

ODP-0-753

OTR 80-5717

3 JUN 1980

MEMORANDUM FOR: Director of Data Processing

FROM: Donald E. Smith  
Director of Training

SUBJECT: Sign Language Training

REFERENCE: Memo from D/ODP to DTR dtd 28 Feb 80,  
Same Subject

1. The OTR Curriculum Committee, at my request, has reviewed your suggestion that instruction in sign language be included in OTR's regular course offerings. The Committee feels it is inappropriate to initiate such a course in-house at this time. We will, however, proceed to identify outside experts who could be brought in on contract to teach sign language after hours, in an Agency classroom, as part of our Off-Campus Program. I have assigned follow-up action to our Communications & Information Management School.

2. In the meantime, I believe we should encourage the Agency's program of sponsorship for employees who wish to take external courses in sign language. These courses are offered at a number of local facilities, are inexpensive, and produce good results. A sample of the facilities and courses offered is attached.



Donald E. Smith

STATINTL

Attachment:  
As stated

Sample of Local External Facilities Offering

Sign Language Training

<u>Facility</u>	<u>Courses Offered</u>	<u>Cost</u>
Gallaudet College	Sign Language Training; 6 weeks, day and evening classes; 2- and 3-week intensive courses	@ \$38.00
Justice Department	Sign Language	\$40.00
Montgomery College (Community Services), Rockville, MD	Basic Deaf Communications I & II	\$65.00
Prince George's Community College	Talking to the Deaf I, II, III, & IV	\$20.00
Northern Va. Community College (Community Services)	Introduction to American Sign Language (offered at Annandale, Alexandria, Loudoun, Manassas, and Woodbridge campuses)	\$35.00
Adult Education (Fairfax County)	American Sign Language of the Deaf (classes held at Holmes Intermediate, Annandale; Groveton High School, Alexandria; Madison High School, Vienna)	\$28.00
Adult Education (Montgomery County Public Schools)	Sign Language Sign English Conversational Sign Language Lab (courses for beginners and intermediate level)	\$16.00

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# ROUTING AND RECORD SHEET

OTR

SUBJECT: (Optional)

Sign Language Training

FROM:

Donald E. Smith  
DTR  
1026 C of C

EXTENSION

NO.

3245

OTR 80-5717

DATE

3 June 1980

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ODP  
2D00 Hqs

2. EO

3. DD

4. June 20

Refers to: Gene Smith, OSWZ  
- all CDP managers  
for info  
CDP/TO  
Dme can  
6/5/80