**Vocabulary/Spelling Homework**

As part of the Court Reporting Program at WESTEC, you are required to complete Vocabulary/Spelling homework each week with the exception of a few weeks which are noted on the Homework Schedule. The Homework Schedule can be found on the WESTEC website. The Spring 2020 Semester will be slightly different.

There will **not** be any *assigned* homework to go along with the Spelling/Vocabulary words, however, I would **strongly** recommend that you create flashcards to reinforce your learning of the words. You will be given a test on your knowledge of the spelling and definition of fifteen words each week. The words will be available on the WESTEC website. **There will be a Final Exam given on 5/7/20** testing your knowledge of the definitions of thirty of the Spelling/Vocabulary words used throughout the semester (which is where the flashcards may come in handy.)

Please note the following with respect to the Vocabulary/Spelling tests:

* The Spelling/Vocabulary test will be given each Thursday as noted on the Homework Schedule and each study guide. The test will be administered at the **END** of your 2nd period class. You **must** attend your class in order to take the test. If you are on campus and not in class for the test, you may make up the test for 50% credit that day or the next day you are on campus **unless you make arrangement with me PRIOR to the test.**
* If you are absent on the day of the Spelling/Vocabulary test, you **MUST** take the test **WITH ME** on the **first day of your return** following your absence for full credit; so please be prepared when you return.
* I am available for make-up tests Monday through Thursday at 8:20 a.m. or after 4-Voice tests until 1:00 p.m. in my room. If there is a reason you are unable to accommodate those times, please see me.
* You will receive 50% credit for any late tests that are not taken as noted above. You will receive 0% credit for any tests not taken within one week of the due date or the day that you return from any absence. Remember that partial credit is always better than no credit.

“Success is no accident.” Pele

Lisa Porter