

## Tips for CART Clients

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- The CART provider will adhere to the National Court Reporters Association Code of Professional Ethics, which is similar to the Code of Ethics of American Sign language Interpreters. Ethical considerations include confidentiality, staying in role, and impartiality. The CART provider must remain in role at all times during class. Please reserve any conversations with the CART provider that do not pertain to the immediate CART session/display for discussion outside of the session.
- The CART provider must stay in the role of CART provider and is not allowed to offer clarification or answer questions pertaining to subject/class instruction. All questions should be directed to the instructor.
- The CART provider's computer setup is stationary during the session. For this reason, the CART provider requests the client not leave the CART station for any conversation the client would like transcribed. Due to other auditory elements in the room, the CART provider may be unable to perform satisfactory translation or any translation of discussions held away from the CART workstation. You, the client, are encouraged to invite speakers to your workstation for a more accurate translation of the conversation.
- Tardy/Attendance policy: The CART Provider will arrive at class location at least 10 minutes prior to the scheduled start of class (if possible), will set up, and will wait for 15 minutes of actual class time, prepared to work. No translation is performed when the student is not present in the classroom. If student (or professor) does not arrive within this time frame, the provider will pack up as quickly and unobtrusively as possible and will leave the class. Once the CART provider has left the classroom the CART provider will not return to class until the next class session. The CART provider will not interrupt an ongoing class to set up equipment a second time.
- The CART provider is charged with a duty to provide effective communication access for you. To that end, if the provider CANNOT clearly hear what a speaker is saying, they are required to interrupt the proceedings. This will be done only when absolutely necessary, and hopefully will not happen much at all. Should you, the CART client, prefer the CART provider not ask for clarification when lecture and/or discussion is not capable of being heard clearly, please submit a copy of your request in writing to the school's Disability Services Office and the CART provider. Once your written request has been submitted, the CART provider will honor the request and only insert inaudible parentheticals for each occurrence.
- While CART is considered verbatim, and the CART provider will attempt to translate all classroom dialog, the priority of the CART provider is to translate the professor speaking, not necessarily student off-topic conversation. If the professor and students are speaking at the same time, the professor's lecture takes precedence.
- Other than during quizzes or tests, you may feel free to scroll up the computer screen to refer to previously transcribed text at any time using the arrow keys located at the bottom right-hand corner of the laptop keyboard.