

## **Disability Services Interpreting Guideline**

### **Student Responsibilities:**

- Request accommodations by completing the Accommodations Application form located at [https://ntcforms.formstack.com/forms/accommodations\\_application\\_form](https://ntcforms.formstack.com/forms/accommodations_application_form).
- Once accommodations are approved, request interpreting services by completing the Interpreter Request form located at [https://ntcforms.formstack.com/forms/interpreting\\_services\\_request\\_form](https://ntcforms.formstack.com/forms/interpreting_services_request_form). Requests for interpreting must be made at least **2 ½ weeks** in advance to allow for an interpreter to be scheduled. This form should be completed for every interpreting request.
- Notify Disability Services (715-803-1469 or DS@ntc.edu) of an absence at least **24 hours** in advance. Interpreter cancellations less than 24 hours will equal one (1) no call, no show. Note: We understand that last minute changes may occur, please continue to have communication with Disability Services.
- Notify Disability Services at least **24 hours** in advance if a class is being dropped.
- If a room, day or time of a class has changed or a class is canceled, notify Disability Services as soon as you are informed.
- Notify Disability Services if your interpreter does not show up to class or is late.
- Discuss any concerns you are having regarding your interpreter with Lindsey Zakrzewski, Accommodations Services Coordinator. You can call her at 715-803-1195 or email at zakrzewski@ntc.edu.

**Note:** Interpreting services are sometimes contracted with agencies outside of NTC. Every effort will be made to accommodate interpreting needs when requests are less than the required 2 ½ week notice, however there may then be a delay in securing contracted interpreting.

### **Absence/Cancellation Policy:**

- One (1) time: the interpreter will not return to class until you contact Disability Services at 715-803-1469 to request reinstatement of interpreting services.
- Two (2) times: the interpreter will not return to class until you contact Disability Services at 715-803-1469 to request reinstatement of interpreting services.
- Three (3) times: the interpreter will be suspended for that class. To reinstate the interpreter, **you** must arrange a meeting with Lindsey Gile (715-803-1195). At this meeting, services may or may not be reinstated.

**Note:** Request for reinstatement must be made at least 24 hours before the next regularly scheduled class.

### **Interpreter Responsibilities:**

- Provide interpreting services following the professional standards set by the National Associate of the Deaf (NAD) or Registry of Interpreters for the Deaf (RID)
- Maintain confidentiality (However, interpreters may at times need to share disability related classroom accommodations issues with other campus staff on a “need to know” basis.)
- Accurately facilitate communication between the student and others
- Refrain from interjecting personal opinions
- Function in a manner appropriate to the situation
- Show up on time
- If the student is absent or late, wait 15 minutes unless otherwise notified.
- Leave after 15 minutes if the student does not show up to class.

**Note:** The interpreter may use signs that are not familiar to you. If that happens, ask the interpreter to explain the sign.

If you need assistance completing forms or have questions/concerns, please contact Disability Services at 715-803-1469 or DS@ntc.edu.

I acknowledge that I have carefully read and understand the contents of this guideline. By signing the guideline, I accept the responsibility.

\_\_\_\_\_  
Student Name (Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
NTC Disability Services Representative