FALL 2005 – 200 WPM SPEED GOAL

CTR-020A - Section 37471      CTR-020C - Section 37483
CTR-020B - Section 37474      CTR-020D - Section 37485
12:30-3:00 p.m.               6.5 units     Rm. 7
CTR-020 - Section 37466      CTR 093  - Section 37540
(Combined Lab)               2.5 units     Rm. 7

Instructors:
Monday       - Eric Van Dorn   e_vandorn@yahoo.com
Tues & Thurs - Linda Lawson    linda_lawson@westvalley.edu
408-741-2439  Ofs hrs Tues & Thurs 11:00-12:00 and 3:30-4:30
& by arr
Wednesday     - Sue Coleman    sacwvc@aol.com

COURSE DESCRIPTION:

Speedbuilding: The speedbuilding portion of the 200 class will
offer dictation and testing at speeds ranging from approximately
170 wpm (literary and four-voice practice) to 220 wpm.
Dictation materials will include Literary (Legal opinion,
technical, current events), Jury Charge, and Multi-voice).

Testing requirements include the following:
*200 wpm Jury Charge: two at 95% accuracy - 50 errors
    one at 98% accuracy - 20 errors
200 wpm 2-Voice: one at 98% accuracy - 20 errors
*180 wpm Literary: two at 95% accuracy - 45 errors
    one at 98% accuracy - 18 errors
180 wpm 4-Voice (10 min): one at 98% accuracy - 36 errors

*(Three 225 wpm 2-V in addition to three 200 wpm J/C and three
180 wpm Literary at 95% or higher required for certificate.)

At least one five-minute transcription of unfamiliar material
transcribed in the supervised lab must be submitted each week.

Test passes are valid for one year from date of test (assuming
student receives credit for the semester).

Academic Component:
The academic portion of this course for the Fall 2005 semester
will be vocabulary development for students enrolled in 022A,
medical vocabulary for 022B, legal vocabulary for 022C, and
academics by arrangement for students enrolled in 022D.
Vocabulary quizzes will be administered through the lab.

Credit/No Credit Grading:
CTR 020A, 020B, 020C or 020D - 200 wpm Speed Goal - may be taken
for a letter grade or Credit/No credit option. The student must
indicate by the sixth week of the semester which option he or
she chooses. A form is attached for this purpose.
COURSE REQUIREMENTS:
All of the following are required in order to receive credit or a letter grade for the course:
- 90% attendance (maximum 6 days absence; 3 days for distance learners)
  (An additional three days of absence are allowed to 200-goal students for documented apprenticeship.)
- Completion of the academic component (at least 70% pass rate on at least 70% of the tests and related assignments and completion of the academic final exam)
- Class participation/readback
- Transcription as follows:
  3 Jury Charge             4 Two-Voice
  3 Literary                5 Four-Voice
- Five hours weekly lab by arrangement.

Tests: All tests must be transcribed in the supervised CTR Lab

All test notes must be submitted to the instructor at the end of the testing session, saves and tosses in their respective boxes. Please label the notes with the following information:
  200  (This helps lab staff with filing)
  Student name
  Date
  Test category and speed of test
  Test No. 1 or 2, if applicable
  Instructor name
  "SAVE" or "TOSS" clearly marked
Official tests will not be repeated for at least one year.

Electronic Steno Machines:
Students using electronic steno machines must submit diskettes containing test files along with steno paper notes immediately after test. RAM must be erased unless the student uses a steno machine with no disk drive. If the test is not a “Save”, the student must erase test files from diskettes and RAM immediately after the test.

Transcription:
All tests must be transcribed under supervision in the Court Reporting Lab. Five-minute tests must be typed within one hour, and ten-minute four-voice tests must be typed within two hours. A fifteen-minute extension will be allowed for incidental interruptions. Remember to have test notes time-stamped in and out. Tests must be typed and submitted within two weeks after dictation. After that time, recorded tapes will be reused and no credit will be awarded for any transcripts not corrected against the tape recording.
All corrections must be typed. Use the / to strike out errors, and type the corrected word(s) above.
**CAT and Word Processor Transcription:**

If you used an electronic steno machine with no disk drive and have saved your test file in RAM, read it into the computer in the lab, and then have lab personnel observe you erase the RAM from your machine.

When transcribing, your name must appear at the top of each page. One rough draft may be printed. Use the rough draft to proofread, make corrections on the computer, and print out a final transcript.

Submit the rough draft transcript to lab staff to be disposed. Staple final transcript to a cover sheet and have it time-stamped within the time limit.

Finally, enlist lab staff to observe you delete the file(s) from the computer, diskette, and recycle bin, as applicable.

Please refer to the Lab Procedures document (available in the lab) for additional instructions in using the lab.

**Optional transcripts:**

Optionals will be dictated in all categories at approximately 170 or 180 wpm and may be tape recorded by students. Optionals may be submitted for transcript credit and may be transcribed outside of class. The optionals must be corrected against cassettes. 12 of the 15 required transcripts must be submitted by November 23, 2005.

Please attach and completely fill out a cover sheet to all transcripts submitted. Cover sheets are available in the typing lab. Complete the error analysis on the back side of the cover sheet. The cover sheet will be returned to you and will be your receipt for a test or optional transcript. Please save these in order to eliminate any confusion which may arise.

**Daily Notes:**

The CR Board requires our program to “provide students with the opportunity to practice with a school-approved speed-building tape, or other assigned material, a minimum of one hour per day after school hours as a homework assignment and provide the notes from this tape to their instructor the following day for review.”

The Friday distance learning tape will be counted as two hours toward this assignment. Please turn in all notes, with tape or other assignment attached, to the lab.
**Apprenticeship:**

50 Hours Apprenticeship Required During 200 and 220 wpm Courses
(Mtg: 11:30 a.m., Wednesday, September 7, 2005, Rm. BU-12)

Minimum 10 hours actual deposition and 20 pp transcript and notes
Minimum 10 hours actual courtroom and 20 pp transcript and notes
Maximum 10 hours credit allowed for mock court or deposition
(The remaining 20 hours must be in actual court or deposition setting -- not a mock setting.)

**Qualifying to Take Mocks:**

- 5-min. 180 wpm Lit with 18 or fewer errors (B) (98%)
- 5-min. 200 wpm Jury Charge with 20 or fewer errors (B) (98%)
- 5-min. 200 wpm Two-Voice with 20 or fewer errors (B) (98%)
- 10-min. 180 wpm Four-Voice with 36 or fewer errors (B) (98%)

Any student who has met the requirements to take Qualifiers has one year from the date of qualification to receive a score of at least 96 percent accuracy (80 errors) on a CSR four-voice qualifier in order to maintain eligibility to take Mocks. The beginning qualification date is recorded on individual student record forms kept by the instructor.

If the student does not receive a score of at least 96 percent accuracy on a CSR four-voice qualifier by the end of that time period, he/she must again meet all of the above-stated requirements to take Qualifiers.

**DISTANCE LEARNING:** Students enrolled in the 200 wpm class may participate in the distance learning program as follows:

- Distance Learners must attend at least two days per week and are allowed one-half the number of absences (3 days).
- Class sessions will be videotaped (except testing).
- Distance Learners must check out videotapes from the CTR Lab and practice with these tapes at home.
- All students are required to complete a two-hour distance learning class assignment for Fridays. This assignment will consist of audio or videotape dictation and may be completed at home or in the CTR lab. It will be available for checkout on Thursdays.
- Some videotapes will contain optionals which may be transcribed for transcript credit.
Accommodations:
West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

CLASSROOM ETIQUETTE: Thank you for your cooperation in these procedures.
1. If you arrive late for class, please set up your machine outside the classroom. Wait at the back door until there is a break in dictation before entering, and take a seat near the back of the room. Never enter a room when a test sign is posted.
2. No food or drink (except water) allowed in the classrooms.
3. Please turn off all pagers and cell phones.
4. Please read the attached CTR Department Policies

Have a great semester!
1. Class time is for instructional purposes. Address any individual concerns with the instructor before class, after class, or during office hours.

2. The 90% attendance policy is strictly enforced. Discuss extreme extenuating circumstances with the lead instructor of the class. Each case will be considered individually.

3. At all times observe proper classroom etiquette and consideration for your classmates. Procedures for late entry or exiting during instruction time will be handled at the discretion of the individual instructor. Refrain from tearing paper in the steno machine or being otherwise disruptive (i.e., talking, fidgeting with bags, books, etc.) while the instructor is dictating. If you must stop writing, sit quietly until dictation is finished. Also, please be considerate of others in the use of fragrances and other odors.

4. All students are responsible for having a battery-operated tape recorder (variable speed is highly recommended) and earphones for classroom and transcription lab work.

5. College policy states no eating or drinking in the classrooms or buildings.

6. Students need to earn a CREDIT in their current speed building classes to be awarded any test and/or "carryover" grades. Tests are valid for one calendar year.

7. The college has an early evaluation process in the sixth week of school. Instructors may request a conference with a student needing improvement.

8. Cheating Policy: Anyone found cheating will receive a no credit for the semester, automatically disqualifying any test passes or carryovers. Please refer to the college catalog for the policy on cheating. It is listed under "Student Conduct Code" 5.8.19, Policy on Cheating.

9. A withdrawal or drop from a class counts the same as a "no credit." It is the student's responsibility to handle any paperwork involved in this process.

10. Students may attend only speed building classes in which they are enrolled, including day and evening classes. ("Push" and "trail" classes may be combined.)

11. To maintain consistency for discussion and correction, Morson’s English Guide for Court Reporting has been designated as the standard for this department. The only variance from Morson's is in the use of dashes. We use a space before and after the dashes.
12. All deadlines and requirements in each class must be met to receive credit/grade for the class. Students on Financial Aid or Academic Probation do not receive special consideration.

13. There is a step-by-step process for students to handle concerns: 1) discuss concern with instructor directly involved; 2) discuss with lead instructor of class; 3) discuss with department chair; 4) discuss with division chair. If resolution is still needed, the division chair will direct the student to the next appropriate level. Try to reach resolution at the lowest level.

14. No children are allowed in the classroom except in an extreme emergency and with the approval of the instructor. Arrangements should be made for anticipated events (such as school holidays). See the lead instructor; (s)he may have child care information available.
EMERGENCY INFORMATION -- WEST VALLEY COLLEGE CLASSES

This information is for distribution to all students with green sheets at the beginning of the semester. In the event of the following situations, the West Valley College Safety Committee requests that you follow the directions below:

FIRE ALARM or EVACUATION

If the fire alarm sounds in the building or an evacuation is requested by an administrator or Campus Police, follow your instructor to the designated assembly location near the bus stop area. Take your valuables with you. After your instructor checks that all students are accounted for and the official “All Clear” is given, you will be instructed when to leave the area.

The Nearest FIRE alarm is ( -Business Division corridors- )
The Nearest Fire Extinguisher is ( -Business Division classrooms- ).

Call 911. Report the fire before you make any attempt to put it out.

Inform the division or department secretary that 911 has been called and where the emergency is located.

EARTHQUAKES

*If an earthquake occurs, take cover under a sturdy desk, table, other furniture or
*Drop to the floor, fold arms on floor close to knees and bury face in arms.
*Move away from windows and wall shelves and heavy equipment.

*Do not run outside during the shaking--you may fall and be injured.

EVENING SAFETY ESCORTS

Escorts are available from 4-10 p.m. Monday -Thursday at no cost during the Fall and Spring semesters. Call the District Police Office at 741-2092 to arrange an escort.

INJURY OR ILLNESS

If you are injured or ill while on campus, contact the Student Health Center for first aid assistance, follow up care or referrals. Report to the Student Health Center all student accidents that occur on campus or at college-sponsored activities.

Student Health Emergency Line: ext. 2222. Call for first aid assistance.

Life threatening Emergencies: Call 911. From college phone: (9) 911

MAJOR DISASTER

A command center will be set up at the Campus Center in the event of a major disaster when phones may not be working and outside assistance is not available. A representative of your building or class should be sent to report problems or injuries.
# FALL 2005  200 wpm

## August/September

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CSR Qualifying deadline:  10/6/05  
CSR Exam:  November 11 & 12, 2005  
RPR Exam:  November 5, 2005
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STUDENT ACKNOWLEDGEMENT

Name: ___________________________________

Semester: ___________________    Course No. ______________

I have read the class syllabus and department policies and understand the
requirements of this class. I have had an opportunity to discuss any
questions with the instructor. I understand that I must meet all the
requirements in order to receive either a Credit or passing letter grade for
this class.

Note: Only 20 units of “Credit” may be applied toward an A.A.
or A.S. degree from West Valley College.

I am choosing to receive a    (1) Letter Grade or
(2) Credit/No Credit

Student signature: __________________________________________

Date: ______________________________

Additional information:

Telephone Nos. __________________________________________

_________________________________

Email address: ___________________________________________