



## OVERVIEW OF COURSE AND PRACTICE EXPECTATIONS/REQUIREMENTS

### What can I expect from court reporting school?

Court reporting is a non-traditional course of study in that it requires a performance-based outcome. The length of a program is largely determined by the individual, based on their progression through the speed levels. Court reporting schools prepare you for an entry-level position in the field; however, there will still be lots to learn on the job once you graduate. Some states require that you pass a state exam or that you hold certifications through the National Court Reporters Association. These requirements vary from state to state.

### Instructional Development Plan (IDP)

Each student will also have an Instructional Development Plan (IDP) which will be re-evaluated monthly.

### What courses will I take?

- Realtime translation theory\*
- Speedbuilding\*
- English
- Law/legal terminology
- Anatomy/medical terminology
- Reporting procedures
- Technology
- Current Events

\*Your Realtime translation theory and Speedbuilding courses will include instruction using a realtime translation theory, speed and accuracy development, dictation, read-back and analysis of steno notes, weekly transcription requirements.

### What are some of the characteristics that make a successful reporting student and future reporter?

- Concentration/focus
- Organized
- Flexibility
- Maturity
- Promptness
- Professionalism
- Self-motivation
- Impartiality/objectivity
- Confidentiality
- Attention to detail
- Excellent vocabulary and word skills
- Good memory

### Practice

Simply put, practice, practice, and do more practice. (Think of what it takes to become a concert pianist who plays well enough to charge folks to his/her performance.) **Practice is in addition to your academic coursework.** One of the greatest distinguishing factors between students who progress quickly and those who do not is the amount of time they spend practicing. *At a **minimum**, you are required to practice 18 hours a week for full-time students and 9 hours for half-time students. However, best practices have shown greatest success when students practice 18-25 hours per week. **The more you practice, the better the results.*** Creating a designated quiet area that you can go to practice and dedicating a specific time to practice each day will make it easier for you to meet the minimum standards.



### **What else will increase my chances of success in the program?**

Successful students have embraced the following Best Practices while in school:

- Practicing 18-25 hours per week (combined classroom/self-monitored)
- Being accountable for your practice hours
- Accessing all resources, consultations with instructors, all available means of dictation, job shadowing, peer review, mentoring, internships
- Participating in the development of your own Individual Development Plan with your school outlining speed-building path and goals
- Take responsibility for your success
- Seek feedback from instructors on daily/weekly basis
- Join NCRA or your state association to surround yourself with positive encouragement

### **Internship and Graduation**

As you reach higher speeds, you will be involved in an internship program which includes sitting out on assignment with a working reporter, producing a 40-page transcript, logging your experiences in a journal and writing a summary. To graduate, you will need to pass three Testimony (Question/Answer) tests at 225 words per minute, three Jury Charge tests at 200 words per minute, and three straight matter tests at 180 words per minute, all with 95 percent accuracy.

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