

Best Practices

General Expectations with Interpreting Services

The Faculty of Science Interpreting Services has high professional standards that freelance (FL) interpreters are expected to follow and they are listed here. These expectations are separate from the details mentioned in the Terms of Service. The staff interpreter is available to discuss the work and expectations in more detail.

General

- Possess CASLI active membership (in good standing).
- Follow the CASLI Code of Ethics and Guidelines for Professional Conduct at all times.
- Demonstrate a high degree of flexibility, maturity, ethical decision making, and professionalism.

Interpreting Specific

- Arrive fifteen (15) minutes early at the assignment location in order to be ready with the team and interpret any conversations that take place before the assignment officially starts.
- Have list of questions or clarifications (ex. sign or word choice, concept discussion, room layout, etc.) ready to discuss during the pre-assignment meeting.
- Have two to three (2-3) aspects of your work noted that you would like the teamer to provide feedback on.
- Be prepared to stay after the assignment for a debriefing meeting with the interpreting team. In these discussions maintain confidentiality regarding assignment information while remaining open to discussing successful and unsuccessful situations related to the interpreting work.
- Engage in discussions with staff, students, and/or faculty pre and post assignment, as practical, to identify language preferences, preferred style for delivery of service, and establish rapport.
- Wait thirty (30) minutes after assignment has begun for consumers who may be late. Exceptions include when a consumer informs you ahead of time that they will be late, and at what time to expect their arrival.

Preparation for Assignments

- Properly prepare for each assignment. This includes securing the preparation material(s) required, as well as pre-reading lecture material, and researching possible sign and/or

vocabulary choices. Preparation may also include spending time with Deaf and/or hearing consumers, and team interpreters to discuss terminology, field-specific vocabulary, concepts, and possible sign choices.

- The FL interpreter respects the privacy of all parties and holds all information and materials confidential. All assignment preparation materials given to the FL interpreter will be destroyed after use. Some preparation materials may be kept by the FL interpreter only in the case where the FL interpreter will be interpreting reoccurring assignments of the same or similar nature; discuss this with the staff interpreter.
- Prior to the assignment ask questions to, and seek clarifications from the staff interpreter regarding materials received; as well as request further preparation materials or assistance if needed.

Miscellaneous

- The assignment may be videotaped / livestreamed for internal or external use. The interpreting team may or may not be in shot. The video may be captioned at a later date. If there are concerns about the interpreting work being recorded please let the staff interpreter know prior to the assignment. The staff interpreter will do their best to find out in advance if taping will happen, however sometimes this may not be known until arrival at the assignment.
- All interpreters must wear appropriate personal protective equipment (PPE) when the nature of the assignment requires such. The staff interpreter may have the required PPE, please contact the staff interpreter in advance.

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