

## Interpreter

This semester there will be a Sign-Language Interpreter or an Interpreter Team in your classroom. This will depend upon the length and/or complexity of your class.

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

**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 Interpreters, keep in mind:**

1. Interpreters are professionals who are trained in Deaf Culture and Interpreting. Interpreters adhere to a Professional Code of Conduct.
2. Interpreters facilitate communication; everything said in class will be interpreted.
3. The interpreter, at times, may ask you to clarify or repeat information.
4. When preparing handouts, provide the interpreter with copies of materials.
5. Allow the interpreter to sit/stand close to you.

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

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

Jessica Haapala

ACCESS Office

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(972) 578-5556 Voice

(469) 318-9180 Text or After Hours