



San Joaquin Delta College

Disability Support Programs and Services (DSPS)

INTERPRETING SERVICES AGREEMENT

Students approved for interpreting services must adhere to the agreement outlined below:

1. **First Day of Class:** Meet the interpreters inside the classroom before the beginning of the first scheduled class meeting. Services will be suspended for students who do not show up the first day of class.
2. **Tardiness:** Interpreters will wait 15 minutes for an hour class, and 30 minutes for a two hour class. Students who do not show up for class, and do not inform the coordinator that they will be late or absent, will receive an unexcused absence. Three unexcused absences in any one course will result in suspension of services. Interpreting services may be reinstated upon meeting with a DSPS counselor.
3. **Absence:** Students must contact the coordinator as soon as they know they will be absent. Failure to notify the coordinator of an absence will result in an 'unexcused absence.' Three unexcused absences will result in suspension of interpreting services. To contact the coordinator:
 - (209) 437-4710 (text only) or
 - (209) 954-5151 ext. 6289 (office/desk phone) or
 - gmaciel@deltacollege.edu
4. **No Interpreter:** If, after waiting 10 minutes, the interpreters do not show up to class, contact the coordinator at the above phone number or email address. The coordinator may be able to send other interpreters for that class. Remember, students are still responsible for the information taught in the class session, and should ask another student for notes for that class.
5. **Student Responsibilities:** During class, if the instructor is speaking too fast or several people are speaking at the same time, ask the instructor to repeat the information.
6. **Interpreter Responsibilities:** Interpreters are hired to sign voiced communications and to voice the student's signed communication. Interpreters will **NOT** act as aides or tutors.
7. **Notes:** If note taker services are required, DSPS staff will assist in arranging an in-class volunteer. Contact DSPS at (209) 954-5151 x6272.
8. **Participate in class:** Interpreters are hired to facilitate communication for the student. Please do not have private conversations with the interpreters during class. If interpreters are needed for class-related activities such as tutoring sessions, presentations, or field trips, the student must notify the coordinator at least 5 days before the scheduled activity.
9. **Complaints:** If the student experiences problems with instructors, students, or interpreters, it is the student's responsibility to inform the coordinator or speak with a DSPS counselor. Remember, interpreters only facilitate communication.
10. **Students Must:**
 - **Meet with a DSPS counselor each semester to review/receive accommodations.**
 - **Inform DSPS immediately of changes to the schedule, accommodation needs, or contact information.**
 - **Check student email regularly. All college communications are now sent through email.**

I have read, understand, and agree to follow these guidelines. Furthermore, I understand that failure to comply with this agreement may result in suspension of interpreting services.

Student's Signature

Phone Number

Email

Date