

DISABILITY RESOURCE CENTER FACULTY GUIDELINES FOR WORKING WITH EDUCATIONAL REAL-TIME CAPTIONERS

1. Eligibility for this service is determined by the Deaf and Hard of Hearing Program Coordinator and/or the Lead Interpreter, and is based in part on the professional documentation provided by the student.
2. A Captioner's main function is to facilitate communication between the instructor, deaf student and other students. When interacting with deaf or hard of hearing students, speak directly to the student and not to the Captioner. Captioners cannot participate in classroom activities.
3. Materials such as syllabi, schedules, a list of technical terms etc., should be distributed to Captioners to ensure quality-captioning services.
4. Captioner logistics in the classroom depend on subject matter. A clear line of vision is important to both the student and the Captioner. Students need to see the speaker, laptop and board simultaneously.
5. Captioners adhere to a strict code of ethics pertaining to the delivery of effective and exact communication; the code of ethics is incorporated in the DRC Required Procedures. Captioners are bound by these Required Procedures, which include confidentiality issues.
6. Required materials such as films or videos may be captioned. To view the captions contact Video Services at 924-2867 or visit their web site at www.sjsu.edu/depts/VideoServices/. Captions are more beneficial to deaf and hard-of-hearing students when viewing videos. We encourage using captions when possible.
7. Captioners are required for all academic related course work and activities; this includes field trips, meetings etc. The student is responsible for requesting a Captioner every time the service is required.
8. Real-time Captioners are trained in machine steno, which is connected to a laptop where the lecture is displayed in text. The deaf or hard of hearing student, and the lecturers have the right to receive a copy of the transcripts if requested.

If you have any questions, contact Armand DeLa Cruz, Deaf and Hard of Hearing Program Coordinator or Maria Smyrniotis, Lead Interpreter, at 924-6542.