Marquette University Office of Disability Services

**How to Arrange Sign Language Interpreters and/or Cart Providers**

**for Campus Events**

1. **Contact ODS to request funds for an interpreter**. In most cases the request is granted if it is directly related to a student or visitor having access to an academic program or presentation. Once you have received approval from the Office of Disability Services (ODS), you must complete the following steps below to ensure the assignment and payment of the interpreter you arrange is handled correctly.
2. **Secure an Interpreter:**
   1. **Be sure you have the preferred communication style of the person requesting the interpreter** (American Sign Language/ASL or real time captioning/CART) so you can assign the appropriate provider.
   2. Find an interpreter to contact for availability from the list below. If you would like to assign interpreters outside of the approved vendors, contact Purchasing (8-7453) to add them to the system, given we have approved the cost.

**Sign Language Interpreters:**

* **Professional Interpreting Enterprise (ASL) (company)** <http://www.pieinc-wi.com/>

[piecoordination@pieinc-wi.com](mailto:piecoordination@pieinc-wi.com)

* **Sandra R. Smith (ASL)**

414-940-0987 | [sandi.r.smith@gmail.com](mailto:sandi.r.smith@gmail.com)

**Communication Access Realtime Translation (CART) Providers:**

With CART services, everything that is said is "captioned" live for deaf and hard of hearing clients. Basically, it is typed as it happens so the information is provided almost immediately on a computer screen for the recipient to read. This service will reduce the lag time that can accompany other access services, and can be helpful for presentations which require feedback and interaction from the participants (i.e. classrooms). CART captions can also be displayed on a projector screen (for a small group), or broadcast on a large screen for a larger audience.

* **Seeing the Word LLC –** Margo Lucas

**262-442-6676**  CART on a computer screen

* **Quality Real Time Services, LLC –** Sharon K. Vivian

**414-779-0064** CART on a computer screen

* + **Caption First (company) 1-800-825-5234 |** [joe.booth@captionfirst.com](mailto:joe.booth@captionfirst.com)

[www.captionfirst.com](http://www.captionfirst.com) The captioned video is displayed on monitors, projection screens, televisions and/or through the Web. This would be helpful for large events such as graduation.

*Notes:*

* Independent contractors offer a more competitive rate. Although you should work to meet the needs of the individual benefiting from the interpreter, attempts made to find the best price are appreciated for our budget.
* If events last longer than an hour and a half, a team of two interpreters may need to be hired. The interpreter will clarify whether this is necessary or not.

1. **Fill out the SOW and provide to Sheri in ODS (sheri.hochtritt@marquette.edu)**

**(**Statement of Work for Purchase Order of Services Sign Language Interpreting and Real Time Captioning Services)

* The SOW should only be provided to ODS after the approval is made.
* To complete the form, you must be able to provide the following information (with input from provider):
* Name, address, and federal ID number of the Service Provider/Interpreter
* ‘Fixed fee’ or ‘not to exceed amount’ determined by the amount of hours needed at the rate given

**WE MUST RECEIVE THE SOW BEFORE THE EVENT TO GUARENTEE PROMPT PAYMENT.**

1. **ODS will generate a PO to provider in MARQetplace**

* All payments will be arranged through ODS using the information provided on the Statement of Work for Purchase Order of Services Sign Language Interpreting and Real Time Captioning Services form (SOW)
* After the event, the provider should “flip” the PO to an invoice for payment in the Coupa portal (MARQetplace)

**GENERAL INFORMATION:**

**Tips for Assigning Interpreters:**

* Provide the name of contact person/phone number for the event (e.g., faculty member teaching the class or coordinator of the event who will work directly with the individual requesting interpreting).
* Provide general description of services: When/what/where is the event? (dates, start and end times and type of event, e.g., a lecture, a workshop, a conference banquet, etc.).
* Is there a video, script, speech or other pre-prepared material that can be shared with the interpreter before the event?

**Working with interpreter(s):**

* Exchange contact information (who should the interpreter call if an emergency? How can you reach interpreter on the day of event? etc.), and provide address and directions to the building or location of the event.
* Provide parking information (Interpreters are generally responsible for their own parking expenses, but may need to know what type of parking is available, the cost, and where the parking is located. You may offer to arrange parking if you choose.)
* Make arrangements for appropriate room set-up based on service provider needs (Plugs? Location? Table/ chairs?)
* If there are scripts, lists, lecture notes, or pre-prepared materials, work with the interpreters to share these before the event.
* The day of the event, make arrangements for someone to meet the interpreter and the hard of hearing/deaf individual requesting the service at the event to assure each arrives and are introduced. Also, check that the room set-up is satisfactory.