

Additional Helpful Information...

- The interpreter will wait for 20 minutes for a late student to arrive after which they may be reassigned for the day.
- Interpreting services may be suspended if a student does not properly notify our office of an absence.
- In case of interpreter absence, your student has the following backup options:
 - * Recruit a volunteer note taker from class and provide the note taker with carbonless copy paper (NCR). The DSPS office supplies the NCR paper.
 - * Lectures can be taped and later transcribed or interpreted. The DSPS office lends tape recorders to students.
- During a lecture or discussion, the interpreter is often a sentence or two behind the speaker. Therefore D/HH students cannot respond immediately after the speaker has finished. It is important to allow for this *lag* time so that D/HH students can fully participate in the discussion.
- Receiving information visually without breaks can be tiring and cause eye fatigue for the D/HH students.

Team Interpreters

To reduce interpreter injuries and fatigue, a team of interpreters is assigned to most classes. Two interpreters relieve each other in 15-20 minute shifts and provide back up assistance during the interpreting process. When one of the team is not available, the interpreter may need to take breaks. You can help by planning some strategic breaks in your class lectures.

SAN DIEGO COMMUNITY COLLEGE DISTRICT
DISABILITY SUPPORT PROGRAMS AND
SERVICES

INTERPRETING SERVICES OFFICE

3375 Camino Del Rio South, Suite 275
San Diego, CA 92122

T: (619) 550-3389

F: (619) 388-6534

E: iso@sdccd.edu

W: iso.sdccd.edu



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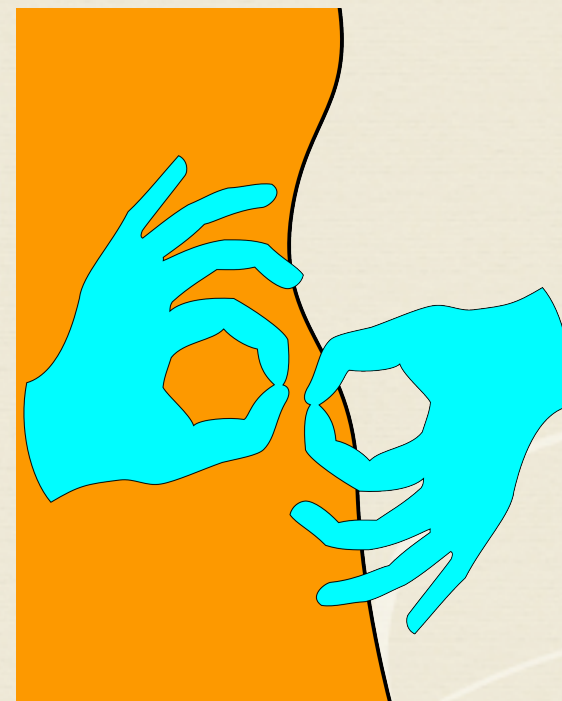
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DSPS 7/2012

SIGN LANGUAGE INTERPRETING SERVICES



INSTRUCTOR'S RESOURCE GUIDE

Disability Support Programs and Services (DSPS) is the designated program in the district that provides accommodations for students with disabilities. Interpreting Services are provided by DSPS when students request accommodation through the campus DSPS Office at which the class or activity is located.

If interpreting services are needed for other student activities that are part of the college or Continuing Education, but not related to state supported academic requirements, the services must be provided and should be funded by the respective department in the San Diego Community College District using resources other than DSPS.

What is a Sign Language Interpreter?

Sign Language Interpreters are trained professionals who facilitate communication between Deaf/Hard-of-Hearing (D/HH) and hearing individuals. Types of interpreting services that may be provided:

- American Sign Language - A visual-gestural language with its own linguistic features.
- Tactile interpretation - May be needed for students who also have a visual limitation. The student will touch the interpreter's hands for comprehension.
- Deaf interpreters - May be needed when the communication mode of the student is so unique that it cannot be adequately accessed by interpreters who are hearing. Deaf interpreters may work as a team member with a hearing interpreter.

The interpreters may also voice for the D/HH students. Interpreters do not advise, tutor, or offer personal opinions. They can answer questions to help everyone navigate the interpreted situations.

Field Trips

At least two weeks notice is required for requesting interpreting services for college sanctioned field trips. It is the student's responsibility to communicate with the DSPS counselor in a timely manner so the request can be authorized and forwarded to the Interpreting Services Office. Please announce field trips planned for the semester during the first week of class.

Tips on How to use Interpreting Services

- Your assistance with communicating to the Interpreting Services Office (ISO) about scheduled exams and/or no lecture dates will be greatly appreciated. For example, we can schedule one instead of two interpreters on exam days, which will help us use our resources efficiently.
- The ISO does not provide interpreting services for public events (for more info, please see <http://iso.sdccd.edu/faculty.html>). Contact your campus DSPS counselor to discuss accommodations such as alternative assignments.
- If you are meeting with the student outside of class time, the student can request, in advance, to have additional interpreting services. A minimum of three days notice is required.
- Occasionally we experience a shortage of interpreters. In the event interpreters are not available for your class, real-time captioning services may be arranged as an alternative, either as a temporary or permanent semester-long solution. If you have any questions or concerns regarding these services, please contact ISO or the DSPS counselor.
- The interpreter will typically sit in the front of the classroom so that the D/HH students can see you, the board, and the interpreter(s).
- When communicating with D/HH students, look at and speak directly to the student as you would a hearing person. Instead of "Tell her she did well on the exam," say "Ann, you did well on the exam."
- The interpreter(s) may voice (speak) for the D/HH student when s/he signs a question or comments during class. Some students may choose to speak for themselves.
- Lecture notes, Blackboard, handouts, technical vocabulary lists or textbooks that can be made available to the interpreter(s) would be helpful.
- During slide or video presentations, please work with the interpreter(s) to arrange appropriate lighting so that the student can still see the interpreter(s). Adequate lighting is necessary for viewing the interpreted message.

Deaf and Hard-of-Hearing Students' Access to Instructional Materials and Videos

Federal and State laws, including Title II of the Americans with Disabilities Act, Section 508 of 1973 Rehabilitation Act, and SB 105 and AB 386 regulations, require that instructional materials, including printed, non-printed, and computer-based information, are accessible. If you are showing videos or DVDs in your class, keeping them on reserve at the library or resource center, or if your text book(s) includes DVD, CD, video, video clip on Internet, etc., **please check to see if they are captioned.** Open or closed captioning is fine.

Please check the equipment in your classroom. The television's closed-captioned option must be turned on. If you require assistance, please contact the AV department before the day you are scheduled to show the video. If your classroom television does not have a captioning option, the AV department can install a decoding device.

Generally, if the videos/DVD are not captioned, you cannot show them in class even when you have sign language interpreting services available. You are strongly advised not to use text books with companion electronic materials if such materials are not accessible. Please contact the DSPS counselor on your campus if you have questions or need clarification.

Thank you for your attention to this critical regulation. We look forward to working with you this semester. If at any time you have questions or comments regarding interpreting services, please email iso@sdccd.edu. If you have questions regarding your students, please email your campus DSPS counselor.