AKADEMIA
EKONOMICZNO-HUMANISTYCZNA
W WARSZAWIE

School of Humanities and Fine Arts
Laboratory of Phonetics and Oral Interpretation

TRAINING GUIDELINES

FOR THE LABORATORY OF PHONETICS AND ORAL INTERPRETATION

Approved by:
Dean of the School of Humanities and Fine Arts
Dr. Adam Świątek

Date:
December 01, 2024

Location:

Room 205, Okopowa Street 59, Warsaw, Poland

Issued by:
The Head of the Laboratory of Phonetics and Oral Interpretation
School of Humanities and Fine Arts
University of Economics and Human Sciences in Warsaw

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INTRODUCTION

The **Training Guidelines** provide a structured framework for equipping staff and students with the skills and knowledge necessary to operate laboratory equipment and software effectively and safely. These guidelines aim to ensure all users are competent in utilizing the Laboratory of Phonetics and Oral Interpretation resources to their fullest potential.

OBJECTIVES

1. Ensure all users understand laboratory equipment and software's purpose, functionality, and proper use.
2. Promote a safe and efficient working environment through adherence to operational protocols.
3. Enhance user confidence and proficiency in handling advanced technological tools.

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1. TRAINING OVERVIEW

1.1 Target Audience

The training is mandatory for:

- **Students** enrolled in courses requiring laboratory use.
- **Faculty Members** leading courses, workshops, or research in the laboratory.
- **Technical Staff** responsible for maintenance and support.

1.2 Training Modes

The training program includes:

1. **Orientation Sessions**:
   - A general introduction to laboratory operations, policies, and resources.
2. **Hands-On Workshops**:
   - Practical demonstrations and supervised practice with equipment and software.
3. **Advanced Training Modules**:
   - Specialized sessions for faculty and researchers on complex systems and software.

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2. TRAINING STRUCTURE

2.1 Orientation Sessions

All users must attend an initial orientation session covering:

1. **Laboratory Policies and Regulations**:
   - Overview of the Access Policy, Health and Safety Protocols, and Laborary Regulations (Terms of Use).
2. **Facility Layout**:
   - Tour of the laboratory, highlighting workstation arrangements, safety equipment, and evacuation routes.
3. **Introduction to Equipment**:
   - Basic functions of interpretation consoles, recording devices, and multimedia systems.

2.2 Hands-On Workshops

Conducted in small groups to ensure personalized instruction, these workshops include:

1. **Simultaneous Interpretation Consoles**:
   - Step-by-step guidance on channel selection, microphone use, and instructor monitoring tools.
2. **Audio Recording and Playback Systems**:
   - Training on using digital recorders, managing audio files, and operating playback equipment.
3. **Software Tutorials**:
   - Interactive sessions on Audacity, Mentor, and Praat, focusing on acoustic analysis, editing, and exporting data.

2.3 Advanced Training Modules

For advanced users, including faculty and researchers:

1. **Equipment Customization**:
   - Configuring settings for specialized projects (e.g., simultaneous interpretation simulations).
2. **Data Analysis Software**:
   - Advanced functionalities of Praat for spectrogram and pitch contour analysis.
3. **Interactive Whiteboard and Presentation Tools**:

- Utilizing interactive features for teaching and collaborative sessions.

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3. TRAINING PROCESS

3.1 Scheduling

1. Orientation sessions are held during the first two weeks of each semester.
2. Workshops are scheduled monthly.
3. Advanced modules are offered on a per-request basis for faculty and researchers.

3.2 Certification

1. Upon completing training, participants receive a **Certificate of Competency**, which allows them to book and use equipment independently.
2. Certifications are valid for one academic year and must be renewed annually through a refresher course.

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4. TRAINER ROLES AND RESPONSIBILITIES

4.1 The Head of the Laboratory

- Oversees the training program and ensures alignment with laboratory policies.
- Approves training schedules and certifies participants.

4.2 Trainers and Technicians

- Deliver training content effectively, using clear demonstrations and examples.
- Provide hands-on assistance during workshops.
- Assess participant performance and readiness for certification.

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5. SAFETY AND COMPLIANCE

1. **Emphasis on Safety**:
   - All training sessions begin with a review of Health and Safety Protocols.
2. **User Accountability**:
   - Participants must demonstrate an understanding of safety precautions before being allowed unsupervised access.

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6. TRAINING MATERIALS

Participants will receive:

1. **User Manuals**: Detailed guides for all major equipment and software.

2. **Quick Reference Cards**: Summarized operating instructions for easy reference.
3. **Practice Data**: Sample files for hands-on practice during software tutorials.

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7. EVALUATION AND FEEDBACK

7.1 Participant Assessment

1. Practical tests are conducted at the end of each workshop to evaluate proficiency.
2. Feedback is provided to participants, highlighting strengths and areas for improvement.

7.2 Program Review

1. Training effectiveness is assessed through participant feedback surveys.
2. Annual reviews ensure training content stays updated with technological advancements.

CONTACT INFORMATION

For questions or to schedule training sessions, contact:

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FINAL NOTES

This training program ensures that all users have the knowledge and skills to operate the laboratory's equipment and software safely and effectively. Participation is mandatory and integral to the laboratory's successful use.

HEAD of the Laboratory of Phonetics and Oral Interpretation		dr Yan Kapranov

December 01, 2024