

Campus Disability Resource Center

Interpreter and CART/RTC Responsibilities for Deaf/HH Services

Introduction

The Campus Disability Resource Center (CDRC) coordinates and provides interpreting and captioning services for students registered with CDRC who are deaf or hard of hearing (deaf/HH). Interpreting and captioning services are available for required classroom activities (e.g., lectures, labs, etc.), meetings with faculty or advisors, as well as other programs and activities sponsored by, or affiliated with, Cal Poly Humboldt.

The CDRC has established responsibilities, procedures, and expectations for (1) students; (2) CDRC; (3) interpreting and CART/RTC service providers; and, (4) faculty members for providing interpreting and captioning services. Below are the responsibilities and expectations that can be expected from the interpreting and CART/RTC service providers.

Interpreter and CART/RTC Responsibilities

- Adoption of a consistent, accurate and conflict-free theory as well as familiarity and sensitivity to the professional standards. The interpreter is expected to know and follow the Code of Ethics as outlined by the Registry of Interpreters for the Deaf.
- The interpreter's and captioner's role is to facilitate communication. Interpreters will refer the student to the CDRC Office for assistance if problems arise.
- Share the responsibility of providing high quality interpreting or captioning services with students. Should difficulties arise that cannot be resolved, either party may contact the Campus Disability Resource Center for assistance.
- Attend all scheduled classes, except in case of illness or emergency, or arrange for substitution through proper channels. If there is an illness or an unexpected urgent family emergency, please call the CDRC as soon as possible and speak directly to a staff person to specify which classes and assignment times will be missed. Interpreters requesting substitutes for reasons other than illness or emergencies must make arrangements ahead of time. Substitute requests must be submitted at least two weeks in advance.
- Arrive to each assignment with sufficient time to prepare. This is especially important on the first day of class or when initially interpreting so that introductions can be made.
- Prepare, maintain, and research job-specific terminology through advanced preparation of course materials and consultation with resources including the faculty and student. Many assignments will

require the use of specialized signs depending on the class or subject matter. If there is no established sign, the interpreter and student may agree upon a sign to be used by them in that specific situation in order to facilitate communication. The signs agreed upon should not be considered standard or used outside of the classroom.

- Maintain healthy interpreting through awareness of ergonomics and engage active prevention of injuries (i.e., stretching before working, correct posture).
- Avoid visual distractions such as full beards, heavy mustaches, colored nail polish, and jewelry to facilitate the communication process. Hair should be neat, clean, and away from the face. Wear solid color attire that complements/contrasts with skin tone while interpreting.
- Follow the process when a student is late to an interpreting or captioning assignment. If a student is not present at the beginning of class, the interpreter will wait 15 minutes. If the student does not arrive, then the student will be considered a “no show”, and the CDRC should be notified as soon as possible.
- Keep a daily record of hours worked. The process for submitting hours worked must be completed by the due date. Failure to submit timesheets by the due date will result in the delay of the monthly paycheck.
- If you feel that you are unable to facilitate communication due to lack of experience, skill level, or uncomfortableness, please contact the CDRC as soon as possible.