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

Summer 2019

Course: RR420 Realtime Reporting Question and Answer (200 wpm)

Credit: 4 Quarter Hours
Method of Delivery: eLearning with an on-campus component (EC)

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 on two-voice testimony material at 200 wpm while writing realtime. Each test must be transcribed with 95 percent accuracy. The student will be able to write conflict-free outlines with accuracy and to read notes fluently.

Prerequisite:
RR355 Realtime Reporting Machine Shorthand VI (180 wpm) and RR360 Realtime Reporting Question and Answer (180 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 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.

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 two-voice testimony material at a repetitive rate of 200 wpm.

8. pass or have passed 200 wpm two-voice testimony tests while writing realtime which must be transcribed in 75 minutes each. 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.

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.

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.

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	50%
Transcription of Tests	50%

50% Drill and Writing Assignments: Assignment due dates are listed week-by-week on the syllabus.

50% 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 12 tests must be transcribed each quarter.

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 8:00 a.m.

No Class on Monday

Assignments:
1. QA Week 1 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 2: Assignments due Monday of Week 3 by 8:00 a.m.

Assignments:
1. QA Week 2 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 3: Assignments due Monday of Week 4 by 8:00 a.m.

Assignments:
1. QA Week 3 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted.

WEEK 4: Assignments due Monday of Week 5 by 8:00 a.m.

Assignments:
1. QA Week 4 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 5: Assignments due Monday of Week 6 by 8:00 a.m.

Assignments:
1. QA Week 5 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 6: Assignments due Monday of Week 7 by 8:00 a.m.

Assignments:
1. QA Week 6 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 7: Assignments due Monday of Week 8 by 8:00 a.m.

Assignments:
1. QA Week 7 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 8: Assignments due Monday of Week 9 by 8:00 a.m.

Assignments:
1. QA Week 8 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 9: Assignments due Monday of Week 10 by 8:00 a.m.

Assignments:
1. QA Week 9 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 10: Assignments due Monday of Week 11 by 8:00 a.m.

Assignments:
1. QA Week 10 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 11: Assignments due Monday of Week 12 by 8:00 a.m.

Assignments:
1. QA Week 11 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted

WEEK 12 – Finals Week
Assignments due Monday of next week by 8:00 a.m.

1. QA Week 12 Take (in course site)
2. Minimum of one EV360 QA take worked over per guidelines.
3. Minimum one QA test, transcribed, proofread, submitted