

# P.I.E.

## Procedures

- Arrive 15 minutes before the appointment.
- Choose a scenario from the box.
- Sign in at the front desk 15 minutes before your scheduled appointment.
- Inform the Sign Language Mentor and tutor of your chosen scenario/topic.
- Fill out a Sinclair Service Record
- Wait in “waiting room” (either in lab or outside room 9-201) for assignment to begin. If you choose to wait in the lab, go to the front desk at the time of your appointment.

## Rules

- Only one P.I.E. is allowed per day.
- Must arrive and sign in 15 minutes before assignment.
- All P.I.E. are to be kept confidential. Practice good conversations when discussing vocabulary or your role related to the P.I.E. experience.
- If a student does not arrive early or is not prepared, the P.I.E. will be cancelled.
- Teachers will be notified if a student does not show for appointment, cancels less than 24 hours in advance, or the P.I.E. is cancelled by lab staff.
- The confidentiality agreement must be signed by the student before doing their first P.I.E.
- All recorded P.I.E. CDs are to be kept in the lab and reviewed in a cubicle with a curtain. They are not to be used outside of Building 9.
- Appropriate professional attire must be worn.