

Mentor Report

Mentor	
Interpreter	
Language	Select Language <input type="text"/> Other <input type="text"/>
Date	
County	Select County <input type="text"/>
Nature of hearing	Select Hearing Type <input type="text"/>
Nature of charges	Select Charges <input type="text"/>

Interpreting time	
Mentoring time	
By Phone Mentoring time	
Down time	

Punctuality

<input type="checkbox"/>	On-time
<input type="checkbox"/>	less than 10 minutes late
<input type="checkbox"/>	over 10 minutes late

Did the interpreter face any of these particular challenges on assignment?

<input type="checkbox"/>	Interpreting environment
<input type="checkbox"/>	Lots of testimony, multiple witnesses
<input type="checkbox"/>	Complex Subject Matter
<input type="checkbox"/>	Heavy or low volume
<input type="checkbox"/>	Emotionally difficult subject matter
<input type="checkbox"/>	Video or audio

INTERPRETING OBSERVATIONS

If any apply, please mark those that you observed of the interpreter on the assignment.

None	A little	Some	A lot	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpreted simultaneously
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interpreted consecutively
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sight interpreted

Mentor Activity Summary

<input type="checkbox"/>	I checked in with the court and discussed the mentor's role and the expected level of participation from the mentor.
I reviewed the following subjects with the interpreter:	
<input type="checkbox"/>	Accuracy & Completeness.
<input type="checkbox"/>	Scope of Practice.
<input type="checkbox"/>	Impediments.
<input type="checkbox"/>	Described what the mentor's role will be before, during, and after the hearing.
<input type="checkbox"/>	The Code of Professional Responsibility for Interpreters in the Oregon Courts.
<input type="checkbox"/>	Described establishing communication with the LEP parties and modeled if necessary.
<input type="checkbox"/>	I clearly indicated what modes of protocol and ethics needed improvement.

<input type="checkbox"/>	1 st and 3 rd person interpreting.
<input type="checkbox"/>	Neutrality and disclosure, if needed.
Business Operations Checklist	
<input type="checkbox"/>	I provided information about the Certified and/or Registered credential requirements.
<input type="checkbox"/>	I referred the interpreter to the CIS website and provided contact information.
<input type="checkbox"/>	I asked if there were questions about completing the billing form and followed through.
<input type="checkbox"/>	I provided the interpreter with a LEDES form and collected completed form on the spot.
<input type="checkbox"/>	I explained the availability of training videos.
Study & Practice Techniques	
<input type="checkbox"/>	Court observation for: familiarity, case flow, vocabulary development.
<input type="checkbox"/>	Modeled using the 3 rd person to refer to self (interruptions and asking for repetitions).
<input type="checkbox"/>	Study materials, including <i>The Interpreter's Edge</i> , Consortium Practice Kits, and resources on the CIS website.
<input type="checkbox"/>	Advised on potential shadowing exercises in self study (recordings, movies, television, radio, other).
<input type="checkbox"/>	Vocabulary development techniques.
<input type="checkbox"/>	Note-taking skills development.
<input type="checkbox"/>	Other <input type="text"/>

TRAINING VIDEOS

<input type="checkbox"/>	The interpreter watched the following video(s) during their down time:
<input type="checkbox"/>	Interpreters: Their Impact On Legal Proceedings.
<input type="checkbox"/>	Understanding the Courts: Anatomy of a Criminal / Civil Case.
<input type="checkbox"/>	Supreme Court of Ohio: The Role of Interpreters in the Legal System.
<input type="checkbox"/>	The Federal Judicial Center: Taking the Interpreter's Oath to Heart.
<input type="checkbox"/>	ACEBO: The Interpreter's Code of Ethics.
<input type="checkbox"/>	ACEBO: Consecutive.
<input type="checkbox"/>	ACEBO: Criminal Procedure.

Recommendations

Based on observation, feedback provided and interaction with the interpreter during the mentor assignment, I recommend continued mentoring for	
<input type="checkbox"/>	Non-violation hearings.
<input type="checkbox"/>	High level/complex hearings.
<input type="checkbox"/>	All hearings.
<input type="checkbox"/>	Continued mentoring is not needed.
<input type="checkbox"/>	Other <input type="text"/>