

### **ASL Interpreting Services: Accommodation Guidelines**

**Accommodation Description:** The Disability Resource Center (DRC) coordinates the provision of interpreting services for lectures and discussions based on access needs. American Sign Language interpreting allows the student to equally engage with the content and discussions within their courses. Based on the DRC's approval of interpreting as a reasonable academic accommodation, a Learning Specialist will coordinate this service through third party interpreting companies. Interpreting is provided for educational/classroom related activities and student involvement opportunities.

**Responsibilities:** The student must request consideration of this accommodation from the Disability Resource Center. The student must:

- Meet with Assistant Director for Captioning & Interpreting Services, Amanda Jackson, each semester to discuss interpreting needs for the following semester.
- Submit one Closed Captioning, Live Captioning, & Interpreting request form at least **15 business days prior** the start of the semester for all courses that need to be interpreted at <https://disability.ufl.edu/students/accommodations/>
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) any changes to the semester course schedule immediately (add/drop courses, etc.)
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) course syllabi, course materials, etc.
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if the course location changes, class dates are canceled by the instructor, or if interpreting is not needed during exam class periods at least 4 business days prior to the session
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if there are any concerns regarding the interpreting service
  - Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) if scheduling a meeting with their instructor directly before or after class times.
- Email their accommodation letter to the instructor of the course(s) and discuss access needs (such as seating arrangements, etc.)
- Provide the DRC their program advisor's contact information. The DRC will communicate with their program advisor and/or faculty prior to the semester starting, to aid with facilitating live captioning.
- **Organization Meetings:** Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) for events other than regularly scheduled courses at least 14 business days in advance. The requests should include event date, location, start and end time, title of the event, structure of the event (lecture, panel, discussion), host organization, and any event materials to provide context.

**Instructor Responsibilities:** The instructor is responsible for meeting with the student to discuss the access needs of the student with regards to their approved accommodation. The following are best practices for facilitating interpreting:

- Email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) the detailed course structure (lecture, lab, discussion, mixture), course syllabus, and course materials (such as PowerPoints, articles, handouts, etc.) to be provided to the interpreting agency to aid with accuracy.

- Email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) in the event an interpreter is unable to attend a regularly scheduled meeting to discuss procedures for the student to obtain the missed course content.
- Email the DRC at [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) about any course activities scheduled outside of the typical class time.
- The interpreter is a tool for communication; therefore, speak directly to the student.
- Please allow for additional seating in the event more than one interpreter is needed.
- Online Courses: Email [accommodations@ufsa.ufl.edu](mailto:accommodations@ufsa.ufl.edu) the Zoom meeting links, passwords, and edit meeting settings as needed in order to facilitate interpreting remotely. Zoom tutorial: <https://www.youtube.com/watch?v=6h5DxI-HDcg>