

OFFICE OF DISABILITY SERVICES

Working with Students with Disabilities

WELCOME TO THE OFFICE OF DISABILITY SERVICES

- You play a vital role in promoting access for students with disabilities. Students affiliated with ODS are encouraged to collaborate with their instructors to ensure that they have equal access to their education**
- Accommodations provided to students are determined on a case by case basis**

ODS MISSION STATEMENT

To provide access to all college programs, services, activities, and facilities for students with disabilities. This includes encouraging self-advocacy for students and connecting them with resources and support services across campus to help them achieve their personal best

HOW DO I KNOW IF A STUDENT RECEIVES ACCOMMODATIONS?

- It is the student's responsibility to either email or present their Accommodation Notification or Blue Card to each instructor during posted office hours or at a scheduled meeting time.
- You may ask the student to show their "Accommodation Notification or Blue Card" from ODS as proof of accommodations.
- You may not ask the nature of the student's disability, and they are not required to disclose it to you.

EXAMPLES OF COMMON ACCOMMODATIONS

Accommodations are granted on a Case By Case Basis

- Extended Time of 1.5 for Exams and Quizzes
- Reduced Distraction Environment for Testing
- Screen Reader Version of Written Exam
- Accessible Classrooms
- Note Taking Assistance
- Accessible Textbooks
- Sign Language Interpreter

YOUR ROLE

- **Provide reasonable accommodations listed on Accommodation Notification or Blue Card**
- **Provide access to classroom and educational materials**
- **Allow adaptive technology**
- **Maintain academic standards**
- **Maintain confidentiality**

RECOMMENDED SYLLABUS STATEMENT

- **“If you are a student with a disability and wish to use your approved accommodations for this course, contact me during my office hours to discuss. Please have your Accommodation Notification or Blue Card available for verification of accommodations. If you have not yet registered with the Office of Disability Services they are located in SUB 174. www.montana.edu/disabilityservices”**

TIPS FOR WORKING WITH STUDENTS WITH DISABILITIES

- **Whenever possible, provide written directions, explanations and demonstration summaries to supplement orally-presented information**
- **Consider posting PowerPoint lecture materials on D2L, and making printed materials available in an electronic formation on D2L**
- **Consider students with physical disabilities when planning field work for supplemental activities. These should be accessible to every student in the course. Discuss any concerns with ODS**
- **Consider having a clearly stated makeup exam policy. This helps both ODS and Testing Services guide students with disabilities.**

ETIQUETTE FOR WORKING WITH STUDENTS WITH DISABILITIES

- Make full eye contact and speak directly to the person. If an interpreter is present, address the student**
- Be patient and considerate of individuals whose disability requires them to move or speak at a slow rate**
- A wheelchair is part of a person's body space, sit at eye-level when speaking to them**

ETIQUETTE CONTINUED

- If a person has a visual impairment-never touch or grab the person. Face them when you speak, address them by name in the conversation so they know you are talking with them
- If a person has a service animal, the animal's job is to focus on completing a task for its handler. Do not interact with the dog in any way.
- Always be aware. Many students with disabilities may not deal with stress well, some may have difficulty finding the right words, some may use technology as a way to communicate

WHEN TO CONTACT DISABILITY SERVICES

- A student shared accommodations with you, and you would like guidance for how to implement them in your class.
- A student is requesting accommodations that are not listed, or a student does not have an Accommodation Notification or Blue Card.
- A student has disclosed to you that they have a disability.
- You have questions.