



Reader/ Scribe Guidelines and Procedures

DSPS Services: The Disabled Student Program and Services ensures that a student with a verified disability is provided with reasonable accommodations that will guarantee equal access to the same educational opportunities as any other student attending Imperial Valley College. A reasonable accommodation includes the service of a Reader/ Scribe. A Reader/ Scribe is provided to a student who is visually impaired or has a physical limitation.

Reader/ Scribe: Is a student employed by the Disabled Student Program and services to work one-on-one with a student whose disability(ies) prevents the student accessing curriculum requirements (i.e. taking notes, completing class work, etc.).

A Reader/ Scribe will assist the student in class or as otherwise specified by the DSPS Specialist or DSPS Coordinator.

The eligibility for this service is determined on a case-by-case basis by the DSPS Specialist or DSPS Coordinator. Any student requesting a Reader/ Scribe ***must be enrolled*** at DSPS and ***must request this service each semester*** in a reasonable amount of time.

Reader/ Scribes are provided for Imperial Valley College in class course support **only**. **Reader/ Scribes are not personal attendants or facilitators.**

DSPS Specialist or DSPS Coordinator will work with the student to determine:

- ❖ Specific tasks the Reader/ Scribe will perform
- ❖ Beginning and end date of the period the student will be served
- ❖ Job location
- ❖ Number of hours the Reader/ Scribe will be assisting the student

When working as a Reader/ Scribe for the DSPS Office, it is significant for you to remember that if someone approaches with questions regarding the student's disability, please refer them to the DSPS Specialist. It is responsibility of the Reader/ Scribe to provide and maintain confidentiality, not only within office, but also outside of the office.

Student and Reader/ Scribes Responsibility:

1. The Reader/Scribe will act as the student's hands, if necessary.
2. Behave in a professional and respectful manner.
3. Exchange student email addresses for communication services and notes delivery. Any other inquiries should be done to the DSPS Office.
4. Reader/ Scribe will not perform duties unless directed by the student.
5. Reader/Scribes will not explain or interpret assignments or questions.
6. Communication exchanged between Reader/ Scribe should only be related to coursework.
7. Reader/ Scribe may communicate with student to resolve any conflict. The Reader/ Scribe and/ or student may include the DSPS Specialist or DSPS Coordinator to work towards a resolution.
8. All work must be completed on campus.

9. Reader/ Scribe must arrive on time to scheduled time with student.
10. Reader/ Scribe when working in a laboratory will assist student in collecting all needed materials and set up equipment. The student will give instructions on how to manipulate materials. When materials are no longer needed the Reader/ Scribe will return materials where they go assist in cleaning up student's area.
11. A student may only be approved for a Scribe, who will be asked to help with taking notes in class. Scribes are responsible for being accurate and fair, without providing help to improve their writing.
12. A student who has a Scribe must provide specific formatting directions, including style format to be followed.
13. Students who make adjustments to their class schedules after they have been assigned a Reader/ Scribe will not be guaranteed to have a R/S for their class, but alternatives will be offered.

Academic Dishonesty: If professor, DSPS Coordinator, DSPS Test Proctors suspect the student and Reader/ Scribe have engage in academic dishonesty a report will be made to the appropriate department chair or program director. Academic dishonesty could include: doing the student's assignments, or helping the student cheat during exams or class assignments.

The Disabled Student Program and Services reserves the right to suspend or discontinue service or employment if any of the above are violated or abused.

Absence Policy: If the student or Reader/ Scribe will be absent the DSPS Specialist must be notified **as soon as possible**. *DSPS Office will attempt to arrange for student to have a substitute Reader/ Scribe for the class, if there were to be no substitute available another options will be offered.*

Reader/ Scribes are expected to attend every scheduled class and *is allowed a maximum of one unexcused absence per semester and if a second absence occurs the R/S may be replaced.*

Arriving Late Policy: If it should happen that the student will arrive late to class the DSPS Specialist should be notified and the R/S will be contacted. **If the student is late more than three times without a valid reason R/S may be suspended.** Reader/ Scribes may wait up to *15 minutes* for student to arrive without a notification and may leave after the 15 minutes are up without penalty. The student who has arrived late for more than 15 minutes and has not notified to DSPS Office *will not* be guaranteed to have a R/S for the whole class period.

If a Reader/ Scribe is late more than three times, it would equal to an unexcused absence.

If at any time you feel that you are not the right person to serve as a R/S, please let the DSPS Specialist know and allow us time to replace you before you end your position with us