LEARN TO [CAPTION]™

Course Title: Caption Masters Series for Voice (Online)

Session: Start on your schedule (course must be completed in 16 weeks)

Earn: 10 CE credits with NVRA

Prerequisites: Must be a proficient realtime writer with thorough knowledge of CAT software and its dictionary functions. A four-month subscription to Realtime Coach is required for weekly assignments. This fee is in addition to the course fee.

Instructor: Sarah Flynn, CCR, CVR-M, RVR, CLT

Office Hours: By appointment

E-mail: sarah@intlrealtime.org

Cell Phone: 501-772-0521

Office Location: Little Rock, AR (Central Time)

Class Days/Time: There are four recorded lectures. You'll be given access to each one the first weekend of each month and they must be viewed within the first week of the month.

Description: The original Caption Masters Series (CMS) seminar has trained hundreds of realtime steno reporters to become skilled broadcast captioners. The Caption Masters Series has been adapted into Caption Master Series for Voice, 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.

After the course has ended, you are entitled to one hour of one-on-one with Anissa Nierenberger and Sarah Flynn. They will watch you write a half hour of CNN and then a half hour will be spent reviewing your writing to assess if you're ready to go on air! Simply email Sarah when you feel that you're ready to write at a TAR of 98.5%.

Student Learning Outcomes (SLOs):

Below are the student learning outcomes for Caption Masters for Voice:

- Learn how to properly review a file.
- 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:

1. NCRA Captioning Guidelines Manual (free)
2. 4-month subscription to Realtime Coach Caption Masters ($144)
3. Realtime Voice Writing by Bettye Keyes ($295 recommended, but not required)

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 1-3:

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. Upload final homework assignment to Realtime Coach.
3. 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. This sheet will emailed to your instructor at sarah@intlrealtime.org upon completion of each assignment.
4. 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.
5. Homework assignments must be received every Sunday by midnight. If you cannot meet this deadline for any reason, your instructor must be notified to receive credit for late assignments. Plan your week accordingly. Sitting down on Sunday to complete the homework is *highly* discouraged. We recommend setting aside a minimum of 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 Information:
www.LearnToCaption.com. Click on Store, Shop Training, & choose Caption Masters.

Week	Dictionaries	Homework
W1: 1240	Local News 2 DJ: Anti- words, Local News 2	Local News 2
W2: 1825	World News #1 DJ: ABC Correspondents & World News #1	World News #1
W3: 1686	World News #2 DJ: World News #2	World News #2
W4: 1533	World News #3 DJ: World News #3	World News #3
W5: 1188	Spring Weather – Live Recording DJ: Weather Terms, U.S. Cities & Spring Weather	Spring Weather - Live
W6: 1129	PBS Arizona Horizon DJ: U.S. Governors	PBS Arizona Horizon
W7: 1590	Religious Terms DJ: Bible Summary and religious terms	Bible Summary
W8: 1989	KIRO News #1 DJ: KIRO1	KIRO Prep #1
W9: 1781	BBQ DJ: Food	BBQ
W10:	Obscenities DJ: Brand Names	Maintenance
W11: 1126	Prescription Drugs – Live Recording DJ: Top 100 Drugs and Rx Drugs	Prescription Drugs
W 12: 1900	KIRO News #2 DJ: KIRO2	KIRO Prep #2
W13: 762	Heat vs. Thunder DJ: Basketball terms and two rosters	Heat vs. Thunder
W14: 312	Jets vs. Jaguars DJ: Football terms and Jets/Jaguars	Jets vs. Jaguars
W15: 1905	KC Royals DJ: Baseball terms and roster	Kansas City Royals
W16: 1997	KIRO News #3 DJ: KIRO3	KIRO Prep #3

ALL homework assignments must be received to earn any CEU credit.
There are no refunds.