

## **Disability Resource Center Faculty Guidelines for Working with Educational Sign Language Interpreters**

1. Eligibility for this service is determined by the Deaf Services Coordinator and/or the Lead Interpreter, and is based in part on the professional documentation provided by the student.
2. An Interpreter'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 Interpreters. Interpreters cannot participate in classroom activities.
3. Materials such as syllabi, schedules, a list of technical terms etc., should be distributed to Interpreters to ensure quality-interpreting services.
4. Interpreters logistic in the classroom depend on subject matter. A clear line of vision is important to both the student and the Interpreter. Students need to see the speaker, Interpreter and board simultaneously.
5. Interpreters 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. Interpreters 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/](http://www.sjsu.edu/depts/VideoServices/). Captions are more beneficial to deaf and hard-of-hearing students than interpretation when viewing videos. We encourage using captions when possible.
7. Interpreters are required for all academic related course work and activities; this includes field trips, meetings, etc. The student is responsible for requesting Interpreters every time a service is required.
8. If you have any questions, contact Armand DeLa Cruz, Deaf and Hard of Hearing Program Coordinator or Maria Smyrniotis, Lead Interpreter, at 924-6005.

At the end of the semester, Interpreter evaluations are distributed to faculty. Feedback is welcomed and encouraged and is used to improve services for both faculty and students.