

YOUR INFORMATION

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Cell: _____

School: _____

Machine: _____ Speed: _____

Emergency Contact Name and Phone: _____

ABOUT YOU

1. Are you (choose all that apply)? Shadowing Notary Newly Licensed Reporter
2. What days are you available? Monday Tuesday Wednesday Thursday Friday
3. What CAT software do you use? Case Catalyst Total Eclipse StenoCAT Version? _____
 Other _____
4. How many words are in your software dictionary? _____
5. What type(s) of computer do you have? Laptop Desktop
6. What is your level of technical skill? Novice Intermediate Advanced
7. Do you belong to any professional court reporting-related organizations? Yes No

If yes, please list: _____

8. Please list any certifications, including Notary, you currently hold. Please include certification numbers. N/A

9. Have you signed and returned the Confidentiality Agreement? Yes No

10. To participate in the student internship program, you agree to completing the following mentor checklist topics:

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> CAT Software | <input type="checkbox"/> Writing Techniques | <input type="checkbox"/> Proofreaders/Scopists | <input type="checkbox"/> Test Anxiety |
| <input type="checkbox"/> File Management | <input type="checkbox"/> Deposition Procedures | <input type="checkbox"/> Court Reporting Websites | <input type="checkbox"/> Court and Hearings |
| <input type="checkbox"/> Realtime Technology | <input type="checkbox"/> Notary | <input type="checkbox"/> Independent Contractor | <input type="checkbox"/> Videographers |
| <input type="checkbox"/> Windows 101 | <input type="checkbox"/> YesLaw | <input type="checkbox"/> Financial Wellness | <input type="checkbox"/> Certifications |
| <input type="checkbox"/> Steno Writers | <input type="checkbox"/> Associations | <input type="checkbox"/> Lifecycle of a Deposition | <input type="checkbox"/> Ergonomics |
| <input type="checkbox"/> Types of Jobs | <input type="checkbox"/> Time Management | <input type="checkbox"/> USLS Office Tour | <input type="checkbox"/> Shadowing Sessions |

11. Job types required for shadowing:

- Deposition only
- Deposition with videographer
- Deposition with interpreter
- VTC
- Telephonic
- State and federal cases
- EUO Hearings

What to be aware of at your shadowing deposition:

- Observe or ask reporter how to set up for the deposition
- Observe or ask reporter about procedures for the type of deposition attending (video, interpreted, etc.)
- Ask reporter to explain tracking time and keeping track of exhibits
- Observe how the reporter clarifies spellings
- Secure deposition orders
- Securing the copy orders by getting the statement of order on the record

STUDENT INTERNSHIP GUIDELINE AGREEMENT

- Your liaison will contact you immediately upon your acceptance to the internship program to go over the details of the internship program.
 - Recommended Guidelines:
 - Bring writer and laptop
 - Arrive 30 minutes early
 - Dress appropriately
 - Turn phone on silent
 - Only leave deposition room during breaks
 - Bring snacks
- Log your job type and hours on your Job Log form provided.
- Realize the relationship between you and your liaison/mentor is professional and that the communications should remain private.
- Please respect your liaison/mentor's work schedule. Remember that your liaison/mentor is engaged in a challenging profession that, at times, requires his or her complete devotion to the job. Give your liaison/mentor a day or two to return your contacts.
- Ask specific questions of your liaison/mentor. If you are having difficulty with a word, phrase, fingering, speed, etc., ask them specifically how you can overcome the problem.
- Remember to dress appropriately, arrive on time when applicable, and have your equipment in good working order.
- Notify your liaison/mentor when you are unavailable to receive/send e-mails.
- Submits all requirements on time and responsibly communicates with reporter liaison.
- Provide feedback from each shadowing session.
- Address any and resolve any issues for next shadowing session.

Printed Name

Signature

Date