



Reaching Limited English Proficient (LEP) Audiences

- Know and understand the diversity of this audience
- Know your demographic source
- Strategize with colleagues and trusted community partners to identify useful strategies to reach/engage with these community members
- Check your curriculum for affirming and appropriate references and visuals
- Document your strategies, annually review your efforts and help inform others across the unit/organization of needed resources or emphasis

Translation of Materials

Process:

- Contact the DEI Specialist at 517-432-2666 or at pizanad@msu.edu if you have questions or to brainstorm
- Submit materials preferably in Word, and advise the Specialist about what language translation is need, preferred timeline, etc.
- Translation request will be submitted for a quote (response within 1-2 days or less)
- You will receive a copy of the quote and a response on plans to proceed and timeline for completion (Work is typically completed in 7-10 days or less)
- **Please note** – If you or your work team receives \$1,000.00 or more in support from the Director’s translation budget in a given fiscal year, you will be expected to contribute a “cost share” of 30% for every request after the initial \$1,000.00.

Questions for Extension Staff requesting translation of materials or language interpreter

1. Who has requested the translation of these materials or a language interpreter? A community partner, an agency, an individual? You or your work team members? Others?
2. If you or others have made the decision to translate these materials or seek a language interpreter, how have you come to this decision?
3. What is the overall goal associated with the translation of these materials or use of a language interpreter?
4. What format is the material that needs translation currently in? PDF, Word doc, other?
5. How long is the material that needs translation? One page? Longer?
6. How long will you need a language interpreter? One program? Longer?
7. Is the material to be translated a curriculum to be taught by others?
8. Who is the intended audience for these translated materials or language interpreter?
9. Is the content MSU Extension’s or does it belong to other authors/individuals? If it is not MSUE “owned” do you have written permission from the original author to translate these materials?



10. Where will the document appear or reside once translated? On our MSUE website? Shared and placed on other agencies/partners websites? Other?
11. Have the contents of the document been checked for cultural relevancy/appropriateness? If so, by who? Is there someone on the work team or a community partner who can provide a review for cultural relevancy before or after the translation has taken place?
12. Are you aware of a local resource person or agency who can translate the materials or provide an interpreter or are you seeking a recommendation for the translation of materials?
13. What is the timeline for the project?
14. Have funds been identified to cover costs for translation of materials, above and beyond assistance provided by the Director's Office? Is there a proposed budget for this request?