

The background features a dark blue gradient with faint, light blue circular patterns and a scale. The scale is a large arc on the left side, with numbers ranging from 140 to 260 in increments of 10. There are also several smaller circular elements with arrows, some solid and some dashed, scattered across the background.

BUILDING A FAVORABLE TRANSCRIBER-INSTRUCTOR ALLIANCE:

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Before Class

- Introduction email to professors: how, when, and what to communicate with the professor (directly or through your DSS coordinator)
- Show Whatcom's: *There's a TypeWell Transcriber in my class. Now what do I do?*
- Transcriber should carry a hard copy of the DSS email
- Look at subject matter – be prepared for what may come up.
- Is there a possibility of getting the textbook or an E-text to familiarize yourself with terms?
- Is this class something you can handle?

First Day of class

- Introduce yourself to instructor (and student, if necessary) prior to the start of class.
- Create a “brief” professional definition of the TypeWell transcriber’s role to recite to curious students.
- Have a hard copy of the DSS communication for the teacher, in case they didn’t read/get the email.
- Check out the classroom for optimal spot with:
 - View of board
 - Seating
 - Outlets
 - Out of the way

DURING THE SEMESTER

- Maintaining boundaries
- Maintaining confidentiality after you get comfortable
- What to do when you're on the spot or when teachers throw curve balls
- What to do if you handle a situation badly
- When and how to speak up during class (e.g. if you can't hear, if you need a copy of the handout, if the instructor shows a video)

INTRODUCTIONS!

In pairs, practice introducing yourself to a professor.

Best/worst Methods?

UNCOMFORTABLE SITUATIONS:

Group Discussion:

- Problem 1:
 - Upon arriving in class, the professor states, “Are you a spy for the university? Who sees what you Type?”
- Problem 2:
 - The professor turns on a video but refuses to turn on the available captions because “They interfere with the integrity of the video.”

HOW DO WE STAY ON THEIR GOOD SIDE?

- Talk to the professor after class with any questions. (if allowed)
 - When a professor sees that you are actually interested in the subject, it fosters good feelings.
- Other Ideas?