

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

Summer 2019

Course: RR370 Realtime Reporting Machine Shorthand VII

Credit: 4 Quarter Hours

Method of Delivery: On-campus Day (D)

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 each of the following: 160 wpm literary, 180 wpm jury charge material, and 200 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:

RR355 Realtime Reporting Machine Shorthand VI

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
- Realtime-capable shorthand machine with charger and tripod
- 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.
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 160 wpm; jury charge material at a repetitive rate of 180 wpm; and two-voice testimony material at a repetitive rate of 200 wpm.
8. pass or have passed two each of the following tests which must be transcribed in 75 minutes each: 160 wpm literary, 180 wpm jury charge, and 200 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;

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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Instructor:	Kathryn Dittmeier, CRI	Room: 220 (office)
Midstate email:	kadittmeier@midstate.edu	Office hour(s):
Office phone:	309-692-4092 x 2200	Tuesdays 1:30 - 3:30 p.m.
Cell phone:	309-634-9374 (preferred)	or by appointment

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 Midstate’s Learning Management System (LMS) 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.

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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 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

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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.

WEEK 1: Assignments due Monday of Week 2 by the start of class.
Assignments are to be emailed to 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.

WEEK 2: Assignments due Monday of Week 3 by the start of class. Assignments are to be emailed to 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.

WEEK 3: Assignments due Monday of Week 4 by the start of class. Assignments are to be emailed to 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 Monday of Week 5 by the start of class.. Assignments are to be emailed to 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 Monday of Week 6 by the start of class. Assignments are to be emailed to 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 Monday of Week 7 by the start of class. Assignments are to be emailed to 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 7: Assignments due Monday of Week 8 by the start of class.. Assignments are to be emailed to 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.

WEEK 8: Assignments due Monday of Week 9 by the start of class. Assignments are to be emailed to kadittmeier@midstate.edu.

Campus is closed Thursday, April 18 and Friday, April 19.

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 Monday of Week 10 by the start of class. Assignments are to be emailed to 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 Monday of Week 11 by the start of class. Assignments are to be emailed to 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 Monday of Week 12 by the start of class. Assignments are to be emailed to 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, August 9, 2019.

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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					
SP 3 Two-Voice 070					
SP 3 Two-Voice 071					
SP 3 Two-Voice 072					
SP 3 Two-Voice 073					
SP 3 Two-Voice 074					
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SP 3 Two-Voice 076					
SP 3 Two-Voice 077					
SP 3 Two-Voice 078					
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SP 3 Two-Voice 081					
SP 3 Two-Voice 082					
SP 3 Two-Voice 083					
SP 3 Two-Voice 084					