

**MIDSTATE COLLEGE
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Winter 2009**

COURSE: RR 350 Realtime Reporting 140 Literary

CREDIT HOURS: 4 quarter credit hours/elearning

TEXT: Computer Shorthand, Skill Building and Realtime Transcription, Third edition, 1996,
ISBN# 0-13-397928-8

AUTHOR: Carolee Freer

PUBLISHER: Prentice-Hall, Inc.

COURSE DESCRIPTION:

RR 350 Realtime Reporting 140 Literary - 4 Hrs.

Through extensive drills on unfamiliar material which includes timed writings, the student will be able to pass two 5-minute literary material tests at 140 wpm while writing realtime. Each test must be written with a first-pass translation rate of 96 percent verbatim accuracy or better with the evaluation based on NCRA's "What is an Error Guidelines." Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Realtime accuracy will be charted and analyzed for improvement. Weekly current events assignments will be given. Laboratory tape sessions augment classroom dictation and instruction.

Prerequisites: RR 380 Realtime Reporting Machine Shorthand VIII (225 WPM) 180 wpm literary speed requirements and RR 340 Dictionary Development and Management or demonstrated skill

REQUIREMENTS FOR COMPLETING THE COURSE:

Students must pass all required timed tests in order to progress to the next speed level. If a student passes fewer than the required number of tests to progress to the next speed and all other coursework is complete and equates to an "A," the student will receive a grade of "D" for the course.

A grade of "C" or better in all coursework must be achieved to be eligible to graduate.

TOPICS:

The writing of literary material with a first-pass translation rate of 96% accuracy and current events.

LEARNING OBJECTIVES:

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

1. write a realtime translation theory.
2. 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 96 percent while writing realtime.
3. develop speed and accuracy in writing by participating in drills and timed writings.
4. develop skills in correct sentence structure, spelling, grammar, word division, and punctuation while writing realtime.
5. write fluently and rapidly from dictation of literary material at a repetitive rate of 140 wpm.
6. pass or have passed two five-minute literary tests at 140 wpm while writing realtime. Each test must be written with a first-pass translation rate of 96 percent verbatim accuracy or better.
7. understand maintenance of dictionary entries containing broad-based vocabulary content specific to the captioning and CART environments.
8. 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 without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source. Plagiarism is strictly against the academic policy of the college and is grounds for failing the course. If repeated, plagiarism may result in suspension from the college. (See the Midstate College catalog and/or Student Handbook for additional information.)

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.

RR 350 Realtime Reporting 140 Literary**Instructor Information:**

Teresa Ozuna, CSR, CRI Room: 228 E-mail: tozuna@midstate.edu
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 Office Hours: Monday & Wednesday 10:00 a.m. – 1:00 p.m.; 2:00 – 4:00 p.m.;
 Tuesday & Thursday 9:30 – 10:00 a.m.; 2:15 – 4:00 p.m.; or by appointment (recommended)

MATERIALS NEEDED FOR THIS COURSE:

Stenograph machine complete with ink cartridge and paper, pen or pencil for marking incorrect outlines during readback, textbook, computer-aided transcription software, and laptop computer.

SUPPLEMENTAL MATERIALS:

Supplemental reading and drills to include current events, geography exercises, and audio-visual aids. Students are required to complete research assignments utilizing reference materials in the Barbara Bunch Fields Memorial Library, e.g., *The American Heritage Dictionary*, *Physician's Desk Reference*, *Black's Law*, *West's Legal Thesaurus*, various dictionaries, glossaries, grammar references, atlases, and other specialized law and legal books that may be assigned by the instructor. In addition, various online research methods will be utilized.

PARTICIPATION REQUIREMENTS/POLICIES AND PROCEDURES/REQUIREMENTS TO PASS THIS COURSE:

1. Students MUST use appropriate tapes, CDs, or the online drill library to augment classroom instruction and drill to analyze and improve writing and reading skills.
2. Students must participate in review and line-by-line edit/analysis of steno notes.
3. Timed Tests - 70% of final grade. Each student is required to write a minimum of 10 tests per quarter at the required speed level in this class. Testing is done at incremental speeds on unfamiliar material. The same test shall not be dictated more than once every six months to the same student. Each test will be graded on a pass/fail basis. That is, if the student passes the test at the required 96 percent or better, that test is an "A" or passing. If the student does not pass the test at the required 96 percent, that test will be a "fail" and receive a grade of "D." A student must pass all required timed tests in order to progress to the next speed level. If a student passes fewer than the required number of tests to progress to the next speed and has completed all other coursework equating to an "A," the student will receive a grade of "D" for the course. Speed tests shall be monitored and timed. Test data shall be deleted immediately. Tests are graded according to the RPR guide, "What Is An Error?"

4. Weekly Transcriptions – 10% of final grade. A once-a-week transcription assignment from the student's steno notes will be chosen from any timed dictation material given in class and will be due within four days, including Friday, from the date the test was given. These transcriptions will be treated as tests and must be transcribed under institutional supervision within the allotted 75-minute time limit for such transcriptions. A student can print out a transcription only twice when transcribing: one rough draft to proofread and a final transcription for grading. At no time will a student print out a transcription after listening to the grading tape. **NO TRANSCRIPTIONS WILL BE ACCEPTED LATE FOR ANY REASON.** These transcriptions will be graded on spelling, correct word usage, punctuation, and overall appearance. Each misspelled word or wrong word usage will lower the grade one letter grade for each occurrence. **ADDITIONAL** transcription assignments will be given from time to time at the discretion of the instructor. This may include homework notes, projects, and so forth.
5. Practice Notes – 10% of final grade. Students must hand in a minimum of 8 inches of practice notes per week. These notes are due at the beginning of class on the second meeting day of each week. The notes must display evidence of readback, such as correction of misstroked outlines. **NOTES WILL NOT BE ACCEPTED LATE FOR ANY REASON.**
6. Weekly Assignments – 10% of final grade. This includes current events, a technical and medical Transcription, and vocabulary tests as assigned at the discretion of the instructor. The current events assignments provide instruction in local events, state events, national events, international events, local and regional geography, and cultural diversity. A current event, either Internet, newspaper, or magazine article of at least 12 column inches, will be turned in each week. Students will write the article on the machine; write a synopsis of the article; and hand in the article, steno notes, and synopsis for grading. The written synopsis will be graded the same as the weekly transcriptions. Each quarter, emphasis will be placed on local, state, national, or international events at the discretion of the instructor.

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.

IF THE WEEKLY REQUIREMENTS ARE NOT MET **EACH AND EVERY WEEK** (THAT IS, EACH STUDENT MUST TURN IN THE REQUIRED AMOUNT OF PRACTICE NOTES, ASSIGNMENTS, AND TRANSCRIPTIONS EACH WEEK), TIMED TESTS WILL **NOT** BE GRADED.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE:

This machine shorthand for captioning and CART class shall include:

1. Instruction in writing the spoken word with punctuation by means of a realtime translation theory to provide realtime translation, with special emphasis on dictionary development and maintenance of dictionary entries to include:
 - a. All necessary steno outlines defined such as punctuation, caption conventions, formats and alphabets as contained in Appendix #6 including upper and lower case alphabets.
 - b. Translation of numbers which may include use of the number bar.
 - c. Environmental sounds descriptors (Stenographic outlines to convey environmental sounds associated with live broadcast and CART environments, for example, applause, laughter, background noise, etc.)
 - d. Ability to write Web site and Internet addresses
 - e. Prefixes and suffixes.
 - f. Use and editing of phonetic translator.
 - g. Dictionary development to include understanding and maintenance of dictionary entries containing broad-based vocabulary content specific to the captioning and CART environments.
 - h. Build and maintain a realtime dictionary.
 - i. Manage and load job dictionaries for proper translation.
2. Review and line-by-line edit/analysis of steno notes.

3. Develop speed and accuracy measured by random sampling of verbatim translations.

This machine shorthand class shall also include:

1. practice dictation. Dictation begins with the first class session and continues throughout the quarter. Dictation shall include (live, online, or by electronic media), literary material (including medical and technical material) and current events.
2. speed and accuracy development. This class shall include only students whose tested writing speeds are within the same 20-40 wpm range on similar dictation material. Dictation practice will permit the student to write at increasingly higher speeds.
3. five-minute dictation tests given each week on unfamiliar literary material at 140 wpm while writing realtime.
4. Transcriptions will be transcribed under institutional supervision. Seventy-five minutes will be allotted for edit of each transcription.
5. lecture and discussion. The proper outlines for medical and technical terms will be introduced in class through dictation and lecture.
6. realtime. The student will be tested through realtime on general, legal, medical, and technical outlines quarterly at the discretion of the instructor to analyze writing and ensure that conflict-free outlines are being learned and utilized by the student.
7. vocabulary (word knowledge) quizzes as assigned by instructor.
8. current events and geography assignments as assigned by instructor.

GRADING SPECIFICATIONS:

Timed Tests	70%
Transcriptions	10%
Practice Notes	10%
Assignments	10%

COURSE OUTLINE

DAY	ASSIGNMENT
<u>Week One</u>	
Day One	Syllabus and class policies review Dictation from appropriate literary material Literary tests
Day Two	Dictation from appropriate literary material Literary tests
<u>Week Two</u>	
Day One	Dictation from appropriate literary material Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate literary material Literary tests
<u>Week Three</u>	
Day One	Dictation from appropriate literary material Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate literary material Literary tests
<u>Week Four</u>	
Day One	Dictation from appropriate literary material Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate literary material Literary tests
<u>Week Five</u>	
Day One	Dictation from appropriate literary material Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate literary material Literary tests
<u>Week Six</u>	
Day One	Dictation from appropriate literary material Double Literary tests
Day Two	Turn in current event and practice notes Dictation from appropriate literary material Double Literary tests
<u>Week Seven</u>	
Day One	Dictation from appropriate literary material Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate literary material
 Literary tests

Week Eight

Day One Dictation from appropriate literary material
 Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate literary material
 Literary tests

Week Nine

Day One Dictation from appropriate literary material
 Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate literary material
 Literary tests

Week Ten

Day One Dictation from appropriate literary material
 Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate literary material
 Literary tests

Week Eleven

Day One Dictation from appropriate literary material
 Literary tests

Day Two Turn in current event and practice notes
 Dictation from appropriate literary material
 Literary tests

Week Twelve

Day One Final Exams consist of double testing on
 Literary tests