

CAL POLY Disability Resource Center Interpreting Agreement

STUDENT RESPONSIBILITIES ARE AS FOLLOWS:

- Meet with Deaf Services Specialist within one week of registering for classes to request interpreting services for the upcoming quarter
- Notify the Deaf Services Specialist immediately upon making any schedule changes
- Submit alternate times/sections for requested course(s) when making schedule request
- Take classes with other deaf students when possible to maximize use of interpreting resources
- Submit written requests for academically related interpreting services outside of regular classroom hours at least **one week in advance**; be aware that field trips require complex coordination, so notifying the Deaf Services Specialist as soon as the trip is confirmed will help to facilitate successful arrangements
- Notify the Deaf Service Specialist at least **48 hours in advance** if scheduled interpreting services will not be needed
- When ill, notify the Deaf Services Specialist or the DRC office at least **one hour** before the beginning of class
- Submit written requests for interpreters for final exams (email is fine)
- Work with interpreters to agree on specialized vocabulary for specific classes
- Notify the Deaf Services Specialist as soon as possible if, after making reasonable attempts to resolve problems independently, assistance is needed

DEAF SERVICES SPECIALIST RESPONSIBILITIES ARE AS FOLLOWS:

- Meet with student prior to registration date to assist with schedule planning
- Notify student as soon as possible if there are difficulties in scheduling interpreters so that alternate arrangements can be discussed
- Arrange for interpreting services, when available, for academically related requests
- Arrange for alternate accommodations, such as supplemental note taking, computer-aided transcription or assistive listening devices, when interpreting services are not available
- Notify instructors in advance that there will be an interpreter present in their classroom and offer suggestions for appropriate use of interpreters
- Arrange for substitutes or tape recorders when interpreter is unable to come to class
- Locate, when possible, interpreters for academically related events outside of regular classroom hours, with one week's advance notice
- Assist with conflict resolution when problems arise that cannot be resolved

I have read the Policies and Procedures for Interpreting Services, I understand my responsibilities and I agree to comply with the above.

Student Signature

Date

Deaf Services Specialist Signature

Date