

Working with Students with Disabilities
Teaching and Learning Workshop for TAs and Graduate Students
University of Maryland, Baltimore County
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Primary Goals for the TA:

- Assist the professor and UMBC in ensuring the student has **equal access** (e.g., to the classroom/laboratory facilities, to your office, to communicate with you and his/her classmates, to information provided to other students in the class).
- Assist the professor and UMBC in ensuring the student receives all academic adjustments and accommodations (these terms often are used interchangeably) prescribed in the letter from Student Support Services (SSS).
 - The letter from SSS is delivered via email to the professor of record.
 - TAs should ask the professor if there are students in the class who have prescribed accommodation needs of which they should be aware.
 - Unless specifically prescribed in the letter from SSS, additional accommodations are neither required nor recommended.
- Ensure you neither discriminate against nor provide unfair advantage to the student.

Privacy and Confidentiality:

- The student has a right to privacy and confidentiality, and the TA must both respect and protect those rights.
 - The student has a right to choose whether or not to self-disclose the fact that he or she has a disability, as well as any information about the disability. The TA does not have a right to know this information and should not ask.
 - Only a student who seeks accommodations must disclose the presence of a disability, and they must disclose the details and provide documentation only to SSS.

Performance Standards:

Performance standards should be the same for all students. However, some students with disabilities may need to exhibit their knowledge or achieve course requirements differently than their peers. For example, a student may need to type an essay exam rather than write it by hand, but the standard for evaluating the work should not be different.

Visible and Invisible Disabilities:

- Many more students have “invisible” disabilities (e.g., learning disability, chronic health condition) than “visible” disabilities (e.g., use a wheel chair, blind).

- Regardless of disability, all UMBC students are “qualified” to matriculate. Make no assumptions or judgments.

Examples (lists are not exhaustive):

Category of Need	Accommodations That Might Be Prescribed
Course materials (e.g., text books and handouts) available in alternate formats	<ul style="list-style-type: none"> ▪ Audio tape ▪ CD ▪ Enlarged print ▪ Screen reading software
Assignments	<ul style="list-style-type: none"> ▪ Substitute (but equivalent) assignments ▪ Advance notice of new assignments not listed on the syllabus ▪ Delayed due dates
Testing (includes exams and quizzes)	<ul style="list-style-type: none"> ▪ Extended time ▪ Use of a reader and/or scribe ▪ Environment with reduced distractions ▪ Use of a computer and/or spell checker ▪ Use of a calculator ▪ Enlarged print materials ▪ Alternate format (e.g., from multiple choice to essay or vice versa) ▪ Use of a magnifier (machine or hand-held) ▪ Segmented (i.e., dividing the test into segments so the student can complete the test in more than one testing session) ▪ SSS administers most accommodated tests; all prescribed accommodations must be provided by professors who opt to administer them.
Other	<ul style="list-style-type: none"> ▪ Preferential seating ▪ Sign language interpreter or real-time scribe ▪ Notes provided by a note taker, the professor, or the TA ▪ Amplified sound using an “Assistive Listening Device” ▪ Access to the classroom, laboratory, office, or other facility via a <u>working</u> elevator ▪ Permission to take frequent breaks ▪ Permission to consume food or beverages in the classroom

Examples of Disabling Issues	Examples of Accommodations
Unable to hear classroom exchange	Assistive listening device, notes, Interpreter, Transcriber
Physically unable to attend class	Skype, notes
Have material, but unable to see it	Alternate format, magnify
See material, but unable to read it	Alternate format, magnify, audio
Read material, but unable to comprehend it	Alternate format, audio
Comprehend material, but unable to write it	Scribe, oral exams, adaptive hardware and/or software

Responsibilities Related to Accommodated Testing:

Below are examples of who is responsible for what.

Who	What
Student	<ul style="list-style-type: none"> ▪ Scheduling appointment for a test to be administered by SSS <u>at least two business days in advance</u> ▪ Notifying the professor when a test is scheduled to be administered by SSS
Professor or Designated TA	<ul style="list-style-type: none"> ▪ Delivering the test to the SSS Office (located in MP 213) in time for the student's scheduled testing appointment ▪ Ensuring that the <u>student's full name (spelled correctly) and the course number</u> are entered correctly on the "pink sheet" attached to the test ▪ Ensuring that any special conditions (e.g., open book, open notes, use of a formula sheet, etc.) are entered correctly on the "pink sheet" attached to the test ▪ Retrieving the test from the SSS Office (located in MP 213) and signing that it has been retrieved
SSS	<ul style="list-style-type: none"> ▪ Securing and protecting the integrity of tests ▪ Providing the prescribed accommodations ▪ Administering the tests in accordance with the professor's instructions

Statement Recommended for UMBC Course Syllabi

UMBC is committed to eliminating discriminatory obstacles that disadvantage students based on disability. Student Support Services (SSS) is the UMBC department designated to receive and maintain confidential files of disability-related documentation, certify eligibility for services, determine reasonable accommodations, develop with each student plans for the provision of such accommodations, and serve as a liaison between faculty members and students regarding disability-related issues. If you have a disability and want to request accommodations, contact SSS in the Math/Psych Bldg., room 213 or at 410-455-2459. SSS will require you to provide appropriate documentation of disability. If you require accommodations for this class, make an appointment to meet with me to discuss your SSS-approved accommodations.

Resources and Referrals:

- TAs should address questions and concerns about working with a student who has a disability to the professor of record FIRST. If you still do not know what to do, confer with a professional staff member (not a student Office Assistant) in the SSS Department.
- SSS Office and Hours
 - Accommodations (e.g., course materials, assignments, testing, etc):

213 Mathematics/Psychology Bldg.
 Phone: 410-455-2459
 Fax: 410-455-1028
 Hours: M-F, 8:30 a.m. - 4:30 p.m.

Questions and Answers:

- 1.
- 2.