

University of Nevada, Reno
Disability Resource Center

Student TypeWell Policy
Updated Summer 2007

INTRODUCTION

What Is TypeWell?

TypeWell is a speech to text transcription system that provides real-time communication access to students who need alternative or additional support. TypeWell differs from traditional captioning in that TypeWell is meaning for meaning, not word for word. This means that the transcriber condenses the language used while maintaining the full meaning intended by the speaker.

How It Works

The transcriber uses a laptop installed with abbreviation software to transcribe lectures and discussions. The student reads the full transcript without abbreviations from a second laptop. The student can also type questions or comments for the transcriber to voice or take his/her own notes on the computer.

SCHEDULING

Students must request TypeWell accommodations prior to the start of each semester. We encourage students to request this accommodation *before* the end of the current semester, even if they are unsure about their schedules for the next semester. Additionally, if a student changes his/her schedule two weeks before school begins or after the start of the semester, the student must notify the Disability Resource Center (DRC) immediately to insure continuity with TypeWell accommodations.

The DRC will notify the student's instructors about TypeWell accommodations prior to the start of the semester. However, students receiving TypeWell services **must** pick up and deliver their instructor letters generated at the DRC at the beginning of each semester. The letters notify the student's instructors that there will be a transcriber in the classroom for the duration of the semester. **Students who receive TypeWell must provide copies of syllabi to the DRC within two weeks after the start of the semester.**

Absences and Class Cancellations

When a student receives TypeWell services, the DRC expects the student to attend all classes throughout the semester. Students expected to give the TypeWell Coordinator and the classroom transcriber at least 24 hours notice if they must miss a class. It is understandable that, in some situations, the student may not be able to provide 24 hours notice; however, failure to provide any notice is considered a "no show." **Three "no shows" can result in a temporary suspension of services** until the student meets with the appropriate DRC staff person.

If a student is late to class, the transcriber will not begin transcribing until the student arrives. The transcriber will wait twenty minutes for the student before leaving. Students who arrive after twenty minutes will not receive TypeWell accommodations for that class period.

Additionally, if students receive information about class cancellations, test days, or other issues related to attendance and for which they do not require TypeWell, they need to notify the TypeWell Coordinator or Assistant Director immediately.

Substitutions

When an assigned transcriber is unable to provide services for a class, the DRC will do its best to find a substitute. There may be instances, however, when the DRC will not be able to locate a substitute, and the DRC will place a note taker in the classroom.

CLASSROOM PROCEDURES

Student Responsibilities

You may not distribute TypeWell notes to other students under any circumstances. TypeWell notes are transcripts of the professor's lecture and are therefore considered intellectual property.

TypeWell transcribers transcribe, to the best of their ability, all spoken utterances in the classroom, including lecture and asides. *The student is responsible for all information on the overhead, board, and/or handouts. This includes the spelling of vocabulary words.* The transcriber will provide summaries of films and readings.

Student Conduct

The transcriber is trained to provide communication access in the classroom; therefore, the transcriber is not qualified to answer questions over the course material. If students have questions about the material or the course, they need to ask the professor directly, not the transcriber. Additionally, students must refrain from speaking with the transcriber during class, unless they want the transcriber to voice for them, as this may affect the quality of the transcript. Students are expected to tell the transcriber if they prefer to communicate with the instructor and other students by having the transcriber voice for them or if they wish to voice for themselves.

We expect students who receive TypeWell accommodations to pay full attention during class. Please do not study, email, or engage in other such activities when receiving TypeWell accommodations. **Such behavior will be reported and could result in a temporary suspension in services until the student meets with the appropriate staff person.**

Notes

In editing the transcript into notes, transcribers will bold important points and remove any statements or words that are confusing. Transcribers will email notes to the student within 24 hours. It is therefore crucial that we have your updated email address.

EQUIPMENT USAGE

The transcriber will bring a laptop to each class for the student. The equipment provided to you by the transcriber is the property of the University of Nevada, Reno. You may use the equipment for TypeWell only. **Do not handle the equipment in any way, including opening other programs, playing games, or shutting off the laptop before class has ended. Such behavior can result in a temporary suspension in services.**

CONTACTS

If you have concerns about the quality of the transcriptions, notes, or any other matters concerning TypeWell, please contact Mary Anne Christensen, Assistant Director, at maryac@unr.edu. You may also reach her by phone at 784-6000 Monday-Friday, 8:00 a.m.-5:00 p.m.

I, _____, have read and agree to comply with all the policies set forth in the University of Nevada, Reno, Student TypeWell Policy Handbook, updated Summer 2007. I understand that failure to comply with these policies can result in a temporary suspension of services.

Signature

Date