

I \_\_\_\_\_ have received a copy of Deaf and Hard of Hearing Student Services Student Handbook and have thoroughly read this document, understand its contents, have been given an opportunity to have my questions answered, and agree to follow the aforementioned procedures.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shirley Rivard, NAD V, CI  
Interpreter Coordinator

\_\_\_\_\_  
Date



## Deaf and Hard of Hearing Student Services **Student Handbook**

### **Mission Statement**

Our mission is to enable students who are Deaf and Hard of Hearing at Eastern Kentucky University (EKU) to achieve their educational goals, both personal and academic, to the fullest of their abilities by providing and coordinating accessible services which afford individuals equal opportunity to attain these goals.

## Steps to Obtaining Services

### Eligibility for Services

In order to be eligible to receive support services through the office of Deaf and Hard of Hearing Student Services (DHHS), the following is required:

1. Must be a current ECU student.
2. Provide documentation of hearing loss.
3. Meet with the interpreter coordinator and complete *Request for Services* Form.
4. Provide the office of DHHS a copy of the current semester schedule
5. Follow policy and procedures set forth in the DHHS student handbook for receiving services.

### New Students

New students must request an initial appointment with the interpreter coordinator to complete a *Request for Services* Form. The student and interpreter coordinator will determine services that will be needed for academic success at ECU. All new students are required to attend the Smart Start Orientation program that is held at the beginning of the fall semester.

## **Student Responsibilities**

After registration, you **must** submit a copy of your schedule to the interpreter coordinator for the upcoming semester.

Availability of services depends on:

- Submitting request **two weeks** prior to the beginning of the semester.
- Registering within the allotted time period
- Informing DHHS of service needs
- Completion of appropriate paperwork prior to the beginning of the semester

## **Interpreting Services**

DHHS offers interpreting services for all credit and non-credit classes as well as academic related events. Interpreting assignments are scheduled according to the following priorities:

1. Classes
2. Class required activities
3. Student-instructor meetings
4. Approved academic related events

## **Scheduling of Interpreters**

Scheduling is completed prior to the first day of a semester. You must submit a copy of your schedule to the interpreter coordinator as soon as registration is completed and at least two weeks prior to the beginning of the semester. Interpreters are scheduled and assigned based on the following:

1. Your mode of communication and personal preference
2. Interpreter's skill, availability, background and personal preference
3. Demands of the assignment

## Requests for Interpreter Services

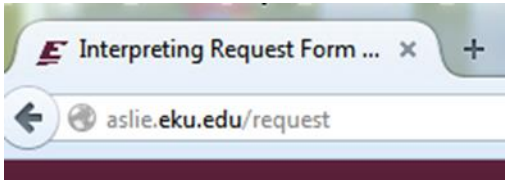
1. *Interpreter Request* Forms for academic related events must be submitted **at least 48 hours in advance.**
2. *Interpreter Request* Forms for field trips must be submitted **a minimum of one week prior to the event.**
3. *Interpreter Request* Forms for theatrical production, must be submitted **no later than 30 days prior to the production date.**

## How to Request an Interpreter

The screenshot shows the website for the Eastern Kentucky University Department of ASL & Interpreter Education. The main content area is titled "Interpreting Request Form" and contains the following elements:

- Navigation Bar:** EKV EASTERN KENTUCKY UNIVERSITY, Department of ASL & Interpreter Education, A to Z Index, Web, People, Search EKV.
- Mission Statement:** College of Education, KYASL.net, Outreach Library, Faculty/Staff Online Resources.
- Explore:** Home Page, Inside Look, Department Directory, Interpreter Training Program (Program Goals and Values, ITP Application), Deaf Studies Major, ASL Minor, Outreach (Outreach Library, Outreach Links), ASL Lab.
- Interpreting Request Form:**
  - NOTICE:** All interpreting requests must be submitted no later than 48 hours before the event. If not, we may not be able to accommodate requests due to interpreter schedules.
  - Type of request:** \* (Dropdown menu: - Select -)
  - Requester's name:** \*
  - Requester's email:** \*
  - Requester's phone number:** \*
  - Event description - one event per form - if event occurs multiple times, please note the times in the "Special Instructions" field below.:**
- See Also:** Interpreting Request, ASLIE Faculty Substitute Teaching for the Lab Staff Request, ASLIE Tech Help.
- Inside Look:** ASLIE in the Spotlight (The mission of the Department of American Sign Language and Interpreter Education is to increase...).
- Events:** SEP 22 MON KSD Community Sign Language Class.

**Step 1:** Go to [aslie.eku.edu/request](http://aslie.eku.edu/request)



**Step 2:** Select the appropriate department responsible for coordinating your specific request from the drop down menu.



Example:

1. Select this option for any activities or events **REQUIRED** for class including but not limited to: tutoring, GURU, testing, meeting with instructors, advising, lectures, etc.

**Type of request: \***

EKU Deaf or Hard of Hearing Students ▼

2. This type of request is for any activity or event that is **NOT REQUIRED** for class including but not limited to: concerts, extracurricular activities, counseling, etc.

**Type of request: \***

University Sponsored Events ▼

3.  aff only. Students will never select this type of request.

**Type of request: \***

College of Education Sponsored Events ▼

**Step 3:** Fill out this portion of the request with **YOUR** information

**Requester's name: \***

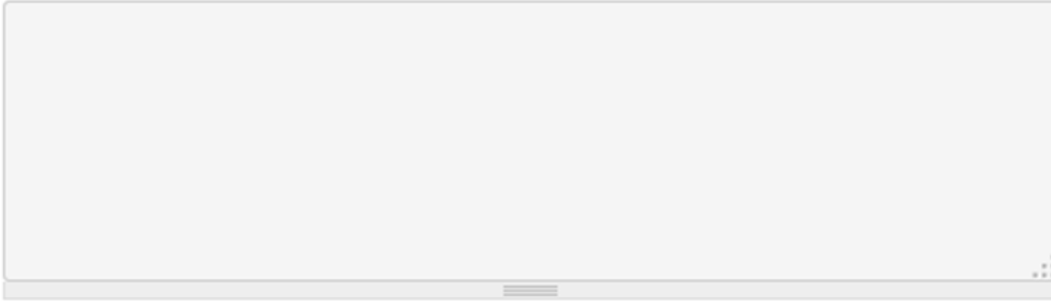
**Requester's email: \***

**Requester's phone number: \***

**Step 4:** In this field you will describe the event. For example: Meeting with my advisor; Required attendance to a lecture; Tutoring session etc.



**Event description - one event per form - if event occurs multiple times, please note the times in the "Special Instructions" field below.:**



**Step 5:** Fill out all of this information when making your request. This information is very important as this informs the interpreter where they need to be in order to provide you services. It is vital that this section be complete and thorough in order for you to get an interpreter at the desired time/location.

**Event date: \***

Oct ▾ 24 ▾ 2014 ▾

**Event start time: \***

hour ▾ : minute ▾  am  pm

**Event end time: \***

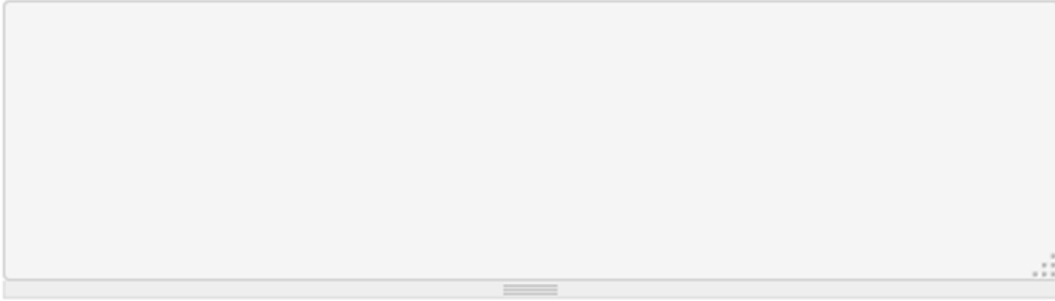
hour ▾ : minute ▾  am  pm

**Event address (location): \***

**Step 6:** This is contact information for the other party. For example if you are having a meeting with your advisor fill out your advisors information in this field. If you are

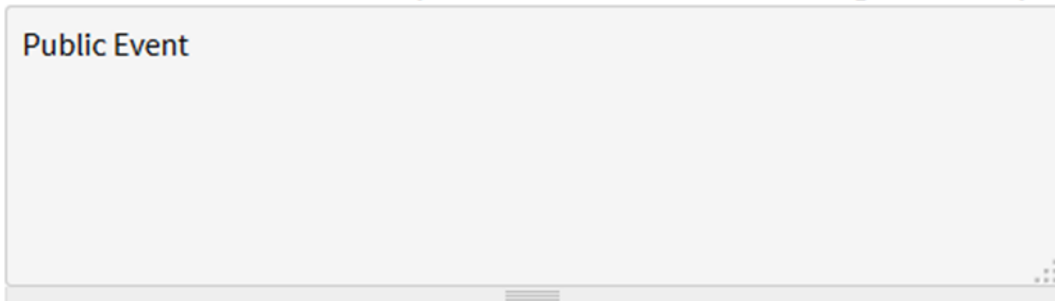
tutoring with the GURU's fill out their contact information etc.

**Contact information (for emergencies, cancellations, etc.):**



**Step 7:** In this field you will list all the names of the Deaf people that will be at the event. For example if this is a GSD event and there are 4 Deaf people going list all four of their names.

**List Deaf attendees if known (remove "Public Event" if listing attendees):**



**Step 8:** Check with option applies to you. If you want more ASL interpreting check the ASL box. If you prefer more English interpreting check the Transliteration box.

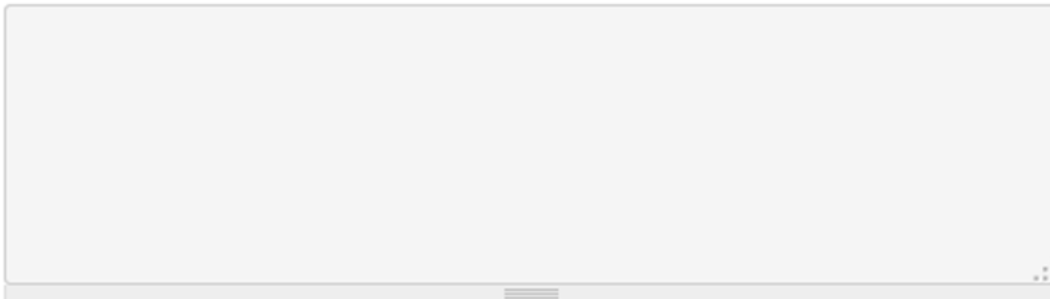
### Language preference:

ASL

Transliteration

**Step 9:** This field is for anything that the interpreter might need to know to make that appointment better for you as the Deaf student. For example, if you know that the hearing person at the appointment has a strong accent this is where you would list that information, if you want to meet ahead of time with the interpreter to establish sign choice include that information etc..

**Special instructions (i.e. multiple dates, unique settings, specialized interpreting needs, etc.):**



**Step 10:** This is where you will upload information that will aid in preparing the interpreter for the appointment. For example if this is a presentation that you will be signing and you want an interpreter to voice for you send your presentation ahead of time so the interpreter has time to review your material. If you have a flyer for the event (i.e., concert flyer, Chautauqua lecture flyer etc.) you can attach that information as well. Using this tool not only helps this interpreter it helps YOU as the Deaf student get the best services possible.

**Preparatory materials :**

No file selected.

Please upload any preparatory materials you feel will aide in interpreting this event (i.e. music, speeches, etc.). Usable formats: gif, jpg, png, pdf, doc, rtf, ppt, avi, mov, mp3, wav.

**Step 11:** Answer the simple question. This will ensure that you are a person making a request and not spam.

This question is for testing whether you are a human visitor and to prevent automated spam submissions.

**Math question: \***

$13 + 6 =$

Solve this simple math problem and enter the result. E.g. for 1+3, enter 4.

**Step 12:** Submit your request.



## **Interpreter Role**

Interpreters facilitate communication between Deaf and Hearing individuals. The interpreter's responsibility is to transmit information between Deaf and Hearing persons accurately and clearly. The interpreter will interpret everything that occurs in the classroom, lecture, group discussion, side conversations, etc. The interpreter is not a participant. The interpreter will be flexible in using the appropriate mode of communication and will remain impartial. As employees of Eastern Kentucky University, the interpreters will adhere to the academic integrity policy.

## **Guidelines for Using an Interpreter**

1. On the first day of class or any new situation you should identify yourself to the interpreter.
2. Sit in a place that provides the best distance, lighting, background and angle for seeing the interpreter.
3. Let the interpreter know your preferred mode of communication. If this is discussed at the beginning of the semester, misunderstandings may be avoided. Work at keeping communication open with the interpreter.
4. If you have a question related to the lecture or classroom material, you should raise your hand and direct your question to the instructor, not the interpreter.
5. If you must make an oral presentation in class it is important that you and the interpreter practice. It is your responsibility to email or otherwise provide a copy to the interpreter.
6. If you wish to speak with the instructor after class, first ask the interpreter if he/she can stay. If not, then make an appointment with the instructor and complete an *Interpreter Request* Form found at [aslie.eku.edu/request](http://aslie.eku.edu/request).
7. If your schedule, building or room number changes please notify the interpreter coordinator. This will allow the coordinator to appropriately schedule interpreters.
8. If you have a problem with your interpreter, please do not discuss it with other interpreters or students. Discuss the problem with the interpreter first. If the situation is not resolved, then bring it to the attention of the interpreter coordinator. This way it will be kept confidential.

## **The Interpreter Does NOT...**

1. Chat with the students during class time. Personal conversations should take place before or after class.
2. Answer questions related to the lecture or classroom material. All questions should be directed to the instructor.

3. Add questions or comments to the classroom lecture.
4. Advise the student on classroom assignment or projects.
5. Dress inappropriately.
6. Discuss assignment related information with other individuals.
7. Discuss student projects, assignments, progress or grades with the instructor.
8. Tutor.

*Note: If you are belligerent or abusive either physically or verbally, the interpreter has the right to leave the assignment at the moment the situation occurs and will not return until the issue is resolved.*

### **Attendance**

1. Be on time for your classes. The interpreter will wait 10 minutes for each one hour class. If you do not show after 10 minutes, the interpreter will leave and return to the office where they may be given another assignment.
2. If the instructor does not show for a class, the interpreter is free to leave. If you have other university related business, you may request the interpreter to accompany you during this time.
3. If you miss three consecutive classes without informing the interpreter coordinator, interpreting services may be suspended and the interpreter will be given another assignment. If interpreting services have been suspended, you must make an appointment with the interpreter coordinator in order to reinstate services.
4. If you plan to miss class, notification must be given 24 hours in advance.
5. If you plan to be late for class please notify the DHHS office so the interpreter can be instructed to wait for you.

*Note: If you choose to miss class, you cannot ask the interpreter to interpret for something in lieu of going to class. If the interpreter were to do so, they would be supporting the student's decision to miss class, which is prohibited by the university.*



Deaf and Hard of Hearing Student Services employs interpreters who are certified and licensed, as well as qualified temporary licensed interpreters, in an effort to provide you with quality services. As you know, interpreter services are costly, and qualified interpreters are scarce. For this reason, we ask your cooperation in notifying the interpreter coordinator if you cannot attend class or other events in which services have been requested.

### Testing

At the beginning of the semester, you, the interpreter coordinator and instructor will determine what type of testing accommodations are needed during the semester and how those accommodations will take place.

### **Interpreting Exams**

To make written tests more accessible for students whose native language is not English, the test may be interpreted into the student's preferred mode of communication. Before a test can be interpreted, the instructor must complete and sign the *Test Accommodation Form*. During the exam, the interpreter will only interpret the test questions read by the instructor and questions directed to the instructor.

*Please note:*

1. Determination of extended time is done on a case-by-case basis.
2. *Testing Accommodation Forms* are not needed by DHHS if instructor provides the necessary accommodations (i.e. quiet place outside of the classroom).

### **Notetaking**

Notetaking services is provided through the Office of Services for Individuals with Disabilities (OSID). In order to receive notetaker services please complete the form

found at

<http://disabilities.eku.edu/sites/disabilities.eku.edu/files/files/OSID%20NoteTakingRequest%20Form.pdf> upon completion be submit to disabilities@eku.edu OSID.

## Quick Reference Sheet

### Request for Interpreter Services

Academic Related events  
Field Trips  
Theatrical production

### Time In Advance to be submitted:

48 Hours  
1 week  
30 days

### Requesting an Interpreter:

Activities required for class (Tutoring, testing, advising, etc)  
Activities NOT required for class (concerts, counseling, etc)  
ASLIE Faculty and Staff ONLY

### Which Type of Request to use

EKU Deaf or Hard of Hearing Students  
University Sponsored Events  
College of Education Sponsored Events

### **For More Information:**

Interpreter Request Form at [aslie.eku.edu](http://aslie.eku.edu)  
Note Taking Services at [disabilities.eku.edu](http://disabilities.eku.edu)  
Staff Contact Information at [disabilities.eku.edu/people](http://disabilities.eku.edu/people)