



## **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 or National Verbatim Reporters Association. These requirements vary from state to state.

### **Instructional Development Plan (IDP)**

Each student will 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
- Computer-Aided Transcription
- 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 or voice translation, 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. 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
- 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 speedbuilding path and goals
- Taking responsibility for your success
- Seeking feedback from instructors on a daily/weekly basis
- Joining NCRA, NVRA, 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 assignments 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 Q&A tests at 225 words per minute, three Jury Charge tests at 200 words per minute, and three Literary tests at 180 words per minute, all with 95 percent accuracy.