MIDSTATE COLLEGE
411 W. NORTHMOOR ROAD, PEORIA, IL 61614
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Winter 2017

COURSE: RR390 Multi-voice Speaker Designation for Judicial Reporting
METHOD OF DELIVERY: eLearning

CREDIT HOURS: 4 quarter credit hours

COURSE DESCRIPTION:
RR390 Multi-Voice Speaker Designation for Judicial Reporting - 4 Hrs.
The student will write multi-voice material of various types utilizing realtime principles specific to judicial reporting at appropriate variable speeds. This course emphasizes elements and uses of multi-voice speaker designations in regard to the judicial reporting industry and environments including freelance and official settings. Realtime accuracy will be charted and analyzed for improvement. Portions of realtime writing will be graded with a goal Total Error Rate (TER) of 95 percent or higher.

PREREQUISITE: RR330 and RR370

DVD: *4-Voice 100, 120, 140*
        PRODUCER: Quad-Voice Video Productions

CD: *Multi-voice Testimony CT-44*
        PUBLISHER: National Court Reporters Association

MATERIALS NEEDED FOR THIS COURSE:
- ☐ Laptop computer (PC preferred)
- ☐ CATalyst computer-aided transcription software installed
- ☐ Internet access
- ☐ Headphones
- ☐ Realtime-capable Stenograph machine with charger and tripod
- ☐ Realtime cable

TOPICS
Executing speaker identification in multi-voice material in both freelance and official settings, formats for setting up examinations and witnesses, software instruction in creating dictionary entries and using features to assist in speaker identification, inserting parentheticals, punctuation of multi-voice material and parentheticals, realtime analysis and accuracy.

LEARNING OBJECTIVES
Upon successful completion of this course, the student will be able to:
1. prepare for and write three- and four-voice multi-voice material of various types, including medical testimony, utilizing realtime principles specific to judicial reporting at appropriate variable speeds.
2. categorize and consolidate appropriate elements and uses of multi-voice speaker designations in various judicial reporting environments including freelance and official settings.
3. create appropriate EZ Speakers identifications and J-Defines (job dictionary definitions) in Case CATalyst.
4. manage and punctuate speaker interruptions and objections.
5. demonstrate multi-voice speaker designation skill.
6. develop and improve multi-voice realtime skill with a goal Total Error Rate of 95%.
7. analyze and chart multi-voice realtime accuracy for improvement.

MIDSTATE GRADING SCALE

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

REQUIREMENTS FOR COMPLETING THE COURSE
All courses in the Realtime Reporting Program must be passed with a "C" (70%) or better.

MIDSTATE PLAGIARISM POLICY
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 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.

STUDENT SUCCESS

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110 (in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

TEACHER INFORMATION   Kathryn Dittmeier, CRI
Office Number: 220
Office Hours: Tu/Th 2:30 – 4:00 p.m. or by appointment
Office Phone Number: 309-692-4092, Ext. 2200
Cell Number: 309-634-9374 (8 am – 8 pm, Mon – Sat Central Time)
E-mail: kadittmeier@midstate.edu

POLICIES AND PROCEDURES

CLASS ATTENDANCE

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

ASSIGNMENTS

Students will utilize the Midstate eLearning course site for this class. The course site contains the syllabus, schedule of assignments, and links to various activities. Unless otherwise specified within the course site or through other means of teacher communication, all weekly assignments are available Monday at noon and are due by 8:00 a.m. on Monday of the following week. Late work will be marked down one letter grade if received within 6 days of its due date. Work submitted more than 6 days late will receive a grade of 0 or F .

EXAMINATION INFORMATION

This class has a final examination during Week 12. It counts for 70% of the Week 12 grade.

ASSESSMENT OF LEARNING/METHODS OF EVALUATING STUDENT PERFORMANCE

- Case CATalyst performance will be demonstrated through submission of completed assignments
- Multi-voice writing skills are evaluated through a weekly multi-voice writing and editing assignment
- Realtime writing skills are assessed through capture of a first-pass realtime translation.
- Realtime knowledge is demonstrated through the realtime self-assessment form.

TEACHER'S GRADING SCALE

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

> 10% Case CATalyst Skill Practice
> 50% Multi-voice Writing Assignments
> 20% Multi-voice Writing Evaluation
> 10% Realtime Writing Evaluation
> 10% Participation

Weekly Grade Computation:

10% Case CATalyst Skill Practice

Assignments are graded on completeness and accuracy. Late assignments are marked down one letter grade if submitted within 6 days of the due date. Assignments submitted after that period receive an F.

50% Multi-voice Writing Assignments

A minimum 50 pages of writing from the assigned take is required each week, and the take must be repeated at least 3 times. Take 3 is to be edited to 100%.

Less than 50 pages	1 letter grade down
Take 3 not edited to 100%	1 letter grade down
Late submission, but within 6 days of due date	1 letter grade down
Submitted more than 6 days after due date	F

20% Multi-voice Writing Evaluation

This evaluation is done through Moodlerooms as a quiz. The first-pass translation is captured, then the student edits the Case CATalyst file and uploads the edited file for evaluation. A grading rubric will be provided for each evaluation.

10% Realtime Writing Evaluation

This evaluation is done in two parts: 1, capture of first-pass translation of an excerpt from audio that has been practiced all week, and 2, submission of a self-assessment on the accuracy of the translation. The self-assessment is reviewed for this part of the grade.

Student recognizes and identifies 100% of their realtime conflicts or inaccuracies	A
Student recognizes and identifies 90-99% of their conflicts or inaccuracies	B
Student recognizes and identifies 80-89% of their conflicts or inaccuracies	C
Student recognizes and identifies 70-79% of their conflicts or inaccuracies	D
Student recognizes and identifies <70% or does not turn in both parts of the evaluation	F

10% Participation – Weekly discussion board question

Student response is well thought-out and relevant	A
Student response is superficial or does not answer the question well	C
Student did not respond	F

COURSE OUTLINE

WEEK 1
Week 1 Topics
1. What is speaker identification? Why is it important? How is it done?
2. Sources of information for formatting and names for each job
3. Review: CATalyst Colloquy and By-line settings
4. Making speaker identification definitions in dictionaries.
5. How to analyze realtime accuracy on the self-assessment form.

Week 1 Objectives
1. Demonstrate the ability to define speaker identification strokes in the appropriate translation dictionaries.
2. Demonstrate the ability to write three-voice dictation with speaker identification strokes.
3. Demonstrate the ability to edit a three-voice take with correct speaker identification.
4. Analyze realtime accuracy identify areas of weakness.

Week 1 Assignments
Due before 8:00 a.m. Monday, November 20
☐ CATalyst learning activity 1
☐ Multi-voice Practice
☐ Multi-voice Writing Evaluation
☐ Realtime Writing Evaluation
☐ Week 1 Discussion Forum Post

Week 2 Topics
1. Using information from the notice to prepare for jobs.
2. "Setting up" speakers in judicial and freelance jobs.
3. Using include files, auto includes, and dictionary entries to set up speakers.

Week 2 Objectives
1. Create speaker setup include files and/or dictionary entries.
2. Demonstrate the use of include files while editing and/or speaker setup dictionary entries while writing.
3. Demonstrate the ability to differentiate between speaker set ups in judicial and freelance transcripts.
4. Demonstrate the ability to prepare speaker identification entries for a new job.
5. Demonstrate the ability to incorporate speaker identification while writing a job.

Week 2 continued on next page.

Week 2 Assignments
Due before 8:00 a.m. Monday, November 27
- ☐ CATalyst learning activity 2
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 2 Discussion Forum Post

Week 3 Topics
1. CATalyst Auto-byline and EZ Speakers features
2. Writing 4-speaker material

Week 3 Objectives
1. The student will demonstrate the ability to format a transcript with by-lines and speaker identification.
2. The student will demonstrate the ability to apply speaker identification while writing a 4-voice take.

Week 3 Assignments
Due before 8:00 a.m. Monday, December 4
- ☐ CATalyst learning activity 3
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation (note that there are two this week, allow 90 minutes for each)
- ☐ Realtime Writing Evaluation
- ☐ Week 3 Discussion Forum Post

Week 4 Topics
1. Parentheticals: writing, formatting, punctuating
2. Speaker identification refinement

Week 4 Objectives
1. The student will demonstrate the ability to insert properly formatted parentheticals during dictation.
3. The student will demonstrate the ability to to apply speaker identification while writing dictation.
2. The student will show an improvement in one or more areas of realtime writing accuracy.

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Week 4 Assignments
Due before 8:00 a.m. Monday, December 11
- ☐ CATalyst learning activity 4
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 4 Discussion Forum Post

Week 5 Topics
1. Using the Speakers List and EZ Text entries
2. Created a targeted plan to improve realtime writing accuracy

Week 5 Objectives
1. The student will demonstrate the ability to use the Speakers List to insert dropped or misstroked speaker identifications.
2. The student will create an EZ Text table of entries for quick insertion into transcripts.

Week 5 Assignments
Due before 8:00 a.m. Monday, December 18
- ☐ CATalyst learning activity 5
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 5 Discussion Forum Post

Week 6 Topics
1. Speaker identification in large meeting settings.
2. CATalyst seating charts

Week 6 Objectives
1. The student will demonstrate the ability to create speaker identification strokes for 10 or more speakers in a meeting.
2. The student will demonstrate the ability to use the CATalyst seating chart feature.
3. The student will demonstrate the ability to write three- and four-voice testimony with speaker identification.

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Week 6 Assignments

Due before 8:00 a.m. Monday, January 8, 2018

- ☐ CATalyst learning activity 6
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation (note that there are two this week, allow 90 minutes for each)
- ☐ Realtime Writing Evaluation
- ☐ Week 6 Discussion Forum Post

Week 7 Topics

1. Review of the differences between speaker setups and by-lines in official and freelance documents.
2. Development of additional parentheticals

Week 7 Objectives

1. The student will create documents formatted with appropriate speaker identification and by-lines for both official and freelance work.
2. The student will create additional parentheticals and a reference worksheet for them.
3. The student will demonstrate the ability to write three-voice testimony with speaker identification.

Week 7 Assignments

Due before 8:00 a.m. Tuesday, January 16, 2018

Campus is closed Monday, January 15 for Civil Rights Day

- ☐ CATalyst learning activity 7
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 7 Discussion Forum Post

Week 8 Topics

1. Review of all speaker identification features available in CATalyst.
2. Review and updating of your plan to improve realtime writing accuracy
3. Applying specific practice techniques to improve realtime writing accuracy

Week 8 Objectives

1. The student will demonstrate use of various speaker identification features in CATalyst.
2. The student will benchmark progress in realtime writing accuracy.
3. The student will produce a plan to target specific areas of challenge in writing accuratey.

Week 8 Assignments
Due before 8:00 a.m. Monday, January 22, 2018
- ☐ CATalyst learning activity 8
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 8 Discussion Forum Post

Week 9 Topics
1. How to research briefs and phrases for the dictation.
2. How to choose what briefs and phrases you will adopt. Techniques for integration.

Week 9 Objectives
1. The student will be able to create a core list from dictations and analyze it for common terminology.
2. The student will be able to demonstrate the ability to research available briefs and phrases.
3. The student will produce a list of briefs and phrases to adopt, along with a plan for integrating them into their writing.
4. The student will demonstrate the ability to write multi-voice dictation with correct speaker identification, parentheticals, and by-lines.

Week 9 Assignments
Due before 8:00 a.m. Monday, January 29, 2018
- ☐ CATalyst learning activity 9
- ☐ Multi-voice Practice
- ☐ Multi-voice Writing Evaluation
- ☐ Realtime Writing Evaluation
- ☐ Week 9 Discussion Forum Post

Week 10 Topics
1. Creating a plan for realtime accuracy improvement for the future.
2. Review of CATalyst features for speaker identification and by-lines.
3. Introduction to indexing features of CATalyst.

Week 10 Objectives
1. The student will develop a plan for realtime accuracy improvement for the future.
2. The student will demonstrate the ability to use CATalyst features in the generation of speaker identification and by-lines in transcripts.
3. The student will demonstrate the ability to tag examinations and generate an index of examinations.

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Week 10 Assignments

Due before 8:00 a.m. February 5, 2018

☐ CATalyst learning activity 10
☐ Multi-voice Practice
☐ Multi-voice Writing Evaluation
☐ Realtime Writing Evaluation
☐ Week 10 Discussion Forum Post

Week 11 Topics

1. Review of speaker identification, speaker setup, and by-lines in various settings.
2. Realtime writing self-assessment data consolidation.

Week 11 Objectives

1. The student will demonstrate the ability to create speaker identification, speaker setups, and by-lines in official and freelance documents.
2. The student will produce a 10-week progress chart on realtime accuracy, along with an analysis of what still needs improvement, and a plan of how to improve in that area.

Week 11 Assignments

Due before 8:00 a.m. Monday, February 12, 2018

☐ CATalyst learning activity 11
☐ Multi-voice Practice
☐ Multi-voice Writing Evaluation
☐ Realtime Writing Evaluation
☐ Week 11 Discussion Forum Post

Week 12 Topics

1. Demonstration of ability to apply what has been learned in this class.

Week 12 Objectives

1. The student will demonstrate the ability to write multi-voice testimony with speaker identification and edit it to complete accuracy for speaker identification, speaker setups, parentheticals, and by-lines.

Week 12 Assignments

Due before 8:00 a.m. Sunday, February 18, 2018 (last day of term)

☐ Multi-voice Writing Evaluation
☐ Realtime Writing Evaluation