

Dear VRSII School-to-Work Program applicant:

Thank you for your interest in the VRS Interpreting Institute's (VRSII's) School-to-Work Program ([www.vrsii.com](http://www.vrsii.com)).

The purpose of the School-to-Work Program is to provide a course of study designed to assist recent graduates in obtaining additional supervised experiences to gain the practical skills necessary for successful employment in the field of interpreting. This is achieved through a structured, 12-week internship as well as specifically-designed classes and lab assignments.

School-to-Work is a full-time residency program which will be held at the VRSII facilities in Salt Lake City, Utah from **June 4 through August 29, 2014**. This exciting program is the first of its kind in the nation.

The VRSII is seeking highly-qualified applicants who have graduated with at least: 65 college-level semester credits, or equivalent, before **Jan. 1, 2014**; and have completed an Interpreter Education Program from an accredited college or university **between June 2012 and May 2014**.

### **Applicant Requirements:**

New screening criteria now allow additional testing options for candidates wishing to be considered for the program. Applicants must have taken and passed the written examination of one of the following organizations: the Registry of Interpreters for the Deaf's (RID) National Interpreter Certification (NIC) or Certified Deaf Interpreter (CDI) exam; the Association of Visual Language Interpreters of Canada's (AVLIC) Canadian Evaluation System (CES) Written Test of Knowledge (WTK); Educator Interpreter Performance Assessment (EIPA) written test; the Texas Department of Rehabilitation Services' Board for Evaluation of Interpreters (BEI) Test of English Proficiency; or the Utah Interpreter Program (UIP) Certification Written Exam. Candidates must supply a letter verifying successful completion of the written portion of one of these exams and include this verification with application materials.

1. Applicant must have already passed the **written portions** of either the NIC , CDI, EIPA, WTK, BEI or UIP exam.
2. Applicant must be a current supporting member or student member of RID or AVLIC.
3. Once accepted, students must have a laptop computer with current computing applications.
4. Students must have sufficient funds to cover any incidental expenses during the 12-week School-to-Work Program.
5. Once accepted to the program, applicant must have a cell phone with texting and email capabilities.
6. Accepted applicants must have ability to provide evidence of health insurance coverage from June 4 through August 29, 2014.

**NOTE: Applicants who have not obtained a passing score on one of the above-listed exams by Friday, February 21, 2014 will not be considered for the School-to-Work Program. Written verification must be provided with application materials.**

### **Program Benefits:**

Selected applicants will receive the following program benefits:

- One-time airfare to and from Salt Lake City
- On-site housing for the duration of the program
- Weekly \$200 food allowance
- Transportation in the form of shuttles, taxis, and public transportation access
- Testing fees for performance exams as determined by the VRSII

### **Program Duration:**

- The 2014 VRSII School-to-Work Program summer cohort will be in session onsite from **June 9 through August 28, 2014**. Online orientation will begin on May 21, 2014. Students are expected to arrive in Salt Lake City **June 4**, and return home **August 29**.
- This is an immersion program. Students will be expected to attend all classes, School-to-Work activities, complete internship requirements and homework assignments.
- All students will be expected to live in School-to-Work Program housing with up to five roommates selected by the VRSII.

### **Application Procedure:**

The VRSII is currently accepting written applications for the VRSII School-to-Work Program. Application materials must be postmarked by and no later than **Friday, February 21, 2014**.

Phase 1: If applicants successfully pass the initial written pre-screening phase, they will be invited to interview with the VRSII faculty for Phase 2 of the application process. Applicants who successfully pass the written phase will be notified by **Friday, March 7, 2014**.

Phase 2: The interview phase will be conducted via video conference in American Sign Language. Appointments for the interview will be scheduled via email, and instructions will be emailed to the applicant describing the interview process.

Phase 3: Those who successfully pass the interview will be asked to take the performance phase of the application process by **Monday, March 24, 2014**. Candidates who successfully pass the performance and interview process will be notified of their initial acceptance to the School-to-Work Program, via email, on **Monday, April 21, 2014**.

Phase 4: Applicants must notify the VRSII, in writing, of their acceptance and include a \$200 deposit for their apartment postmarked by, and no later than, **Wednesday, April 23, 2014**.

Phase 5: Final acceptance into the School-to-Work Program is dependent on the applicant passing a criminal background check and drug test which must be completed by **Wednesday, April 30, 2014**. The VRSII will email instructions to initial candidates about how to complete the background check and drug screen processes.

This information packet includes everything needed to apply for the School-to-Work Program. Please review all materials carefully.

**Information included in the application packet:**

- Application Checklist
- Application for Admissions
- Letter of Recommendation Instructions (3)
- Admission Essay Instructions
- STW Terms and Conditions
- Sorenson Communications Policies (Drugs/Alcohol)
- Internet Use Policy
- Dress Code Policy
- Housing Terms
- Utah Interpreter Program Temporary Student Permit Application
- Research Consent Form
- Photographic Release Form
- Evidence of Health Insurance Coverage from **June 4 through August 29, 2014**.

**NOTE: If an applicant does not currently have health insurance, documentation may be provided that demonstrates that coverage may be obtained upon acceptance to the School-to-Work Program. Information must include the insurance company's name and contact information as well as a statement from the insurance company verifying eligibility for this program.**

Please follow the application checklist to ensure you complete all components of the application and mail materials postmarked by and no later than **Friday, February 21, 2014**. Don't hesitate to contact the VRSII with any questions you may have about the program at [vrsii@sorenson.com](mailto:vrsii@sorenson.com).

We look forward to receiving your application materials.



Carolyn Ball, PhD  
Executive Director  
VRS Interpreting Institute

# Application Checklist:

## Application Checklist:

Please complete the following application components and include them in your mailed application packet. All materials should be postmarked no later than **Friday, February 21, 2014** to be considered for the VRS Interpreting Institute (VRSII) School-to-Work Program. Incomplete applications will not be reviewed.

- \_\_\_\_\_ Application Cover Letter Written by Applicant
- \_\_\_\_\_ Current resume reflecting all educational and employment experience
- \_\_\_\_\_ Completed Application Form
- \_\_\_\_\_ Three completed Admissions Essays
- \_\_\_\_\_ Verification of completion of one of the following **written exams**: RID's National Interpreter Certification (NIC) or Certified Deaf Interpreter (CDI) exam; AVLIC's Canadian Evaluation System (CES) Written Test of Knowledge (WTK); Educator Interpreter Performance Assessment (EIPA) written test; the Texas Department of Rehabilitation Services' Board for Evaluation of Interpreters (BEI) Test of English Proficiency; or the Utah Interpreter Program (UIP) Certification Written Exam.
- \_\_\_\_\_ Verification of Interpreter Training Program completion and 65 college semester credits (or equivalent) required for acceptance into the STW program/Official Transcripts (Note: Only original copies of official transcripts marked "issued to student" will be accepted. No photocopies.)
- \_\_\_\_\_ Three Letters of Recommendation (mailed directly from the recommender in the included envelopes)
- \_\_\_\_\_ Signed School-to-Work Program Terms and Conditions Form
- \_\_\_\_\_ Signed Drug/Alcohol Policy
- \_\_\_\_\_ Signed Internet Use Policy
- \_\_\_\_\_ Signed Housing Contract
- \_\_\_\_\_ Signed Dress Code Policy
- \_\_\_\_\_ Completed Utah Interpreter Program Temporary Permit Application
- \_\_\_\_\_ Signed Research Consent Form
- \_\_\_\_\_ Signed Photographic Release Form
- \_\_\_\_\_ Evidence of health insurance coverage June 4, 2014 through August 29, 2014.

Mail application materials to:  
School-to-Work Program  
c/o VRS Interpreting Institute  
4192 S. Riverboat Road  
Salt Lake City, Utah 84123

Please contact us with any questions:  
(801) 287-9413  
www.vrsii.com  
vrsii@sorenson.com

# School-to-Work Program Application

## CONTACT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_  
Email: \_\_\_\_\_

## PROFESSIONAL AFFILIATIONS

RID member number: \_\_\_\_\_ Member since: \_\_\_\_\_  
AVLIC member number: \_\_\_\_\_ Member since: \_\_\_\_\_  
Other professional affiliations: \_\_\_\_\_

## WRITTEN EXAM

Written Exam Taken: NIC  CDI  EIPA  AVLIC WTK  BEI TEP  UIP   
Written Test Date: \_\_\_\_\_ Results: Pass  Fail  Unknown   
Please list any interpreting certifications/credentials: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EDUCATION

College/University where attended IEP: \_\_\_\_\_ Graduation date: \_\_\_\_\_  
Degree or Major: \_\_\_\_\_ GPA: \_\_\_\_\_ Total College Semester Hours\*: \_\_\_\_\_  
Please list any extracurricular activities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Please list any awards or honors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \*To convert quarter hours to semester hours, add the total number of quarter hours and multiply by 0.67

## EMERGENCY CONTACTS

**Primary Emergency Contact:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Alternative Emergency Contact:** \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

## Admissions Essays

Admissions Essays are an opportunity to supply information about yourself and to help us get to know you better.

Please read each question carefully and respond to each question using no more than 500 words per response. Type your responses on a separate sheet and label each essay so they can be clearly identified. Please ensure your name is clearly marked on all pages.

**Question One:** Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you as an interpreter, the interpreting profession, and/or the deaf community.

**Question Two:** Discuss some issue of personal, local, national, or international concern and its importance to you as an interpreter, the interpreting profession, and/or the deaf community.

**Question Three:** A range of academic interests, personal perspectives, and life experiences adds needed diversity to the interpreting profession. Given your personal background, describe an experience that illustrates how you would contribute to the diversity of the VRSII School-to-Work Program and the interpreting profession.

# Letter of Recommendation

## APPLICANT INFORMATION

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_ Application Deadline: Postmarked by February 21, 2014

## DIRECTIONS FOR THE APPLICANT

Fill out the top section of this form and give it to the recommender to complete. We suggest you also provide a postage paid envelope (Send to: VRS Interpreting Institute, 4192 Riverboat Road, SLC, UT 84123). It is important to provide this form to the recommender and inform them of the application deadline well in advance as extensions will not be made for incomplete applications. The points below are the criteria used to evaluate letters. Please ensure that the recommender can address these points.

## RECOMMENDER INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

## DIRECTIONS FOR THE RECOMMENDER:

Thank you for agreeing to write a recommendation for this applicant for the VRS Interpreting Institute (VRSII) School-to-Work Program. Your letter of recommendation will constitute an essential part of our selection process.

Please type your letter of recommendation and print on official letterhead, if appropriate. If letterhead is not available, provide information in your letter so we can contact you if necessary. In your letter, please address the issues listed below along with any information you want to share about the applicant. Please send your letter of recommendation, using the envelope provided, to:

VRS Interpreting Institute  
4192 S. Riverboat Road  
Salt Lake City, Utah 84123

Fax: (801) 685-2407  
Email: [vrsii@sorenson.com](mailto:vrsii@sorenson.com)

In regards to the student listed above for whom you are providing this recommendation, please comment on the individual's:

- Desire to be an interpreter
- Intellectual capability
- Creativity and imagination
- Interpreting/Language background in coursework
- Comparison to other interpreting students
- Suitability for internship work programs and continued study
- Ability to complete long-term tasks
- Ability to interact with others
- Honesty and integrity
- Maturity

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- Maturity



# School-to-Work Program Terms and Conditions

## INSTRUCTIONS:

Initial each "contract item." Sign at the end of each section.

## 1.0 GENERAL STRUCTURE:

- 1.1 \_\_\_\_\_ The VRS Interpreting Institute School-to-Work Program is 12 weeks in duration, beginning on June 9, and ending August 29, 2014.
- 1.2 \_\_\_\_\_ Participants should plan to attend classes from 8 a.m. to 5 p.m., Monday through Friday. In addition, in order to accommodate internship and lab schedules, participation may also be required between 8 a.m. and 9 p.m., Monday through Saturday. Some internship opportunities may be available on Sundays and during the early morning or late evening hours. Hours before 8 a.m. and after 9 p.m. or on Sundays are optional for participants.
- 1.3 \_\_\_\_\_ Components of the VRSII School-to-Work Program:  
Class: Structured course with specific outcomes and lesson plans guided by VRSII Faculty or Adjunct Faculty member, attendance required  
Lab: Less-structured class time allowing student access to filming equipment, interpreting and language stimulus, mentors and peers for the purpose of completing assignments, analysis activities, etc., attendance required  
Internship Assignment: An interpreted event attended for the purpose of providing interpreting services, observing mentors interpreting and fulfilling the internship hours required for participation in the School-to-Work Program, 180 hours of participation required. Community Events: Any event attended by, hosted by or concerning community members (i.e. deaf community, Interpreters, professional organizations, etc.) attended by VRSII School-to-Work Program participants for the purpose of networking, communicating, supporting and learning the importance of various groups and events; participation required
- 1.4 \_\_\_\_\_ Contact Hours VRSII School-to-Work Program Components:  
Participants can expect the following contact hours for each component of the program:  
Class: 120 hours; Lab: varies; Internship Assignments: 150 hours; Community Events: varies.
- 1.5 \_\_\_\_\_ The School-to-Work Program is part of the VRS Interpreting Institute, located at the headquarters of Sorenson Communications in Salt Lake City, Utah. All classes and labs will be held at the VRSII while other aspects of the VRSII School-to-Work Program will take place in Salt Lake as well as other cities along the Wasatch Front. Salt Lake is centrally located in the geographic region of the Wasatch Front, where approximately 80 percent of Utah's population resides. The Wasatch Front runs 90 miles from Santaquin in the South to Brigham City in the North.

I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**2.0 PROVIDED BY SORENSON COMMUNICATIONS:**

- 2.1 \_\_\_\_ All School-to-Work Program participants will be provided with complimentary housing in an apartment complex near the VRSII. Participants must agree to abide by the housing contract (attached) and be willing to share an apartment with up to five other people (including sharing a bedroom with one roommate).
- 2.2 \_\_\_\_ The VRSII will pay for airfare to and from Salt Lake City, Utah. A \$100 total baggage allowance will be given for each student (\$50.00 each way).
- 2.3 \_\_\_\_ The VRSII will provide a weekly allowance of \$200.00 for food. Automatic Cleaning House (ACH) will be required for automatic deposit of these funds. A form will be provided upon acceptance into the School-to-Work Program. Original receipts are required for reimbursement.
- 2.4 \_\_\_\_ The apartment complex provides certain amenities to residents including a swimming pool, workout room, bicycles, tennis and basketball courts, etc. Participants must agree to abide by any regulations or policies of the apartment complex.
- 2.5 \_\_\_\_ All residential utilities will be provided by Sorenson Communications including: electricity, gas and cable television. Apartments are also equipped with washers/dryers for laundry and a videophone.
- 2.6 \_\_\_\_ A reliable wireless internet connection will be available at the VRSII and in the residential apartments. Participants must agree to an internet use policy (attached) prior to having internet access.
- 2.7 \_\_\_\_ There are no tuition costs or fees associated with participating in the VRSII School-to-Work Program. Additionally, basic materials necessary for participation will be provided by the VRSII, including, but not limited to: textbooks, filming equipment, data storage and basic school supplies.
- 2.8 \_\_\_\_ Any required exam or test will be paid for by the VRSII School-to-Work Program and the VRSII.
- 2.9 \_\_\_\_ Utah Interpreter Program Temporary Permit application fee will be paid by the VRSII. The Temporary Permit allows students to interpret in the state of Utah under VRSII supervision.
- 2.10 \_\_\_\_ Transportation costs to participate in VRSII approved activities, including, but not limited to community events and activities, internship assignments, volunteer interpreting opportunities and professional training activities will be paid by the School-to-Work Program.

**I have read, understand and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**3.0 SCHOOL-TO-WORK PARTICIPANT RESPONSIBILITIES:**

- 3.1 \_\_\_\_ Participants must have sufficient funds to support themselves while they are involved with the VRSII School-to-Work Program in Salt Lake City, Utah. Participants are responsible for incidentals, personal vehicle expenses if applicable (auto insurance, repairs), health expenses (medical insurance, prescription costs), entertainment and cell phone expenses.
- 3.2 \_\_\_\_ Participants must have a personal cell phone to use for the duration of the program. Text messaging and email capabilities are required and service must be available in and around Salt Lake City, Utah.
- 3.3 \_\_\_\_ All participants will need to submit to a criminal background check. Participants will need to have satisfactory results in order be accepted into the program and to work in many internship sites, including schools, mental health and legal.
- 3.4 \_\_\_\_ Participants must have a laptop computer for use during the VRSII School-to-Work Program. Computers must be equipped with an operating system no more than 4 years old.
- 3.5 \_\_\_\_ Membership in RID and/or the AVLIC is required for all participants. If the RID or AVLIC renewal dates of July 1 occurs during the VRSII School-to-Work Program, membership must be renewed by the participant, in order to remain in the program.

- 3.6 \_\_\_\_\_ There will be no overnight guests allowed in the VRSII apartments. Guests are not allowed to use apartment facilities (i.e. dishwasher, washer, dryer, etc.) and may not use the apartment complex amenities without written permission of VRSII School-to-Work administrators.
- 3.7 \_\_\_\_\_ All participants will be required to submit a \$200 housing deposit. Participants will be financially responsible for any damage to the apartment. Deposits will be returned upon verification that the apartment is left in good condition and full apartment inventory is complete.
- 3.8 \_\_\_\_\_ Due to State of Utah Certification Laws regarding mandatory certification, all participants are required to complete application for a Utah Interpreter Program Temporary Permit (attached).
- 3.9 \_\_\_\_\_ For any test paid for by the VRSII, all participants agree to send testing results verification within one week of receipt to the Executive Director of the VRSII.

**I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**4.0 REQUIREMENTS FOR PARTICIPATION IN THE PROGRAM:**

- 4.1 \_\_\_\_\_ Participants must attend and satisfactorily complete all activities related to VRSII School-to-Work Program Classes, Labs and Internship assignments. These activities will take place during daytime and evening hours as well as during the week and week-ends. Additionally, during the 12-week School-to-Work Program, students will participate in a variety of Cultural and community events. Some of the events will be social, while others will be informational or educational. Students' attendance and participation is required at these events. Information about these activities will be provided to participants in advance as well as posted on the Community Events Board at the VRSII.
- 4.2 \_\_\_\_\_ Participants will be required to meet on a regular basis with assigned program representatives, including (but not limited to) teachers, mentors, and advisors.
- 4.3 \_\_\_\_\_ All participants are required to take designated certification exams during the scheduled time upon completion of the program. Results must be provided in writing to VRSII within one week of obtaining test results for data gathering purposes and for evaluation of program effectiveness.
- 4.4 \_\_\_\_\_ Interns will not work while enrolled in the program in order to increase intern success and program success.
- 4.5 \_\_\_\_\_ Participants must complete all aspects of the application process and qualify based on the prerequisites of the program.

**I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**5.0 COMMUNICATION:**

- 5.1 \_\_\_\_\_ VRSII School-to-Work Program communication, conversations and course instruction will occur in American Sign Language unless there is legitimate academic reason for using spoken English. Participants will be expected to adhere to this communication policy.
- 5.2 \_\_\_\_\_ Email will be used to send announcements and information to participants throughout the duration of the program. Participants should have an email account and check it several times per day. Timely responses are expected.
- 5.3 \_\_\_\_\_ Participants must have a cell phone with text messaging and email capabilities for the duration of the VRSII School-to-Work Program. Program faculty, staff, mentors and internship supervisors will use this as the primary means to contact participants.

I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**6.0 TRANSPORTATION:**

- 6.1 \_\_\_\_\_ Participants must arrive in Salt Lake City no later than June 4, 2014. Participants must depart Salt Lake City on their scheduled flights, no later than August 29, 2014. All travel arrangements must be coordinated through the VRSII.
- 6.2 \_\_\_\_\_ Many internship assignments will be off site and occur in various cities along the Wasatch Front. Public transportation is available but can have delays that would make full participation impossible. Shuttle services to VRSII-approved activities will be arranged for participants attending all approved VRSII events and activities.

I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**7.0 RELEASE OF INFORMATION/PARTICIPANT CONSENT FOR RESEARCH:**

- 7.1 \_\_\_\_\_ During the program, participants may be evaluated using various measurements and diagnostic tools and participants may be asked to complete questionnaires. This information will be used in a non-identifying way for research at the VRSII. Participants must submit the Consent Form (attached).
- 7.2 \_\_\_\_\_ Participants must submit the Waiver (attached) to participate in photographic opportunities with the VRSII School-to-Work Program, community activities, etc. whether initiated by Sorenson Communications, VRSII, community members or VRSII School-to-Work Program peers.

I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**8.0 ELIGIBILITY FOR INTERNSHIPS / FULL PARTICIPATION:**

- 8.1 \_\_\_\_\_ In order to ensure full eligibility to work at all internship sites during the program, participants will need to submit, in advance, to a background check. Once on site in Salt Lake City, participants will need to complete a fingerprinting background check at the Utah Bureau of Criminal Identification. Background checks will comply with all applicable laws. Participants will need to have satisfactory results in order to participate in the VRSII School-to-Work Program and work at the internship sites. This requirement is based on the need of some of the VRSII School-to-Work Program internship sites. While specific internships are not guaranteed, the VRSII must be ready to assign students on an as needed/qualified basis.
- 8.2 \_\_\_\_\_ Participants of the VRSII School-to-Work Program must possess specific skills and abilities which include those that are observational, communicational, sensory/motor, intellectual/conceptual (integrative and quantitative) and behavioral/social.
- 8.3 \_\_\_\_\_ The VRSII will not discriminate based on Race, Sex, Color, Religion, Creed, Ethnicity, National Origin, Age, Marital Status, Sexual Orientation, Gender Identity, Gender Expression, Disability or Veteran Status.
- 8.4 \_\_\_\_\_ Requests for accommodations not requiring alteration of VRSII School-to-Work Program technical standards or changing fundamental program requirements need to be made prior to the start of the program.

I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**9.0 NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT**

9.1 \_\_\_\_\_ In order to participate fully in the VRSII School-to-Work Program, students must sign and submit a non-disclosure and confidentiality agreement. These forms will be made available to all students upon initial acceptance into the VRSII School-to-Work Program.

**I have read, understand, and agree to abide by the above Terms and Conditions of the VRSII School-to-Work Program.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I have read, understand, and agree to abide by the VRSII School-to-Work Program Terms and Conditions in their entirety. I understand that lack of compliance can result in termination from the program and repayment of costs invested in my participation.**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

## Drug and Alcohol Policy

VRSII School-to-Work Program participants must comply with the Drug and Alcohol Policy of Sorenson Communications, which is incorporated as policy and procedure of the VRSII.

For purposes of understanding the policy's application to participants, the term "employee" shall include participants in the VRSII School-to-Work Program. The prohibitions contained in the Drug and Alcohol Policy apply during classes, labs, internship assignments and community events and on any company property including the VRSII, any Sorenson Communications' facility and the housing provided to School-to-Work Program participants.

**I agree to the terms and conditions outlined in the included Drug and Alcohol Policy.**

Name : \_\_\_\_\_ Date : \_\_\_\_\_

# Drug and Alcohol Policy

VRSII School-to-Work Program participants must comply with the Drug and Alcohol Policy of Sorenson Communications, which is incorporated as policy and procedure of the VRSII.

For purposes of understanding the policy's application to participants, the term "employee" shall include participants in the VRSII School-to-Work Program. The prohibitions contained in the Drug and Alcohol Policy apply during classes, labs, internship assignments and community events and on any company property including the VRSII, any Sorenson Communications' facility and the housing provided to School-to-Work Program participants.

## DRUGS AND ALCOHOL POLICIES AND PROCEDURES

Approved by: Janice Barson, Vice President, Human Resources

Date: April 23, 2008

### I. PURPOSE

To outline the VRS Interpreting Institute's policy on maintaining a safe, healthy and productive learning environment free from the potential adverse effects of alcohol, drugs and inhalants.

### II. POLICY

#### A. Application

This policy applies to all individuals connected in any way with the VRS Interpreting Institute (sometimes referred to as "Institute") whether as a student, faculty member, or consultant.

#### B. Requirements

##### 1. General

All individuals affiliated with the VRS Interpreting Institute are required to be in a physical and mental condition conducive to learning, attending class, labs, internship assignments, community events, and attending/signing at any event as a representative of the VRS Interpreting Institute and to maintaining a safe learning / working environment.

#### C. Prohibitions

1. Illegal drugs, controlled substances ("drugs") and inhalants: The use, possession, manufacture, distribution or sale of drugs or the use of inhalants and/or the presence of drugs in the body of an individual to which this policy applies, during Institute hours, during working hours, during class and lab time, on internship assignments, at community events, on Institute property (including, but not limited to, housing provided to participants by the Institute), during use of an Institute vehicle, at Institute-sponsored activities, or when conducting Institute business (regardless of the time or location) is strictly prohibited.
2. Alcohol: The use of alcohol or its presence in the body of an individual to which this policy applies, during Institute hours, during working hours, during class and lab time, on internship assignments, at community events, on Institute property (including, but not limited to, housing provided to participants by the Institute), during use of an Institute vehicle, at Institute-sponsored activities, or when conducting Institute business (regardless of the time or location) is strictly prohibited.  
  
Alcohol is considered present in an individual's body and he/she is considered to have failed the alcohol test if he/she has a test result above 0.04 weight per volume.
3. Misuse of Institute property or position. Any use of Institute property or position in the Institute to facilitate any activity, which violates this policy, is strictly prohibited.

### III. PROCEDURES

#### A. Testing

The Institute will comply with all applicable law. In the absence of legal requirements to the contrary, the following policy applies:

1. General

- a. In ways such as the following, all individuals, to whom this policy applies, are required to cooperate fully in efforts to detect violations of this policy:
  - 1. By voluntarily furnishing samples and submitting to tests to detect the presence of alcohol or drugs in his/her body;
  - 2. By signing an informed “consent to test” statement; and
  - 3. By providing relevant explanations and medical information, including identification of currently or recently used prescription or nonprescription drugs.
- b. All related information, interviews, reports, statements, memoranda and test results will be kept as confidential as possible.
- c. Testing will be conducted under conditions that will provide the person being tested with an appropriate level of privacy and will ensure the accuracy and reliability of the sample.
- d. Whenever feasible and cost-effective, samples will be tested for any evidence of substitution or adulteration.
- e. Refusing to submit to a test, unduly and unreasonably delaying the submission of a sample for testing, attempting to interfere with testing procedures or to substitute or adulterate a sample, providing false or misleading information in conjunction with a test, etc., shall result in immediate termination of the individual’s affiliation with the VRS Interpreting Institute.

2. Illegal drugs, controlled substances

- a. Testing for the presence of drugs will normally be conducted by taking a urine sample.
- b. If a test is “positive,” a “verification test” will be conducted by means of a gas chromatography/mass spectrometry assay or similar analytical method.
- c. The current screening and confirmation cutoff levels for certain illegal drugs are as follows (and are subject to change at any time, with or without notice, at the Institute’s sole discretion):

	Screening Cutoff:	Confirmation Cutoff:
CANNABINOIDS AS CARBOXY-THC (MARIJUANA)	100 NG/ML	15 NG/ML
COCAINE METABOLITES AS BENZOYLECGONINE (CRACK, COCAINE)	300 NG/ML	150 NG/ML
PHENCYCLIDINE (PCP, ANGEL DUST)	25 NG/ML	25 NG/ML
OPIATES (CODEINE, MORPHINE) <sup>1</sup>	2,000 NG/ML	2,000 NG/ML
AMPHETAMINES (AMPHETAMINES & METHAMPHETAMINES) <sup>2</sup>	1,000 NG/ML	500 NG/ML

[1. In addition, all opiate samples which test positive shall be analyzed for the heroin metabolite 6-acetylmorphine (6-AM)]

[2. MUST ALSO CONTAIN AMPHETAMINES EQUAL TO OR GREATER THAN 200 NG/ML.]

- 3. Alcohol: In appropriate circumstances, a blood alcohol, breathalyzer or other alcohol test may be conducted to detect the presence of alcohol.

4. Examples of Circumstances in Which Testing May Occur:

- a. “Pre-participation”: As a condition of being allowed to participate in any way with the VRS Interpreting Institute, an individual is required to submit to a drug test.
  - 1. Normally within 24 hours of being asked to submit to this type of drug test, an individual must report to the collection site and provide a sample for testing.
- b. “Accident” or “Health or Safety Hazard” Testing: Testing may be required of an individual involved in a work-related accident or of an individual who is engaged in work which if performed while drug or alcohol impaired could reasonably pose a health or safety risk to himself, others or overall Institute operations.
  - 1. Normally, an individual must leave for the collection site immediately after being asked to submit to this type of test and must provide a sample for testing within a reasonable time after arriving at the site.
- c. “Reasonable Suspicion”: Testing may be required in circumstances in which VRS Interpreting Institute has a reasonable belief that a violation of this policy has occurred.
  - 1. Normally, an individual must leave for the collection site immediately after being asked to submit to this type of test and must provide a sample for testing within a reasonable time after arriving at the site.
- d. “Random”: Testing of all or any part of the individuals to which this Policy applies may be conducted at any time and place, with or without notice or any reason.
  - 1. Normally within 2 hours of being asked to submit to this type of test, an individual must report to the collection site and provide a sample for testing.



- e. An individual's inability or failure to provide a sample for testing, within the time limits designated above, should be properly documented and both the Medical Review Officer and the Institute promptly notified. Such inability or failure may, depending on the reasons for such inability or failure, result in immediate termination of the individual's relationship with VRS Interpreting Institute.

## **B. Consequences of Violations**

Violations of this policy may result in various measures, which include, but are not limited to, the following:

### **1. Returning To Service After Passing A Test**

Normally, individuals who pass an "accident or health or safety hazard," "reasonable cause," "random," or similar test, will be returned to Institute participation without delay.

### **2. Termination From VRS Interpreting Institute**

Any individual who violates the provisions of this policy will be immediately terminated from their association with VRS Interpreting Institute.

## **C. Inspection and Confiscation**

1. At any time and with or without prior notice, VRS Interpreting Institute may inspect and/or confiscate any personal property brought onto or used in or on Institute premises. ("Institute premises" is any property, real or otherwise, which is owned by or is under the control of the Institute, such as buildings, apartments, parking lots, land, Institute vehicles, etc.) Personal property subject to inspection and confiscation includes, but is not limited to, briefcases, lunch boxes, sacks, purses, desks, lockers, vehicles, computer storage devices, etc., as well as the contents of any such property.
2. The refusal to consent to an inspection and/or confiscation may result in discipline, up to and including termination of the individual's relationship with VRS Interpreting Institute.

## Email and Internet Use Policy

VRSII School-to-Work Program participants must comply with the Email and Internet Use on Company Servers Policy of Sorenson Communications, which is incorporated as policy and procedure of the VRSII.

For purposes of understanding the policy's application to participants, the term "employee" shall include participants in the VRSII School-to-Work Program.

**I agree to the terms and conditions outlined in the included Email and Internet Use Policy.**

Name : \_\_\_\_\_ Date : \_\_\_\_\_

# Email and Internet Use on Company Servers

## EMAIL AND INTERNET USE ON COMPANY SERVERS POLICIES AND PROCEDURES

Approved by: Grant Beckman, Vice President Engineering

Date: July 1, 2012

### PURPOSE

To ensure the proper use of the Internet and email system on the Company's servers, computers or other equipment.

The Company is committed to providing its employees a workplace environment that encourages productivity and effective communications. For that reason, the Company provides its employees the ability to access and use email and Internet systems using the Company's servers, computers or other equipment.

The Company reserves the right to amend this policy at its discretion, without prior notification.

### POLICY

Employees who violate this policy may be subject to disciplinary action, which could include immediate termination of their employment with the Company. Employees may also be held liable, under the law, for conduct that violates this policy, and the Company may disassociate itself to the extent possible for employees' violations of this policy.

### EMPLOYEE'S WAIVER OF PRIVACY

**Employees who use the Company's servers, computers and other equipment to access the Internet and email systems consent to the Company monitoring, without prior notification, the employees' use of Internet and email. Email communications and Internet usage on the Company's servers, computers and other equipment ARE NOT PRIVATE, including, without limitation, the identity of those to whom messages have been sent or received, the dates and times of such messages, the volume of messages, the content of messages, the websites accessed, information downloaded, etc.**

The Company reserves the right to utilize any information discovered for any lawful purpose, including, without limitation, the defense of legal actions brought against the Company, as supporting evidence for termination or disciplinary action brought against an employee, and as required by an order or subpoena of a court, or other judicial or administrative body.

**All messages distributed using the Company's servers, computers, networks and other equipment are the Company's property.**

### A. INTERNET USAGE

#### 1. Prohibited Use

Employees shall NOT, on the Company's servers, computers or other equipment: (a) install, attempt to install, or run application platforms that may run independent software (including, by way of example, but not limited to, Java and Flash); download, stream, play movies, video, non-Company approved messengers, non-Company approved browsers, or screen savers unless such access and use is reasonably required in order to perform their duties as an employee of the Company; nor (b) violate any laws, including, without limitation, copyright laws.

Any attempts to subvert measures taken by the Company to block access to content or locations including proxy servers or other means are strictly prohibited and may result in immediate termination.

#### 2. Reasonable Care Required

The reliability and types of information accessed via the Internet, and the confidentiality of information sent through the Internet is beyond the Company's control. Thus, employees must affirmatively exercise reasonably prudent judgment when accessing and sending information through the Internet.

Employees must exercise reasonable care when accessing the Internet because files, information, and products accessed on the Internet will usually not have been pre-checked. Employees must exercise reasonable care to ensure that the files, information and products accessed on the Internet: (a) do not contain viruses and will not harm the Company's servers, computers or other

equipment; (b) will work on the equipment and systems used; and (c) do not contain any information or materials which could be construed as pornographic, inflammatory, or offensive. Employees must also exercise reasonable care to ensure they have the legal right to access, download, copy or use the files, information or products.

### 3. Times of Use

Employees are required to make effective use of their time in performing their duties during their appointed working hours. Therefore, employees are prohibited from accessing and using the Internet during their appointed working hours, unless such access and use is reasonably required in order to perform their duties as an employee of the Company, or is done during Company-authorized meal breaks.

### 4. Pornographic, Defamatory, Harassing, Offensive or Infringing Information

Employees are expressly prohibited from accessing, downloading, publishing, sending, distributing, re-distributing, and copying any information or data that could be construed as pornographic, obscene, inflammatory, defamatory, offensive, harassing or infringing the copyrights of others. Employees are required to immediately report all violations of this policy that come to their attention to the Vice President of Human Resources or to their supervisor.

### 5. The Company's Proprietary and Confidential Information

Employees are expressly prohibited from passing or distributing information which could be construed as private, proprietary, or confidential information of Sorenson Communications unless they have been authorized to do so, in writing, by their supervisor or an officer of the Company. Examples of private, confidential, or proprietary information include, but are not limited to:

- A. Customer lists and customers.
- B. Production, business, and transmission processes and related know-how, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, and hardware configuration information.
- C. The Company's and its customers' in-house e-mail, Internet, security, services and products, and/or other systems.
- D. Financial and legal information and data of a private nature, including but not limited to costs to produce goods or services, pricing, royalty arrangements, and financial and marketing projections or results.
- E. Business information pertaining to the Company, including but not limited to business plans and other information of a private or sensitive nature pertaining to prospective and current strategic alliances, key employees, independent contractors suppliers, employee compensation, independent contractor remuneration, e.g. rates, or the like.
- F. Works, studies, documents, ideas, and concepts of a proprietary and/or novel nature that have been authored by the Company or by the employee during the time the employee is employed by the Company.
- G. Communications and communications transmittal/retrieval/storage systems of a proprietary, confidential, or private nature.
- H. Other valuable information designated by the Company as confidential and proprietary or by the circumstances in which it is provided to the employee.
- I. Information received by the Company from third parties that the Company is obligated to treat as confidential.
- J. Patent applications, processes, and methods, and manufacturing and marketing know-how.
- K. Sales and marketing strategies and materials, including but not limited to labeling and packaging which could be construed as a trade secret or trade dress.
- L. Any and all information regarding the foregoing that the employee may become privy to while employed by the Company which is of a proprietary, secret, and/or confidential nature.

## B. THE EMAIL SYSTEM

### 1. Reasonable Care Required

The reliability, security and types of information received and sent through the Company's email system are beyond the Company's control. Employees must exercise reasonable care when sending or receiving information, files or messages using the Company's servers, computers and/or equipment.

### 2. Username/Passwords

Employees must keep their username and password to themselves, and change it once a month. Employees should use passwords that are difficult for an intruder to guess. If employees use easy-to-guess passwords, or if they allow their usernames and passwords to be discovered by others, the privacy of their email and others' email may be compromised.

All passwords must be made known to the Company upon request. The use of passwords to gain access to the computer system or to secure specific files does not provide users with an expectation of privacy in the respective system or document.

Email accounts not used for 60 days may be deactivated and deleted.

### 3. Pornographic, Defamatory, Harassing, and Other Types of Offensive Materials or Messages

Employees are expressly prohibited from sending, distributing, re-distributing, and receiving any information or data that could be construed as pornographic, obscene, inflammatory, defamatory, offensive or harassing. Employees are required to immediately report all violations of this policy that come to their attention to the Vice President of Human Resources or to their supervisor.

### 4. Other Unauthorized Activities

Employees are expressly prohibited from (a) accessing, or attempting to access, email boxes other than their own; (b) reading

email messages not directed to them; (c) forging or attempting to forge email messages; (d) disguising or attempting to disguise their identity; and (e) sending email messages using another person's email account.

Employees shall not use the Company's servers, computers or other equipment: (a) to send chain letters, junk mail, or jokes; (b) for financial gain or to further business interests outside of the Company; (c) forward any copyrighted material; and/or (d) send messages or information prohibited by law.

#### 5. Email Retention

Emails will be automatically deleted 120 days after initial receipt. An email folder for storing emails longer than 120 days may be available but will have a file storage size limit placed upon it. Until such time as the automatic deletion capability is activated, employees will be informed whenever their mailboxes have exceeded allowable storage limits. In such event, employees will be required to delete emails that are non-essential and not subject to a litigation hold notice in order to continue receiving and deleting emails.

Personal storage of user emails through archiving is prohibited. Scripts or filters that move all emails into a user's permanent storage folder are prohibited. Exceptions to this rule will be made on a case-by-case basis and require the approval, in writing, of the Vice President of Information Systems and Technology.

#### 6. Required Disclaimer

The Company has a disclaimer that must accompany each outgoing email using the Company's servers, computers or equipment. Employees are prohibited from sending emails without the required disclaimer.

### C. Use of Non-Secure or Non-Company-Provided Third Party Storage Devices

Employees are expressly prohibited from the use of non-secure third party storage devices, including but not limited to, portable CD/DVD writers, external hard drives, USB "thumb drives", or iPods™. Any and all personal backup activity of company-provided hardware is to take place only to pre-approved network shares where proper archival and management is provided. Employees are not to maintain any backups of company data on non-company-provided or personal mediums.

## Dress Code Policy

VRSII School-to-Work Program participants must comply with the Dress Code Policy of Sorenson Communications, which is incorporated as policy and procedure of the VRSII.

For purposes of understanding the policy's application to participants, the term "employee" shall include participants in the VRSII School-to-Work Program. The prohibitions contained in the Dress Code Policy apply during classes, labs, internship assignments and community events and on any company property including the VRSII, any Sorenson Communications' facility.

**I agree to the terms and conditions outlined in the included Dress Code Policy.**

Name : \_\_\_\_\_ Date : \_\_\_\_\_

# Dress Code

VRSII School-to-Work Program participants must comply with the Dress Code of Sorenson Communications, which is incorporated as policy and procedure of the VRSII.

For purposes of understanding the policy's application to participants, the term "employee" shall include participants in the VRSII School-to-Work Program. The prohibitions contained in the Dress Code Policy apply during classes, labs, internship assignments and community events and on any company property including the VRSII, any Sorenson Communications' facility.

## **DRESS CODE POLICIES AND PROCEDURES**

Approved by: Janice Barson, Vice President, Human Resources

Date: June 24, 2008

### **I. PURPOSE**

To outline the Company's policy toward dress and grooming for all employees.

### **II. POLICY**

It is the policy of the Company that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation. The Company retains discretion in determining the appropriateness of its employees' dress and grooming.

#### **A. Expectation**

Employees are expected to present a professional, businesslike image at work at all times. Acceptable personal appearance, like proper maintenance of work areas, is a requirement of employment with the Company. Departures from conventional business dress or personal grooming and hygiene standards are not permitted.

#### **B. Casual Dress**

Casual dress is allowed, when approved by management at a particular worksite; however, bare midriffs, shorts, or worn, tattered clothing are not allowed at any time. In addition, management retains sole discretion in determining the appropriateness of any casual attire worn by employees and in taking appropriate remedial action.

#### **C. Office Environment**

Maintaining a high degree of professionalism in all areas is central to the core philosophy of the Company. Employees are expected to maintain professionalism in their dress at all times. Professional dress is expected in office environments and is defined as:

##### **APPROPRIATE:**

- Dresses (length cannot be more than 3 inches above the knee)
- Suits/Pant Suits/Ties
- Skirts (length cannot be more than 3 inches above the knee)
- Blouses/Shirts
- Blazers
- Vests

- Pants in business suitable fabrics (denim is not considered business suitable)
- Any type of business shoe (heels, flats, dress sandals, etc.)

**INAPPROPRIATE ATTIRE FOR OFFICE ENVIRONMENTS:**

- Spaghetti Straps/ Tank Tops
- Shorts (in any fabric)
- Tattered clothing of any type
- Dresses/skirts higher than 3 inches above the knee
- Flip Flops (rubber)
- Exposed under garments
- Bare midriffs
- An unkept general appearance
- Hats/headware
- Distracting jewelry

**D. Tattoos and body piercings**

While tattoos and piercings may be examples of employee self-expression, they are not considered appropriate in a professional environment. Employees with facial piercings must remove the jewelry/studs prior to reporting to their workstations. No more than two earrings may be worn in each ear in the workplace.



# Housing Terms and Agreement

## 1. RENTAL DEPOSIT

A \$200.00 rental deposit shall be payable at the time of the payment of the processing fee.

Sorenson Communications will apply the rental deposit to any of the following outstanding obligations of the participant:

- a) Damage to any part of VRSII's housing property done by the participant individually or by persons invited on the property by the participant beyond reasonable wear and tear;
- b) Cleaning of the housing space, unless reasonably cleaned by the participant, reasonable wear and tear accepted.

If the participant withdraws or is terminated from the program for any reason, the entire deposit will be forfeited by the participant. At the time of termination of the Housing Agreement, the balance of deposit and explanation concerning any deductions will be mailed to the participant's last known address within 30 days.

## 2. ELIGIBILITY CONDITION

In order to be eligible for housing, the participant must commit to fully participate in VRSII's School-to-Work Program. If the participant fails to honor this commitment at any time during the program, his/her participation therein may be terminated.

## 3. HOUSING TERM

The agreement begins 24 hours prior to the start of the VRSII School-to-Work Program, June 4, 2014 at 9 a.m. and ends 24 hours after the completion of the program, August 29, 2014 at 4 p.m. Participants will not have access to housing before or after these dates and times.

## 4. HOUSING STANDARDS

Participants agree to conduct themselves in accordance with behavior that is deemed appropriate and reasonable. Sorenson Communications reserves the right to amend or formulate new or additional rules and regulations at any time, and will provide the participant with reasonable notice of the additions or amendments prior to their becoming effective. The participant agrees that changes made in this fashion shall constitute a valid amendment to the Housing Agreement and the participant agrees to comply with any amended or newly formulated rules and regulations when they become effective.

## 5. RIGHT OF PRIVACY INSPECTION

In the case of an emergency which threatens life or property, a VRSII or Sorenson Communications representative may enter the housing space assigned to the participant without notice or consent; best efforts to provide notice before entry will be made if practicable. In all other cases, including but not limited to inspections, making repairs, or cleaning services, appointments will be scheduled with participants as needed and when convenient. When requesting repairs, participant's consent is deemed to have been given to enter without notice, but only to make the requested repairs and only after knocking and at reasonable hours. If the participant refuses to allow VRSII representatives lawful access, VRSII may terminate the participant's agreement and/or charge the participant for all related damages, if any. Additionally, participation in the VRSII School-to-Work Program may, at the discretion of the VRSII Executive Director, be terminated.

## 6. BUILDING ACCESS

A \$75.00 charge for re-keying will be assessed for all lost keys or keys not returned upon expiration or termination of the agreement. If a key is lost, the participant must immediately inform the VRSII.

## 7. CLEANING

Weekly cleaning services will be provided for the VRSII housing. Participants shall keep conditions as clean and sanitary as possible. Failure to do so may result in forfeiture of the participant's housing deposit.

## **8. MAINTENANCE**

Participants shall properly use all furniture, furnishings, appliances, and electrical and plumbing fixtures, and keep them as clean and sanitary as their condition permits. Excluding reasonable wear and tear, the participant shall notify the VRSII and pay for all repairs and replacement caused by the participant or the participant's invitee's negligence or misuse.

## **9. PERSONAL PROPERTY**

The participant's personal property is not covered by any insurance provided by the VRSII. Participants wishing such coverage should make arrangements to obtain renters insurance. Participants living in VRSII housing hereby waive all claims against the company for loss of or damage to clothing, valuables, electronic equipment, or other personal property, including money, even if such loss or damage is the result of negligence on the part of the company, its employees, or its agents.

## **10. RISK OF PERSONAL INJURY**

The participant's signature on this form indicates the participant agrees to release VRSII and/or Sorenson Communications from any and all liability due to personal injury to the participant or the participant's guests, even if such injury results from the negligence of VRSII and/or Sorenson Communications.

## **11. NO RIGHT TO ASSIGN OR SUBLET**

The Housing Agreement is between the VRSII and the participant designated on the face of the agreement. Participant may not sell or assign the agreement.

## **12. WITHDRAWAL, SUSPENSION, EXPULSION OR DISMISSAL**

Participants who are suspended or dismissed, or who choose to withdraw from the VRSII School-to-Work Program prior to the end of the term of the agreement, must immediately vacate Sorenson Communications' housing. Withdrawal, suspension or dismissal from the program is considered a material breach of the agreement requiring the participant's removal from VRSII/Sorenson Communications Housing within 48 hours of the withdrawal, suspension or dismissal.

## **13. TERMINATION OF HOUSING**

In any of the following instances, the VRSII may declare a material breach of the agreement and elect to terminate the agreement and remove the participant from the VRSII Housing:

- a) The cost of damages caused by negligence of the participant or his or her guest(s) is excessive.
- b) The participant causes material, substantial, or continuing breach of the agreement. The decision about whether a participant has violated VRSII standards sufficient to be removed from VRSII Housing is up to the VRSII Executive Director; action taken by any other division of the company does not preclude the VRSII from determining there has been a material breach of this agreement.
- c) The participant recklessly endangers human life (including his/her own); assaults, threatens, harasses, other participants or VRSII and/or Sorenson Communications' employees; fails to follow direction given by VRSII to correct inappropriate conduct or violates VRSII policies.
- d) The participant intentionally damages, defaces or destroys the property of or threatens physical harm against other participant or VRSII and/or Sorenson Communications' employees.
- e) The participant suffers, permits or maintains any nuisance or health or safety hazard in the space provided in VRSII Housing.
- f) The participant uses the premises for unlawful purposes or contrary to VRSII School-to-Work Program Terms and Conditions, Housing Agreement, Drug and Alcohol Policy or Email and Internet Policies.
- g) Weapons of any kind are found on the premises.

## **14. PERSONAL CARE REQUIREMENT**

The participant must maintain reasonable standards of personal care without requiring the assistance of housing personnel or other residents. Because the VRSII does not provide attendants for participants requiring assistance with personal care, such participants must arrange for attendant services at their own expense. The VRSII reserves the right to require a student to retain an attendant, if, in the opinion of VRSII personnel, one is warranted by the participant's specific circumstances, in order to meet this requirement.

## **15. ACCEPTANCE BY STUDENT**

Acceptance of the VRSII Housing Terms and Conditions is the participant's acknowledgment that he or she has read, understood, and agrees to the Housing Terms and Conditions.

I have read, understand, and agree to abide by the VRSII School-to-Work Program Terms and Conditions in their entirety. I understand that lack of compliance can result in termination from the program and repayment of costs invested in my participation.

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

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# Utah Interpreter Program

Application for State of Utah Student Interpreting Permit

Required under Utah code 53a-26a-101

Paid for Testing

**PAID FOR  
BY VRSII**

Office Use Only

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

**PLEASE NOTE: All fields must be completed before applications will be accepted.  
This information is kept strictly confidential.**

## QUESTIONNAIRE

1. With which sign systems are you fluent? (Check all that apply)

- American Sign Language       Pidgin Signed English
- Signed English                       Signing Exact English

2. Education: highest grade completed    11    12    13    14    15    16    17

3. Are you an Interpreter Training Program (ITP) graduate?       Yes    Year \_\_\_\_\_       No

4. Name of school \_\_\_\_\_

5. What type of interpreting classes/workshops have you attended?

- Title: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Hours: \_\_\_\_\_
- Title: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Hours: \_\_\_\_\_
- Title: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_ Hours: \_\_\_\_\_

6. How did you learn to interpret/transliterate, other than an Interpreter Training Program?  
\_\_\_\_\_  
\_\_\_\_\_

7. Practicum location: \_\_\_\_\_ VRSII School-to-Work Program, Salt Lake City, Utah

8. Practicum instructor: \_\_\_\_\_ VRSII Faculty and Staff under the direction of Dr. Carolyn Ball

9. Name(s) of certified interpreter(s) who will supervise your practicum: \_\_\_\_\_ Carolyn Ball, Annette Miner, Holly Nelson, Michelle Draper,  
\_\_\_\_\_ Samond Bishara, Joseph Featherstone, and other VRSII faculty, staff, and mentors.

10. Please indicate your interpreting experience and how many hours you have had in each setting:

- |  |  |
|--|--|
| <input type="checkbox"/> Education _____ | <input type="checkbox"/> Mental health _____       |
| <input type="checkbox"/> College _____   | <input type="checkbox"/> Meeting/Conferences _____ |
| <input type="checkbox"/> Medical _____   | <input type="checkbox"/> Artistic _____            |
| <input type="checkbox"/> Legal _____     | <input type="checkbox"/> Religious _____           |
| <input type="checkbox"/> Courts _____    | <input type="checkbox"/> Other (explain) _____     |

11. References (please include at least one deaf individual):

Name	Address	Phone/VP number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

12. Please outline your plan of action for attaining interpreter certification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**All of the information included on this application is true and correct to the best of my knowledge.**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

For questions regarding this application and/or Utah certification laws, contact Holly Nelson at the VRSII at hnelson@sorenson.com.

## Research Informed Consent Form

As a possible candidate for the VRSII School-to-Work Program, you are also being selected as a possible participant in any research that occurs at the VRSII. We hope to learn more about interpreters, interpreting education, skills of students at graduation and the time gap experienced by interpreters graduating seeking certification.

If you decide to participate, the faculty and/or staff of the VRSII and Sorenson Communications will compile data consisting of student work, language samples, interpreting samples, mentor and/or teacher feedback. Students may also be asked to complete surveys, response forms or provide verbal or signed responses to questions tailored to research goals. Data will be gathered during the 12-week VRSII School-to-Work Program. Follow up information may be gathered upon the completion of the program.

There are no known risks or benefits to participating in the research. However, any inconveniences will be taken into account during the School-to-Work Program and students will be given reasonable time and notice to participate.

Any information that is obtained in connection with this study and that can be identified with you will remain confidential and will be disclosed only with your permission or as required by law. Your name will not be used in any reports or presentations of the research, although your image may be seen on video.

Your decision whether or not to participate in the research will not prejudice your future relations with the VRS Interpreting Institute or Sorenson Communications. Your decision will also not affect your academic standing or grades. If you decide to participate, you are free to withdraw your consent and to discontinue participation at any time without penalty.

If you have any questions, please ask. If you have any additional questions later, VRSII Executive Director Dr. Carolyn Ball will be happy to answer them. She can be reached at [cball@sorenson.com](mailto:cball@sorenson.com).

You will be given a copy of this form to keep.

**YOU ARE MAKING A DECISION WHETHER OR NOT TO PARTICIPATE IN THE VRSII SCHOOL-TO-WORK PROGRAM RESEARCH. YOUR SIGNATURE INDICATES THAT YOU HAVE AGREED TO PARTICIPATE, HAVING READ THE INFORMATION PROVIDED ABOVE.**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

# Participant's Release And Waiver Agreement

This **Participant's Release and Waiver Agreement** (the "**Release**") is entered into by and between **Sorenson Communications, Inc.**, a Utah corporation, with offices located at 4192 South Riverboat Road, Salt Lake City, Utah 84123 USA and \_\_\_\_\_, an individual, with an address at \_\_\_\_\_ (hereinafter referred to as "**Participant**")

**Recitals.**

Sorenson Communications, Inc. operates a Video Relay Services Interpreting Institute (hereinafter referred to as "VRSII"). Sorenson Communications, Inc. and its affiliated entities and assigns, including VRSII, (hereinafter referred to collectively as "Sorenson") desire to have the right to use the name, video, picture, and/or likeness of Participant in Sorenson's materials, including promotional materials. Participant desires to authorize such use and to release Sorenson Communications from any claims regarding Sorenson's use of Participant's name, video, picture and/or likeness.

**1. Grant Of Rights.**

Participant hereby grants to Sorenson the following rights: (1) The right to take video and photographs of Participant; (2) The right to create, make, and use likenesses of Participant; (3) The right to use, reuse, publish, reproduce, and circulate such videos, photographs and likenesses of Participant, and the right to process such photographs and likenesses by any means, techniques, and media, for the purposes of creating, developing, commercializing, selling, distributing, marketing, promoting, and providing Sorenson's VRS Services and/or VRSII, whether on Sorenson's or a third party's Web site and promotional materials to the extent that such third parties are related to VRSII and/or Sorenson's VRS services and/or business; and (4) The right to use Participant's name and/or a fictitious name in conjunction with Participant's photographs and likenesses for the purposes of creating, developing, commercializing, selling, distributing, marketing, promoting, and providing Sorenson's VRS Services and/or VRSII. Sorenson's rights shall survive any expiration or termination of this Release.

**2. Express Representations, Disclaimers, Releases, and Waivers.** Consistent with **Section 1**, above, the following terms and conditions shall apply to this Release:

- A. Participant hereby fully and forever disclaims any and all rights it may have to such videos, photographs and likenesses, including but not limited to privacy and intellectual property rights, and the use of Participant's name and/or a fictitious name in conjunction therewith, and hereby further assigns any and all rights that he/she may have in all of the above to Sorenson.
- B. Participant, for himself/herself, his/her heirs, executors, administrators, assigns, and agents hereby fully and forever releases Sorenson with respect to any and all Claims relating in any manner to this Release, known or unknown which arise or accrue after this Release becomes effective to the extent such Claims arise from any matter within the scope of this Release.
- C. Sorenson agrees that under no circumstances, shall the videos, photographs or likenesses of Participant depict Participant engaged in any kind of illegal, sexual, or pornographic conduct, or depict Participant drinking alcohol or using tobacco.
- D. Participant and Sorenson agree that this Release is governed by the laws of the State of Utah, without regard to principles of conflicts of law, and that any and all disputes between the parties shall be resolved by compulsory, final, and binding arbitration conducted in Salt Lake City, Utah in accordance with the then current rules of the American Arbitration Association ("AAA").

IN AGREEMENT, the parties sign this Release, effective \_\_\_\_\_ (date of Participant's signature).

**Sorenson Communications, Inc.**

**Participant**

Name : \_\_\_\_\_

Name : \_\_\_\_\_

Signature : \_\_\_\_\_

Signature : \_\_\_\_\_

## Proof of Health Insurance Coverage

I, \_\_\_\_\_, having been accepted for participation in the VRS Interpreting Institute School to Work program, understand that it is my responsibility to pay for and/or otherwise insure and provide comprehensive health insurance coverage for myself while I am a participant in the program. If an applicant does not currently have health insurance, documentation may be provided that demonstrates that coverage may be obtained upon acceptance to the School-to-Work Program. Information must include the insurance company's name and contact information as well as a statement from the insurance company verifying eligibility for this program. I hereby confirm that I am enrolled in a comprehensive health insurance program, or that I can provide proof that I am eligible for insurance coverage, by providing the following supporting information:

1. Name of Carrier \_\_\_\_\_
2. Plan Number \_\_\_\_\_
3. Effective Date \_\_\_\_\_
4. Termination Date \_\_\_\_\_

**I UNDERSTAND AND AGREE THAT SORENSON COMMUNICATIONS AND THE VRS INTERPRETING INSTITUTE ASSUME NO RESPONSIBILITY OR LIABILITY FOR MY HEALTH INSURANCE COVERAGE.**

Date : \_\_\_\_\_

Name : \_\_\_\_\_ Signature : \_\_\_\_\_