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

Examples (lists are not exhaustive):

<table>
<thead>
<tr>
<th>Category of Need</th>
<th>Accommodations That Might Be Prescribed</th>
</tr>
</thead>
</table>
| Course materials (e.g., text books and handouts) available in alternate formats | Audio tape  
| CD  
| Enlarged print  
| Screen reading software  |
| Assignments | Substitute (but equivalent) assignments  
| Advance notice of new assignments not listed on the syllabus  
| Delayed due dates  |
| Testing (includes exams and quizzes) | 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 | 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 working 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.
<table>
<thead>
<tr>
<th>Who</th>
<th>What</th>
</tr>
</thead>
</table>
| **Student** | ▪ Scheduling appointment for a test to be administered by SSS at least two business days in advance  
▪ Notifying the professor when a test is scheduled to be administered by SSS |
| **Professor or Designated TA** | ▪ Delivering the test to the SSS Office (located in MP 213) in time for the student’s scheduled testing appointment  
▪ Ensuring that the student’s full name (spelled correctly) and the course number 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** | ▪ 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
  o 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.