



Guidelines for lecturers who make use of the Interpreting Services during lecture capturing

The lecturer and the interpreter work as a team to ensure that lecture capturing is of a high standard. Here are a few guidelines to improve the quality of such recordings.

Lecturer

- When the lecturer schedules Interpreting Services for a lecture, he/she has to indicate if lecture capturing will also take place so that a 'pocket device' can be booked.
- Communication between the interpreter and the lecturer is of utmost importance. Lecturer should add the interpreter on eFundi as a participant so that the interpreter can be aware of what happens in class and have access to all information shared with students.
- Lecturers must ensure that they provide the interpreter with all relevant information so that the interpreter can prepare.
- PowerPoints should be available to the interpreter to prepare.
- If the reading of poems, stories and the singing of songs will be used in class, the interpreter must receive these in advance so that they can be translated in advance and used appropriately.
- Lecturers must repeat all questions asked by students in the class before answering to ensure that everyone has heard the question and so that the question can be recorded/captured.
- If there is a class discussion, a microphone must be passed around in class (roaming microphone). This ensures that all questions, answers and statements are recorded/captured.
- Lecturers must guard against speaking too fast and make sure that they speak clearly.
- Interpreting Services request that lecturers who wish to make use of lecture capturing outside of scheduled class times schedule these sessions for recess and examination, otherwise it cannot be guaranteed that interpreters will be available to do the lecture capturing.

Interpreter

- The interpreter has the responsibility to take the 'pocket device' that is required for the recording of the interpreted soundtrack to the session.
- The interpreter has a responsibility to keep in touch with the lecturer and to keep abreast of what is happening in the classes.
- The interpreter has the responsibility to prepare for classes and to familiarise himself/herself with subject terminology. Glossaries must be kept up to date.
- Good communication between the interpreter and the lecturer is of utmost importance to ensure that the lecture capturing is of high quality. If the interpreter had trouble hearing the lecturer, the interpreter must bring this to the lecturer's attention.
- Interpreters must make sure that they speak clearly and not mumble or breathe into the microphone. Ensure that correct interpreting techniques are used to ensure that you produce a high quality product.
- All information conveyed in class should be interpreted; nothing may be added or omitted.
- Classes are interpreted from the start, even if users are late. If the users do not show up, the interpreter continues with interpreting for the sake of lecture capturing.
- If there are no users in a class and the lecturer indicates that he/she will make use of lecture capturing, the interpreter should continue to interpret the session.

Student presentations

- All student presentations must first be sent to the interpreter so that the interpreter can prepare. (At least two days prior to the class presentation.)
- Any PowerPoints should be available to the interpreter, at least two days prior to the session.
- Students must be shown how to use the microphone correctly.
- Students must be asked to speak loud and clear. If the interpreter cannot hear the student, chances are that other students also cannot hear him/her.
- All content that students plan to read must be given in advance to the interpreter to translate. When a person reads content, they tend to read a lot faster than when they speak, making it very difficult to interpret.