

TIPS FOR SPEAKERS USING CART

- The CART provider will adhere to the National Court Reporters Association Code of Professional Ethics is similar to the Code of Ethics of American Sign language Interpreters. Ethical considerations include confidentiality, staying in role, and impartiality. Please do not address the CART provider during class as this brings undue attention to the accommodation and, therefore, the CART client. The CART provider is not allowed to discuss the student's grades and/or performance.
- When speaking directly to the client, please speak directly to that person, not the CART provider. It is not necessary to say "tell him/her ..." before making your statement.
- Please be sure to speak audibly, at a reasonable rate, and as clearly as possible. Enunciation can make all the difference. Avoid mumbling or talking under your breath. Do not whisper or mouth words to the client as the CART provider will not be able to hear or transcribe what you say.
- In order to determine a "reasonable rate," please consider that most people tend to speed up as they become passionate and their tone also increases. A way to internalize "reasonable rate" would be to consider yourself in a professional role – you wish the persons in the room to understand and grasp what you have to say. The more concisely and distinctly you speak, the more the audience will be able to process the information. Please explain these requests to other speakers and students as well.
- Please avoid walking from the front of the room to the back of the room while speaking. It is much harder to understand what the speaker is saying when their back is turned to you.
- When reading aloud, do not read as fast as you possibly can. Please remember that the CART provider does not have the documentation and most people tend to read aloud at a much faster rate than they speak.
- Please attempt to reduce, as much as possible, interference from outside noise and miscellaneous private off-topic conversation among students. Please close doors and windows whenever possible and encourage other students to be considerate of those who may not be able to hear.
- It is essential that all speakers speak one at a time even during open discussions. Let the speakers completely finish their question/comment before you begin to speak even if you have an idea of where they are going. Be cognizant of the fact that the CART provider needs to understand exactly what is being said in order to provide an effective service for the hard-of-hearing client.
- Repeat questions, answers, and comments stated by other speakers that the CART provider may not have been able to hear clearly. (For example, a soft-spoken speaker on the other side of the room/auditorium.) This assists not only the CART provider and the CART client, but also the other classroom participants.
- The CART provider is charged with a duty to provide effective communication access for the hearing-impaired individual. To that end, if the CART provider CANNOT hear what a speaker is saying, the provider is required to interrupt the proceedings. This will be done only when absolutely necessary, and hopefully if the above tips are followed, it will not happen much at all.

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- Cooperation from the main speakers in providing preparation material to the CART provider is vital. The CART provider will work with the main speakers to obtain access to the syllabi and textbooks for each course in order to obtain terminology and subject material for adequate preparation of each class session. If the educator has lecture outlines, textbook reading assignments, Power Point or other handouts for the students, said information shall be made available to the CART provider at least the class meeting prior (24 hours) in order to prepare for the classroom discussion. New terms have to be entered into the CART provider's computer prior to each session to ensure accuracy of the translation displayed for the client.
- Are your audiovisuals captioned? Please test your equipment beforehand to ensure the captions display as intended. Any videotape, CD, audio, or other A/V materials including YouTube and other Internet media clips used in class must be provided to the CART provider at least 24 hours in advance for captioning purposes; otherwise, no transcription of said materials will be made during class time.
- When referring to a diagram on the board, on the overhead projector, or on a handout, be sure to say what you mean. The CART provider will type what you say the way you say it. "This plus this equals this" does not translate well on the computer screen. If you are speaking about subscripts, please specify V sub 1 as opposed to V1. The same goes for exponents, i.e. please say 10 to the 5th and not 10 5. Not saying exactly what you mean in these situations could imply something other than the message you are trying to convey and could cause a great deal of miscommunication. Example: $A+B-C^2$ or $A+(B-C^2)$ or $A+(B-C)^2$ or $(A+B-C)^2$
- Please understand there is a needed delay between asking the client (or the class as a whole) a question and the client's response due to the time it takes to translate the spoken word into text and the time it then takes for the client to read the text before responding.
- Remember, the hearing-impaired client is looking at the text on the computer screen to understand what you are saying. It is a good idea to pause for a couple of seconds after your statement referring to the board in order for the CART client to have ample time to look at the material displayed on the board and fully grasp the meaning of what you have said by looking at the CART text displayed on the laptop screen. The client cannot look at the board and the computer screen simultaneously.
- The CART provider will sit directly next to the CART client. Please try to reserve front row seats for the student and the CART provider. The CART provider will also need to sit within one extension cord's length of a power supply. While the extension cord will be covered with tape, please watch your step.
- The CART provider's computer setup is stationary during class. 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 classroom, the CART provider may be unable to perform satisfactory translation of private discussions held away from the CART station. Instructors are encouraged to approach the CART station as opposed to calling the CART client to the front of the room. Please keep this request in mind when assigning group work.
- Many CART clients are fluent lip readers who also choose to vocalize. Please do not assume this means the CART client does not want every word spoken transcribed. The CART client has

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requested the CART provision, which is a verbatim transcript of all audible dialog, regardless of who is speaking to whom.