



The leader in online court reporting education!

Mentor Program

This document highlights background information about the College of Court Reporting and provides an overview of our mentor program.

The College of Court Reporting was founded in 1984 by Kay Moody, MCRI. We are very proud of the fact that we have an outstanding reputation, which results from our high standards, excellent court reporting curriculum, and first-rate teaching staff. We are accredited by the Accrediting Council for Independent Colleges and Schools and the State of Indiana to award an Associate's degree in court reporting for our onsite and online students.

Our on-site and online court reporting programs are NCRA certified. In fact, our online program was the first online program certified by NCRA.

Although there are other schools that teach court reporting online, we have implemented a number of policies and have developed and adapted our curriculum so that our online program is comparable in every aspect to our on-site program. For example, we invested in the Elluminate *Live!*® Academic Edition™, which allows our online students synchronous (live) access to our on-site speedbuilding classes. This software platform enables our online students to participate in class just as if they were speedbuilding on campus but from the comfort of their home office "classroom."

The primary purpose of becoming a mentor to an online student is to provide the student with someone who is familiar with the field of court reporting and who can have personal contact with the student. Since our online students do not have the face-to-face contact and reinforcement with instructors and other students that our on-site students have, a mentor can provide guidance, advice, and support to an online student. We do not anticipate that this will be time consuming.

In addition to supporting the student's efforts in the program, there are a few times that we will ask you to assist in monitoring/supervising evaluations.

We need someone administer a regular QWERTY keyboard typing evaluation that the student must do to fulfill the 60-word-per-minute graduation requirement. If you do not feel comfortable doing this, it may be given by a business education teacher at a local high school. There also may be a time when an academic teacher needs to have you proctor an evaluation, such as a midterm or final examination, though this rarely happens.

The major requirement is for the online student to meet with his or her mentor at four speed levels to do an evaluation. The College emails evaluation materials directly to you that include recordings of the dictated evaluations in digital format along with instructions for administering the tests. (Mentors are not responsible for dictating machine shorthand evaluations.) The student is responsible for ensuring that the digital recordings can be played in Windows Media format. The student may request to use your computer and/or printer to transcribe and print the dictation evaluations, if that is convenient for you.





The leader in online court reporting education!

Your job as a mentor is to proctor the evaluations to ensure that the student is doing his or her own work; however, you are not responsible for grading these evaluations. Once you have returned the completed evaluations to the College via email, we grade the evaluations and inform the student of the score.

Each set of dictation evaluations contains warm-up material, one testimony test, one jury charge test, and one literary evaluation at the appropriate speed level. The list that follows highlights the number of mentor evaluations students are required to pass and the corresponding speed level. The semester the student takes these tests varies, based on individual student progress:

1. One evaluation: 80 words per minute. (This is usually during the student's second or third semester of school.)
2. One evaluation: 120 words per minute. (This is usually between the student's third and fifth semester.)
3. One evaluation: 160 words per minute. (This is usually between the student's fourth and sixth semester.)
4. One evaluation: one 180 literary, one 200 jury charge, and one 225 two-voice testimony. (This is between the student's sixth and eleventh semester.)

Once the student passes the 180 two-voice testimony requirement, he or she becomes eligible to intern with a working reporter. By that time, we anticipate that you will have developed a rapport with the student and may want to consider supervising the internship, or you may be able to recommend a court reporter or judge who is interested in working with a student intern. Students must complete an internship consisting of 60 actual hours of writing time on the shorthand machine and must transcribe at least 50 pages from the internship experience.

The rewards of mentoring a future court reporter are limitless. We hope that you will strongly consider becoming a mentor and allow yourself the opportunity to give back to this great profession. Please contact Jay T. Vettickal at the College of Court Reporting for more information. Jay will work to locate a student near you. We appreciate your time and your consideration.

Contact Information:

Jay T. Vettickal
111 W. Tenth Street
Suite 111
Hobart, IN 46342
Phone: 219-942-1459
Toll-free: 866-294-3974
Email: jay.vettickal@ccr.edu

