General Sign Language Interpreting and Speech-to-Text Information

Sign language interpreters and speech-to-text providers work under the direction of the Disability Support Services (DSS) Lead Interpreter to provide sign language interpreting and speech-to-text services for classroom and related activities. The interpreter or speech-to-text provider functions as the support service provider to facilitate communication between the deaf, hard of hearing, and hearing students, faculty, staff, and visitors on the campus through the use of sign language, oral interpretation/transliteration, and/or speech-to-text conversion services.

**Sign language interpreters and speech-to-text providers are not working in the role of teacher’s aide, private assistant, or tutor.**

You are responsible for homework, lecture content, classroom organization, knowing due dates and deadlines, tests, asking questions, and classroom behavior. It is neither the interpreter’s or speech-to-text provider’s responsibility, nor his or her job, to remind you of due dates, deadlines, or test dates. The interpreter or speech-to-text provider is not a note taker or tutor. If you have questions related to the lecture or course content, you should ask the professor, another student, or the tutoring center.

If an interpreter or speech-to-text provider is needed outside of the regularly scheduled class times (e.g., meeting with professor; tutoring center, writing lab, or math lab appointments; financial aid; advising; additional required class hours), you must make a request through the DSS Office. Interpreters and speech-to-text providers cannot add time to their schedules without prior DSS approval due to Clark College’s policies and procedures regarding hourly employees.

If you need to talk briefly with your professor or another student regarding the class immediately after the class has finished, the interpreter or speech-to-text provider can work without prior DSS approval if he or she is available. Be aware that the interpreter or speech-to-text provider may not be able to stay later than the scheduled class time due to other commitments.

If an interpreter or speech-to-text provider does not show up for a class or scheduled meeting, immediately call the DSS Office. If you leave class to contact the DSS Office, ask the professor if someone can take notes for you while you are contacting the DSS Office. After DSS has been contacted, you should return to class. The DSS Office will make every attempt to get an interpreter or speech-to-text provider to the class immediately. If there is no interpreter or speech-to-text provider available, the DSS Office will audio record the lecture, and then schedule an interpreter or speech-to-text provider to meet with you and interpret or convert the lecture.