

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

Spring 2019

Course: RR445 Realtime Reporting Question and Answer (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 five-minute tests on two-voice testimony material at 225 wpm. Each test must be transcribed with 95 percent accuracy, all within 75 minutes. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Access to third-party application provided for required weekly practice.

Prerequisite:

RR370 Realtime Reporting Machine Shorthand VII (200 wpm) and RR 420 Realtime Reporting Question and Answer (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
- Stenograph machine with charger and tripod (see notes below)
- Realtime cable

Topics:

Speedbuilding techniques, briefs, phrases, realtime accuracy.

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.
5. transcribe on the computer rapidly and accurately notes taken from dictation.

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6. develop skills in proofreading, error correction, correct sentence structure, spelling, grammar, word division, and punctuation.
7. write fluently and rapidly from dictation of two-voice testimony material at a repetitive rate of 225 wpm.
8. pass or have passed three five-minute two-voice testimony tests at 225 wpm while writing realtime which must be transcribed in 75 minutes each. Each test must be transcribed with 95 percent accuracy.

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.

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.

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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.

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.

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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.

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. Assignments and due dates will be given in class.

Participation 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.

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Examination Information:

This class does not have a midterm or final examination. Speed tests will be available each week.

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 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.

Course Outline

Topics for all weeks:

Speedbuilding techniques, briefs and phrases, drills targeting specific goals

Objective for all weeks:

1. To increase writing accuracy and speed

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

Minimum 3 hours of practice. 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 1

Due Thursday of Week 2

Minimum 3 hours of practice. 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

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.

WEEK 4

Assignments - Week 4

Due Thursday of Week 4

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

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

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.

WEEK 8

No class on Thursday – Spring Break

Assignments - Week 8

Due Tuesday of Week 9

1. Transcribe any QA tests you took this week. 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 9

Assignments - Week 9

Due Thursday of Week 9

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

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.
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WEEK 11

Assignments - Week 11

Due Thursday of Week 11

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 2

SP 2 Two-Voice 031		
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 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 052		
SP 2 Two-Voice 053		
SP 2 Two-Voice 054		
SP 2 Two-Voice 055		
SP 2 Two-Voice 056		
SP 2 Two-Voice 057		