours per week of machine time. For classes missed, dictation will be available on the Midstate LMS.

20% Transcription of Tests: This part of the homework grade reflects student effort in transcribing tests and is not related to the percentage of accuracy the student achieves on any given test. A minimum of 4 tests must be transcribed each quarter (Week 1, Week 4, Week 8, Week 12).

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.

## **Course Outline**

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

Drills for improved speed and accuracy, transcription practice, assessing writing accuracy, vocabulary development, briefs and phrases, readback skills.

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

1. To analyze steno strokes for errors;
2. To improve readback skills;
3. To increase writing accuracy and speed;
4. To develop transcription skills including accuracy, spelling, punctuation, and proofreading
5. To increase writing vocabulary.

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**WEEK 1:** Assignments due no later than Monday, November 19 at the start of class.

Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

### **No Class on Monday**

#### **Assignments:**

1. Transcribe tests.
2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.

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**WEEK 2:** Assignments due no later than Monday, November 26 at the start of class.

Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

### **No school Wednesday**

#### **Assignments:**

1. Transcribe tests.
2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.

**WEEK 3:** Assignments due no later than Monday, December 3 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 4:** Assignments due no later than Monday, December 10 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 5:** Assignments due no later than Monday, December 17 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 6:** Assignments due no later than Monday, January 7 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.

## Winter Break

School Resumes Monday, January 7

*During the break, select from the lessons and continue to practice each week.*

**WEEK 7:** Assignments due no later than Monday, January 14 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 8:** Assignments due no later than Monday, Wednesday, January 23 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**No class Monday: Martin Luther King, Jr. Day**

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 9:** Assignments due no later than Monday, January 28 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 10:** Assignments due no later than Monday, February 4 at the start of class. Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.

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**WEEK 11:** Assignments due no later than Monday, February 11 at the start of class.  
Assignments are to be emailed to [kadittmeier@midstate.edu](mailto:kadittmeier@midstate.edu).

**Assignments:**

1. Transcribe tests.
  2. Complete 18 hours of practice. Select lessons and drills from the last page of this syllabus.
  3. Submit weekly practice log along with backup of CATalyst files supporting the activities listed in the log. Please see "Homework Files" handout for naming conventions.
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**WEEK 12 – Finals Week**

**Monday – Double Test Day**

**Wednesday – Double Test Day**

**Last day to turn in transcribed tests: Friday, February 15.**

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

**Student Package 2**

SP 2 Literary 031			SP 2 Jury Charge 031		
SP 2 Literary 032			SP 2 Jury Charge 032		
SP 2 Literary 033			SP 2 Jury Charge 033		
SP 2 Literary 034			SP 2 Jury Charge 034		
SP 2 Literary 035			SP 2 Jury Charge 035		
SP 2 Literary 036			SP 2 Jury Charge 036		
SP 2 Literary 037			SP 2 Jury Charge 037		
SP 2 Literary 038			SP 2 Jury Charge 038		
SP 2 Literary 039			SP 2 Jury Charge 039		
SP 2 Literary 040			SP 2 Jury Charge 040		
SP 2 Literary 041			SP 2 Jury Charge 041		
SP 2 Literary 042			SP 2 Jury Charge 042		
SP 2 Literary 043			SP 2 Jury Charge 043		
SP 2 Literary 044			SP 2 Jury Charge 044		
SP 2 Literary 045			SP 2 Jury Charge 045		
SP 2 Literary 046			SP 2 Jury Charge 046		
SP 2 Literary 047			SP 2 Jury Charge 047		
SP 2 Literary 048			SP 2 Jury Charge 048		
SP 2 Literary 049			SP 2 Jury Charge 049		
SP 2 Literary 050			SP 2 Jury Charge 050		
SP 2 Literary 051			SP 2 Jury Charge 051		
SP 2 Literary 052			SP 2 Jury Charge 052		
SP 2 Literary 053			SP 2 Jury Charge 053		
SP 2 Literary 054			SP 2 Jury Charge 054		

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**Student Package 2**

SP 2 Two-Voice 031			Drills		
SP 2 Two-Voice 032					
SP 2 Two-Voice 033					
SP 2 Two-Voice 034					
SP 2 Two-Voice 035					
SP 2 Two-Voice 036					
SP 2 Two-Voice 037					
SP 2 Two-Voice 038					
SP 2 Two-Voice 039					
SP 2 Two-Voice 040					
SP 2 Two-Voice 041					
SP 2 Two-Voice 042					
SP 2 Two-Voice 043					
SP 2 Two-Voice 044					
SP 2 Two-Voice 045					
SP 2 Two-Voice 046					
SP 2 Two-Voice 047					
SP 2 Two-Voice 048					
SP 2 Two-Voice 049					
SP 2 Two-Voice 050					
SP 2 Two-Voice 051					
SP 2 Two-Voice 052					
SP 2 Two-Voice 053					
SP 2 Two-Voice 054					