

Accessible Education Center FACULTY GUIDELINES FOR WORKING WITH SIGN LANGUAGE INTERPRETERS

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. Interpreters 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 Interpreters. Interpreters cannot participate in classroom activities.
3. To ensure effective communication, Interpreters need to be provided with required materials. Interpreters also need access to the platform used for classroom curriculum requirements, (e.g. Canvas).
4. Interpreters logistics in the classroom depend on subject matter. A clear line of vision is important for 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; this code of ethics is incorporated in the AEC's Required Procedures. AEC interpreters are bound by these Required Procedures, which include confidentiality.
6. 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. Interpreters 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.
7. Interpreters are provided for all academic related course work and activities when feasible. The student is responsible for requesting Interpreters any time such a service is needed.
8. If you should have any questions, please do not hesitate to contact the Deaf and Hard of Hearing Services Program at 924-6542.