

A Statement of Policy for Students using Sign Language Interpreting Services

1. **Confidentiality:** CSCC interpreters are expected to conduct themselves in a manner consistent with the professional standards set by the Registry of Interpreters of the Deaf (RID) Code of Professional Conduct- Tenet 1.0: Interpreters adhere to standards confidentiality communication.

Illustrative 1.1 states, 'Share assignment-related information only on a confidential and "as- needed basis" (e.g., supervisors, interpreter team member, members of the educational team, hiring entities'. Interpreters may at times need to share classroom accommodation related issues with other campus staff on a "need to know" basis. On a regular basis, the D/HH staff adopts a team approach in the collaboration and sharing of work-related information. As a result, there will be times when interpreters share typically confidential information about students and work experiences/challenges for the purpose of improving the quality of CSCC services.
2. **Each Semester Request Interpreting Services in Advance.** You need to request services as soon as you register for classes. Please submit your interpreting needs via the **Interpreting/Captioning Request for Semester Long Academic Courses Form:** <https://forms.office.com/Pages/ResponsePage.aspx?id=d9OpYcflOUG78BqtNNtMiVvqA94qwaZctaxYVl-KDWtUODZaNDNJU0syQk9ITEhWSTVaOTIwV1k1Vi4u>.
3. **First Day of Class:** The first day of class, arrive a few minutes early and introduce yourself to the interpreter. The interpreter will be looking for you in the first row of the classroom or at the entrance of the classroom. Be sure your seat in each classroom is right for you. It is important that you have a direct line of vision to the instructor, the board or screen, and the interpreter.
4. **Interpreter Wait Time:** If you are late, the interpreter will wait 15 minutes for a class or meeting scheduled for less than one hour and 30 minutes for classes or meetings longer than one hour. If you do not arrive to class within these timelines, the interpreter will leave and report your absence to the Supervisor of Interpreting and Captioning Services. Your absence will be noted as a "No-Show". Depending on the frequency of absences for the semester, an email will be sent to remind you of the Attendance policy and appropriate procedures. (See Semester Attendance Policy)
5. **Communication with Your Interpreter:** Communicate with your interpreter. If you have problems understanding signs used or any other concerns, discuss the concerns with the interpreter as soon as possible. On the first day of class or very early in the semester, let the interpreter know if you will be voicing for yourself or prefer him/her to voice for you. Let the interpreter know your sign preference (ASL, PSE, etc.), seating preferences and/or concerns you are having that affect your ability to understand the interpreter. If your concerns are not resolved after talking with the interpreter, address your concerns with Sheryl Killen, Supervisor of Interpreting Services.
6. **Questions about Class Information:** If you have questions about class information, ask the instructor. The interpreter can assist by voicing your question(s) to the instructor. It can be very beneficial to meet with the instructor outside of class time, either during the instructor's office hours or by making an appointment with the instructor. If you want to talk with the instructor prior to or following class, it is your responsibility to ask the interpreter if he/she can arrive before or stay after class for this purpose. You are to email the Supervisor of interpreting services to ensure the availability of a services provider.

7. **Request for Interpreters:** If you need an interpreter for any other meeting (such as meeting during professor's office hours), lecture or class related activity, it is important that you complete the **Campus Event/Meeting Accommodation Request form**. This form can be found online at: <https://www.csccl.edu/services/disability/event-accommodation-request-form.shtml>. You may also send an email with complete details to the Supervisor of Interpreting Services, Sheryl Killen at skillen@csccl.edu.
8. **Schedule Changes:** The DS Department needs a copy of your class schedule and accommodation requests to arrange interpreters. Students are encouraged to submit their class schedule and related changes on or before the date specified by the Supervisor of Interpreting Services. Due to limited availability of interpreters, schedules and schedule changes received after the due date are at risk for classes starting the semester without a service provider. If you need to make a schedule change, please discuss your options with Sheryl Killen, Supervisor of Interpreting Services before making the change to ensure the availability of a services provider. Schedule changes should be reflected on the **Interpreting/Captioning Request for Semester Long Academic Courses Form**.
9. **Academic Advisor:** It is your academic responsibility to establish an on-going relationship with an Academic Advisor in your degree program. This should be done during your first semester at CSCC so that you will have access to information for appropriate course selection during your academic career at CSCC. Your DS Advisor will assist you with accommodation-related issues. If you need an interpreter to meet with your Academic Advisor, plan ahead; complete the **Campus Event/Meeting Accommodation Request form** or email the Supervisor of Interpreting Services.
10. **Course Syllabus:** It is your responsibility to secure a syllabus (an outline of the main subjects covered throughout the semester) from your instructor or Blackboard for each class. You should use it to plan for your assigned readings, exams, presentations, and any exam dates.
11. **Interpreting Education Program (IEP) Students:** Students in the CSCC IEP may be observing your interpreter or doing some interpreting for your class. This is an important part of the IEP. These students will NOT be observing YOU but rather the interpreting process. If a problem develops, inform the CSCC interpreter working with the practicum student so that the situation can be resolved.
12. **Interpreter No-Show:** If your interpreter does not come to class, contact the Supervisor of Interpreting Services at 614 287-3973 (v) or email at skillen@csccl.edu as soon as possible.
13. **Appeal Process:** For students who are denied support services, (i.e. student requests a classroom interpreter, etc.), an appeal process can be initiated. Specific information about the appeal process is available through the DS Director.
14. **Questions:** The CSCC DS staff is here to support you. If you have any special needs or concerns, please contact the DS office.

I have read the above document and agree to follow the policy and procedures as a student receiving support services from Disability Services at Columbus State Community College.

Name

Cougar ID

Date

Signature

Email