

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

Spring 2019

Course: RR380 Realtime Reporting Machine Shorthand VIII (180/200/225 wpm)

Credit: 4 Quarter Hours

Method of Delivery: On-campus (OC)

Course Description:

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass three 5-minute tests at 180 wpm on literary material, 200 wpm on jury charge material, and 225 wpm on two-voice testimony material. Each test must be transcribed with 95 percent accuracy, all within 75 minutes.

Student must pass the tests as described above to be eligible to graduate. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. This course is structured to prepare the student for the Illinois CSR and NCRA-RPR machine skills portion of these examinations. Students will be required to transcribe a simulated RPR (Registered Professional Reporter) skills test in 3.75 hours to be eligible to graduate.

Prerequisite:

RR370 Realtime Reporting Machine Shorthand VII (200 wpm) or demonstrated skill

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 software
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable

Topics:

Speedbuilding techniques, realtime analysis, briefs and phrases, drills for specific targeted goals, RPR skills test preparation, readback technique and fluency.

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

1. Upon completion of this course, the student will be able to:
2. write a realtime translation theory.
3. read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.

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4. 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.
5. develop speed and accuracy in writing and in readback thereof by participating in drills and timed writings.
6. transcribe on the computer rapidly and accurately notes taken from dictation.
7. develop skills in proofreading, error correction, correct sentence structure, spelling, grammar, word division, and punctuation.
8. write fluently and rapidly from dictation of literary material at 180 wpm, jury charge material at a repetitive rate of 200 wpm, and two-voice testimony material at a repetitive rate of 225 wpm.
9. pass or have passed three each of the following tests which must be transcribed in 75 minutes each: 180 wpm literary material, 200 wpm jury charge, and 225 wpm two-voice testimony while writing realtime. Each test must be transcribed with 95 percent accuracy.
10. transcribe a simulated state certification test, state qualifying exam, or RPR skills test within the allotted test transcription guidelines.
11. 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	Mondays 9:00 a.m. - 12:00 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.

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.

Participation Requirements:

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

Examination Information:

This class does not have a midterm or final examination.

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Methods of evaluating student performance:

- **Readback** assesses the ability to read from your own notes.
- **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 along with expected hours of practice. Drills and writing assignments will be assessed for completeness and hours spent working on them will be calculated.

9 hours or more	A
8 – 8.9 hours	B
7– 7.9 hours	C
6 –6.9 hours	D
< 6 hours	F

30% Classroom Participation: Being present for each scheduled class is required.

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.

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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WEEK 1

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.

Practice Hours Note: Practice from both RR445 and RR380 assignments will be added together to compute the total number of practice hours each week.

WEEK 1

Assignments - Week 1

Due Thursday of Week 1

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice between Tuesday and Thursday class. Select any lesson(s) from the last page of this syllabus.
"Practice" means hands on the machine or reading back notes. Prep time is not included.
Vary your practice: some for accuracy and building fluency, other sessions at higher speeds.

Due Tuesday of Week 2

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.

WEEK 2

Assignments - Week 2

Due Thursday of Week 2

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice between Tuesday and Thursday class. Select any lesson(s) from the last page of this syllabus.
"Practice" means hands on the machine or reading back notes. Prep time is not included.
Vary your practice: some for accuracy and building fluency, other sessions at higher speeds.

Due Tuesday of Week 3

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.

WEEK 3

Assignments - Week 3

Due Thursday of Week 3

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 4

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 4

Assignments - Week 4

Due Thursday of Week 4

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 5

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 5

Assignments - Week 5

Due Thursday of Week 5

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 6

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 6

Assignments - Week 6

Tuesday: Mock RPR/CSR Skills Test in-class

Thursday: Mock RPR/CSR Written Knowledge test in-class or online

WEEK 7

Assignments - Week 7

Due Thursday of Week 7

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 8

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 8

No class on Thursday – Spring Break

Assignments - Week 8

Due Thursday of Week 8

1. Transcribe any tests before class on the following Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 9

Assignments - Week 9

Due Thursday of Week 9

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 10

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 10

Assignments - Week 10

Due Thursday of Week 10

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 11

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.

WEEK 11

Assignments - Week 11

Due Thursday of Week 11

1. Transcribe any tests you took on Tuesday. Must be done before class on Thursday.
2. Minimum 3 hours of practice. Select any lesson(s) from the last page of this syllabus.

Due Tuesday of Week 12

1. Transcribe any QA tests you took on Thursday. Must be done before class on Tuesday.
 2. Minimum 6 hours of practice. Select any lessons from the last page of this syllabus.
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WEEK 12 – Finals Week

Tuesday – Double Test Day

Thursday – Double Test Day

Last day to turn in transcribed tests: Friday, May 17, 2019.

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Lesson Choices (fill in date you work on each)

Student Package 1

SP1 Literary 003			SP1 Jury Charge 005		
SP1 Literary 004			SP1 Jury Charge 006		
SP1 Literary 005			SP1 Jury Charge 007		
SP1 Literary 008			SP1 Jury Charge 008		
SP1 Literary 011			SP1 Jury Charge 011		
SP1 Literary 012			SP1 Jury Charge 012		
SP1 Literary 013			SP1 Jury Charge 013		
SP1 Literary 014			SP1 Jury Charge 014		
SP1 Literary 015			SP1 Jury Charge 015		
SP1 Literary 016			SP1 Jury Charge 016		
SP1 Literary 017			SP1 Jury Charge 017		
SP1 Literary 018			SP1 Jury Charge 018		
SP1 Literary 019			SP1 Jury Charge 019		
SP1 Literary 020			SP1 Jury Charge 020		
SP1 Literary 021			SP1 Jury Charge 021		
SP1 Literary 022			SP1 Jury Charge 022		
SP1 Literary 023			SP1 Jury Charge 023		
SP1 Literary 024			SP1 Jury Charge 024		
SP1 Literary 025			SP1 Jury Charge 025		
SP1 Literary 026			SP1 Jury Charge 026		
SP1 Literary 027			SP1 Jury Charge 027		
SP1 Literary 028			SP1 Jury Charge 028		
SP1 Literary 029			SP1 Jury Charge 029		
SP1 Literary 030			SP1 Jury Charge 030		

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Student Package 1

SP1 Two-Voice 001					
SP1 Two-Voice 003					
SP1 Two-Voice 004					
SP1 Two-Voice 005					
SP1 Two-Voice 006					
SP1 Two-Voice 007					
SP1 Two-Voice 009					
SP1 Two-Voice 010					
SP1 Two-Voice 011					
SP1 Two-Voice 012					
SP1 Two-Voice 013					
SP1 Two-Voice 014					
SP1 Two-Voice 015					
SP1 Two-Voice 016					
SP1 Two-Voice 017					
SP1 Two-Voice 018					
SP1 Two-Voice 019					
SP1 Two-Voice 020					
SP1 Two-Voice 021					
SP1 Two-Voice 022					
SP1 Two-Voice 023					
SP1 Two-Voice 024					
SP1 Two-Voice 025					
SP1 Two-Voice 026					