

NOT YET READY FOR PRIME TIME INTERPRETING PROGRAM

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Procedures

1. Requests
 - a. Anyone can make a request.
 - b. Send requests to:
usm.notyet@gmail.com or
207-766-7127 Voice/VP or
207-799-8346 FAX
 - c. Requests must include:
 1. Requestor's name and contact information
 2. Name of event
 3. Location, date and time of event
 4. Description of event
(What kind of event? How many people? Etc.?)
 5. Kind of interpreting wanted
 6. Contact person for event (if other than requestor)
(Include contact information.)
 - d. Incomplete or invalid requests may be returned or ignored.
 - e. A request will be filled when an interpreting team is assigned to it.
 1. An interpreting team is one or more students *plus* one or more mentors. The minimum is one of each, but some assignments may need more than one interpreter; or more than one mentor may be interested in an event.
 2. Students and mentors are expected to take the initiative in forming teams.
 3. The instructor will assign the request to a team. This will normally be the first team to request an assignment, but the instructor may assign the request to a different team.
2. Preparation
 - a. Upon receipt of an assignment, the interpreting team will:
 1. Make contact with the requestor.
 2. If applicable, make contact with the event contact person.
 3. Obtain all information needed to interpret the event.
 4. Make any necessary requests (e.g., lighting, seating,

etc.).

3. Execution

a. The interpreting team should arrive early enough to deal with:

1. Team coordination
2. Interpreter placement
3. Lighting, etc.

b. If a member of the interpreting team misses an event, the other member(s) will:

1. If no student interpreter is present, or if no consumer/mentor is present, the other team member(s) will fill out the **No Show Observation Report Form**.
2. If only one student interpreter is present, when more than one has been assigned to an event, the remaining student interpreter and mentor may choose to:
 - a. Continue, with the student interpreter performing a condensed summary of the event; or
 - b. Fill out the **No Show Observation Report Form**.

4. Feedback

a. As soon as possible after the event, and preferably immediately after, the interpreting team will meet to complete their **Interpreting Service Evaluation Forms**. Each member of the team is expected to complete a form for each event. These forms must be turned in to the course coordinator before an assignment can be considered complete.

5. Emergencies

a. No participant in this program will knowingly be sent into a hostile or dangerous environment. Any participant who feels uncomfortable in an interpreting situation is asked to:

1. Request the immediate support of the full interpreting team
2. Request the immediate support of the instructor