

### **Tips for working with students using Interpreters/Realtime Captioners**

- Speak directly to the student. The Interpreter or Realtime Captioner will convey your comments to the student. The student may respond directly or through the interpreter, who will speak in the first person.
- Placement of Interpreter/Captioner is crucial to ensure that the student has equal access to the class. Interpreters need to sit where the student can see the instructor, visual materials, and the interpreter. Captioners will sit next to the student placing their equipment on a desk or table where they can access an electrical outlet.
- If videotapes will be shown during class, please try to locate copies that are captioned. If no captioned version is available, discuss with the Interpreter/Captioner options for accessibility.
- If the classroom lighting will be subdued please ensure that there is sufficient light on the interpreters.
- The Interpreter/Captioner will convey everything said in class including comments and questions from the floor, which may need to be repeated so that the Interpreter/Captioner can hear them. Please remember, however, that they can only convey one voice at a time.
- Specific terminology or names may need to be provided to the Interpreter/Captioner prior to the class meeting to ensure correct spelling and conceptual accuracy. The Interpreter/Captioner will request preparatory materials that may include syllabi, course packs, text books and other handouts.
- When using these services, students need a moment to switch their focus from the interpreter or caption screen to the instructor, overhead, book, or other visual display. Please remember that the process of interpreting/captioning involves a time delay.
- Please use specific referents when talking about diagrams or other graphics, rather than saying “this or that” or “from here to here”.
- Please remember to enunciate words/letters that may sound very similar.
- If you have any questions or would like more detailed information please feel free to discuss this with the Interpreter/Captioner assigned to your class, or contact Marta Belsky, Deafness and Hard of Hearing Specialist via email: [belsky@msu.edu](mailto:belsky@msu.edu).