

**Accessible Education Center
FACULTY GUIDELINES FOR WORKING WITH
REAL-TIME CAPTIONERS/Electronic Notetakers**

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/E-Notetaker'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/E-Notetakers cannot participate in classroom activities.
3. To ensure effective communication, Captioners/E-Notetakers 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/E-Notetaker logistics in the classroom depend on subject matter. A clear line of vision is important for students and service providers. Students need to see the speaker, laptop and board simultaneously. Front row seating is preferable.
5. Captioners/E-Notetakers 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/E-Notetakers are bound by these codes, which include confidentiality.
6. Captioners/E-Notetakers are provided for all curriculum related course work and activities when feasible. The student is responsible for requesting services any time such service is needed.
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/E-Notetakers cannot provide access to electronic media in real-time. Should you need assistance in having your media captioned contact Captioning Support Services <http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning/>, for a request form.
8. If you should have any questions, please do not hesitate to contact the Deaf and Hard of Hearing Services Program at 924-6542.