

**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 professional documentation provided by the student. The student is responsible for requesting services any time such service is needed.
2. Interpreters main function is to facilitate communication between faculty, the deaf student and class. When interacting with deaf students, speak directly to the student and not to the service provider.
3. Interpreters cannot participate in classroom activities. Their primary role is to facilitate communication.
4. To ensure effective communication, Interpreters must be provided with required course materials. Interpreters must be allowed access to the platform used for classroom curriculum requirements, (e.g. Canvas).
5. 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.
6. Interpreters adhere to a strict code of ethics pertaining to the delivery of effective and exact communication. AEC Interpreters are bound by this code, which includes

confidentiality and is incorporated in AEC's required procedures.

7. Captioned media provides students equal access to curriculum requirements. Required materials such as films, videos and all electronic media, (e.g. YouTube, Facebook Twitter, Social Media) must be captioned. Interpreters are unable to convey the full message of electronic media used in the classroom since the information is scripted and spoken at a greater rate of speed. Should faculty need assistance in captioning curriculum-required media contact Captioning Support Services <http://www.sjsu.edu/cfd/teaching-learning/accessibility/captioning/>. Faculty choosing to use an alternate captioning tool must confirm translation accuracy.

8. Please do not hesitate to contact the Deaf and Hard of Hearing Services Program at 924-6542 for questions.