Dear Student:

Interpreting Services play a critical role in the success of students who are Deaf or Hard of Hearing (HOH). In addition to providing the communication link for you as the student to interact in classes; interpreters make it possible for all students who are Deaf or HOH to gain access to other school activities and services.

This Deaf/HOH Student Handbook is to offer guidelines, clarify expectations and responsibility of the student, and give a basic understanding of the policies and procedures of Disability Services (DS). With the general information presented in this handbook and the college’s Student Handbook, students should have a reliable guide as to what is expected of them. If you do not understand any of the material or you have questions that are not covered here, please contact us. Contact information for DS staff can be found on the last page of this handbook.

This document may be updated from time-to-time. Please check the website for the most up-to-date version.

Sincerely,

Cathy Ann Felice, M.A.
Learning Disability Specialist
cfelice@tunxis.edu

Tunxis Community College
Academic Support Center
Disability Services
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Farmington, CT 06032
860.773.1531
General Email: tx-DS@tunxis.edu
Interpreting Services Guidelines

Team Approach

Tunxis Community College is committed to assisting students in their goals of academic achievement. Disability Services, the student, faculty, interpreters, and note takers all work together as an educational team for the purpose of creating access to a successful learning environment. Each member has a vital and specific role. In order to create an equitable learning experience, all team members must fulfill their respective roles.

Disability Services is responsible for:

- Informing instructors when a deaf/HOH student is registered for their class.
- Informing instructors when an interpreter and/or a note taker will be assigned to the class.
- Scheduling interpreters and note takers appropriately.
- Providing instructors notification by email regarding the need for captioning of film, etc.

Student is responsible for:

- Complete academic advising and registration for class at least 3 weeks before the semester starts. Request an interpreter from Disability Services for appointments.
- Complete the Semester Academic Adjustment Request and the Interpreter Request at least 3 weeks before the semester starts.
- On the first day of class, identify yourself to the interpreter.
- Be on time for all classes, labs, and meetings
- Sit in a place that provides the best distance, lighting, background, and angle for seeing the interpreter.
- Personal conversations with the interpreter should not occur during the class.
- Email the DS office two weeks before an event or meeting or as soon as the need for an interpreter is discovered.

Interpreter Responsibilities:

- If the student is absent or late, stay 30 minutes unless notified otherwise.
- Leave after 30 minutes if the student does not show up to class or appointment.
- Interpret lectures, discussions, movies, and all slides in the classroom setting.
- Provide interpreting services with a professional demeanor at all times.
- Keep all information confidential.
- Facilitate communication between persons who are hearing and person who are deaf/HOH as accurately as possible.
- Show up on time for all assignments.
- Be professional in all aspects of the interpreting assignment.
Note Taker Responsibilities:

- If the student is absent or late, stay 30 minutes unless notified otherwise.
- Leave after 30 minutes if the student does not show up to class. You are not to take notes for a student who is not there.
- Attend all classes.
- Arrive at class on time and take clear, concise notes throughout the class period.
- Make sure the notes are legible and comprehensive.
- Drop off and/or copy notes at the Academic Support Center (ASC) within 24 hours of each class OR give notes directly to student.
- Notify DS staff soon as possible if you are unable to attend a class.
- Contact DS staff soon as possible if you are unable to continue as a note-taker.
- Maintain the confidentiality of the student’s identity.
- Communicate effectively with the student and DS if a problem arises.
- Your role is to be a note taker. Do not take care of other services for students with disabilities.

Scheduling Procedures

All interpreting requests must go through the Disability Services Office.

Students needing interpreting services are strongly encouraged to register at least three weeks in advance of class to better ensure that an interpreter is located and available. A failure to do so might limit our ability to meet your needs. Once classes are scheduled, students who are deaf need to fill out the required paperwork for requesting Semester Academic Adjustments and an Interpreter Request. Requests are processed in the order in which they are received.

Interpreting services are contracted with agencies outside of the college. It is important to remember that interpreter availability may be limited. That is why the timeliness of an interpreter request is very important. Every effort will be made to accommodate student schedules, but students who register late are not guaranteed an interpreter immediately.

The interpreters are scheduled until the end of the posted class time. If an instructor goes past the designated time, or if a student needs to speak to the instructor after class, the interpreter may stay if her/his schedule allows it. If the interpreter needs to leave, and the instructor continues teaching, the interpreter should inform the student that she/he has to leave and inform DS of the situation via email.
**Student Absences/Cancellations**

- Notify DS (tx-DS@txcc.commnet.edu) that you will be absent from class or an appointment at least 24 hours prior
- If you have not appeared at the beginning of class or appointment and have not indicated that you will be arriving late, the interpreter is required to wait 30 minutes outside of the classroom. They will leave after 30 minutes.
- **If a student is a no show 3 times for a class or an appointment and fails to notify the DS Office in advance, interpreter services may be suspended.**
- A letter of warning will automatically be sent and you will need to make an appointment with a Disability Specialist once the services have been suspended. You must attend this meeting in order to have services reinstated.

**Other Services**

- **Tutoring**
  - Tutoring services are available to all students.
  - Once it is determined that you will want tutoring, please see DS to coordinate days and times so interpreting services can be arranged. (see “Interpreter Request” Form)
  - The same policies that are in place for class interpreting will be in place for tutoring.
  - You will be notified when an interpreter has been assigned.

- **Pre-Advising**
  - Pre-advising with a Learning Disability (LD) Specialist is recommended for all students who are deaf/HOH.
  - Schedule an appointment with an LD Specialist.
  - With advanced notice, interpreting for the meeting will be arranged. (see “Interpreter Request” Form)
  - You will be notified when an interpreter has been assigned.

- **Advising**
  - Advisors are assigned based on Program enrollment.
  - Once you have an appointment with your advisor, notify the DS Office by submitting an Interpreter Request Form.
  - You will be notified when an interpreter has been assigned.

- **Events on Campus**
  - To request an interpreter for events such as plays, special lectures, and/or ceremonies, complete the Interpreter Request form 2 weeks in advance of the date needed.
  - You will be notified when an interpreter has been assigned.
Recommendations and Responsibilities

First Day of Class

It is important to start the semester on a good note. Here are some recommendations for the first day of class:

- Arrive ten to fifteen minutes early to introduce yourself to the instructor, the interpreter and the note taker.
- Ask the interpreter his/her preferred mode of communication.
- Use the team approach (you, interpreters, instructors) to best establish preferred placement in the classroom (i.e. standing by board, sitting near desk)
- Obtain syllabus/course outline in order to be better prepared.
- Promptly communicate any changes in room or instructor to the DS staff.

Updated Student Information

We ask that all students who receive interpreting service provide updated contact information to a Learning Disability Specialist to help with communication; including preferred method of contact (i.e. Relay, email).

If there are changes to your information, please notify the DS office as soon as possible. This information is critical to receive messages, possible schedule changes, and any non-emergency phone message.

Interpreter/Student Interaction

Interpreters will adhere to the Registry of Interpreters for the Deaf (RID) Cod of Professional Conduct. (http://www.rid.org/UserFiles/File/NAD_RID_ETHICS.pdf)
**Student Contract**

By signing below, you indicate that you have read the Deaf and Hard of Hearing Student Handbook and agree to the following:

**If you plan to miss a class or an appointment you MUST notify Disability services by calling 860.255.3570 or by emailing tx-DS@txcc.commnet.edu.**

Initial

______ I understand that I need to notify DS that I will miss class or an appointment at least 24 hours in advance.

______ I understand that if I do not appear at the beginning of class and have not indicated that I will be arriving late, the interpreter and note taker will wait 30 minutes outside of the classroom before leaving.

______ I understand that notification less than 24 hours before class or an appointment is considered late notice.

______ I understand that if I am a no show for class or for an appointment 3 times during a semester, my interpreter and note taking services may be suspended.

______ I understand that a letter of warning will be sent once it has been documented that I missed 3 class and or appointment times without notification.

______ I understand that I will need to make an appointment with a Learning Disability Specialist once services have been suspended in order to reinstate services.

______ I understand that if services are reinstated, interpreters are subject to availability and therefore may not be available right away.

_________________________  ____________________
Student Signature          Date