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Services for Students with Disabilities
Guidelines for Service Providers

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❒ Reader
❒ Interpreter
❒ Tutor
❒ Test Proctor
❒ Note-Taker

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Employee's Name

The office of Services for Students with Disabilities (SSD) provides accommodation and other types of assistance to students with disabilities attending WSU. Reading, tutoring, interpreting, and note-taking are among the services coordinated by this office. All employees and service providers in this department must be familiar with specific policies and procedures that help to enhance our program and provide a professional work environment. The following guidelines will serve this purpose.

\#   All services must be scheduled through the appropriate services specialist. Any work that is not previously authorized cannot be paid for through this office.

\#   Services Providers should arrive at an assignment in ample time to prepare before the class (or other activity) begins. You are expected to wait for at least fifteen (15) minutes outside the facility (classroom, etc.) or for a student if the student has not already arrived. It is the student's responsibility to arrive early and make any special seating arrangements for the Service Provider. In situations such as tutoring and reading, Providers should also wait fifteen (15) minutes for the student to arrive if the student has not shown at the scheduled appointment time. The Service Provider will be paid regardless, but should a student fail to keep a scheduled appointment without giving twenty-four (24) hour prior notice, the missed appointment should be reported to SSD. Repeated failures to keep appointments or to attend class will be documented in the student's file and may result in the suspension of services.

\#   In the event that a Service Provider is ill or otherwise unable to make a scheduled assignment, the SSD office must be notified as soon as reasonably possible. While sometimes unavoidable, last minute substitutions are difficult to arrange.

\#   Service Providers are not expected to provide materials for students.

\#   Service Providers are paid twice monthly through the standard WSU payroll system. Part-time, hourly employees cannot exceed nineteen (19) hours per week. All Service Providers must clock in and clock out using Weber State's phone-in time management system. In the invent any error occurs in this process, the Service Provider should bring the error to the Director's immediate attention.

\#   Time reports should be delivered to SSD on the last working day of the month before 12:00 noon. All such documents need to be signed by the Service Provider, and some require the signature of the individual receiving services. Please insure all signatures have been acquired prior to submitting the time report.

\#   Interpreters are expected to follow the Code of Ethics set by the Registry for Interpreters of Utah. Inappropriate behavior will be grounds for dismissal.

\#   Readers are required to act in a professional manner while working with students. Remember that as an exam or book is read for a student with a visual impairment, the Reader is only a vehicle for communication. Do not add any information beyond the text being read. Be careful not to infer any information through tone of voice; all work. must be the work of the student, not the Reader. Once any test is started, that test must be completed.

\#   Tutors are not required to teach the course being tutored. Students should always be prepared and assignments should be completed as much as possible before meeting with a tutor. The Tutor is provided to answer questions; the Tutor NOT expected to repeat an entire lecture or to complete the student's assignments. If a student repeatedly requests that a tutor act as a substitute teacher for the course, the Tutor should inform a member of the SSD staff.

Having read the Guidelines listed above, I accept the position as a Service Provider for Services for Students with Disabilities. By signing this document, I indicate my willingness and intent to satisfy all requirements and to complete my assignment(s) to the best of my ability.

_____   _____

              Signature   Date

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A copy of this document is available on our website: http://weber.edu/ssd/docs.htm

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