

Dear Friends,

One of the largest barriers for interpreters, and the agencies that support them, is the lack of access to interpreter skill development resources. At times, local resources are overlooked, and regional resources are simply unknown. All too often, skill enhancement training seems overwhelming and unattainable. The result of this barrier is that the training does not occur.

Recognizing the scope of this barrier, and the necessity of people who can help us build strong, local infrastructures, we have compiled a comprehensive directory of resources for Region V.

In this guide, you will find specific resources in each state for interpreter skill development, maintenance and enhancement, as well as information on:

- ♦ Coordinating workshops and seminars.
- ♦ Obtaining financial support.
- ♦ Locating educational materials and videotapes.
- ♦ Utilizing distance learning options.
- ♦ Locating presenters, trainers and mentors.

Contributing to the work that went into this guide, were the following people: Laurie Swabey, Paula Gajewski Mickelson, Richard Laurion, Darla Barrows, Janet Beattie, Marta Belsky, Janet Dobecki, Rubin Latz, Bambi Riehl, and Leandra Williams, JoAnn Kranis and the Region 11 Project and Cornerstone Copy Center. Staff and Advisory Board members representing each state of our Region, put hours of thoughtful time and effort into making this guide a valuable and easy to use resource. We thank you all for your time and support.

We hope this Resource Guide will come to be a valuable reference for you as you fulfill your educational and professional needs.

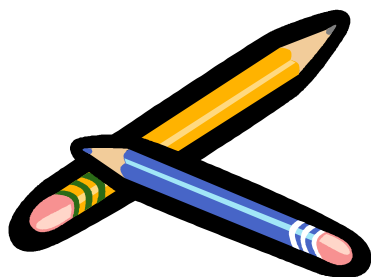
Warmly,

The Staff at the Federal Interpreter Education Project

(Note: This Resource Guide is being frequently updated. If you would like the most recent version, come to our website at: [www.stkate.edu/project](http://www.stkate.edu/project). You can click on this link and it will take you there. You may need to follow the directions to select your browser, such as Internet Explorer or Netscape.)

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Created by the Staff at the  
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Sponsored by Region V ITP Award  
#H160A000008 at the COLLEGE OF ST. CATHERINE  
in Partnership with SLICES, LLC.

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# TABLE OF CONTENTS

## 2001-2003 Professional Resource Guide for Interpreters, Students and Educators

<b>Introduction</b>	<b>4</b>
<b>Fact Sheet</b>	<b>5</b>
<b>RSA Project Proposal Guidelines</b>	<b>8</b>
<b>Event Support</b>	<b>10</b>
<b>Financial Support</b>	<b>11</b>
<b>Projected Income Sheet</b>	<b>12</b>
<b>Projected Expense Sheet</b>	<b>13</b>
<b>Event Checklist</b>	<b>14</b>
<b>Feedback Form for Working Interpreters</b>	<b>22</b>
<b>Workshop Evaluation Form</b>	<b>23</b>
<b>Resource Libraries</b>	<b>25</b>
<b>Internet Libraries</b>	<b>28</b>
<b>Vendors &amp; Publishers</b>	<b>29</b>
<b>Interpreting Skills Internet Resources</b>	<b>30</b>
<b>Distance Learning Opportunities</b>	<b>33</b>
<b>Interpreter Education Programs</b>	<b>35</b>
<b>Locating Presenters</b>	<b>37</b>
<b>Approved CMP &amp; ACET Sponsors</b>	<b>38</b>
<b>National Professional Organizations</b>	<b>39</b>
<b>DeafBlind Resources</b>	<b>40</b>
<b>Multicultural Interpreter Resources</b>	<b>41</b>
<b>Oral &amp; Cued Speech Transliterating</b>	<b>42</b>
<b>National RSA Projects</b>	<b>43</b>



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# INTRODUCTION

## Who is the Federal Interpreter Education Project?

The F.I.E.P. is a collaboration of the College of St. Catherine and Sign Language Interpretation, Consultation & Education Services (SLICES).

## About the College of St. Catherine



The Bachelors Degree in Interpreting at the College of St. Catherine provides students with the linguistic, cultural and ethical knowledge they need to enter the profession of interpreting. Graduates work in a variety of settings, from classrooms to emergency rooms, providing an essential link between people who don't use the same language.

The Interpreting program was established in 1983. It was, and still is, the only program in the world with an in-depth focus in the area of health-care interpreting. In 1998, the program grew from an associate degree to a bachelor's degree program. The college has

now added focus areas in interpreting in educational settings and in interpreting for DeafBlind people. The Bachelor of Interpreting program maintains a 50-50 split with liberal arts courses, supporting the belief that practitioners with a strong foundation in the liberal arts are better prepared to function as sign language interpreters.

## About SLICES, LLC.

SLICES (Sign Language Interpretation, Consultation & Education Services) was founded in 1998 by partners Paula Gajewski and Richard Laurion to promote the professional development of interpreters and transliterators of American Sign Language and English. SLICES develops and delivers educational programs and resources, using a learner-centered philosophy and drawing on the skills and talents of teams of Deaf and non-Deaf interpreters and interpreter educators. SLICES currently delivers educational resources in print, videotape and CD-ROM formats and consults with interpreters, schools and agencies nationwide. Paula Gajewski and Richard Laurion together have over 35 years in the fields of interpreting and interpreter education and through their partnership at SLICES, are making their vision of high-quality, learner-centered education a reality in rural and urban areas across the nation.

## About the CSC/SLICES Partnership

In 2000, the Interpreter Education Program at the College of St. Catherine in partnership with SLICES became the RSA Region V Center for Interpreter Education, under a grant from the US Department of Education. One of the project's main goals is to increase the number of skilled and qualified interpreters in Region V as well as building an infrastructure so that interpreters will be able to maintain and increase skills, even after the funding cycle has ended. Through this partnership, CSC provides the academic base and administrative support for interpreter education and materials while SLICES partners Paula Gajewski and Richard Laurion manage the off-campus delivery of learner-centered educational materials and events for the Region V grant project.

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# FACTSHEET

## Region V Federal Interpreter Education Project Factsheet

### What is the focus of this project?

The goal of the Rehabilitation Services Administration (RSA) of the U.S. Department of Education is to make available, through ten regional grants, support for continuing education for interpreters who work with Deaf, hard of hearing and DeafBlind people. The ultimate goal is to increase the number of certified, qualified interpreters to work in rehabilitation related settings.

### The goals of the training project for Region V include:

- Building an infrastructure in rural and urban areas across the region so that the long-term on-going need for skill maintenance and skill upgrading can be met in local areas. Some components of this include a comprehensive local and regional resource guide for interpreters and agencies, mentor development & training and independent study materials for interpreters.
- Continuing to provide a source of qualified interpreters who have graduated from the College of St. Catherine's four-year interpreting program, which includes specialized areas such as deaf-blind, health care and educational interpreting. These specialized courses will be offered in an intensive summer format to make them available to interpreters throughout the region. In addition, the goal has been set to see an increase of least 10% in the number of minority students/students from diverse communities completing the program.
- Co-Sponsoring 42 workshops (7 in each state) per year in Region V, responding to previously identified needs as well as immediate and/or on-going needs, such as preparation for certification and developing interpreting skills for working with individuals who are DeafBlind or who have low vision needs. Co-Sponsoring may be in the form of information & referral, technical assistance, advertisement and/or a contribution to the presenter's fees/expenses.

### Which states does Region V cover?

Region V includes the states of: Indiana, Illinois, Michigan, Minnesota, Ohio and Wisconsin.

### What type of support is available?

**Technical Assistance:** This includes assistance with any or all steps in planning and coordinating an event: locating presenters, assistance with timelines and detail work, registration coordination, fiscal coordination, advertising (including the development and mailing of flyers), printing of materials, evaluation development and summaries.

**Financial:** First consideration for financial support will be given to those projects that address

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# FACTSHEET

the underserved populations identified by the Federal RSA or the Project Needs Assessment. This includes (but is not limited to) interpreters working in rural areas, interpreters working with individuals who are DeafBlind; distance-learning programs, mentoring and increasing the number of certified interpreters from diverse communities.

**RID CEU sponsorship:** Assistance with completing the necessary paperwork for approving CEU sponsorship for events throughout the region. As an approved sponsor, we can also be the identified sponsor of the CEUs for the event and take care of the necessary paperwork for application, documents for the event, and certificates of attendance.

**Information and Referral:** This includes providing contact information to individual interpreters for professional organizations, websites and other resources that may be helpful in general interpreting skill enhancement.

Any or all of the above mentioned kinds of support may be given to any project.

## **How will awards for support, particularly financial support, be decided?**

The non-financial support is readily available to anyone – simply give us a call or send us an email (at least two weeks prior to your event), and ask us if the support you are looking for is within the scope of the Project and can be available for your event.

Organizations requesting financial support will be required to complete and submit to the Project office a simple application. Applications for funding will then be sent to at least three advisors, independent of the Project. They will be given a set of criteria, including the goals of the Project, region and state and will make recommendations for approving funding or not.

## **How much financial support is available?**

Financial support will generally be in the form of Challenge Grants. We have funding available for 7 events per state, each of the five years of the project.

## **What are the criteria considered by the reviewers of the mini-grant applications?**

The criteria includes:

- Which needs identified for this state and region does this event address? (The more needs addressed the better!)
- What partnering agencies and organizations are identified for working on this project? (Again, the more the better!) What kinds of contributions are being made by the partnering agencies, either financial or in-kind?

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## FACTSHEET

· Based on the budget submitted, does this look like a fiscally sound project? (Is it reasonably priced for attendees? Do the costs outlined seem appropriate for this size event?)

### **Can I apply at any time for financial or other support?**

Yes. However, the applications for financial support will only be processed and reviewed on a monthly basis. Applications must be received in our office by the 5<sup>th</sup> of the month (or the closest business day to the 5<sup>th</sup> if it falls on a weekend) to be considered that month. Notification for awards will be given to applicants by the 30<sup>th</sup> of that month.

### **What must I do once support is granted?**

If the Project is co-sponsoring an event, by providing technical assistance, CEU sponsorship, and/or financial support, the grantee must provide the Project with a final budget, class roster and evaluation summary (if we are not doing the summary for the event) within 30 days of the events completion. The Project must be identified as a co-sponsor on all advertisements.

### **Who is staffing the Project?**

Darla Barrows is the Administrative Assistant and can be reached Monday – Friday, 8:30 – 4:30 p.m. Richard Laurion and Paula Gajewski of SLICES, LLC share the position of Project Manager. Laurie Swabey, the Director of the Interpreting Program at the College of St. Catherine, is the Project Administrator.

SLICES (Sign Language Interpretation, Education and Consultation Services) was founded in 1998 by partners Paula Gajewski and Richard Laurion to promote the professional development of interpreters and transliterators of American Sign Language and English. SLICES develops and delivers educational programs and resources, using a learner-centered philosophy and drawing on the skills and talents of teams of Deaf and non-Deaf interpreters and interpreter educators. SLICES currently delivers educational resources in print, videotape and CD-ROM formats and consults with interpreters, schools and agencies nationwide. Paula Gajewski and Richard Laurion together have over 35 years in the fields of interpreting and interpreter education and through their partnership at SLICES, are making their vision of high-quality, learner-centered education a reality in rural and urban areas across the nation.

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# PROPOSAL GUIDELINES

## RSA Project Workshop Proposal Guidelines

For your convenience, we have collaborated with RSA Region II, to create a checklist. Please refer to this checklist when designing your workshop proposals.

### Step 1 - Write a proposal

The proposal form is available to be completed on-line. It contains several pieces of specific information. The Payee refers to the organization that will receive Federal Interpreter Education Project (FIEP) reimbursement and the name of the individual who will sign our mini-grant agreement. The goal of this is to generate as much information as possible early in the planning stages so there are few “surprises” later. Many fees will be estimated on the initial proposal. They should, however, be based on preliminary research such as contacting potential speakers and co-sponsors for appropriate dates and fees. This will help you be as realistic as possible. The FIEP is able to provide technical assistance in writing the proposal. This includes suggestions for speakers or topics as well as help with estimating the budget. Feel free to call your Project Managers for this information.

### Step 2 – Submit your proposal prior to the 5<sup>th</sup> day of the month and you will have a response by the 30<sup>th</sup> of the same month.

When the proposal and projected budget are completed, send them via fax, email or US Mail to our administrative assistant, at:

Federal Interpreter Education Project  
Attn: Darla Barrows  
College of St. Catherine  
601 25<sup>th</sup> Avenue South  
Mpls, MN 55454

Include a resume indicating the qualifications of the presenter(s), if available.

### Step 3 – We will forward your application to three reviewers.

The three reviewers will recommend funding, no-funding, or funding upon conditions which will be defined in a letter. The reviewers comments may be included in the letter which allow you the opportunity to negotiate with the Project Managers.

### Step 4 – Negotiate with the Project Managers

It is important to be as clear as possible in your application. The reviewers or Project staff may ask for clarification of items in your request.

Step 5 – Before the 30<sup>th</sup> of the month in which you apply, confirm your funding with the Project Managers.

After receiving the reviewer recommendations of your proposal, the Project Managers will contact the workshop coordinator. The decision will be discussed with the workshop contact person by



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# PROPOSAL GUIDELINES

phone or in person, as appropriate. If your proposal is approved, you will be notified and the necessary agreement forms will be prepared.

## **Please Note:**

The US Dept. of Education, Rehabilitation Services Administration prohibits profit-making activity by grant funded programs.

## **Step 6 – Have a Great Workshop!**

**Step 7 – Publicize the Federal Interpreter Education Project at the College of St. Catherine as one of the co-sponsors of your workshops.**

Please have this printed on all flyers and workshop evaluations:

*This workshop is sponsored by the RSA Region V ITP Award #H160A000008 at the College of St. Catherine in partnership with SLICES.*

If the activity will be offered for RID CEU's, include the logo(s) & other information indicated in the CMP package.

**Step 8 – Distribute a workshop evaluation form to all participants at the completion of the workshop.**

A sample evaluation form can be found in the Resource Guide or on online. This form is ready for duplication once you have added the title, location and date of your workshop, as well as the name(s) of your speakers and co-sponsors. Please return a summary of the evaluations to the Project Managers following the workshop, along with the Workshop Review form.

**Step 9 – Submit paperwork for payment.**

To receive payment after the event, please submit:

1. An invoice on your organization's letterhead requesting payment and indicating these costs were incurred in the accordance with the purposes set forth in the proposal and mini-grant documents.
2. Copies of receipts, bills or invoices from speakers, interpreters, etc., documenting the amount which the Federal Interpreter Education Project has agreed to sponsor.
3. The final budget (income and expenses).
4. Workshop evaluations
5. A class roster

Billing procedures are important, as the College of St. Catherine will not pay some costs without documentation. Payment can be expected within four weeks of our receipt of your invoice and the accompanying required documents (1-5, above). Send these documents to our administrative assistant, at:



Darla Barrows  
College of St. Catherine  
601 25<sup>th</sup> Avenue South  
Mpls, MN 55454

If you have any questions about the procedures, please contact the Project Managers.

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# EVENT SUPPORT

## In-kind and Financial Support

Securing financial resources is an important part of any successful educational event. It is important to remember, however, that support for an event is not only a contribution of funding. Support for any event can come in two forms: In-Kind and Financial.

**In-kind support** is easily overlooked and not recognized, because it is often not tangible and does not include an exchange of money. The following is a list of just some examples of in-kind support, which can come from an entity or an individual,:

- A person's (or persons') time spent on workshop coordination
- An agency making the copies for workshop materials
- An agency copying and mailing the event flyer
- An interpreter providing pro-bono interpreting services, or services at a reduced rate
- An entity, or individual, donating refreshments for an event
- A facility offering space and/or equipment at no charge

Places that have been known to provide in-kind support in the past include state agencies serving Deaf, DeafBlind, and/or hard of hearing persons; non-profit agencies serving the same populations; Interpreter Referral Agencies and Interpreter Service Providers; educational institutions, especially those housing interpreter education programs; community education programs. Sometimes, entities related to the subject being presented will also offer in-kind support (i.e. hospitals may donate the use of their conference room for a workshop on medical interpreting.)

When planning an event, be sure to identify these potential contributions. In addition, once they are secured, it is important to list them in the overall event budget, and recognize them as important contributors to the event.

**Financial support** is a contribution of money that comes from an entity or individual. The Federal Interpreter Education Project is only one source for financial support available to you. Other sources for funding include:

- The local or state chapter of the Registry of Interpreters for the Deaf (RID). Many chapters have specific committees and dollars earmarked for supporting educational programming for interpreters.
- The National RID. Depending upon the topic area, there may be funds available to support educational programming from the national organization. For example, the RID has recently made funding available to support mentor programming in the country.
- Other local organizations of interpreters. In some areas, there are groups of interpreters not affiliated with the RID, but have a similar mission in that they support the continuing education and professional development of Sign Language interpreters.
- Any of the entities listed in the In-Kind section above may also have limited funding available to support educational opportunities for interpreters.
- Local civic organizations, particularly those which have a tie to interpreting services, serving Deaf, DeafBlind, and/or hard of hearing people. Organizations like the Lions Club or Sertoma Club may have funding available to support an event.

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# EVENT SUPPORT

## Financial Support from the Project

### Financial support:

First consideration for financial support will be given to those projects that address the under-served populations identified by the Federal RSA or the Project Needs Assessment. This includes (but is not limited to) interpreters working in rural areas, interpreters working with individuals who are DeafBlind; distance-learning programs, mentoring and increasing the number of certified interpreters from diverse communities.

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### What are the criteria considered by the reviewers of the mini-grant applications?

The criteria includes:

- Which needs identified for this state and region does this event address? (The more needs addressed the better!)
- Are the learning objectives concrete and measurable?
- What partnering agencies and organizations are identified for working on this project? (Again, the more the better!) What kinds of contributions are being made by the partnering agencies, either financial or in-kind?
- Based on the budget submitted, does this look like a fiscally sound project? (Is it reasonably priced for attendees? Do the costs outlined seem appropriate for this size event?)

### Can I apply at any time for financial or other support?

Yes. However, the applications for financial support will only be processed and reviewed on a monthly basis. Applications must be received in our office by the 5<sup>th</sup> of the month (or the closest business day to the 5<sup>th</sup> if it falls on a weekend) to be considered that month.

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# BUDGET DEVELOPMENT

## Projected Expense Sheet

Description	F.I.E.P	Co-Sponsors	In-Kind	Register	Total
<b>Presenter(s) fees:</b>					
	=				
(name)	=				
(name)	=				
<b>Presenter(s) travel:</b>					
	=				
(name)	=				
(name)	=				
<b>Presenter(s) accommodations:</b>					
	=				
(hotel)	=				
(meals)	=				
<b>Interpreter(s) fees:</b>					
	=				
(rate x hours)	=				
(rate x hours)	=				
<b>Special Needs Interpreter(s) fees:</b>					
	=				
(type x rate x hours)	=				
(type x rate x hours)	=				
<b>Building Rental:</b>					
	=				
<b>Equipment:</b>					
	=				
<b>Telephone:</b>					
	=				
<b>Postage:</b>					
	=				
<b>Printing (fliers, materials):</b>					
	=				
<b>Coordination:</b>					
	=				
<b>Refreshments:</b>					
	=				
<b>Other:</b>					
	=				
<b>Total</b>	=				

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# EVENT CHECKLIST

When planning an event, the number of details that need to be considered may seem overwhelming. This event checklist (Pages \_\_\_\_ ) is offered as one way to keep track of those details. Please feel free to modify it to suit your particular event.

Event Title: \_\_\_\_\_

Dates(s): \_\_\_\_\_

Facility: \_\_\_\_\_  
\_\_\_\_\_

## Attendance

Allowed by Presenter:

Allowed by Facility:

Budgeted to Break Even:

Minimum: \_\_\_\_\_

Minimum: \_\_\_\_\_

Minimum: \_\_\_\_\_

Maximum: \_\_\_\_\_

Maximum: \_\_\_\_\_

## Planning Committee

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

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# EVENT CHECKLIST

## Facility

Facility Name:

Contact Person:

Address:

Phone:

Email:

Fax :

Key: N=Need to Do, D= Done

N     D

—    —     Number of meeting rooms requested: \_\_\_\_\_  
-Lighting arrangements  
-Acoustics: carpet and drapes to reduce echo  
-Style of seating arrangements: classroom/ theatre/ roundtable  
-Podiums  
-Water pitchers and glasses

—    —     Type of media requested:  
-Number of microphones: speakers \_\_\_\_/ interpreters \_\_\_\_  
-Type of microphones: lapel mics/ free standing/ "mobile"  
-VCR & monitor(s) how many? \_\_\_\_\_  
-Slide projector & screen(s); transparencies & markers  
-Overhead & screens \_\_\_\_\_  
-Whiteboard & pens \_\_\_\_\_  
-Flip charts and pens \_\_\_\_\_

—    —     Facility Accessibility:  
-Number of phone amplifier(s): \_\_\_\_\_  
-Number of TDD(s): \_\_\_\_\_  
-Number of ALD(s), infrared system/ FM system: \_\_\_\_\_  
-Visual smoke alarm systems? Y or N  
-Ramps? Y or N  
-Special parking considerations? Y or N  
-Map needed to spaces? Y or N  
\*NOTE: all events supported by the FIEP must be held in accessible space, in accordance with the ADA.

—    —     Designated smoking areas? Y or N

—    —     Billing arrangements:  
-Deposit required? Y or N  
-When is deposit due? \_\_\_\_\_

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# EVENT CHECKLIST

N=Need to Do, D=Done

- — Orientation to key facility staff needed? Y or N
  - Contact person & phone: \_\_\_\_\_
  - When is orientation? \_\_\_\_\_
  - Name of person responsible for training: \_\_\_\_\_
  
- — Preview of site? Y or N
  - Contact person name & phone: \_\_\_\_\_
  - Date & time of preview: \_\_\_\_\_
  - Staff member(s) attending: \_\_\_\_\_

## Overnight Accommodations



- — Reservations needed? Y or N
  - Individual's responsibility/ group reservation
  - Name of person responsible for group reservation: \_\_\_\_\_
  
- — How many sleeping rooms are needed? \_\_\_\_\_

Rooms	Smoking	Non-smoking
Single	_____	_____
Double	_____	_____
Triple	_____	_____
Quad	_____	_____
  
- — Room Access
  - TTYs: Y or N
  - Captioned TVs: Y or N
  - Alarm clocks: Y or N
  - Smoke alarms: Y or N
  
- — Billing Arrangements:
  - Room guarantee needed: Y or N
  - When? \_\_\_\_\_
  - Government or reduced rates: Y or N
  - Rate? \_\_\_\_\_



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# EVENT CHECKLIST

N=Need to Do, D=Done

## Meals

- \_\_\_ \_\_\_ Individuals responsible? Y or N  
-Any meals eaten together? \_\_\_\_\_  
-List of local eating establishments  
-Name of person responsible for making list: \_\_\_\_\_
- \_\_\_ \_\_\_ Catered? Y or N  
Which meals will be catered: \_\_\_\_\_  
-Buffet/ Sit down service?  
-How many meals total are needed? \_\_\_\_  
-Vegetarian alternative  
-How many vegetarians attending? \_\_\_\_  
-Special dietary needs: allergies/ low sodium/ low fat  
-Meal guarantee needed?  
-Billing arrangements
- \_\_\_ \_\_\_ Breaks  
-How many breaks throughout the conference? \_\_\_\_  
-Refreshments requested?  
-Coffee/ tea/ mineral water/ juice/ pop/ decaf pop/ diet pop  
-Rolls/ pasteries/ cookies/ fresh fruit/ fresh veggies  
-Cost: \_\_\_\_\_

## Speaker Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fees: \_\_\_\_\_

Speakers fees paid by: \_\_\_\_\_

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# EVENT CHECKLIST

N=Need to Do, D=Done

## Topics Covered

-Background information needed? Y or N

-Speakers biography needed? Y or N

-Biography due when? \_\_\_\_\_

\_\_\_ \_\_\_ Media requested? Y or N (See Facility Section)

\_\_\_ \_\_\_ Small group activities planned? Y or N

-Additional interpreters/ media/ rooms needed?

\_\_\_ \_\_\_ Handouts copied? Y or N

-Braille or large print materials needed? Y or N

-Name of person responsible for copying? \_\_\_\_\_

\_\_\_ \_\_\_ Travel/ lodging arrangements

-Name of personal host from planning committee: \_\_\_\_\_

\_\_\_ \_\_\_ P.R. for community awareness? Y or N

-Name of person responsible for P.R.: \_\_\_\_\_

## Interpreters

(Please see Interpreter Information Worksheet for names and details on individual interpreters.)

\_\_\_ \_\_\_ How many are needed? \_\_\_\_\_

\_\_\_ \_\_\_ What kind: ASL/ SEE/ Tactile/ Sign-to-Voice/ Oral/ Relay/Spoken language

\_\_\_ \_\_\_ Pre-Session Information

-Committee contact person for interpreters: \_\_\_\_\_

-Agenda/ script/ handouts (must be sent prior to the conference)

-Group needs:

-language preference \_\_\_\_\_

-heavy sign to English interpreting needed? Y or N

-Scheduled break times

-Directions

-Atmosphere (casual/formal)

-Fee negotiation

-Fee confirmation

-Billing arrangements: invoice and contact person

-Meals/ lodgingN

---

# EVENT CHECKLIST

N=Need to Do, D=Done

-Committee expectations

\_\_\_ \_\_\_ Environmental Considerations

-Backdrops

-Sound system

-Mic for sign-to-voice interpreting, monitor

-Is lighting adequate? Y or N

-Is additional lighting needed for movies? Y or N

-Platform needed? Y or N

-Comfort of situation: chairs/ layout/ lighting

\_\_\_ \_\_\_ Billing Arrangements

-In-kind/ paid

-Contact person for billing of paid services:\_\_\_\_\_

## Miscellaneous

\_\_\_ \_\_\_ Agenda Development

-Person responsible for collecting items:\_\_\_\_\_

-Due date:\_\_\_\_\_

\_\_\_ \_\_\_ Registrant Updates

-Confirmation when registration received? Y or N

-Maps/ directions included? Y or N

-Who is responsible for confirmation?\_\_\_\_\_

-Due date:\_\_\_\_\_

\_\_\_ \_\_\_ Free-time

-Structured free time? Y or N

-Activities planned and when

-Committee person responsible for plans:\_\_\_\_\_

\_\_\_ \_\_\_ -Due date:\_\_\_\_\_

\_\_\_ \_\_\_ Conference Evaluations

-Participants

-Person responsible for developing evaluation:\_\_\_\_\_

-Due date:\_\_\_\_\_

-Interpreters (Feedback and suggestions from the Interpreters)

-Person responsible for distributing and collecting evaluations

from Interpreters:\_\_\_\_\_

\_\_\_ \_\_\_ Conference Accessories

-Name tags? Y or N

---

# EVENT CHECKLIST

N=Need to Do, D=Done

-Signs for meeting rooms? Y or N

-Person responsible for accessories: \_\_\_\_\_

—      —      Follow Up

-Thank you letters/ cards for: speakers/ interpreters/ facility/ sponsors

-Person responsible for thank you notes: \_\_\_\_\_

-Billing forms

-Person responsible for billing forms: \_\_\_\_\_

-Follow up correspondence

-Person responsible for correspondence

-Evaluation compilation and distribution

-Person responsible: \_\_\_\_\_

-Send to: Federal Interpreter Education Project, Presenters, others

-Due date: \_\_\_\_\_

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# EVENT CHECKLIST

## Interpreter Information Worksheet

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

SSN: \_\_\_\_\_

Fee: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

SSN: \_\_\_\_\_

Fee: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

SSN: \_\_\_\_\_

Fee: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

SSN: \_\_\_\_\_

Fee: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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# EVALUATION FORMS

The next two pages are sample evaluation forms you may use and tailor to meet the needs of your event. The first form is one that could be given to participants to gather feedback on the overall event. The second is a form that could be distributed to the working interpreters of an event, to gather feedback on working conditions.

## FEEDBACK FORM FOR WORKING INTERPRETERS

Title of conference: \_\_\_\_\_ Date: \_\_\_\_\_

The purpose of this evaluation form is to gather feedback and comments so we may work with freelance interpreters more effectively. Please complete this form and return it to: \_\_\_\_\_, on or before: \_\_\_\_\_.

Thank you for your feedback.

1 – poor    2 – fair    3 – average    4 – very good    NA – Not Applicable

### ENVIRONMENTAL CONDITIONS

	1	2	3	4	NA	Comments?
1. Room layout/ interpreter placement/ platform						
2. Sound system/ microphones						
3. Lighting						
4. Background/ backdrop						
5. Comfort: chairs/ set up						
6. Break times sufficient						
7. Number of interpreters						

### PRE-SESSION

1. Preparation materials: agenda, handouts, script, directions were clear and received in a timely manner						
2. Group needs and expectations were clear						

### BILLING ARRANGEMENTS

1. Contact person readily available						
2. Billing forms/ invoices received in a timely manner						
3. Payment prompt						

Additional comments:

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# EVALUATION FORMS

## Region V Federal Interpreter Education Project Serving Illinois – Indiana – Michigan – Minnesota – Ohio – Wisconsin College of St. Catherine WORKSHOP EVALUATION

Activity Title:  
Activity Dates:

Workshop Location:  
Activity Presenters:

Please read each statement carefully, and then select the number that most accurately describes your thoughts on this event.

(Disagree 1 2 3 4 5 Agree)



### The Workshop:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. The workshop was well prepared for and organized:               | 1 | 2 | 3 | 4 | 5 |
| 2. The workshop built an understanding of concepts and principles: | 1 | 2 | 3 | 4 | 5 |
| 3. The workshop had clearly stated objectives:                     | 1 | 2 | 3 | 4 | 5 |
| 4. The handouts were supportive of the subject matter:             | 1 | 2 | 3 | 4 | 5 |
| 5. The workshop was outstanding:                                   | 1 | 2 | 3 | 4 | 5 |

### The Trainer:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. My instructor communicated a clear understanding of course content: | 1 | 2 | 3 | 4 | 5 |
| 2. My instructor(s) helped me apply theory to solve problems:          | 1 | 2 | 3 | 4 | 5 |
| 3. The instructional level of this activity met my expectations:       | 1 | 2 | 3 | 4 | 5 |
| 4. The instructor addressed my needs to my satisfaction:               | 1 | 2 | 3 | 4 | 5 |

### Overall Impression:

- |  |   |   |   |   |   |
|--|---|---|---|---|---|
| 1. I will incorporate the skills gained from this activity into my work: | 1 | 2 | 3 | 4 | 5 |
| 2. This activity will contribute to my professional growth:              | 1 | 2 | 3 | 4 | 5 |
| 3. This activity will motivate me to seek further continuing education:  | 1 | 2 | 3 | 4 | 5 |

The topics most interesting or most valuable:

The topics least interesting or least valuable:

What other topics interest you?

What geographic location(s) is convenient to you?

Comments:

**Please turn this sheet over, there are more questions on the back.**

---

# EVALUATION FORMS

1. How did you hear about this workshop?

2. Why did you choose to attend this workshop?

3. Were you satisfied with the:

Location?	yes	no	Parking?	yes	no
Facility?	yes	no	Directions?	yes	no
Lighting?	yes	no	Childcare?	yes	no
Seating?	yes	no	Refreshments?	yes	no

Additional Comments:

Demographic Information: (Optional)

<input type="checkbox"/> State Certified/Assessed Interpreter	<input type="checkbox"/> American Indian/ Alaskan Native
<input type="checkbox"/> NAD Certified Interpreter	<input type="checkbox"/> Asian/ Pacific Islander
<input type="checkbox"/> RID Certified Interpreter	<input type="checkbox"/> African American/ Black
<input type="checkbox"/> Non-certified Interpreter	<input type="checkbox"/> Hispanic/ Latino American
<input type="checkbox"/> Student/ITP Student	<input type="checkbox"/> White Non-Hispanic/ European American
<input type="checkbox"/> Other Affiliation	<input type="checkbox"/> Other – Please Specify

<input type="checkbox"/> Hearing	<input type="checkbox"/> Male
<input type="checkbox"/> Deaf	<input type="checkbox"/> Female
<input type="checkbox"/> Hard-of-Hearing	
<input type="checkbox"/> Deaf-Blind	

Select which statement best identifies you. If choosing more than one, identify the percentage for each.

**I work in the following settings:**

**Education:**

Pre-K\_\_\_\_  
Elementary\_\_\_\_  
Secondary\_\_\_\_  
Post-Secondary\_\_\_\_  
Community Ed\_\_\_\_

Government:\_\_\_\_  
Human Services\_\_\_\_  
Rehab Services\_\_\_\_  
Legislative\_\_\_\_

**Health:**

Mental Health\_\_\_\_  
Medical Health\_\_\_\_  
Chemical Dependency\_\_\_\_

Legal:\_\_\_\_  
Law Enforcement\_\_\_\_  
Courts\_\_\_\_

**Corporate:**

Small Business\_\_\_\_  
Large Business\_\_\_\_  
Non-Profit\_\_\_\_

**Thank you for your participation. We appreciate your comments!**



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# STATE RESOURCE LIBRARIES

## Illinois

### Illinois School for the Deaf

125 Webster Avenue  
Jacksonville, IL 62650  
217-479-4200 V/TTY  
morgan.k12.il.us/isd/

The library and media center at the Illinois School for the Deaf is open year round, and is open to the general public. You may sit in the library and read or make photocopies of articles that interest you. The librarian also has free informative handouts on Deaf Culture, as well as on resources for the State of Illinois. At the time of this printing, you may take home a free instructional video on learning sign language, in exchange for the donation of a new blank videotape.

### MEDIA CENTER:

V/TTY (217) 479-4241

The ISD Media Center serves as a link between national media service agencies and programs for individuals who are deaf or hard of hearing in Illinois. It provides awareness information for public school, academic, and special libraries regarding materials and accommodations that are available to meet the needs of library users who are deaf or hard of hearing. Captioned Films and Videos for the Deaf is a federally funded program at ISD which maintains over 4,000 open-captioned films and videos. Schools, libraries, and other organizations that serve at least one individual who is deaf or hard of hearing may request an account and receive access to these materials. Deaf awareness materials are available upon request. These describe products and services generally related to deafness. Staff present workshops and information in instructional design and use of computer software, video, and other media. A variety of outreach

materials and services are available. A large collection of print and non-print resources and a professional staff are available to teachers and other interested individuals who work with students who are deaf or hard of hearing. Outreach videos, which teach sign language or tell stories in sign language, are available through a videotape exchange program.

### IRID

P.O. Box 4339  
Chicago, IL 60630-4339  
www.jal.cc.il.us/IllinoisRID

The Illinois Registry of Interpreters for the Deaf, IRID, maintains a resource library. They have a host of videotapes that can be loaned to members. Most of of tapes are from the National Clearing House of Rehabilitation, with other tapes being purchased from professional companies (Dawn Sign Press, Sign Enhancers, etc).



## Indiana

ICRID has donated a large videotape collection, which may be accessed through inter-library loan at your local Indiana library. The collection is housed at and handled by the St. Joseph County Public Library in South Bend, IN.

The contact person and address:

Anne Raymer  
St. Joseph County Public Library  
304 S. Main St.  
South Bend, IN 46601  
(219)282-4663

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## STATE RESOURCE LIBRARIES

(219)235-4194 TTY

### **Indiana State School for the Deaf**

1200 East 42<sup>nd</sup> St.  
Indianapolis, IN 46205  
317-924-4374 V/TTY  
[www.deafhoosiers.com/isd/](http://www.deafhoosiers.com/isd/)

The Indiana State School for the Deaf library is not open to the general public. However, you may request books from the libraries collection to be sent to your local Indiana library, where you can check them out. The School also offers courses in ASL. Please see our description of this program under our Coursework heading.

## **Michigan**

### **Michigan State School for the Deaf**

1667 W. Miller Road  
Flint, MI 48503-5096  
Email: [MSDB\\_MAIL@state.mi.us](mailto:MSDB_MAIL@state.mi.us)  
1-800-622-6730  
[www.msdb.k12.mi.us/](http://www.msdb.k12.mi.us/)

The Michigan State School for the Deaf is not open to the public. You may visit the library to conduct research, but no books or media are available to take off the premises.

## **Minnesota**

### **Minnesota Resource Center – Deaf/ Hard of Hearing**

P.O. Box 308  
Faribault, MN 55021  
[cfl.state.mn.us/spaced](http://cfl.state.mn.us/spaced)  
Carol Mahagnoul, Librarian:  
[carol.mahagnoul@state.mn.us](mailto:carol.mahagnoul@state.mn.us)

This impressive library has a wealth of information available to Educational Interpreters in Minnesota. Visit the web site for a complete list of books and videos available.

### **Minnesota State School for the Deaf**

Faribault, MN 55021

Hours: They are open during the school year, with their normal hours being 7:45a.m. to 4:15pm, Monday through Friday.

Books: They now have over 8,000 books on their library shelves. In the main library they have four sections: Easy (Children's), Fiction, Non-Fiction, and Reference. In the Media Production Center they also have a Professional Library, which houses books of interest to staff, parents and other professionals.

Magazines and Journals: They currently subscribe to 60+ publications. The majority of their magazines are student oriented, but they do have a selection of professional journals and teaching aids.

## **Ohio**

### **ISLR, Interpreting & Sign Language Resources**

Ohio School for the Deaf  
500 Morse Road  
Columbus, OH 43214  
614-995-1566 v/tty

ISLR is located on the campus of Ohio School for the Deaf and focus on Educational Interpreting.

### **The Ohio Resource Center on Deafness**

Ohio School for the Deaf  
500 Morse Road,  
Columbus, OH 43214

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## STATE RESOURCE LIBRARIES

614-781-6670 v/tty  
toll-free 877-781-6670 v/tty  
Has a broad base of educational materials.

**Kent State University**  
Disabled Student Services Department  
330-672-3391 v/tty

**The Ohio School for the Deaf**  
Library number 614-728-1414 v/tty

### Wisconsin

**U of W – Milwaukee**  
**Deaf/ HH Program**  
**Midwest Center for Postsecondary**  
**Outreach**  
PO Box 413  
Mitchell Hall Room 120  
Milwaukee, WI 53201  
414-229-4284 TTY  
414-229-4549 V  
[ginny@uwm.edu](mailto:ginny@uwm.edu)

**U of W – Milwaukee**  
**Interpreter Training Program**  
**Department of Exceptional Education**  
PO Box 413 – END 610  
Milwaukee, WI 53201  
414-229-4820 V/TTY  
[www.uwm.edu/dept/exed/itp](http://www.uwm.edu/dept/exed/itp)  
[chrisko@uwm.edu](mailto:chrisko@uwm.edu)

The Interpreting Program maintains a library collection with Interpreting books. Please contact Chris Skoczynski for more information.

<http://prc.csun.edu/>  
**Pepnet.org**

This is the parent organization for the MCPO grant. There are many resources at this site.

It was established to provide information to postsecondary institutions serving people who are deaf and hard of hearing. “Links” can be used by the general public as a starting place to find information about a wide variety of issues related to deaf and hard of hearing individuals. Thousands of books, videotapes and training modules can also be ordered at pepnet.

### Wisconsin Association of the Deaf

[www.wi-deaf.org](http://www.wi-deaf.org)

This site contains new information that will effect interpreters, such as NAD Testing changes, as well as posting of Deaf Community Events. A great resource for WI ITP students.

### Wisconsin School for the Deaf

<http://www.dpi.state.wi.us/dpi/dlse/wsd/index.html>

You may contact the school to find out more information on visiting their library.

### Center for the Deaf and Hard of Hearing

3505 N 124<sup>th</sup> Street  
Brookfield, WI 53005  
262-790-1040 V  
262-790-0584 TTY  
800-755-7994 Toll Free

This program serves Deaf and HH residents of Wisconsin and their families. They offer sign language classes for the community.

### Bureau for Deaf and Hard of Hearing

PO Box 7851  
1 West Wilson Street  
B275  
Madison, WI 53707-7851  
608-266-3154 TTY

[www.dhfs.state.wi.sensory](http://www.dhfs.state.wi.sensory)

The bureau provides information services and promotes the utilization of qualified interpreters.

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## INTERNET LIBRARIES

<http://wally.rit.edu/internet/subject/deafness.html>

Based at Rochester Institute of Technology, this site was recommended to us by the University of Wisconsin. I visited this site and was impressed by the great organization and the vast amount of information. Contains a subheading of Interpreting information with links to Gallaudet Periodicals and other resources.

### Sign Language Dictionaries Online

<http://deafness.about.com/library/weekly/aa102599.htm>

This website has the capabilities of six online ASL dictionaries. An impressive resource if you are interpreting in a new setting, and need to become familiar with the nomanclature.

<http://prc.csun.edu/Content/Links.asp>

Pepnet is a great resource for individuals throughout the region.



### Deaf Linx

<http://www.deafmall.net/deaflinx>

Contains a wide range of information on Deaf Culture and issues regarding deafness. Among the many subjects covered are aspects of Deaf Culture from locations around the world, Deaf art, travel, assistive technology, legal issues, and Deaf education. Also includes access to online discussion groups for Deaf culture and ASL.

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# VENDORS & PUBLISHERS

## Vendors



**Sign Enhancers, Inc.**  
<http://www.signenhancers.com>

**Harris Communications**  
15155 Technology Drive  
Eden Prairie, MN 55344-2277  
1-800-825-0564 V  
1-800-551-4118 TTY  
[catalog@harriscomm.com](mailto:catalog@harriscomm.com)  
[www.harriscomm.com](http://www.harriscomm.com)

**Sign Media, Inc.**  
4020 Blackburn Lane  
Burtonsville, MD 20866  
301-421-0268 V  
301-421-4460 TTY  
301-421-0270 Fax  
[signmedia@aol.com](mailto:signmedia@aol.com)  
[www.signmedia.com](http://www.signmedia.com)

**Signs of Development, LLC**  
65 Glen Road  
Suite 4-402  
Garner, NC 27529  
919-989-8077 V  
520-395-1878 Fax  
[wwwworkshops@signs-of-development.org](mailto:wwwworkshops@signs-of-development.org)  
[www.signs-of-development.org](http://www.signs-of-development.org)

## Publishers



**Gallaudet University Press**  
800 Florida Avenue NE  
Washington, DC 20002  
202-651-5488 V/TTY  
202-651-5489 Fax  
[david.gunton@gallaudet.edu](mailto:david.gunton@gallaudet.edu)  
[gupress.gallaudet.edu](http://gupress.gallaudet.edu)

**Dawn Sign Press**  
6130 Nancy Ridge Drive  
San Diego, CA 92121-32223  
858-625-0600 V/TTY  
858-625-2336 Fax  
[www.dawnsignpress.com](http://www.dawnsignpress.com)  
[comments@dawnsign.com](mailto:comments@dawnsign.com)

**Registry of Interpreters for the Deaf**  
333 Commerce Street  
Alexandria, VA 22314  
703-838-0030 V  
703-838-0459 TTY  
703-838-0454 Fax  
[www.rid.org](http://www.rid.org)

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# INTERPRETING SKILLS & RELATED RESOURCES



## **ASL Fingerspelling Site** **Where.com/scott.net/asl/**

This is a great fingerspelling skill development site. Practice your fingerspelling on-line, or better, download the program and practice off-line! In the downloaded version there is a speed control option.

## **AUSIT: Australian Institute of Interpreters and Translators**

AUSIT National Office  
PO Box A202  
Sydney South, NSW 1235  
Telephone: +61-2-9745-1382  
Email: [national@ausit.org](mailto:national@ausit.org)  
[www.ausit.org/](http://www.ausit.org/)

Information found at AUSIT's website can benefit those interested in International Interpreting Issues. This Australian organization's website contains monthly newsletters, including an archive of past editions. The newsletters contain scholarly information that would be a great supplementary resource to the Interpreting student's academic coursework.

From this site you can also link to AUSIT Language workplace. Simply select sign language from the range of languages offered, and it will pull up any posted interpreter job openings in the world. (At the time of our research, very few jobs were posted, but keep checking.)

## **CG Wiz's Fingerspeller**

[www.iwaynet.net/~ggwiz/asl/](http://www.iwaynet.net/~ggwiz/asl/)

This is the best site that we have found on the internet for learning fingerspelling. This interactive "Fingerspelling Classroom" allows you to type in a word or sentence, and then watch the wizard fingerspell it! Or let the wizard fingerspell a word or sentence as you try to guess it. It will let you know if you are correct and if not, you can keep trying until you get it! You can adjust the speed of the hand on this site as well. This is a wonderful learning device for beginning or intermediate fingerspellers.

## **Cindy's Home Page on ASL & Deaf Culture**

[www.aslinfo.com](http://www.aslinfo.com)

This Florida based home page is a great resource for Interpreting students. There is an entire page devoted to Interpreter Web Sites, as well as a link to a site of published papers on Interpreting topics. This site also contains an extensive book list, including authorities in the field: Harlan Lane, and Carol Padden. This is a great resource for new or rural interpreters.

## **CODA - Children of Deaf Adults**

Email: [coda@coda-international.org](mailto:coda@coda-international.org)  
<http://www.coda-international.org/>

A highly recognized international group of the hearing children of deaf parents. CODA offers newsletters, a discussion forum and information about upcoming conventions. Many CODA's often choose to become professional Interpreters.

## **David Bar-Tzur's Home Page**

Lydon Baines Johnson Building, Room 3260  
52 Lomb Memorial Drive  
Rochester, NY 14623-5604  
716-475-4918  
[hometown.aol.com/bartzur/](http://hometown.aol.com/bartzur/)

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## INTERPRETING SKILLS & RELATED RESOURCES

This unique site contains many resources for DeafBlind, religious and technical interpreting. Many resources are written in ASL GLOSS form. The site includes Interpretations of Jewish Services. You will also find links to online Deaf journals, Newspapers and indexes to sign languages of the world (a vast list of over thirty countries Deafness web pages). Finally, there is a "do-it-yourself" list of audios and books you can buy.

### Gallaudet University



800 Florida Avenue NE  
Washington, DC 20002-3695  
202-651-500 TTY/V  
[www.gallaudet.edu](http://www.gallaudet.edu)

The authority on Deaf higher education in the US, this site offers great summer opportunities for Interpreting students, as well as fantastic information on dozens of subjects. You can also find Interpreter job openings here for Gallaudet University.

### Hand Speak

[www.handspeak.com](http://www.handspeak.com)

The best animated dictionary of American Sign Language available on the net. With over 3,090 signs, it covers everything from AFRICA to ZEN. A popular feature is one called Baby Sign, in response to studies showing babies (hearing & Deaf) communicating with sign language at or before six months of age. You can also find archived Annals of the Deaf, dating back to 1807 with highlights only from each year.

### The Interpreters Network

Suite 230

1326 Huron Street  
London, Ontario  
Canada, N5V2E2  
519-679-8473

[www.terpsnet.com/](http://www.terpsnet.com/)

This Canadian site provides current information on recent bills passed into law concerning interpreters and members of the Deaf community, as well as updated rules for private associations. Contains a complete list of Interpreter Education Programs in the US, and links to a terminology collection and online dictionary.

### John A. Logan College Interpreter Preparation Program

700 Logan College Road  
Carterville, Illinois 62918  
618-985-3741

Email: [logan@jal.cc.il.us](mailto:logan@jal.cc.il.us)  
[www.jal.cc.il.us/ipp/](http://www.jal.cc.il.us/ipp/)

This ITP Program website contains a useful classifier and fingerspelling practice page. Some online courses are available. Check with the college for dates and availability.

### K-12 Terps

Email: [caseterp@earthlink.net](mailto:caseterp@earthlink.net)

[Victorian.fortunecity.com/stoker/103](http://Victorian.fortunecity.com/stoker/103)

The K-12 Terps site has many links to many useful interpreting sites. You may subscribe to their email discussion group for K-12 Educational Interpreters.

### Sign Language Associates

11160 Veirs Mill Road  
Suite 506

Silver Spring, MD 20902

Email: [jana@signlanguage.com](mailto:jana@signlanguage.com)  
[www.signlanguage.com](http://www.signlanguage.com)

Check out SLA's working vacations option. Skilled interpreters planning a trip to the Washington DC area have the option of

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## INTERPRETING SKILLS & RELATED RESOURCES

financing their trip by interpreting while on vacation!

### **Train Go Sorry**

Email: [feedback@traingosorry.com](mailto:feedback@traingosorry.com)

[www.traingosorry.com](http://www.traingosorry.com)

A fun San Fransisco Bay Area website hosting great Deaf art. An important piece of the Deaf Culture fabric.

### **UK Hearing Concern – Communication**

#### **Tactics for Hearing People**

[web.ukonline.co.uk/hearing.concern/fcom1.htm](http://web.ukonline.co.uk/hearing.concern/fcom1.htm)

This is a great fact sheet for new students of interpreting to review. It is good knowledge to have when communicating with HH people before you have acquired your sign language skills.

### **International Bibliography of Sign Language**

<http://www.sign-lang.uni-hamburg.de/BibWeb/>

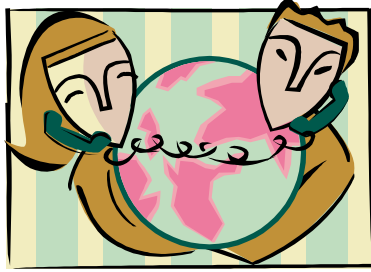
Cites over 30,000 academic books and articles on sign language research, Deaf Culture, sign language interpreting, and education of the Deaf. Approximately 10% of the citations include brief descriptions of the book or articles content.





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## DISTANCE LEARNING OPPORTUNITES



**Front Range Community College**  
3645 West 112<sup>th</sup> Avenue  
Westminster, CO 80031  
303-404-5387  
lanijo@ix.netcom.com

The Educational Interpreting Certificate Program (EICP) is a blended delivery, distance learning opportunity that uses a variety of technologies to bring the classes to participants' home communities and gives them an opportunity to take part in an on-site Summer Institute each year.

**John A. Logan College**  
**Interpreter Preparation Program**  
Carterville, IL 62918  
618-985-3741 V  
618-985-8870 TTY  
paula.willig@jal.cc.il.us  
paul.menkis@jal.cc.il.us  
www.jal.cc.il.us/ipp

Offers numerous on-line courses every semester; including courses in Interpreting, Linguistics and Transliteration.

**Milwaukee Area Technical College**  
**Interpreter Technician Program**  
700 West State Street  
Milwaukee, WI 53233  
414-297-6784 V  
414-297-8407 TTY  
jamesm@matc.edu  
www.matc.edu

Offers on-line liberal arts courses.

U of W – Milwaukee  
Deaf/ HH Program  
Attn: Christi Craig  
Mitchell Hall Room 120  
Milwaukee, WI 53201  
414-229-2666 V/TTY  
414-229-2237 Fax  
ccraig@uwm.edu

**Northcentral Technical College**  
**Educational Interpreter Technician Program**  
1000 West Campus Drive  
Wausau, WI 54401-1899  
715-675-3331 Ext. 4093 V  
715-675-6341 TTY  
holt@northcentral.tec.wi.us  
www.northcentral.tec.wi.us

Wide range of courses may be offered completely or partially on-line. Courses include: Mentorship Concepts, Ethical & Professional Practices, Test Preparation, Advanced Skills: Sign to Voice. This a fantastic web site.

**Spartanburg Technical College**  
**Interpreter Training Program**  
PO Drawer 4386  
Spartanburg, SC 29305-4386  
864-591-3714  
readys@spt.tec.sc.us  
www.spt.tec.sc.us



Students are now able to complete an Associates degree in Interpreting at Spartanburg Technical College via on-line technology, regardless of where they live.

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## DISTANCE LEARNING OPPORTUNITIES

### University of Colorado – Boulder Project TIEM.Online

University of Colorado at Boulder  
SLHS Dept. UCB 409  
2501 Kittredge Loop Rd  
Boulder, CO 80309-0409

Toll-free TTY: 877.613.9457

Toll-free Voice: 877.613.9458

Fax: 303.492.3274

Email: [TIEM@colorado.edu](mailto:TIEM@colorado.edu)

[www.Colorado.EDU/CDSS/ASLcert](http://www.Colorado.EDU/CDSS/ASLcert)

[www.Colorado.edu/slhs/TIEM.Online](http://www.Colorado.edu/slhs/TIEM.Online)

### University of Tennessee Educational Interpreter Training Program

Claxton Addition 135  
Knoxville, TN 37996-3400

865-974-2626

[clacava@utk.edu](mailto:clacava@utk.edu)

[sunsite.utk.edu/cod/eitp/courseinfo.html](http://sunsite.utk.edu/cod/eitp/courseinfo.html)

This University of Tennessee offers a large selection of on-line Liberal Arts courses that allow you to learn from the comfort of your own home.

Offers both a Master Mentor Program and an ASL Certificate Program via on-line coursework.

The Master Mentor program will identify and train interpreters and interpreter educators to serve as interpreting mentors within their communities. The program requires four semesters to complete; the four courses included in the program focus on developing both knowledge and skills essential to effective mentoring. All courses will be available on the web.

They encourage all interpreters to apply, including deaf interpreters, those working with diverse multicultural, rural, and other under-served interpreter populations.

The Certificate of Professional Development, specializing in either teaching ASL or in Interpreter Education, is a series of three courses for those interested in broadening their skills and knowledge. All courses are offered at a distance via the World Wide Web.



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# REGION V INTERPRETER EDUCATION PROGRAMS

## Illinois

Columbia College  
Interpreter Training Program  
600 South Michigan Avenue  
Chicago, IL 60605  
312-344-7837 V  
312-360-9133 TTY  
lpena@popmail.colum.edu  
www.colum.edu

Illinois Central College  
Interpreter Preparation  
Program  
One College Drive  
East Peoria, IL 61635  
www.icc.cc.il.us  
Ecarrington@icc.cc.il.us

John A. Logan College  
Interpreter Preparation  
Program  
Carterville, IL 62918  
618-985-3741 V  
618-985-8870 TTY  
paula.willig@jal.cc.il.us  
paul.menkis@jal.cc.il.us  
www.jal.cc.il.us

Waubonsee Community  
College  
Interpreter Training Program  
Route 47 at Waubonsee Drive  
Sugar Grove, IL 60554-9454  
630-466-7900 ext. 2925  
sdecicco@mail.wcc.cc.il.us  
eforst@mail.wcc.cc.il.us  
www.wcc.cc.il.us

William Rainey Harper  
College  
Sign Language Interpreting  
Program  
1200 West Algonquin Road

Palatine, IL 60067  
847-925-6415 V  
847-925-7600 TTY  
skoziar@harper.cc.il.us  
www.harper.cc.il.us

## Indiana

Bethel College  
ASL/English Interpretation  
1001 West McKinley  
Mishawaka, IN 46454  
219-257-2597 V/TTY  
800-422-4101  
beldone@bethel-in.edu  
www.bethel-in.edu

ASL/English ITP Program  
IUPUI-CA503U  
425 University Blvd.  
Indianapolis, IN 46202-5140  
317-274-8930  
317-274-8930  
interprt@iupui.edu  
croy@iupui.edu  
http://bulletin.iupui.edu

Church Interpreter Training  
Institute  
Concordia Theological  
Seminary  
660 N. Clinton Street  
Fort Wayne, IN 46825-4996  
219-452-2107  
citi@mail.ctsfw.edu

Vincennes University  
American Sign Language  
Program  
1200 East 42<sup>nd</sup> Street  
Indianapolis, IN 46205  
317-923-2305 V  
317-923-2307 TTY

areifel@indian.vinu.edu  
jlam@indian.vinu.edu  
www.vinu.edu

## Michigan

Lansing Community  
College  
Sign Language &  
Interpreting  
Communications  
Department 5200  
PO Box 40010  
Lansing, MI 48901-7211  
517-483-1040 V  
517-483-1031 TTY  
bcartwri@lansing.cc.mi.us  
www.lansing.cc.mi.us/careers  
/signlanguage

Madonna University  
Sign Language Studies  
36600 Schoolcraft Road  
Livonia, MI 48150  
734-432-5617 V/TTY  
rust@smtm.munet.edu  
ww2.munet.edu

## Michigan

Mott Community College  
Interpreter Training  
Program  
1401 East Court Street  
Flint, MI 48502-2383  
810-762-0470 V  
810-762-0272 TTY  
snaeyaert@mcc.edu  
www.mcc.edu

## Minnesota

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## REGION V INTERPRETER EDUCATION PROGRAMS

College of St. Catherine  
Bachelor of Interpreting  
Program  
601 25<sup>th</sup> Avenue South  
Mpls, MN 55454  
651-690-8112 V  
651-690-7802 TTY  
laswabey@stkate.edu  
ckolson@stkate.edu  
www.stkate.edu

North Central University  
Interpreter Training Program  
910 Elliot Avenue  
Mpls, MN 55404  
800-289-6222  
www.northcentral.edu

St. Paul Technical College  
Interpreter/ Transliterator  
Program  
With Bachelor Option  
235 Marshall  
St. Paul, MN 55102  
612-221-1327 V/TTY  
ray.olson@sptc.mnscu.edu  
www.stp.tec.mn.us

### Ohio

Cincinnati State Technical &  
Community College  
3520 Central Parkway  
Cincinnati, Ohio 45223-  
2690  
513-569-5753 V/TTY  
cartwright@cinstate.cc.oh  
www.cinstate.cc.oh.us

Columbus State Community  
College  
Interpreting/ ASL  
Education

Union Hall Room 210,  
CSCC  
550 East Spring St.  
Columbus, Ohio 43215  
614-287-5616 V  
614-469-0333 TTY  
cevenson@csc.edu  
www.csc.edu

Cuyahoga Comm. College  
(Sign Language Classes  
Only)  
2900 Community College  
Ave.  
Cleveland, OH 44115

Kent State University  
Educational Interpreting  
Program  
College of Education  
405 M White Hall  
Kent, Ohio 44242

Sinclair Community College  
Manual Communication  
Program  
444 West Third Street  
Dayton, OH 45402  
937-512-2722 V/TTY  
phraban@sinclair.edu  
www.sinclair.edu

Terra Community College  
(Sign Language Courses  
Only)  
2830 Napoleon Road  
Fremont, OH 43420-9670  
419-334-8400 ext. 413  
419-334-2300 Fax

### Wisconsin

Milwaukee Area Technical  
College  
Interpreter Technician  
Program  
700 West State St.  
Milwaukee, WI 53233  
414-297-6784 V  
414-297-8407 TTY  
jamesm@matc.edu  
www.matc.edu

North Central Technical  
College  
Educational Interpreter  
Technician Program  
1000 West Campus Drive  
Wausau, WI 54401-1899  
715-675-3331 V  
715-675-6341 TTY  
holt@northcentral.tec.wi.us  
www.northcentral.tec.wi.us  
/programs.eitp

University of Wisconsin –  
Milwaukee  
Interpreter Training Program  
Department of Exceptional  
Education  
PO Box 413 – END 610  
Milwaukee, WI 53201  
414-229-4820 V/TTY  
chrisko@uwm.edu  
www.uwm.edu/dept/exed/itp

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## LOCATING PRESENTERS

There are numerous sources you may utilize in locating a presenter, (or presenters), for your event or topic of interest.

**Conference of Interpreter Trainers (CIT)** CIT has a directory of its members who teach workshops and facilitate educational events for interpreters. To receive more information about this directory, you may contact CIT directly at:

Conference of Interpreter Trainers  
1 Purcell Drive  
Chelmsford, MA 01824-4320  
[www.cit-asl.org](http://www.cit-asl.org)

**Local Interpreter Education Programs** The instructors at local interpreter education programs often make themselves available to present workshops and other events.

**State Affiliate Chapter or National RID** Your local chapter of RID, and / or national RID, are excellent places to be in touch with resources in the field. You may contact RID at [www.rid.org](http://www.rid.org) or (insert mailing address and phone numbers here) and they can put you in touch with your state affiliate chapter or help you directly.

**The Federal Interpreter Education Project** You may call us directly with your questions and we will use our knowledge and experience in the field to assist you in locating presenters for your event. You may also find additional resources on our web page, which includes a great deal of information and many links to other sites of interest.

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# REGION V APPROVED CMP & ACET SPONSORS

## Illinois

Anixter Center Training  
Institute  
2032 North Clybourn  
Chicago, IL 60615  
773-929-8200 ext. 214  
773-929-3779 TTY  
botey@anixter.org

CAIRS  
36 S Wabash St.  
Suite 1100  
Chicago, IL 60603  
312-895-4300 V  
312-895-4320 TTY  
ISASTest@aol.com

Illinois RID  
8238 S. Washtenaw  
Chicago, IL 60652  
773-471-6079 V  
Peacheswedd@juno.com

## Indiana

Indiana RID  
5007 North Winthrop Ave  
Indianapolis, IN 46205-1145  
317-921-9787 V  
317-722-7478 VM  
bjayne@juno.com

Division on Deafness  
Family Independence Agency  
320 North Washington  
Square  
PO Box 30659  
Lansing, MI 48109  
517-334-8000 V  
517-334-6622 TTY  
877-499-6232 TTY  
hunterm2@state.mi.us

## Michigan

Madonna University  
36600 Schoolcraft Rd  
Livonia, MI 48150-1173  
734-432-5616  
quattla@smtp.munet.edu

Sign Lines  
4785 Clintonville Road  
Clarkston, MI 48346-4205  
248-674-5018  
signlines@aol.com

## Minnesota

College of St. Catherine  
601 25<sup>th</sup> Avenue South  
Mpls, MN 55454  
651-690-7779 V  
651-690-7869 TTY  
dkbarrows@stkate.edu

Dynamic Communications,  
Inc.  
6517 Hunter Road  
Corcoran, MN 55340-9632  
612-478-8963 V  
dycom1@aol.com

Minnesota RID  
PO Box 4414  
St. Paul, MN 55104  
651-415-5468  
mmagler@eta.k12.mn.us

SLICES, LLC.  
14649 Hanover Lane  
Apple Valley, MN 55124  
612-827-1885 V/TTY  
Richard@slicesweb.com  
Paula@slicesweb.com

## Ohio

Deaf Services Center  
5830 North High St.  
Worthington, OH 43085  
614-841-1991

Ohio RID  
500 Morse Road  
Columbus, OH 43214  
614-781-6670 V  
614-781-9960 TTY  
harris.ocrid.org

## Wisconsin

Northcentral Technical  
College  
1000 West Campus Drive  
Wausau, WI 54401  
715-675-3331 V  
715-675-6341 TTY

The Interpreter Connection  
621 North Sherman Avenue  
Madison, WI 53704-4452  
888-sign-4-me V  
888-tty-user TTY  
tiffany@interpreterconnection.com

Wisconsin RID  
Christi Craig  
U of W – Milwaukee  
Deaf/HH Program  
Mitchell Hall Room 120  
Milwaukee, WI 53201  
414-229-2666 V/TTY  
414-229-2237 Fax  
ccraig@uwm.edu

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# NATIONAL & STATE PROFESSIONAL ORGANIZATIONS

## **American Sign Language Teachers Association**

National Association of the Deaf  
814 Thayer Avenue  
Silver Spring, MD  
20910-4500  
301-587-1791 Fax  
www.aslta.org

## **AVLIC: Association of Visual Language Interpreters**

11337 61<sup>st</sup> Ave NW  
Edmonton, Alberta, Canada  
T6H 1M3  
780-430-8442 V/TTY  
780-430-9489 Fax  
www.avlic.ca

## **Conference of Interpreter Trainers**

Region V Representative  
Todd Tourville  
College of St. Catherine  
601 25th Avenue South  
Minneapolis MN 55454  
(651) 690-7868 (voice)  
(651) 690-7914 (tty)  
(651) 690-7849 (fax)  
tttourville@stkate.edu  
www.cit-asl.org

## **National Association of the Deaf**

814 Thayer Avenue  
Silver Spring, MD 20910-  
4500  
301-587-1789 TTY  
301-587-1788 V  
nadinterp@nad.org  
nad.policy.net

## **National Registry of Interpreters for the Deaf - RID**

333 Commerce St.  
Alexandria, VA 22314  
703-838-0030 V  
703-838-0459 TTY  
703-838-0454 Fax  
www.rid.org

## **State Affiliate Chapters of RID**

### **IRID – Illinois RID**

8238 S. Washtenaw  
Chicago, IL 60652  
773-471-6079 V  
Peacheswedd@juno.com  
www.jal.cc.il.us/illinois/rid

### **ICRID – Indiana RID**

6448 Park Central Way  
Indpls, IN 46260  
317-251-3048 V  
317-767-4407 VM  
terp06@aol.com  
www.icrid.org/

### **MIRID – Michigan RID**

408 East Lovett  
Charlotte, MI 48813  
Leahy@msu.edu  
Mirid.webjump.com

### **MRID – Minnesota RID**

PO Box 4414  
St. Paul, MN 55104  
Mmagler@eta.k12.mn.us  
www.serve.com/mrid

### **OCRID – Ohio RID**

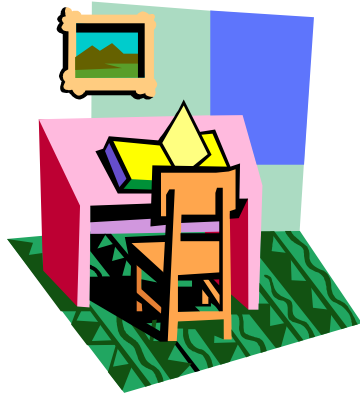
1600 Thompson Heights  
Ave. #219  
Cincinnati, OH 45223  
513-541-4539 V/TTY  
pres@ocrid.org  
www.ocrid.org

### **WISRID – Wisconsin RID**

Linda Lonning  
7901 W. Heather  
Milwaukee, WI 53223  
Lllwisrid@voyager.net

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# DEAFBLIND RESOURCES



Helen Keller National Center for DeafBlind  
Youth & Adults  
North Central Region - Illinois, Michigan,  
Indiana, Minnesota, Ohio, Wisconsin.  
485 42nd Avenue Suite #4  
East Moline, IL 61244-4040  
hknc5ljt@aol.com  
hknc5tara@aol.com  
www.helenkeller.org

Teaching Research Division of Western  
Oregon University  
NTAC Regional Center  
4330 Shawnee Mission Pkwy Suite 108  
Shawnee Mission, KS 66205  
913-677-4562 V  
913-677-0604 TTY  
1544-1544-1544 Fax  
www.tr.wosc.osshe.edu/ntac

Ohio Deaf Blind Outreach Program  
510 East North Broadway  
Columbus, Ohio 43214

Great Lakes Area Regional Center for  
DeafBlind Education  
4807 Evanswood Drive  
Suite 300  
Columbus, Ohio 43229

DeafBlind Together (DBT)  
1712 Century Circle North #1  
Indianapolis, IN 46269  
317-824-0211 V/TTY  
317-874-5476 V/TTY  
marciakey@earthlink.net  
marciadbpower@aol.com  
deafblindtogether@yahoo.com

DeafBlind Services Minnesota  
726 2nd Street NE  
Mpls, MN 55413-1908  
612-362-8454 V  
612-362-8422 TTY

Minnesota DeafBlind Technical Asst. Project  
4001 Stinson Blvd. #210  
Mpls, MN 55421  
800-848-4905 V/TTY  
mndb@skypoint.com



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## MULTICULTURAL INTERPRETER RESOURCES

**National Black Deaf Advocates (NBDA)**  
[www.nbda.org](http://www.nbda.org)

Stephen G. Younger II, Acting President  
Times Square PO Box # 2021  
New York, New York 10108  
[Syonger64@hotmail.com](mailto:Syonger64@hotmail.com)

Bill Ortiga  
Chicagoland Chapter BDA  
P.O. Box 607421  
Chicago, IL 60660

Valerie Vaughan  
Indianapolis BDA  
P.O. Box 24664  
Indianapolis, IN 46224-0664  
317-202-0921  
[IndyBDA@yahoo.com](mailto:IndyBDA@yahoo.com)  
<http://here.at/IndyBDA>

Dale G. Moore  
Detroit BDA  
P.O.Box 32348  
Detroit, MI 48232

Kim Wassenaar  
St. Paul/Minneapolis BDA  
P.O. Box 582173  
Minneapolis MN 55458-2173

Idris Dodo  
Cleveland BDA  
P.O.Box 18673  
Cleveland, OH 44118-8673

Ritchie Bryant  
Columbus BDA  
P.O. Box 13098  
Columbus, OH 43231-3098

**National Alliance of Black Interpreters, Inc.  
(NAOBI, Inc.)**  
P.O. Box 791582  
New Orleans, LA 70179  
[www.naobi.org](http://www.naobi.org)

Anthony J. Aramburo, President  
1843 Hope St.  
New Orleans, LA 70119  
[AnthonyJAramburo@aol.com](mailto:AnthonyJAramburo@aol.com)

Arlinel Weddington  
NAOBI - Windy City Chapter  
8238 South Washtenaw  
Chicago, IL 60652

**National Multicultural Interpreter Project**  
[www.epcc.edu/Community/NMIP/  
Welcome.html](http://www.epcc.edu/Community/NMIP/Welcome.html)

**Interpreters and Transliterators of Color  
(ITOC)**  
<http://www.rid.org/sigs.html#sig7>  
[delsol@bigfoot.com](mailto:delsol@bigfoot.com)

**Mano a Mano**  
[aslservice@aol.com](mailto:aslservice@aol.com)

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## ORAL AND CUED SPEECH TRANSLITERATING

**Alexander Graham Bell Association for the  
Deaf and Hard of Hearing**  
3417 Volta Place N.W.  
Washington, D.C. 20007-2778  
1-202-337-5220 V  
1-202-337-5221 TTY  
1-202-337-8314 Fax  
[www.agbell.org](http://www.agbell.org)

AG Bell offers publications, financial aid and regional conferences as well as advocacy services.

**National Cued Speech Association**  
23970 Hermitage Road  
Cleveland, OH 44122-4008  
1-800-459-3529 V/TTY  
[cuedspdisc@aol.com](mailto:cuedspdisc@aol.com)  
[www.cuedspeech.org](http://www.cuedspeech.org)

This website contains national information on cue camps for interpreters, instructor certification, events for cued speech interpreters and large selection books that you can purchase.

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# NATIONAL RSA CONTACTS

## Region 1

(CT, ME, MA, NH, RI, VT)  
H160A000020  
Cathy Cogen  
Northeastern University  
Interpreter Education Project  
405 Meserve Hall  
Boston, MA 02115  
Main: 617-373-2463  
TTY: 617-373-4302  
Fax: 617-373-3065  
Cathy: ccogen@lynx.neu.edu  
Diana Doucette: ddoucett@lynx.neu.edu  
www.dac.neu.edu/nuiep

## Region 3

(DE, DC, MD, PA, VA, WV)  
H160A000001  
Char Laba/ Beverly Hollrah  
Griffin  
Gallaudet University  
College of Continuing Education  
800 Florida Ave NE  
Washington, D.C. 20002  
Char: 202-651-6045  
Beverly: 202-651-6056  
Fax: 202-651-6019  
Char: char.laba@gallaudet.edu  
Beverly: beverly.hollrah@gallaudet.edu  
<http://www.gallaudet.edu/~ccweb/slps>

## Region 5

(IL, IN, MI, MN, OH, WI)  
H160A000008  
Laurie Swabey/ Paula Gajewski/ Richard Laurion  
The College of St. Catherine  
Interpreting Program  
601 25<sup>th</sup> Ave S  
Mpls, MN 55454  
Laurie: 651-690-8112  
Darla: 651-690-7779  
Fax: 651-690-7849  
Laurie: laswabey@skate.edu  
federalprojectinfo@stkate.edu  
www.stkate.edu/project

## Region 2

(NY, NJ, PR, VI)  
H160A000013  
JoAnn Kranis/ Rob Hills  
LaGuardia Community College  
Interpreter Education Project  
31-10 Thomson Ave, C-239  
Long Island City, NY 11101  
Main: 718-482-5313  
  
Fax 718-609-2005  
JoAnn: joannk@lagcc.cuny.edu  
Rob: roberth@lagcc.cuny.edu

## Region 4

(AL, FL, GA, KY, MS, NC, SC, TN)  
H160A000004  
Donnell Ashmore/ Terry Osborn/ Marie  
  
University of Tennessee  
Room 2230  
Dunford Hall  
Knoxville, TN 37996-4020  
Main: 865-974-0607 or 865-974-4134  
Marie 865-974-4136  
Donnell: 865-974-8428 (TTY)  
Fax 865-974-3522  
Donnell: dashmore@utk.edu  
Marie: mgriffin@utk.edu  
osborne@utk.edu  
web.utk.edu/~mgriffin

## Region 6

(AR, LA, MS, OK, TX)  
H160A000003  
Myra Taff-Watson/ Linda Stauffer  
University of Arkansas at Little Rock  
Interpreter Education Program  
2801 S. University Ave  
Little Rock, AR 72204-1099  
Main: 501-569-3169  
Fax: 501-569-8129  
mgtaffwatson@ualr.edu  
lkstauffer@ualr.edu  
www.ualr.edu/~rehdept/int-ed/

---

**Region 7**

(IA, KS, MO, NE)  
H160A000023  
Kim Beardslee  
Johnson County Community College  
12345 College Blvd., Box 10  
Overland Park, KS 66210-1299  
Main: 913-469-3872  
Fax: 913-469-4416  
Program: ritp@jccc.net  
Kim: kkbears@jccc.net  
www.jccc.net/gurc/ritp/htm

**Region 9**

(AZ, CA, HI, NV, Guam and the Trust Territories,  
Territories of the Pacific)  
H160A000009

Lucinda Aborn/ Susan Marron  
El Camino Community College/ RITC  
16007 Crenshaw Blvd.  
Torrance, CA 90506  
Main: 310-660-3922  
Susan: 310-660-6094  
TTY: 310-660-6097  
Fax: 310-660-6096  
laborn@elcamino .cc.ca.us  
smarron@elcamino.cc.ca.us

**Region 8**

(CO, MT, ND, SD, UT, WY)  
H160A000019  
Leilani Johnson  
Front Range Community College  
3645 West 112<sup>th</sup> Avenue  
Westminster, CO 80030-2199  
Leilani: 303-404-5387  
Fax: 303-404-1623  
lanijo@ix.netcom.com

**Region 10**

(AK, ID, OR, WA)  
H160A000012  
John Freeburg/ Julie Simon  
Western Oregon University  
Regional Resource Center on Deafness  
Monmouth, OR 97361  
John: 503-838-8444  
Julie: 503-838-8731  
Fax 503-838-8228  
simonjh@wou.edu  
freebuj@wou.edu  
www.wou.edu/regionx-iec

**National Projects with Major Emphasis on Distance Education as a Medium for Interpreter Training**

H160B000003  
Leilani Johnson  
Front Range Community College  
(See Region 8 for Contact Information)

H160C000003  
Betsy Winston  
University of Colorado – Boulder  
Department of Speech, Language, and Hearing Sciences, CB 409  
Project TIEM (Teaching Interpreter Educators and Mentors)  
Boulder, CO 80309-0409  
Main: 1-877-613-9458  
TTY: 1-877-613-9457  
Betsy: 970-613-9380  
Fax: 303-492-3274  
TIEM@Colorado.edu  
Betsy.Winston@Colorado.edu