

Sign Language Interpreting

If you have requested sign language interpreting services, please know that Clemson hires and will assign qualified, professional interpreters to your classes. You may expect Clemson interpreters to conduct themselves in a professional manner, much as your professors do.

Clemson interpreters WILL:

- Introduce themselves and their role to your professors before or on the first day of class.
 - Interpret all communication in the classroom: professor's lectures, class discussions, videos, and your questions or comments during class.
 - Seek your input regarding physical placement in class (yours and theirs), your preferred type of signed communication, etc.
 - Prepare themselves to accurately interpret class content and vocabulary by reviewing texts and other materials.
 - Keep your personal information confidential. Confidential information includes your name, the specifics of your disability, and any personally identifying information, as well as the content of interpreted personal communications.
 - Treat you with courtesy and respect; be approachable and have a positive attitude.
- ### Clemson interpreters WILL NOT:
- Take notes for you when you are out of class.
 - Remind you of assignments, appointments, or meetings.
 - Relay messages to or from your professor or others.
 - Develop a personal friendship with you outside of class.

Speech-to-Text Services

If you have requested speech-to-text services, please know that Clemson hires and will assign qualified, professional service providers to your classes. You may expect Clemson speech-to-text providers to conduct themselves in a professional manner, much as your professors do.

Clemson speech-to-text providers WILL:

- Introduce themselves and their role to your professors before or on the first day of class.
- Provide printed texts which are either verbatim or near-verbatim summaries of classroom communication, including lectures, class discussions, and videos.
- Prepare themselves to accurately condense and summarize lecture content by reviewing texts and other materials related to course content.
- Keep your personal information confidential. Confidential information includes your name, the specifics of your disability, and any personally identifying information, as well as the content of captioned personal communications.
- Treat you with courtesy and respect; be approachable and have a positive attitude.

Clemson speech-to-text providers WILL NOT:

- Assure that material on the board or screen will appear in class transcripts.
- Take notes for you when you are out of class.
- Remind you of assignments, appointments, or meetings.
- Relay messages to or from your professor or others.
- Develop a personal friendship with you outside of class.

Student Disability Services

Academic Success Center
CLEMSON
UNIVERSITY

Guidelines for Deaf and Hard of Hearing Students

Welcome to Clemson University and to Student Disability Services! Student Disability Services (SDS) is committed to providing the communication access you need to be successful both in class and out of class. This document outlines the roles, policies, and procedures which apply to you and to the service providers (interpreters and/or speech-to-text providers) who will work with you. Please review this information so that you will be prepared to utilize these support services to your maximum advantage.



G20 Redfern Health Center
Phone: 864-656-6848 Fax: 864-656-6849
Email: sds-1@clemson.edu
Web: www.clemson.edu/sds
South Carolina Relay System: 711

Student's Role

As a student receiving services through SDS, you share responsibility for effective communication access.

SDS expects you to:

- Identify yourself to the interpreter/speech-to-text provider on the first day of class or in any new setting, and for new or substitute service providers.
- Be on time for all classes, labs, and meetings.
- Engage in personal conversations with the interpreter/speech-to-text provider before or after class, not during class.
- Notify SDS if you will need note-taking services.
- Notify SDS at sds-@clemsson.edu or 656-6848 if your interpreter or speech-to-text provider does not come to class.
- Let your interpreter or speech-to-text provider know if:
 - You will be absent or miss a class
 - Your class is canceled
 - A video will be shown in class
 - You will be making a presentation in class

If you're using an interpreter:

- Communicate at the beginning of the semester with your interpreter concerning your preferred method of communication:
 - Do you depend mostly on speechreading?
 - Do you prefer sign language with speechreading?
 - Do you prefer Signed English, ASL, or PSE?
 - When you speak in class, do you want the interpreter to voice for you, or will you speak for yourself?

- Sit in a place that allows you to optimize services provided. Choose a place where distance, lighting, and angle for seeing interpreter work best for you.

If you're using speech-to-text services:

- Bring your laptop to class each day and log on to view captions.
- Communicate with your speech-to-text provider regarding effectiveness of the service and any desired changes in the appearance or content of captions and transcripts.

"No-Shows" or Cancellation of Services Policy

Meeting your communication access needs involves the time and effort of another person on a daily basis. Because your presence or absence in class affects your service provider, SDS expects you to give advance notice when you will not attend a scheduled class or meeting. Please observe the following:

- If you have requested services for a class or other event and later determine you will not attend, provide at least 24 hours' notice of your absence. If you are unable to give 24 hours' notice, notify as soon as possible.
 - Contact the interpreter or speech-to-text provider directly by email or whatever means you have established with that person, OR
 - Contact SDS at sds-@clemsson.edu or 656-6848.
- If you do not arrive on time for a class or other event, the interpreter or service provider will wait 15 minutes for events scheduled to last less than 90 minutes, and 30 minutes for events lasting 90 minutes or more. Notify the interpreter or service provider if you plan to arrive later than this scheduled wait time.

- If you fail to provide any notice that you will miss class, you will be counted as a "no-show". More than two consecutive no-shows for any particular class may result in suspension of services until you schedule a meeting with SDS personnel to reinstate services.

Interpreting/Speech-to-Text Services Outside the Classroom

Other than for your classes, services are available for a variety of academic and non-academic activities, events, and meetings. If you want to attend a Clemson event and want interpreting or speech-to-text services at the event, you'll need to make a specific request.

You should make your request for services as soon as you decide to attend an event or activity, and at least 24 hours in advance. If you later decide not to attend, just cancel within 24 hours to avoid being counted as a "no-show".

For each event, fill out online request form or send the following information to the SDS office:

- Date of event
- Title and description of event
- Request date
- Start time and approximate finish time
- Location
- Requested by _____ (_____email) or (_____phone)