Interpreting/CART Services Agreement

The Disability Resource Center (DRC) strives to provide quality interpreting/captioning services. Acquiring interpreters and captioners can be difficult and requires advance notice. 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. More notice is appreciated, if possible. I will not tell my interpreter or captioner 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 notice from the IC explaining that my services have been suspended and to reinstate services, I must meet with a DRC counselor. Interpreting/captioning 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/captioners 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/captioners in their classes. This is done in an effort to better prepare them for how to effectively work with these service providers and to give the professor/DRC adequate time to make any accessibility accommodations prior to the start of the semester. 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 below. If I don’t use email, I will provide a mailing address.

____________________________________________________________________________________

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 of interpreting/captioning services. I have discussed these policies with the Interpreter Coordinator.

Signature: ___________________________    Date: ___________________________