

## Resource for Interpreters

### Cancelled Assignment Expectations

As a higher academic institution, SMU strongly believes in ongoing professional growth. Freelance (FL) interpreters are expected to use cancelled assignment time for professional development in order to enhance their skills and ultimately the level of service provided to the University community.

#### What is expected of the FL interpreter?

- When an assignment is cancelled with less than 24 hours notice, the terms of the assignment change from an active interpreting assignment to professional growth time.
- The time booked for the assignment, excluding preparation time, will become professional development time which is invoiced for at the same hourly rate that would have been charged for the assignment. Please ensure the invoice indicates that the assignment was cancelled and the time was used for professional development.
- If the FL interpreter is already on site when the assignment is cancelled they may leave and complete the professional development time at their convenience.
- A FL interpreter can use the Resource for Interpreters – Professional Development Plan as an aid in developing a plan for professional growth. This is provided as a tool for self-analysis and is not required to be returned to the staff interpreter.
- The activity can be self-driven or with the staff interpreter if available.

#### What is expected of the staff interpreter?

The staff interpreter has a bank of resources available to FL interpreters which include a variety of professional development books and articles, various research articles, science topics textbooks, and a directory of online public resources. These materials will be made available when requested.

As well, the staff interpreter will do their best to be available to meet with FL interpreters to discuss the work at SMU, professional development opportunities, etc.

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