

Seattle Central Community College Interpreter Training Program

Second Year ITP Students GUIDELINES FOR FIELD WORK

ITP 245, 250, 255

Mock interpreting, Observations, Internship

DRESS and PROFESSIONALISM:

Don't:

- Wear clothing that has a low neckline;
- Wear clothing with spaghetti straps;
- Wear clothing that shows your midriff;
- Wear dirty or unkempt/wrinkled clothing;
- Wear jeans with holes in it;
- Wear long dangling earrings;
- Have long fingernails and/or colored nail polish;
- Have distracting jewelry such as rings (wedding bands are ok), bracelets and/or necklaces;
- Visible body piercing (including nose, tongue and eyebrow piercing) is to be removed as they, too, are perceived as distracting;
- If a student has visible tattoos along their arms, wearing long sleeve shirts will be required.
- Chew gum.
- Do not be distracted with your pager or cell phone. Do not allow your pager/cell phone to ring or be on vibration mode.

You represent Seattle Central Community College, the Interpreter Training Program, the profession of interpreting, deaf people, and most importantly, you represent yourself as a prospective employee.

Do:

- Show professional courtesy toward others including the teachers, your classmates and the people you encounter in your field;
- Be prompt and prepared for class;
- Interact with classmates in a positive and respectful manner;
- Show a balanced "turn taking" in classroom discussions;
- Be open to constructive feedback;
- Be quick to implement suggestions and directions from ITP instructors;
- Follow proper steps when experiencing a conflict;
- Demonstrate respect for Deaf/Deaf-Blind culture in all situations;
- Dress appropriately for the setting:
 - mock situations;
 - your videotaped assignments;
 - during your internship;
 - SSP and volunteer opportunities.

Professional dress can be defined as:

- Clothing that contrasts with your skin color;
- Clothing that is non-distracting;

- Clothing that is solid colored;
- Business casual outfits.

This also includes personal hygiene habits such as:

- Having your hair neatly styled;
- Your hair brushed back from your face;
- Neatly trimmed facial hair;
- Moustache should have lips visible;
- Your teeth brushed;
- Pleasant body hygiene; and
- General cleanliness.

CLASS TIME:

If there is down time during the class time, do not:

- use your cell phone,
- pager,
- palm pilot,
- or the like.

If there is extended down time, bring:

- professional teaming journals and
- professional books to class to read.

If you are in a teaming situation and there is down time, be cognizant of those around you. "Quiet" chatting may be perceived as disruptive and disrespectful to the class.

- It is imperative that you arrive five minutes early or more to your assignments.
- On the first day in a new setting, arrive especially early so you may introduce yourself to the people involved without interrupting the activity.
- Please inform those involved as to your role and purpose.

ATTENDANCE:

- Attend only those situations assigned to you.
- Plan to arrive ten minutes early so as to be there on time.
- Do not enter the setting late. This could cause a disruption.
- Inform those involved of pre-planned absences ahead of time. If an unplanned absence occurs, call and leave a message for the person at the setting and an email message with the SCCC Internship Coordinator.
- Record the absence in your journal log by dating the event and writing "0" hours. Absentee hours are not counted towards your total accumulated practicum hours.
- On the other hand, those sessions which are cancelled by the people involved in the setting, by holidays, or by inclement weather are counted in your journal log as if you attended, and are written up explaining the reason that you were not present.
- *Make-up dates for absences may be negotiated with your supervising instructor within one week of the absence.*