

Interpreting Services Student Responsibilities

The Office of Disability Services (ODS) provides interpreters upon request to students with a documented need. The ODS has policies and expectation related to the use of interpreters which are described in the document. If you have any questions or concerns, please contact the Coordinator of Disability Services at (541)917-4789 OR TDD 917-4703.

- ODS has the responsibility to provide access for all regular academic programs. This does not include activities, which are considered homework. All term-long interpreting requests must be submitted, in writing, **at least 3 weeks prior to the beginning of the term.** Short-term requests, ie: meetings, clubs, etc., must be made, in writing, with at least 24-hour notice. Interpreters must have prior approval from ODS before interpreting any assignment.
- It is your responsibility to immediately notify the ODS if any changes are made in your schedule.

ODS must pay interpreters for all assignments canceled with less than 24 hour notice.
Your responsibilities are as follows:

Contact ODS with at least 24-hour advance notice for planned absences.

Contact ODS and your interpreter with at least 2 hours notice in case of an illness. Be sure you know how to get in touch with your interpreter.

- The interpreter will wait outside the classroom for you. If you are late, the interpreters will wait 15 minutes. If you do not arrive, a “no-show” form will be completed. Three consecutive “no-shows” will be considered a drop and services will be terminated.
- Interpreters are required to follow the R.I.D. Code of Ethics. They must interpret classroom lecture and activity accurately and without bias. They are not permitted to tutor, express personal opinion or participate in the class in any way. They are not required to interpret non-class-related conversations. If you do not understand something in your class, it is **your** responsibility to get clarification **from your instructor.**
- You and your interpreter should agree on technical or specialized sign vocabulary. If you have a specific style or sign preferences, communicate them to the interpreter.
- If there are problems between you and the interpreter, please make every effort to resolve them with the interpreter. If you feel as though the problem remains, contact the ODS.
- At the end of each quarter, you are requested to fill out an Interpreter Feedback form. Please deliver these completed forms to the ODS by hand or by mail.

I have read and understand my responsibilities.

Student's Name

Signature

Date