



**SAINT PAUL COLLEGE**  
A Community & Technical College

**Sign Language  
Interpreter/Transliterater Program  
INTP 2591: Interpreter Internship  
Code of Professional Conduct  
Agreement Form**

**Internship Objectives:** The purpose of the internship is to provide students an applied experience that enhances the knowledge and skills acquired in their training program; gaining real-world practical experiences and learning from working professionals in the field.

**Code of Professional Conduct Agreement:** The purpose of this form is to verify that the student intern has been informed of and accepts responsibility to adhere to workplace expectations that govern ethical and professional behaviors.

**Limitations of Code:** It is the understanding of all parties that the RID Code of Professional Conduct does not cover every situation. It is the responsibility of the student intern to seek the counsel of the interpreter mentor/supervisor to determine appropriate practices and to identify actions that will result in adherence to ethical and professional behavior.

**Agreement to a Code of Professional Conduct (formalized at the host site or RID)  
Governing Ethical and Professional Behaviors**

**I understand** that the Interpreter Internship requires that I adhere to workplace expectations and a code of professional conduct that governs ethical and professional behaviors at the host site. I know that it is my responsibility to understand and adhere to the Code and all of its requirements.

**I understand** that I may gain access to private information and that this information must be maintained at the strictest level of confidentiality. Failure to maintain confidentiality may result in termination from the host site.

**I understand** that I must make every effort to exercise prudence and good judgment, to make decisions that comply with site policy and procedure that supports professional standards.

**I understand** that I must meet with the interpreter mentor/supervisor to discuss ethical and professional decision-making, actions, or issues/concerns that surface during the internship. I will make every effort to understand the conflicts or points of misunderstanding and to seek avenues of effective resolution.

**I understand** that I can request a conference with the site interpreter mentor/supervisor and the Saint Paul College Program faculty to discuss issues/problems and possible strategies to mediate any unresolved conflict situation.

**I understand** that compliance with workplace expectations and a code of professional conduct protects me, others, the site, and the training program.

Student Intern Signature:

Date:

Mentor Signature:

Date:

Host Site:

*W. Hanson*

*11/16/11*

September 9, 2011

Minnesota Registry of Interpreters for the Deaf (MRID) in collaboration with the Saint Paul College Sign Language Interpreter/Transliterater Program (Saint Paul College ITP) is happy to announce that one Continuing Education Unit (CEU) is available through the Registry of Interpreters for the Deaf. Saint Paul College ITP student interns greatly appreciate the quality of the mentorship that is provided by the site interpreter/mentors. The interpreter/mentor also has the opportunity to establish internship goals and assess the impact of the mentorship experience.

Interpreter/mentors who provide a minimum of 100 mentorship hours for a Saint Paul College ITP student intern Spring Semester 2012 through Fall Semester 2012 are eligible.

The Minnesota Registry of Interpreters for the Deaf and Saint Paul College ITP have completed the pre-approval process and have waived the processing fee for each interpreter/mentor.

In order to receive the CEU, the following information must be documented and submitted to Katie Hoye at the address listed below.

**Up to two weeks before the onset of the Internship (February 20, 2012) the interpreter/mentor must submit an RID Independent Study Plan which focuses on the goals the interpreter/mentor hopes to achieve as a result of the internship experience.**

**Within 10 days after the completion of the internship (April 27, 2012) the interpreter/mentor must submit:**

- Reaction/Self Analysis Paper – Discussion of Interpreter/Mentor experience and achievement of goals. (one to two pages)
- Time Log – including dates, times, and a brief description of activities completed

Submit the above information to:

**MRID/SPC I.S.  
c/o Katie Hoye  
3339 Nevada Avenue #3  
Crystal, Minnesota 55427**

Questions regarding the process can be answered by contacting Katie Hoye at 763.533.3697 or email [ceu@mrid.org](mailto:ceu@mrid.org)

MRID and Saint Paul College ITP thank you for your willingness to give back to the interpreting field, by sharing your skills and knowledge with student interns who are entering the interpreting profession.

Sincerely,  
MN Registry of Interpreters for the Deaf

Saint Paul College Sign Language  
Interpreter/Transliterater Program

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## **Continuing Education Activity Plan** **Instructor's Form**

This form is to be completed by either the instructor or RID Sponsor and kept on file with the Sponsor form.  
The RID Sponsor will submit the completed Activity Plan online by logging in to their account at [www.rid.org](http://www.rid.org) at  
least 30 days in advance of the activity.

RID Sponsor Name: \_\_\_\_\_

Presenter/Instructor Name (Please attach bio/resume): \_\_\_\_\_

Date(s)/Time of Activity: \_\_\_\_\_

Title of Activity: \_\_\_\_\_

Level of Participant's Prior Knowledge of Topic:

Little/None

Some

Extensive

Teaching

Target Audience: \_\_\_\_\_

Workshop/Course Description:

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Educational Objectives (List specific measurable actions by participants that will demonstrate comprehension and integration of information presented):

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Media/Materials (List the print, audio and visual materials you will use. Who is responsible for providing them?)

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Evaluation & Assessment (Describe how you will evaluate student learning & presentation effectiveness.)

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Updated April 2008