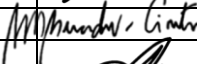


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	FILE SOURCE: OVCA-SCHOOL OF DEAF EDUCATION AND APPLIED STUDIES (SDEAS)	EFFECTIVE DATE: BEGINNING 3T ACADEMIC YEAR 2024-2025	APPROVAL DATE: MARCH 2025	NO. OF PAGES: 19

DOCUMENT CONTROL DETAILS	
Document Applicability	: All associates of De La Salle-College of Saint Benilde
Document Classification	: New
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Date of Next Review	: One (1) year after effectivity date

DOCUMENT APPROVALS				
Role	Name	Office/Center – Position	Signature	Date
Author/s	Marian Patricia Bea Francisco	School of Deaf Education and Applied Studies (SDEAS)- Dean		03-11-25
	John Xandre Baliza	Sign Language Interpretation Program Chairperson		03-11-25
	Rochelle Martin	Interpreting Education Program Coordinator		03-11-25
Secondary Approvers	Marilyn Cimatu	Vice-President for Finance		03-13-25
	Angelo Marco U. Lacson	Vice-Chancellor for Academics		3.14.25
Final Approver	Benhur A. Ong	Chancellor		04-08-25

CONTROL STAMP

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This document may be discontinued, altered, supplemented or suspended at any time, at the discretion of the College.

DOCUMENT HISTORY				
	Description of Change	Authored/ Revised by:	Revision Date	Effectivity Date
V01	Original Version	John Xandre Baliza Maria Veronica T. Perez	07-17-2007	AY 2007- 2008
V02	Revised Version to update rates and add SLI Assessment and decentralized budget	John Xandre Baliza Ma. Giselle Montero	09-28-2018	AY 2019- 2020
V03	Updated Version to include modalities of interpreting, update rates, add cancellation and administrative fees	Marian Patricia Bea Francisco John Xandre Baliza Rochelle Martin	01-14-2025	AY 2025- 2026

RELATED INFORMATION

Document Control No.	Document Name	Source
MM-2019-01-31-02	The AC Members approved the Interpreting Policy Proposal of SDEAS.	Academic Council Minutes of the Meeting
ACMM-2025-01-16-05	The Academic Council endorsed the Revised Interpreting Guidelines, incorporating AC comments and suggestions, to the Operations Council for approval.	Academic Council Minutes of the Meeting
MM-BLT-2025-02-26-06	Benilde Leadership Team approved the proposed revised Interpreting Services Policy and Rates.	BLT Minutes of the Meeting

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1. RATIONALE

- 1.1 It is the policy of the College to goal to position itself as an inclusive Higher Education Institute (HEI), it is essential that effective access to information and services are provided to Benildean Deaf students and associates through quality and ethical sign language interpreting. Ethically, participants should not be designated as the sign language interpreter as it hinders full participation and inclusion.
- 1.2 It is also fundamental that we provide the said interpreters with just and timely compensation for their services.

2. OBJECTIVES

- 2.1 To establish the processes for interpreting requests and ensuring quality and ethical interpreting access for Benildean students and associates.
- 2.2 To emphasize the profession of sign language interpreting by provision of just and timely compensation for interpreting services.

3. SCOPE

- 3.1 This policy covers all associates of **De La Salle-College of Saint Benilde**.

4. DEFINITION OF TERMS

- 4.1 **Sign Language Interpreter (SLI)** – is a person hired to facilitate the communication process between two or more parties by interpreting from the input language to the target language accurately, impartially, and effectively. The SLI ensures that there is equal access to information for both hearing and Deaf participants.
- 4.2 **Freelance Interpreter** – refers to the SLI who is not an employee of the College and is hired solely for a given interpreting assignment.
- 4.3 **Internal Benilde Interpreter** – refers to the SLI who is an employee of the College, whether FTF, AS, SS, or ASF, and is tasked to interpret for a given interpreting assignment outside of their 40-hour work schedule per week.
- 4.4 **In-person Interpreting**– refers to the face-to-face interpreting modality where both the interpreter and the participant must be at the venue in-person.
- 4.5 **Online Interpreting**– refers to the online interpreting modality where both the interpreter and the participant must be in an online platform (ex. Zoom, Google Meets, or MS Teams).

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5. POLICY STATEMENTS

- 4.6 **Filipino Sign Language (FSL)** – the national sign language of the Filipino Deaf community. It is a visual language with its own linguistic features.
- 5.1 This policy shall follow standard procedure. Please see appendices.
- 5.2 Review of Policy. This policy shall be reviewed every three (3) years to ensure that it is updated and relevant to the needs of the College and the community.
- 5.3 Compliance and Enforcement of Policy. Non-compliance and violation of the requirements of the Policy on Sign Language Interpreting Services may lead to disciplinary action, subject to the observance of due process.

6. EFFECTIVITY CLAUSE

- 6.1 This policy shall take effect upon approval and shall continue to be in full force unless superseded by new policies and guidelines.

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General Guidelines:

All activities attended by Deaf students and associates as official representatives of DLS-CSB should course their interpreting service requests through SDEAS. The guidelines for the service request and contracting of sign language interpreters (SLI) are as follow:

I. Contracting of SLI

- a. All SLI are requested to submit the following documents upon application to be considered into Benilde's pool of freelance interpreters:

- letter of intent that should indicate area of interpreting expertise
- curriculum vitae
- relevant certifications
- other pertinent documents

If formal interpreter trainings are received, they are to submit corresponding certification/documentation. If their exposure is community-based, they are to submit a letter of endorsement from a Deaf member of that community and a recommendation from a mentor interpreter.

- b. All SLI who submitted the above requirements are required to undergo initial competency assessment (using the SDEAS SLI Assessment Form, **Appendix A**) and interview with SDEAS AdHoc Committee (composed of FSLLP facilitator, Senior hearing/Deaf faculty, Interpreting Education Program Coordinator, SDEAS student representative and Dean)
- c. SLI recommended by SDEAS AdHoc Committee is required to sign a service contract renewable on a per-term basis, and is dependent on the result of the performance assessment (see **Item VI** below)
- d. SLI contracted by SDEAS is to be issued a CSB generic ID for entry into the campus, to be renewed on a per-term basis upon renewal of the service contract. This generic ID is to be issued to the SLI only once. Charges for replacement of damaged or loss ID shall be the sole responsibility of the SLI. This ID does not entitle the SLI to other privileges given to associates and students (i.e. access to library, computer laboratory, etc.) except for entry inside the campus.

II. Requesting for Interpreting Service

- a. Requests for sign language interpreting should be filed with the SDEAS Interpreting Service coordinator at least seven (7) working days before the activity. Due to the limited number of SLI, no assurance is given that an SLI could be assigned should a request be filed less than the recommended lead time. Internal and External requests made less

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than 3 working days before the activity would incur an additional P250 for administrative fees. However urgent or emergency requests (e.g., crisis counseling, medical emergencies, critical academic discussions) be exempted from the administrative fee.

- b. Requesting parties should fill out the **Interpreting Service Request (ISR) (Appendix B) online form**. The form should then be signed by the requesting individual/office and its immediate supervisor. Attachment of the **signed** and **approved** ISRF is required to complete the online form. Incomplete documents and details (unsigned forms) will not be processed.
- c. SDEAS will decide from its roster the best fit for all interpreting requests, based on the SLI's competency level and nature of the interpreting assignment. The requesting party can, however, request for a particular interpreter to be assigned to them, although no assurance could be given as this will depend on the SLI's availability and competency level.
- d. SDEAS will charge an administrative fee of P250 for interpreting requests that are externally funded (i.e. external requests, internal requests that are revenue generating or externally funded).

III. Interpreting Assignment

Interpreters are classified as either internal Benilde associate interpreter or external contracted freelance interpreter. Since majority of the interpreters are externally contracted, the following guidelines apply:

- a. Interpreting Modality
 - i. In-person Interpreting
 1. For any interpreting assignment that will go beyond one (1) hour or (1) hour of intense discussion or content, two interpreters shall be assigned regardless of the number of Deaf participants.
 2. A minimum of 2 hours billing is required for face-to-face events. For example, the activity is 1.5 hours, the charge will still be for 2 hours.
 3. Interpreting hours are counted in increments of 0.5 hours. Any requests that exceed the hour mark, will be rounded off to the next higher increment. For example, in-person interpreting totaling 2 hours 15 minutes will be computed as 2.5 hours.
 - ii. Online Interpreting

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1. For any interpreting assignment that will go beyond one (1) hour or (1) hour of intense discussion or content, two interpreters shall be assigned regardless of the number of Deaf participants
2. A minimum of 1 hour billing is required for online events. For example, the activity is 30 minutes, the charge will still be for 1 hour.
3. Interpreting hours are counted in increments of 0.5 hours. Any requests that exceed the hour mark, will be rounded off to the next higher increment. For example, online interpreting totaling 2 hours 15 minutes will be computed as 2.5 hours.

***Formula for budget allotment will be as follows:
(Rate per hour) x no. of interpreters x no. of hours***

b. Internal Benilde interpreters

While majority of our interpreters are externally contracted, assignments may be given internally to Full-time Faculty, Administrative Staff, or Academic Service Faculty.

1. Assignments should not conflict with their regular office work schedule.
2. As agreed upon with Finance Department and PODO in a meeting last Dec 9, 2021, in case of urgent need, where FTF, ASF, or AS are asked by the College to interpret for meetings, activities and events during their declared office hours, compensation of the interpreting hours may be given upon endorsement by the immediate head and/or school Dean provided that the interpreting assignment is not part of the associate's job description, and is not counted as part of their 40 hours a week. Endorsement and approval will be on a case-to-case basis.

c. Sample Computation of Difference of Rates of Internal and External Interpreters

- For internal Benilde associate interpreter:
(Rate per hour) x no. of hours= Interpreter's Honorarium
- For external contracted freelance interpreter:
 - For events less than 2 hours-(Rate per hour) x 2 hours= Interpreter's Honorarium
 - For events more than 2 hours-(Rate per hour) x no. of hours= Interpreter's Honorarium

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For example:

	Rate for Internal SDEAS Associate Interpreter	Rate for External Contracted Freelance Interpreter
Activity Type A Meeting for 1 hour (Zoom)	P825 x 1 hour= P825	P825 x 1 hour= P825
Activity Type A Meeting for 1.5 hour (F2F)	P825 x 1.5 hour= P1237.50	P825 x 2 hours = P1650

IV. Cancellation

Interpreting service cancellation within 24 hours or less prior to the event should merit the following fees:

- For in-person interpreting, two-hour payment to the external freelance interpreter and a P250 administrative fee applies.
- For online interpreting, one hour payment to the interpreter and a P250 administrative fee applies.

These fees do not apply if the interpreting request is cancelled due to suspension of classes and/or office operations, and other fortuitous events.

V. Compensation

- The rate of honoraria of contracted SLI will be based on the type of interpreting assignment Interpreter honorarium rates will follow the revised matrix of AY 2024-25 (**Appendix C**).
- In case of overnight and weekend activities, the requesting Office/Center/School is responsible in providing for meals, accommodation, and transportation of both interpreters for the duration of the activity.
- Interpreting honorarium shall be processed as soon as all documents required are submitted.
- For interpreting requests that are not included in the internal budget of SDEAS, (e.g. non-SDEAS research on the Deaf, training, etc.) the PRS should be processed by the requesting office.

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VI. Performance Assessment and Promotion

- Every term, a random performance assessment will be conducted by appointed SDEAS associate(s) during one of the SLI's interpreting assignment, using the SDEAS SLI Assessment Form (**Appendix A**)
- At the end of the term, quantitative and qualitative feedback from Deaf students and associates, as well as the requesting Offices/Centers/Schools will be collected through the Client Form (**Appendix E**).
- Results of the qualitative and quantitative assessments is to be given to all contracted SLI for a particular term as part of their professional development. The results will be the basis for renewal of contract for the succeeding term.
- SLI are encouraged to develop themselves professionally. Opportunities for promotion can be made on an annual basis upon submission of relevant documentation and review of the assessment results by the SDEAS AdHoc Committee.

VII. SLI Assignments with Benilde Partners

- SLI are still expected to follow the provisions stated in this policy (i.e. honoraria, professional conduct, etc.) as well as the policies of the partner company/organization.
- All partner companies should abide by the College's policies of contracting SLI. Any deviation(s) should be consulted with SDEAS prior the start of the interpreting assignment.

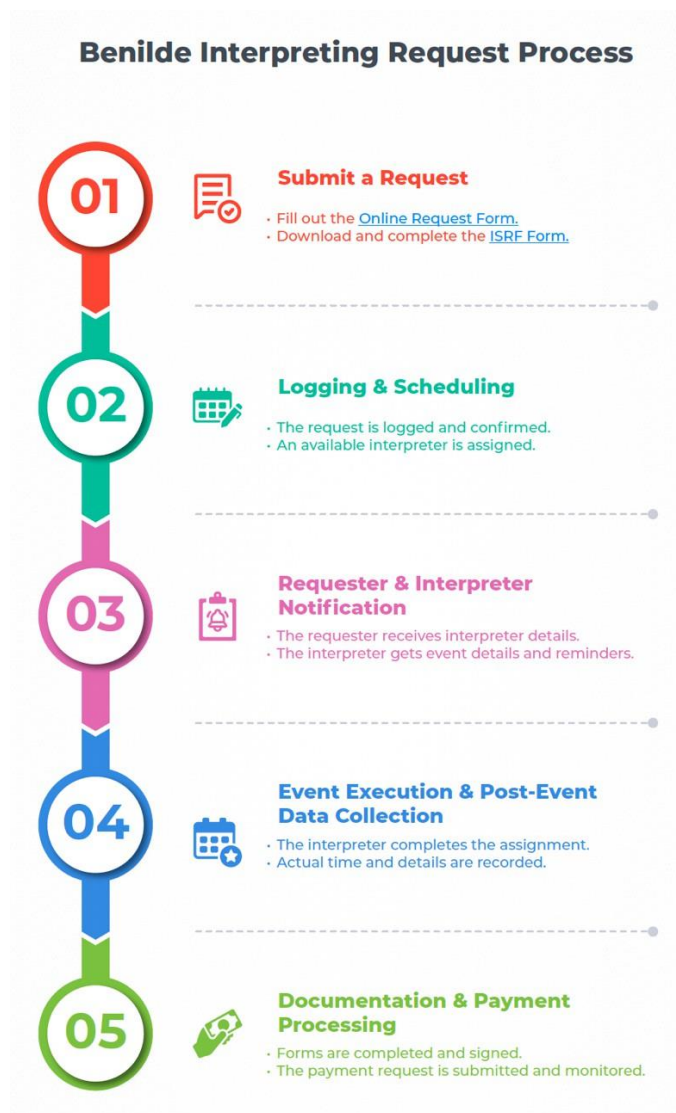
VIII. Grievance

- Complaints regarding professional conduct and non-compliance with the SLI Service policies and code of ethics should be formally filed (in written/signed format) within fifteen (15) days after the incident.
- Complaints are to be handled and actions decided upon by the SDEAS AdHoc Committee, and resolution should be given within thirty (30) days after the complaint is filed.

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APPENDIX A

School of Deaf Education and Applied Studies Interpreting Skills Assessment

Name of Assessee:

Criteria	Excellent 8-10 points	Good 5-7 points	Needs Improvement 1-4 points	Points
Vocabulary Choice	Has extensive knowledge of target language vocabulary that is relevant to the topic of discussion Fingerspelling is used strategically and sparingly Language choice accurately conveys the meaning from the source message; no errors observed	Has enough knowledge of target language vocabulary relevant to the topic Fingerspelling is sometimes used, mostly for jargons and technical content Language choice is appropriate for most of the interpretation; 1-3 errors are observed in terms of accuracy of sign choice	Has limited knowledge of target language vocabulary relevant to the topic Fingerspelling is extensively used even for basic English words with sign equivalent Language choice often skews the meaning of the source message; more than 3 errors are observed in the choice of signs as it relates to accuracy of meaning	
Target Language Production	Words are fingerspelled accurately and clearly, observing proper palm orientation and location	Fingerspelling sometimes difficult to read and/or inaccurate; 1-3 errors are observed	Fingerspelling is unclear, with more than 3 errors observed	

	Sign language parameters (hand shape, location, movement, palm orientation) are always observed, which leads to accurate and clear production of signs; no errors observed Speech production is grammatically correct and accurate; ideas are connected from one another; no errors observed	Less than 3 errors are observed in using sign language parameters; however, these errors do not significantly affect the accuracy of message and efforts are made to correct these errors Speech production is somehow grammatically correct, with minimal errors observed. Ideas tend to be fragmented at times.	Frequent errors are observed (>3) in sign production, which causes inaccuracy with the source message. No efforts are made to correct these errors. Speech production has numerous grammatical errors, with no efforts for correction. Ideas are too fragmented to be easily understood.	
Pace and Processing	Appropriate amount of processing time between the source and target messages, leading to higher accuracy with the interpretation Pauses are used effectively to indicate transition or change in topic	Sometimes too close/far behind the source message, and inaccuracies are sometimes observed but without significant impact on the target message Some inappropriate pauses are observed; has tendency to convey run-on statements which makes it challenging to	Interpretation is often too close/far behind the source message; processing time is minimally observed, causing frequent inaccuracies in source message comprehension and incorrect target message output Too frequent unnecessary pauses are observed, no clear transition between new topics	

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	Spatial referents are clearly and effectively used in the interpretation.	Attempts at using spatial referents are observed; however, these are sometimes not fully maximized or used accurately	No attempts in using spatial referents are observed	
				TOTAL POINTS

*Total Possible Points = 50

Comment/s:
 (Spoken Language to FSL)

 (FSL to Spoken Language)

Recommendation/s:

Assessed by:

Date:

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APPENDIX B

Interpreting Service Request Form

DE LA SALLE-COLLEGE OF SAINT BENILDE

DE LA SALLE-COLLEGE OF SAINT BENILDE
SCHOOL OF DEAF EDUCATION AND APPLIED STUDIES

INTERPRETING SERVICE REQUEST FORM (ISRF v 3.0)

1. Accomplish this ISRF in pdf/doc format. Ensure all information is complete for the request to proceed.
2. ISRF should be sent to SDEAS at least seven (7) working days before the activity.
3. After the event, SDEAS will send the service invoice to the requesting office for PRS processing. This will be charged under the requesting office's budget. Please inform SDEAS of the PRS number for follow up.
4. In case of request cancellation, inform SDEAS at least 24 hours before the activity to avoid charges.

Request Date			
Requesting Office			
Contact Person			
Contact number (office extension/viber)			
E-mail Address			

Activity Information			
Activity Title:			
Date:	Time Start:	Time End:	
☐ Online ☐ Onsite	Complete Venue Address (if onsite) or link (if online)		
Additional notes/instructions			

Charge to (Department/GL account code)	Budget Approved by:
Name and Signature Position of Requesting Office Head	

Request Receive by: (To be filled by SDEAS)

Ms. Teresa F. Quintanilla
 Name and Signature of SDEAS
 Interpreting Coordinator

Date/ Time

School of Deaf Education and Applied Studies
 2544 Taft Avenue, Manila, Philippines 1004
 Revised ISRF Form Dec 2023

+63 2 8230-5100
 Local 1646-1647
www.benilde.edu.ph

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	DE LA SALLE-COLLEGE OF SAINT BENILDE		
	DOCUMENT TITLE: BENILDE INTERPRETING POLICY	DOCUMENT NO: POL-1317-0001 (S.2025)	Effective Date: BEGINNING 3T ACADEMIC YEAR 2024-2025

DE LA SALLE-COLLEGE OF SAINT BENILDE

Interpreting Service Invoice

(to be filled by SDEAS)

Note to the requesting office: please process the PRS for sign language interpreting services rendered by the following person/s and inform SDEAS of the PRS number for payment follow up.

Name of Interpreter/s	Date	Actual Time Started	Actual Time Ended	Total no. of hours	Total Payment*
1.					
2.					

Additional Notes	
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PRS Number	
------------	--

Prepared By:	Date:
Ms. Teresa F. Quintanilla Name and Signature of SDEAS Interpreting Coordinator	

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APPENDIX C

Interpreter Honorarium Matrix

The interpreting assignments are classified according to type. The classification is based on the degree of difficulty of the interpreting assignment regardless of the number of participants or number of hours. Types A and B are paid by the hour, while Type C is paid as a package.

International Conferences rates shall follow the WASLI recommended rates.

Classification	Interpreting Assignment	Standard Interpreting Rates
Type A	Social & non-academic settings	P900
Type B	Educational & Religious, Legal, Medical & Counseling	P1,200
Type C	Special Projects	P9,000- P11,200*

*Amount is negotiable depending on package

>Please see APPENDIX E for the specific types of interpreting assignments.

APPENDIX D

Types of Interpreting Assignments

Classification	Types of Interpreting Assignment
Type A-Social & Non-Academic Settings	Regular Meetings, General Assembly, Sports Events, Christmas Party
Type B- Educational & Religious, Legal, Medical & Counseling	Classroom Interpreting, Seminars, Trainings, and Workshops, Graduation, Local Conference, Liturgy, Retreats & Recollections, Media and Job Interviews, Medical, Legal, Counseling
Type C- Special Projects	Theater and Performance, Research Sign Transcription, Signed Video Subtitles, Video taped

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APPENDIX E

Client Evaluation Form

Client Interpreting Evaluation Form

Directions: Following are items that measure the level of performance of interpreters in De La Salle College of Saint Benilde. Using the following agreement scale, please assess the skills and attitudes of the interpreter in a given interpreting situation by shading the bubble that corresponds to your answer.

1- Not Applicable

2- Strongly Disagree

3- Disagree

4- Agree

5- Strongly Agree

* Indicates required question

1. Email *

Interpreting Delta Assessment Form (IDAF)

(Student/Client Form)

2. Interpreter's Name: *

3. Title of Activity: *

4. Time: *

5. Venue: *

6. Date: *

Expressive Skills

7. 1. is able to emphasize important words, phrases, concepts, and ideas. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

8. 2. shows facial expressions which are appropriate for the speaker's message. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

9. 3. stops shortly to show the transition and end of an idea. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

10. 4. shows the type of sentence using facial expressions. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

11. 5. uses non-manual signals to convey the message (i.e., raises the shoulders while saying "I don't know, nods head while saying "yes"). *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

12. 6. is able to show the doer and the receiver of the action (e.g., when talking to a person in authority or clerk). *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

13. 7. is able to show comparison and contrast of ideas. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

14. 8. shows how events happen. *

Mark only one oval.

0

1

2

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4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

15. 9. is able to show cause and effect of events. *

Mark only one oval.

0

1

2

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4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

16. 10. is able to show location of things or places through signing. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

17. 11. uses a wide variety of signing vocabulary. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

18. 12. correctly executes the signs. *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

19. 13. signs at a speed that is easily understood (i.e., does not sign too fast nor too slow). *

Mark only one oval.

0

1

2

3

4

5

Not ☐ ☐ ☐ ☐ ☐ ☐ Strongly Agree

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29. regularly ask us regarding our communication needs. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

30. makes necessary adjustments based on our feedback. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

31. comes to the assigned activity well prepared. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

32. comes to the assigned activity on-time. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

33. relates with us in a respectful manner. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

34. asks for a Deaf person to relay for him/her when he/she cannot interpret a message accurately. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

35. seeks the help of an available peer interpreter when necessary to interpret the message clearly. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

36. is not doing other things while interpreting (e.g., texting, talking with others). *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

37. does not take over the responsibility of the speaker. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

38. dresses appropriately during interpreting assignments (i.e., graduation, awarding, mass). *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

39. shows respect when dealing with administrators, teachers and co-interpreters. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

40. works cooperatively with other personnel assigned to the activity (i.e., logistics and professional assistants). *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

41. supports or when appropriate (i.e., advice the speaker or teacher to let the Deaf students sit together, requests for handouts from the speaker or teacher, and the like). *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

42. does not say/sign offending words or phrases to anyone during his or her interpreting service. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

43. does not do things that are offending to anyone during his or her interpreting service. *

Mark only one oval.

0 1 2 3 4 5

Not ☐ ☐ ☐ ☐ ☐ Strongly Agree

44. Comments and Suggestions on Professionalism *

Thank you

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APPENDIX F

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