

OBSERVERS IN THE VIRTUAL ENVIRONMENT

FOR OBSERVERS

Will you be observing an online event including Dr. Campbell? This sheet provides an overview of expectations while observing.

EXPECTATIONS

1. The participants educational/professional experience is paramount; please be respectful and do not have side conversations during the event. This can be distracting to the event participants, guests, and interpreters. Taking discrete brief notes is fine.
2. If you have questions or seek clarification during the event, please wait until after the event has finished to discuss with Dr. Campbell or the interpreting team.
3. Be aware that any participant in the event has the right to ask any observer to leave at any time and for any reason.
4. Information pertaining to the observation (meeting content, names of those present, etc.) is confidential and will be treated as such. It is not appropriate to disclose this information to anyone that was not there during the observation.
5. When logging into the main meeting online event (ex. Zoom meeting) please indicate your name as: Observer.
6. Please keep your camera off and microphone muted during the entire event. These can be enabled, of course, during the debriefing session after the event.
7. It is appreciated and expected that observers will login approximately 10 minutes early. Interpreting students are also expected to stay after the event for a debriefing feedback meeting with the interpreting team.

For more detailed information about SMU Interpreting Services, please check out the SMU [Deaf Academics & Interpreters](#) webpages.

If you have any questions or concerns, please do not hesitate to contact the SMU Faculty of Science staff interpreter, Ashley Campbell at:

ashley.n.campbell@smu.ca

or

902-496-8761

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I _____
agree to the expectations as listed above; and I understand that meeting content, participant
names, and other information is to remain confidential.

Signature

Date