

# LEARN TO [CAPTION]<sup>™</sup>

**Course Title: Caption Masters Series II (Online)**

**Session: Summer 2017 (May through August)**

**Number of CEUs: 2.8 (0.2 for each of the four two-hour lecture periods and 2.0 for the home study portion)**

**Prerequisites: Must be a proficient realtime writer with thorough knowledge of CAT software. Four-month subscription to Realtime Coach is required for weekly assignments.**

**Instructor Name: Anissa R. Nierenberger, RPR, CRR, CRC, CRI**

**Office Hours: By appointment**

**E-mail: Anissa@LearnToCaption.com**

**Phone: 517-410-2209**

**Office Location: Michigan ET/Boise, Idaho MT**

**Class Days/Time: First Monday of every month from 8:00 to 10:00 p.m. ET.**

**(TWO CLASSES ARE NOT THE FIRST MONDAY – see below).**

**Description:** The original Caption Masters Series (CMS) seminar has trained hundreds of realtime reporters to become skilled broadcast captioners. The Caption Masters Series has been adapted into Caption Master Series II, a remote version of the seminar taught over the course of 4 months. Caption Masters Series II is unique because it is the only program in the industry that provides you with an individual weekly review on each assignment.

This innovative training program will prepare you for a career as an A+ broadcast captioning. This program has been specifically designed by experts in the field to provide participants with hands-on training through online multi-media seminars, Realtime Coach which delivers immediate feedback, two manuals, dictionary building software and individualized, weekly realtime writing evaluations.

**A commitment from you to attend every lecture is imperative. The lectures are NOT recorded. Each is worth 0.2 CEUs.**

**May 1:** GoToMeeting Class 8:00 to 10:00 p.m. EST

**May 30:** GoToMeeting Class 8:00 to 10:00 p.m. EST

**July 10:** GoToMeeting Class 8:00 to 10:00 p.m. EST

**August 7:** GoToMeeting Class 8:00 to 10:00 p.m. EST

## **Student Learning Outcomes (SLOs):**

Below are the student learning outcomes for Caption Masters II:

- Learn how to properly review a file.
- Develop a dictionary with broader vocabulary capabilities utilizing a Caption Masters version of Dictionary Jumpstart provided with the course
- Use Realtime Coach connected with your CAT system to receive instant feedback on every assignment.
- Understand caption-specific numbers rules, descriptors, redefining profanity to be removed entirely from your dictionary
- Exposure to local news, national news, weather, financial calls, religious programming, food segments, golf, basketball, baseball and football
- Learn of equipment set-up and costs associated with becoming a closed captioner

## **Required Materials:**

NCRA Captioning Guidelines Manual (free)

Caption Masters Captioning Manual (\$50 but included with enrollment)

REFs (Realtime Evaluation Forms) for weekly assignments (provided)

4-month subscription to Realtime Coach Caption Masters (\$144)

Dictionary Jumpstart – Caption Masters Version – Free with enrollment

## **Grading:**

The goal for every assignment is a minimum of 98.5%. While guidance can be given on how to get there, homework is your responsibility. Plan on approximately 10 hours per week. You may write every assignment numerous times to attain the 98.5%, except for tests which are the last assignment of every month.

With every assignment, you must turn in items 1-4:

1. A .doc or .rtf of the homework file in 12 Arial font, single spaced, with one inch margins. Please no headers, footers or line numbers in the transcript.
2. .rtf dictionary file formats of dictionaries assigned to be created in Dictionary Jumpstart.
3. Upload final homework assignment to Realtime Coach.
4. A detailed REF sheet. The error is written on the sheet, beside is written s/b for supposed to be and an asterisk (\*) is put by the entry if you added this to your dictionary.
5. Expect to receive feedback on your homework within 48 hours of the due date of midnight Sunday. By Tuesday at midnight, you'll have individualized feedback on what you need to work on prior to the next week's assignment.
6. Homework assignments must be received by Sunday at midnight. No credit will be given for any late assignment. Plan your week accordingly. Sitting down on Sunday to complete the homework is highly discouraged. We recommend setting aside 10 to 12 hours per week for this 16-week course.

## **Caption Masters is broken down into 4 one-month modules:**

### **Module 1 | Introduction to Broadcast Captioning**

History of Captioning—FCC Rules  
Advanced Realtime (Prefixes, Root Pieces, Suffixes, Conflicts)  
Intro to Captioning Format (Punctuation, I.D.s & Descriptors)  
Understanding TV Programming and Production  
Job Dictionary Development  
Proper Show Preparation  
Research and Reference Tools  
How to Properly Edit A File  
Realtime Evaluation Form (REF)  
Local News and National News  
Writing exercises  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 2 | Captioning... Your Brand New Career & One Topic Content Programming**

Psychology of on-air captioning  
Importance of Paraphrasing, Editing and Fingerspelling  
How it's going to LOOK  
One topic – Weather, Financial Calls, Religious Programming  
Dictionary Management – Main, Job and Court  
D.O. – Detailed and Organized  
Slang and Obscenities  
Realtime Evaluation Form (REF)  
Writing exercises  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 3 | It's All About Style! One Topic Content Continued**

Acronyms  
Proper number translation  
Captioning Style Guidelines  
Phonetics for Captioning  
Caption Conventions and Parameters  
Captioner's Technical Support  
Captioner Checklist  
Receiving an Assignment  
Fingerspelling, punctuation and alphabets  
PBS, Food, Prescription Drugs  
Writing Assignments, Dictation, Dictionary Building + Test

### **Module 4 | Equipment, Music, and Sports**

Hardware, Software, and Computer Peripherals  
Equipment setup and Costs  
Audio and Video Setups  
Captioning music  
Prescripting & sending captions line by line  
Prepping for Sports  
Golf, Basketball, Football and Baseball  
Writing Assignments, Dictation, Dictionary Building + Test

## Payment/Cancellation

Payment is due two weeks before class begins. Payments can be made online at [www.LearnToCaption.com](http://www.LearnToCaption.com). Click on Store, Shop Training, & choose Caption Masters.

Week	Dictionaries	Homework
W1: May 1-7 1240	Local News 2 Anti- words	Local News 2
W2: May 8-14 1825	World News #1 ABC Correspondents	World News #1
W3: May 15-21 1686	World News #2	World News #2
W4: May 22-25 1533	World News #3	World News #3
May 30	LECTURE #2	
W5: June 5-11 1188	Spring Weather – Live Recording Weather Terms U.S. Cities	Spring Weather - Live
W6: June 12-18 1824	Walt Disney Financial Terms	Walt Disney Financial Call
W7: June 19-25 1590	Religious Terms Bible Summary	Bible Summary
W8: June 26-29 1989	KIRO News #1	KIRO Prep #1
June 30 – July 9	BREAK	
W9: July 10-16 1781	BBQ Food	BBQ
W10: July 17-23	Obscenities Brand Names	Maintenance
W11: July 24-30 1126	Prescription Drugs – Live Recording Top 100 Drugs	Prescription Drugs
W 12: July 31-Aug. 3 1900	KIRO News #2	KIRO Prep #2
W13: August 7-13 1623	PGA Golf Terms	PGA Golf Canadian Open
W14: August 14-20 762 312	Heat vs. Thunder Basketball terms Jets vs. Jaguars Football terms	Heat vs. Thunder Jets vs. Jaguars
W15: August 21-27 1905	KC Royals Baseball terms	Kansas City Royals
W16: August 28-31 1997	KIRO News #3	KIRO Prep #3

**All homework must be received to earn any CEU credit.**

\*Withdrawal from class after making full payment up til 1<sup>st</sup> day of class = 90% refund

\*Withdrawal from class between the 1<sup>st</sup> and 5<sup>th</sup> calendar day = 75% refund

\*Withdrawal from the class between the 6<sup>th</sup> and 20<sup>th</sup> calendar day = 50% refund

\*Withdrawal from class after the 20<sup>th</sup> calendar day = no refund. \*Withdrawal is defined as student stating by e-mail he/she is withdrawing from the course. The date the e-mail is received is the date that will be used to determine the refund level.