ACCESSIBLE EDUCATION CENTER
FACULTY GUIDELINES FOR WORKING WITH REAL-TIME CAPTIONERS

1. Eligibility for this service is determined by the Deaf and Hard of Hearing Program Coordinator, 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 students, speak directly to the student and not to the Captioner. Captioners cannot participate in classroom activities.

3. To ensure effective communication, Captioners need to be provided with a copy of all handouts and materials required such as syllabi, schedules, technical terms and the web access to obtain such materials.

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. Front row seating is preferable.

5. Captioners adhere to a strict code of ethics pertaining to the delivery of effective and exact communication; this code of ethics is incorporated in the AEC’s Required Procedures. AEC Captioners are bound by these codes, which include confidentiality.

6. Captioners are provided for all curriculum related course work and activities when feasible. The student is responsible for requesting a Captioner any time such service is required.

7. Required materials such as films, videos and all electronic media must be captioned. Captioned media is required to allow students equal access to curriculum requirements. Captioners cannot provide access to electronic media in real-time. Should you need assistance viewing the captions contact Video Services at 924-2867 or for info on having your media captioned contact Chris Laxton, 924-2856.

8. If you should have any questions, please do not hesitate to contact the Deaf and Hard of Hearing Services Program at 924-6542.

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