



SCHOOL NAME _____

TEAM SITE VISIT SCHEDULE

SITE VISIT AGENDA

The times and order listed on the agenda below are flexible and can change according to the needs and availability of your staff and students. This schedule is meant to be used as a guide.

Please have available for the team on the day of the on-site visit:

- A private room in which to work
- Telephone or access to a phone
- Current class schedule and room numbers
- List of online students with phone numbers, if applicable
- List of graduate students with phone numbers and email addresses
- Internship documentation/files
- Data sheets for any new instructor since the self-study was submitted
- Evidence of faculty professional development
- One binder complete with all self-study documents

8:00	Introductions, arrival time to be arranged Tour of facilities Interviews with instructors <i>(please include the names of instructors to be interviewed)</i>		
8:30	General program requirements	_____	_____
		NAME(S)	
		_____	_____
8:30	Machine shorthand	_____	_____
		NAME(S)	
9:00	English	_____	_____
		NAME(S)	
9:30	Law/legal terminology	_____	_____
		NAME(S)	
10:00	Anatomy/medical terminology	_____	_____
		NAME(S)	
10:30	Judicial reporting procedures	_____	_____
		NAME(S)	
11:00	Judicial technology	_____	_____
		NAME(S)	
11:30	Judicial reporting internship:	_____	_____
		NAME(S)	
Noon	Working lunch <i>(team discretion)</i>		
1:00	<ul style="list-style-type: none"> • Complete activities listed above • Review files • Call graduates • Call online students <i>(if applicable)</i> • Interview students on-site <i>(if applicable)</i> 		
4:00	Team prepares exit briefing comments		
4:30	Exit interview		

SUBMIT TO NCRA

Please save the completed form and email to egoff@ncra.org.

QUESTIONS?

Call Ellen Goff at 703-584-9077.