

Dear Professor:

The Resource Center for the Deaf strives to make the best possible accommodations for CSI students with disabilities. One of the services we provide is Sign Language interpreting. Please be advised that a student who is deaf has registered for your \_\_\_\_\_ class and has requested Sign Language interpreters.

An interpreter or two (depending on the length and content of the class) will be assigned based on their knowledge of the content being presented. The role of the interpreter is limited to being a facilitator between the deaf student and the professor/other students, who use different modes of communication. The interpreter will interpret the spoken word into sign language and voice what is being signed.

The interpreter/s will sit face to face with the student, usually in the front of the room, and will take turns interpreting on 20-minute intervals. They are to be respectful of the rules you establish in your classroom and will try to be as non-obtrusive as possible. Having a simultaneous visual interpretation of your lecture may be slightly distracting for the hearing students, but as the semester moves along, they will become accustomed to it.

Please note, all comments and information should be directed to the student, not the interpreter. While an interpreter is in the class to facilitate communication, he or she will not be taking tests, writing papers, or participating in class. That is the job of the student. Also, any discussions between you and the student will be kept confidential.

Please be aware that even though interpreting is simultaneous, delay time still occurs. Please do try to allow extra time for the student to participate in classroom discussions.

Please conduct your class as usual, and try to be sensitive of the visual needs of the student. For example, if you will be showing videos, closed captioning would allow for equal access to all. Please feel free to contact our Office for more information.

We are happy to collaborate with you at any time throughout the semester. Your feedback is essential for the success of the student. Please visit our website at <http://www.csi.cuny.edu/csa/rcd/> for more information. Thank you in advance for your cooperation and accept my best wishes for a rewarding and productive semester.

Sincerely,



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