**MUST-TYPE HOMEWORK INSTRUCTIONS**

Welcome to the Taft College at WESTEC Court Reporting School Spring 2024 semester. One of your main responsibilities as a student is your homework. You are required to complete Must-Type homework each week, except for a few weeks which are noted on the Homework Schedule available online.

Please note the following with regards to the Must-Type Homework:

* All Must-Type Homework must be emailed to: musttypesctrp@gmail.com
* **FOR 60-120WPM STUDENTS:** You must turn in three Must-Types a week. One “Jury Charge,” one “Lit,” and one “2-Voice.” They all must be five minutes each. You can use material that a reader has read during class time or use a test that has been read during class time. If you turn in a test to be graded and it does not pass, it will automatically count as a Must-Type that week, so keep track of what tests you are turning in.
* **FOR 140-180WPM STUDENTS:** You will be required to turn in two Must-Types a week. One “4-Voice” and another of your choosing (either “Jury Charge” or “Lit”). The “4-Voice” must be 10 minutes in length. The “Jury Charge” or “Lit” must be five minutes in length.
* **FOR 200WPM STUDENTS:** You will have more options of what you turn in. You can either turn in a 10-minute “4-Voice” and another of your choosing (either “Jury Charge,” “Lit,” or a 225wpm “2-Voice”) OR you may turn in three Must-Types (one “Jury Charge,” one “Lit,” and one 225wpm “2-Voice.”) PLEASE NOTE: If you decide to do a “4-Voice” and a 225 “2-Voice” in one week, you will receive an extra 10% credit for homework that week. This extra credit will not only go towards your Must-Type grade, but also your overall grade.
* Must-Types must be quality work. While I don’t expect them to be perfect, content-wise, I do expect the transcript to reflect your notes, as well as punctuated correctly, spell-checked, and as accurate as possible. *ABSOLUTELY NO STENO SHOULD BE IN YOUR TRANSCRIPTS.* If you have a drop in your transcript, please mark it with a “--” to denote this gap.
* Case CATalyst is to be used for Must-Type Homework. However, all Must-Types must be turned in in .pdf format, as we are unable to open Case CATalyst files. If a file is not in proper format, it will result in a 0%.
* Homework is due every Thursday by midnight. No exceptions. If you turn in homework late, you will receive a 50% of whatever is turned in, but you will only have until the following Thursday to turn in late work before it will become a 0%, or no credit.

If there are any issues, concerns, or questions, please feel free to come contact me.

* Sam