Interpreting/CART Services Agreement

The Disability Resource Center (DRC) strives to provide quality interpreting/captioning services. Acquiring interpreters and captioners can be difficult and costly. In order to ensure that everyone’s needs are met, we request that you cooperate with the following procedures:

1. Requests for interpreting/captioning services must be made in a timely manner and by using the appropriate forms. Semester-long courses must be requested no less than 2 weeks in advance to secure interpreters/captioners. Request these by filling out an online accommodations request. Other campus meetings or events require five (5) business days advanced notice to secure services and are requested by completing the online Interpreting/CART Request form.

2. If I will be absent for a class, meeting, or will drop a class, I will notify the Interpreter Coordinator’s office (IC) in advance at interpretercoord@palomar.edu. The IC must have at least 24 hours’ notice to cancel interpreting/captioning services unless due to illness or medical emergency. More notice is appreciated, if possible. I will not tell my interpreter to cancel services. It is my responsibility to inform the IC.

3. When I am absent from a class or meeting without providing the IC at least 24 hours’ notice, I will receive an absence notice. This notice is automatically sent, regardless of reason for the absence. If I am absent for a class three (3) times without notifying the IC in advance, my services may be suspended until I meet with the DRC Director or my DRC counselor. Upon my 3rd absence from a class during one semester, I will receive a letter from the IC explaining that my services have been suspended. Interpreting services for meetings occurring outside of a class session are also subject to suspension when more than (3) three absences have occurred within one semester.

4. Interpreters/captioners will wait in my class for the first 20 minutes. If I am not in class 20 minutes after the class has begun, the interpreter/captioner will leave and an absence notice will be sent to me.

5. If my interpreter, captioner, or notetaker is absent, is inconsistent or tardy, or if the quality of his/her work is unsatisfactory, I will notify the IC or my DRC counselor.

6. I will submit any requests for preferred interpreters in writing or via email (including the reason for the request) to the IC. DRC staff will do their best to accommodate student preferences.

7. I understand the DRC staff will inform my professors that there will be a Deaf student and interpreters or captioners in their classes. This is done in an effort to better prepare them for how to effectively work with interpreters. Palomar College also has a well-respected Interpreter Training Program. Final-year interpreting students observe professional interpreters on campus. I will allow interpreting students to observe the professional interpreters during my classes.

Student Name: __________________________ Student ID # ________________________

To receive electronic notices or communication from the IC, I am providing my current email address in the space below. If I don’t use email, please send communication to this mailing address below:

____________________________________________________________________________________

If I change my contact information, I will immediately inform the IC. The IC may not be able to communicate with me if I use a different email address than what is provided above.

I understand that failure to follow the guidelines above may result in temporary suspension or permanent termination of interpreting/captioning/notetaking services. I have discussed these policies with the Interpreter Coordinator or my DRC counselor.

Signature: ________________________________ Date: ___________________