

Requesting Captioning for Media: Staff

01 Purpose and Scope

The purpose of this document is to provide information for staff about requesting captioning for media. This procedure is the first of two that supports the Captioning and Accessible Media for Student Accommodations Requests and Instructional Materials Policy.

NOTE: This procedure does not cover the steps for students or faculty and administration to request captioning for media.

02 Responsible Members

You should read this document if your title is:

Role	Responsibility
Staff	Staff who may create promotional/extracurricular media for students must know and understand when and how to address student requests for accommodations. In addition, staff who may create promotional/extracurricular media for students need to know about the procedures applicable to them that are associated with the policy.
Digital Media Technician	The Digital Media Technician must understand the purpose and scope of the policy, as well as the procedures associated with the policy. The Digital Media Technician may also need to train any staff that work with him on such requests.
Director of Disability Services and Diversity	The Director of Disability Services and Diversity fields initial requests and gathers documentation. After receiving documentation, the Director of Disability Services and Diversity helps students connect with other staff or departments for fulfillment of the requests.

03 Training Required

Training across campus is required on this procedure.

Role	Responsibility
Staff	Staff who may create promotional/extracurricular media for students must be provided with initial training once the policy is in place. All newly hired staff who may create promotional/extracurricular media for students must receive training on the policy and procedures within the first year of hire.
Digital Media Technician	The Digital Media Technician must be provided with initial training once the policy is in place. In addition, the Digital Media Technician must be trained in how to train any individuals who work directly with her or him in creating captioning and other accessible instructional media.

PY#

Director of Disability Services and Diversity

The Director of Disability Services and Diversity must be provided with initial training upon taking the position. The Director of Disability Services and Diversity must be trained in how to help students and other individuals engaging in the process.

04 Definitions and Descriptions

In this section you will find definitions and descriptions important to this procedure.

Term	Definition/Description
Captioning	Captioning is a transcription of what is being said in a video. The transcription is placed directly in the video. This service is particularly useful for people who are deaf or have hearing loss but may or may not use sign language.
Media	Media, in relation to this policy, means any video or audio recording using in an online classroom, traditional classroom, or campus event. Media, as the term relates to this policy, includes videos, DVDs, and all subsequent technologies.
Extracurricular	Extracurricular refers to student organizations. Organizations who produce media for campus wide consumption must request captioning.
Promotional	Promotional materials are any materials used to promote OSU-OKC and OSU-OKC events across campus. These materials might include university advertising.

05 Procedure

Complete the following steps to request captioning for media:

1. Determine the media that needs captioning.
2. Access the submission form at: www.osuokc.edu/captionrequest
3. Submit the media that needs to be captioned to the Digital Media Technician within five (5) business days per 20 minutes of media (without a transcript provided*) to ensure the captioning is done in a timely fashion.
4. Follow all instructions given by the Digital Media Technician and the Disability Services Office.

06 References

The following procedures and policy are associated with this one:

- Requesting Captioning for Media: Faculty and Administration
- Requesting Captioning for Media: Students
- Fulfilling Captioning Requests for Media: OSU-OKC Director of Disability Services and Diversity
- Fulfilling Captioning Requests for Media: Digital Media Technician