

CART Captioner:

This semester you have a student(s) who require Captioning Services. There will either be an in-person CART Captioner or a set-up for remote captioning services in your classroom.

Below are a few helpful tips when working with Deaf and Hard of Hearing Students and a captionist.

When working with a Deaf and Hard of Hearing Students, remember to:

1. Call on the Deaf or Hard of Hearing student as you would any other student.
2. When showing videos, obtain a copy that is Closed Captioned. Look for the CC symbol. Request a TV from media services that has Closed Caption capabilities. Our campus libraries are a good resource for captioned materials. If getting a captioned copy is not possible please contact the ACCESS office so that a transcript can be made to accompany the video. (Five business days' notice is required to provide this necessary accommodation.)

When working with CART Captioners, keep in mind:

1. CART Captioners are professionals who are trained in Deaf Culture and Captioning. CART Captioners adhere to a Professional Code of Conduct.
2. CART Captioners facilitate communication; everything said in class will be transcribed.
3. The captionist at times may ask you to clarify or repeat information.
4. When preparing handouts, provide the captionist with copies of materials.
5. Allow the captionist to sit next to the student.

The student has completed the CART Agreement verifying that they will follow ACCESS Office procedures.

If you have any questions or concerns, please contact the Interpreter and CART Coordinator:

Jessica Haapala

ACCESS Office

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(972) 578-5556 Voice

(469) 318-9180 Text or After Hours