



Northland Pioneer College

DISABILITY RESOURCE & ACCESS

Interpreting Procedures 0009

Purpose: Interpreting services for classroom related activities and college functions attended by students are provided without cost by the DRA to students or departments. Interpreters are individuals who are able to interpret effectively, accurately, and impartially both receptively and expressively using any necessary specialized vocabulary required by the interpreting situation.

Procedure: Student Related Services

- a. Following a student's request for such service, the DRA will provide Interpreting Services for the following situations: classroom instruction, labs, instructor-required after-class activities, placement tests, classroom examinations and certification and licensing tests administered by the college. Assistance with applications for admissions, other services and financial aid will also be provided on request.
- b. Following a Department's request for such services, the DRA will provide Interpreting Services for functions sponsored by the College or its Departments and attended by students. Event sponsors should contact the DRA at least 48 hours prior to any event to arrange for Interpreting Services.

All requests for services or assistance in securing interpreters should be submitted to the DRA coordinator.

Procedure: Staff, Faculty and Community Activities

Interpreting services will also be provided upon request for non student functions. The sponsoring department or agency must contact the DRA and make arrangements for the interpreter. Interpreting Services may be provided for the following types of activities:

- a. Employee (staff or faculty) duties necessary to perform required job functions.
- b. Departmental functions such as hiring panels, committee assignments, in-service training and other administrative activities.
- c. Community and Departmental events, activities, displays, and exhibits.



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General Procedures: All Interpreting situations

Health Factors: For health and safety reasons, all activities lasting longer than 1 hour will require a break or the use of two interpreters.

Alternative Service: If an interpreter is not available for a class or functions, a stenographer and real time captioning maybe be used to record information word for word.

No Shows: If the individual for whom interpreting is being provided has not arrived, within 15 minutes of the start of the class or function, the Interpreter will report back to the DRA. In such cases, services can only be reinstated, if an interpreter is available.