

## Transcription

Transcription is the process in which speech or audio is converted into a written text document. Transcription can be used to make audio-only content accessible. Transcription is available for academic purposes primarily for those students with hearing loss or who are Deaf.

### Transcription Coordinator:

Heather Rose

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### General Information

- Transcription accommodations need to be requested by the student through STARS, along with his/her other accommodations.
- Transcribers are professionally trained part-time staff employed through the Office of Accessibility.
- Once a transcriber is assigned, please see STARS for the name and the contact information of your transcriber. Please confirm and exchange contact information with your transcribers, so you can communicate when a cancellation is necessary.
- It is very important that the direct line of communication from the professor to the student remains, to ensure the same academic experience for the student as their peers. The transcriber should not be asked to act as a tutor nor an aide.
- The transcriber must be free from distractions so that they may be ready to provide transcription as soon as verbal communication occurs.
- A speech to text transcription is provided during the class and will be uploaded to STARS for the student to access within 24 hours after the class ends.
- The transcript allows the student to access and review the material covered in class. The transcript is not to be shared with the class.

### Types of Services

- **Computer Aided Real-Time Translation (CART)**
- **Remote Transcribing-** In the event a staff transcriber is not available, remote transcribing is available. Students will need a Skype account to access this service and will need to pick up a microphone from our office. The Office of Accessibility will provide the equipment and training necessary for this service.
- An audio recorder accommodation is given as a back-up to a live or remote transcriber. Please carry your audio recorder to classes and place it near the professor to improve the audio signal. The class can then be transcribed from the audio recorder.

### Deadlines for Service Requests

A good faith effort will be made to fill requests after the deadline, but the availability of transcribers may be limited. Alternative accommodations may need to be arranged.

Please contact the Transcription Coordinator by the following deadlines for all transcriber service requests:

<b>Type of Request</b>	<b>Deadline</b>
Classroom lectures/labs	6 weeks before the 1 <sup>st</sup> day of the semester
Field trips, art/theatre performances	2-3 weeks before date transcriber is needed
Single meeting/appointment request	5 business days before date needed

### **Priority of Services**

Requests from students and staff will be filled according to the following priorities:

1. Classroom lectures
2. Classroom labs
3. Class required activities (i.e. required field trips)
4. Student/instructor meetings
5. Assisting university staff on selected program-related activities (i.e. graduation, performing arts, etc.)
6. Referral resource for other departments needing transcriber services

### **Schedule Changes**

Any change in student's schedule must be reported to the Transcription Coordinator and updated through STARS immediately. The Office of Accessibility will make a good faith effort to fulfill all requests, but please be aware that requests made after a semester has started may result in a delay of services. Please see your Disability Specialist about other accommodations to assist you during this time.

### **Attendance**

#### **Student and Transcriber No Shows**

If a **student** does not attend a class, the transcriber will wait 15 minutes before contacting the Office of Accessibility. If the Transcriber Coordinator is not available, the transcriber should leave a detailed message before leaving the assigned class. If unable to attend class, students should contact the Transcription Coordinator in advance whenever possible.

If a **transcriber** does not report to an assignment, the student should wait 15 minutes. If the transcriber still has not reported, please contact the Office of Accessibility as soon as possible so that the Transcription Coordinator can follow up with the transcriber.

Both **transcribers and students** must notify the Office of Accessibility at least 24 hours in advance, whenever possible, if they will not be able to attend class/assignment.

#### **Substitute Transcribers**

If a transcriber is unable to make it to a class due to sickness or emergency, they will contact our office as soon as possible. Efforts to secure a substitute transcriber will be made. If a substitute is unavailable, we will contact the student by their preferred communication (e.g., email) as soon as possible. We will also email a notice to the instructor and ask that they provide a copy of their notes or help coordinate a copy of a classmate's notes for the student with a hearing loss.

#### **Attendance and Cancellation of Services**

If a student is absent from three class sessions without notifying the Office of Accessibility, services may be interrupted. The student will need to meet with the Transcription Coordinator to determine whether the accommodation is still appropriate. If absences without notification continue, transcribing services may be cancelled. The student is expected to attend classes to receive this accommodation.