

## FACULTY TIPS FOR WORKING WITH SIGN LANGUAGE INTERPRETERS

- Schedule breaks during classes that last longer than 90 minutes. It is tiring for both interpreter and student to go for extended times without breaks. You may want to check with the student and interpreter as to whether more frequent breaks are advisable.
- Provide good lighting for the interpreter. The student must be able to see the interpreter at all times. If lights must be dimmed to view audiovisual material, either a lamp should be used near the interpreter or the lights should be left on enough so that the interpreter can be seen.
- When addressing the student who is deaf, speak directly to the student, not the interpreter. The interpreter is not part of the conversation and is not permitted to voice personal opinions or enter the conversation. The interpreter is required to interpret everything that is said. S/He does not screen information at the speaker's request.
- The interpreter will be a few words behind the speaker, so try to pause for a moment at the end of a thought so that the student can ask questions or join the discussion. Allow only one person to speak at a time during class discussions and question and answer times. It is difficult for the interpreter to follow multiple speakers. Again, try to pause between speakers to allow the interpreter to finish.
- Speak clearly and in a normal tone, avoiding rapid or muttered speech. The speaker may be asked to repeat a word or sentence for clarification.
- Introduce the interpreter at the beginning of the first couple of classes for which s/he is present and explain why s/he is attending the class. It may help to briefly discuss class content with the interpreter prior to the class period so that s/he is prepared for new terminology or concepts. If the class involves unusual or complicated terminology, a written glossary will need to be provided to the interpreter.
  - If you have an extra copy of the reading materials you are using and would be willing to lend them to the interpreter during the semester, it would be appreciated by the student, interpreter, and Student Disability Services (SDS).
- Recognize that the student may need a notetaker for your class. When you are "listening" with your eyes, it is difficult to take notes simultaneously. A student's need for notetaking assistance (along with interpreting services) will be indicated on the Student Academic Accommodation Request (SAAR) Form which you receive from SDS through campus mail. If possible, the student and interpreter would appreciate obtaining any class notes that you may have prior to the class period.
- Please contact SDS at 273-2676 if you have any questions.
- Policies and Procedures for Sign Language Interpreting Services can be obtained from the SDS website at <http://www.uni.edu/disability/documents/PoliciesandProceduresforInterpretingServices.pdf>