

Student Disability Resource Center **Interpreter Service Policy**

Florida State University provides American Sign Language interpreting services for curricular and extra/co-curricular activities to students who are D/deaf and hard of hearing. Students must register for services through the Student Disability Resource Center (SDRC).

Qualification Criteria:

Florida State University requires that the interpreter provide evidence of at least one of the following:

1. Registry of Interpreters for the D/deaf (RID) National Certification
2. A Florida Quality Assurance Level 3
3. Interpreting experience within the educational setting/arena

Contractual Agreement:

An interpreter for the deaf entering into a contractual agreement to provide communication access is not considered to be employed by Florida State University and therefore ineligible for university benefits. FSU follows the National Standard of a two (2) hour minimum and pays Nationally Certified Interpreters \$35.00 per hour.

Interpreter Schedule/Timesheet:

Any FSU student, following the policies set forth by the university, has the right to withdraw, drop, or add courses. Therefore, please understand that the schedule may vary during the semester.

Please fill out the timesheets located in the SDRC, have the student sign, and turn in the completed timesheet to SDRC Program Assistant by the end of the timesheet period.

It is the interpreter's responsibility to fill out the timesheets correctly. If there are any questions, the interpreter should feel free to contact the Program Assistant at 644-9566. Submitting timesheets filled out incorrectly or turned in late will result in a delay of payment of at least one pay period. Timesheets with original signatures **must be delivered** to the SDRC office located in the Student Services Building, 1st floor, Room 108.

Misrepresenting time worked is considered stealing and will result in immediate action, possibly including suspension or termination of services.

Team Interpreting

* FSU is aware that due to the duration or intensity of some classes a second interpreter is required.

* FSU is committed to ensuring a reasonable working environment for contractors/vendors. In cases where there are back-to-back classes or a class that lasts longer than one and one half hours (1 ½), two qualified interpreters will be scheduled to work as a team.

* FSU recognizes that team interpreters support one another on assignments, equally distribute the task of interpreting between both members, and at all times are attentive and ready to feed information to each other when needed for the duration of the assignment.

Typically, students do not require interpreting services on exam days; however, when a student makes that request, only one interpreter is needed. When a staff interpreter is one of the team interpreters in the class, the staff interpreter will interpret on test days. Where there are two contracted interpreters, both can arrange to provide services on an alternating basis. Please consult the Coordinator of Interpreting Services with any questions.

Interpreter Responsibilities:

1. Interpret lectures, discussions (including classroom discussion), and movies in the classroom setting.
2. Follow the Registry of Interpreters for the Deaf (RID) Code of Professional Conduct.
3. Keep all information related to the assignment confidential (see suggested confidentiality responses located at the end of this document).
4. Wear appropriate clothing that contrasts with skin tone and is not distracting to the student.

5. Prepare for assignments and establish a working relationship with the students regarding the communication preference. This includes anticipating signs specific to the course and analyzing the classroom layout for the most effective seating location.
6. In the event of instructor cancellations and/or student no-shows, the interpreter will receive payment if the notification occurs less than 48 hours in advance of the assignment. It is the interpreter's responsibility to acquire a class syllabus, and it is considered advanced notice if there is a cancellation stated in the syllabus.
7. No-shows: For all classes and assignments, interpreters will wait for 20 minutes. If the student does not come to class within the above time frame, then the interpreter will leave the class and call the SDRC Coordinator of Deaf Services at 694-2593 and 644-9566 to ask about reassignment.
8. Report any location or time changes (temporary or permanent) to the Coordinator of Deaf Services at the SDRC.
9. You are responsible for providing services for which you have been contracted. If you must miss a class, please notify the SDRC Coordinator of Deaf Services at least 48 hours in advance 694-2593 and 644-9566.
10. You are expected to arrive at least five minutes before the class session begins. Inform the Coordinator of Deaf Services at SDRC if you arrive more than 5 minutes late or miss an assignment. Failure to contact the SDRC could result in being removed from an assignment. Excessive cancellations, arriving late, or failure to follow the policies outlined in this document may result in being removed from assignments.
11. Report any problems, concerns, or needs to the Coordinator of Deaf Services at 694-2593 or the Director of the SDRC at 644-9566. Your feedback is important to us in order to continually improve our program.
12. The SDRC office hours are Monday-Friday, 8:00AM-5:00PM.
13. Quality assurance practices are in place. A staff interpreter will periodically sit in on class to provide feedback. The students receiving services will complete interpreter evaluations at the end of each semester.

14. On non-test days, both team interpreters are expected to stay until the end of the designated time. If an interpreter does leave before the class or assignment ends, she/he will only bill for time worked.

SDRC strives to maintain confidentiality. You may on occasion find yourself in a compromised situation, so the following is a list of suggested responses to maintain confidentiality:

- I am not at liberty to say.
- I am sorry, that information is confidential.
- I am not sure.
- I don't know.
- I only see the student in class.
- I don't know the student personally.
- I am not able to discuss that information.
- I can't answer that question, but I would be happy to interpret if you would like to ask the student directly.
- The student could probably answer that better than I could.
- SDRC could probably answer that question for you. Let me give you their phone number.
- I am sorry, I am not able to step out of my interpreter role during class time.
- If you have concerns you would like to address concerning interpreters in your class you might want to talk to SDRC. Let me give you their phone number: 644-9566.