



UNSW
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MODL5111

Translation and Interpreting Practicum A

Semester One // 2018

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
Sean Cheng	sean.cx@unsw.edu.au	Tuesday 10am-12pm	Morven Brown 278	9385 2314

School Contact Information

School of Humanities and Languages

Location: School Office, Morven Brown Building, Level 2, 258

Opening Hours: Monday - Friday, 9am - 4:45pm

Phone: +61 2 9385 1681

Fax: +61 2 9385 8705

Email: hal@unsw.edu.au

Attendance Requirements

A student is expected to attend all class contact hours for a face-to-face (F2F) or blended course and complete all activities for a blended or fully online course.

A student who arrives more than 15 minutes late may be penalised for non-attendance. If such a penalty is imposed, the student must be informed verbally at the end of class and advised in writing within 24 hours.

If a student experiences illness, misadventure or other occurrence that makes absence from a class/activity unavoidable, or expects to be absent from a forthcoming class/activity, they should seek permission from the Course Authority, and where applicable, their request should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

A Course Authority may excuse a student from classes or activities for up to one month. However, they may assign additional and/or alternative tasks to ensure compliance. A Course Authority considering the granting of absence must be satisfied a student will still be able to meet the course's learning outcomes and/or volume of learning. A student seeking approval to be absent for more than one month must apply in writing to the Dean and provide all original or certified supporting documentation.

For more information about the attendance protocols in the Faculty of Arts and Social Sciences: <https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

Academic Information

For essential student information relating to: requests for extension; review of marks; occupational health and safety; examination procedures; special consideration in the event of illness or misadventure; student equity and disability; and other essential academic information, see <https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/>

Course Details

Credit Points 6

Summary of the Course

This course introduces you to the business and industry practice of translation and interpreting studies. As opportunities arise, the course provides you with authentic practicum opportunities that may include:

- observing professional interpreters and translators at work;
- visiting various settings where professional interpreters and translators are required;
- participating in internship and/or mentoring programs;
- performing simulated and/or real-life interpreting and translation practice under supervision;
- attending interpreting translation conferences and seminars;
- volunteering for different organisations requiring interpreters and translators;
- developing teaching and learning resources for professional practice;
- participating in research projects in interpreting and translation.

Through these rich practicum activities, you will acquire a unique set of valuable professional skills including project management skills, marketing and business skills, practical experience with translation and interpreting technologies (computer-aided translation tools, machine translation, subtitling, remote interpreting, phone interpreting, etc.).

At the conclusion of this course the student will be able to

1. identify clients' needs and expectations and formulate a plan to address them
2. design and implement an effective project management plan
3. employ relevant technologies including translation and interpreting tools, project management tools, and communication tools
4. evaluate the graduate market to prepare for career development
5. work effectively in a multilingual and multicultural team

Teaching Strategies

The course aims to provide students with opportunities to improve their competence as future professionals by engaging in authentic translation/interpreting-related work. The work may come from different translation/interpreting-related requests generated by the program itself, the school, the university or other external clients.

The content may range from translations, interpreting practice/jobs, observations, internships, educational materials development, transcriptions, editing and proof-reading, research, subtitling, mock projects, to material writings based on translation and working as assistants for clients. There will be a set amount of activities to complete in this course in line with demand. The activities are compulsory and have to be completed according to the guidance of the course coordinator.

Facilitative learning is the main approach of the teaching in this course. Students will work on the understanding that they are providing authentic services to clients, therefore they need to be as responsible as real professionals and complete their work to the best of their abilities while meeting the deadlines. The course coordinator's role is to ensure that the project details are clear, to offer guidance

in project management and the use of translation technologies, to engage in the students' discussions along the process, to evaluate and monitor the progress of the projects, and to give constructive feedback along the way.

This course has a two-hour face-to-face seminar weekly. In the weekly seminars, students will have time to meet up to discuss and manage their projects together. The coordinator will assign and explain the projects to students, help students to form teams, guide them in planning, execution and communication, discuss specific translation issues with them, and evaluate their progress and give constructive feedback.

Assessment

Assessment Tasks

Assessment task	Weight	Due Date	Student Learning Outcomes Assessed
Professional Portfolio	100%	week 13	1,2,3,4,5

Assessment Details

Assessment 1: Professional Portfolio

Start date: Not Applicable

Details: Students will undertake several practicum activities based on availability. The portfolio requires students to document and reflect upon these activities. Students are then required to compile and submit a portfolio of all of their practicum activities at the end of the course. To help students evaluate the graduate market and prepare for career development, they will be asked to identify a potential employment opportunity, compile their study and practicum experience, produce a professional CV aiming to pursue that opportunity and present it as a part of their portfolio. Students will meet weekly with the course coordinator and other students to share their experiences and receive feedback on their progress. Individual written feedback is provided on the portfolio. Individual and group-based oral feedback is also provided on each activity throughout the practicum. Students also receive written and oral feedback on their performance from professional interpreters and translators who will act as their mentors. This is the final assessment for attendance purposes.

Additional details:

Please see Moodle for detail instructions.

Turnitin setting: This is not a Turnitin assignment

Submission of Assessment Tasks

Students are expected to put their names and student numbers on every page of their assignments.

Turnitin Submission

If you encounter a problem when attempting to submit your assignment through Turnitin, please telephone External Support on 9385 3331 or email them on externalteltsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year). If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on their system status on Twitter.

Generally, assessment tasks must be submitted electronically via either Turnitin or a Moodle assignment. In instances where this is not possible, it will be stated on your course's Moodle site with alternative submission details.

Late Assessment Penalties

An assessed task is deemed late if it is submitted after the specified time and date as set out in the course Learning Management System (LMS).

The late penalty is the loss of 5% of the total possible marks for the task for each day or part thereof the work is late. Lateness will include weekends and public holidays. This does not apply to a task that is assessed but no mark is awarded.

Work submitted fourteen (14) days after the due date will be marked and feedback provided but no mark will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component, a student will be deemed to have met that requirement. This does not apply to a task that is assessed but no mark is awarded.

Work submitted twenty-one (21) days after the due date will not be accepted for marking or feedback and will receive no mark or grade. If the assessment task is a compulsory component of the course a student will automatically fail the course.

Special Consideration Applications

You can apply for special consideration when illness or other circumstances interfere with your assessment performance.

Sickness, misadventure or other circumstances beyond your control may:

- * Prevent you from completing a course requirement,
- * Keep you from attending an assessable activity,
- * Stop you submitting assessable work for a course,

* Significantly affect your performance in assessable work, be it a formal end-of-semester examination, a class test, a laboratory test, a seminar presentation or any other form of assessment.

For further details in relation to Special Consideration including "When to Apply", "How to Apply" and "Supporting Documentation" please refer to the Special Consideration website:

<https://student.unsw.edu.au/special-consideration>

Academic Honesty and Plagiarism

Plagiarism is using the words or ideas of others and presenting them as your own. It can take many forms, from deliberate cheating to accidentally copying from a source without acknowledgement.

UNSW groups plagiarism into the following categories:

Copying: using the same or very similar words to the original text or idea without acknowledging the source or using quotation marks. This also applies to images, art and design projects, as well as presentations where someone presents another's ideas or words without credit.

Inappropriate paraphrasing: changing a few words and phrases while mostly retaining the original structure and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit. It also applies to piecing together quotes and paraphrases into a new whole, without referencing and a student's own analysis to bring the material together.

Collusion: working with others but passing off the work as a person's individual work. Collusion also includes providing your work to another student before the due date, or for the purpose of them plagiarising at any time, paying another person to perform an academic task, stealing or acquiring another person's academic work and copying it, offering to complete another person's work or seeking payment for completing academic work.

Inappropriate citation: Citing sources which have not been read, without acknowledging the "secondary" source from which knowledge of them has been obtained.

Duplication ("self-plagiarism"): submitting your own work, in whole or in part, where it has previously been prepared or submitted for another assessment or course at UNSW or another university.

Correct referencing practices:

- Paraphrasing, summarising, essay writing and time management
- Appropriate use of and attribution for a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre (<http://www.lc.unsw.edu.au/>). Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting and proper referencing of sources in preparing all assessment items.

UNSW Library also has the ELISE tool available to assist you with your study at UNSW. ELISE is designed to introduce new students to studying at UNSW but it can also be a great refresher during your study.

Completing the ELISE tutorial and quiz will enable you to:

- analyse topics, plan responses and organise research for academic writing and other assessment tasks
- effectively and efficiently find appropriate information sources and evaluate relevance to your needs
- use and manage information effectively to accomplish a specific purpose

- better manage your time
- understand your rights and responsibilities as a student at UNSW
- be aware of plagiarism, copyright, UNSW Student Code of Conduct and Acceptable Use of UNSW ICT Resources Policy
- be aware of the standards of behaviour expected of everyone in the UNSW community
- locate services and information about UNSW and UNSW Library

Some of these areas will be familiar to you, others will be new. Gaining a solid understanding of all the related aspects of ELISE will help you make the most of your studies at UNSW.

(<http://subjectguides.library.unsw.edu.au/elise/aboutelise>)

Course Schedule

[View class timetable](#)

Timetable

Date	Type	Content
Week 1: 26 February - 4 March	Seminar	<ul style="list-style-type: none"> • Introduction to the course • Road map for the practicum • Tools for practicum • Team company recruitment
Week 2: 5 March - 11 March	Seminar	<ul style="list-style-type: none"> • Teams, projects and record keeping • Interaction and discussion
Week 3: 12 March - 18 March	Seminar	<ul style="list-style-type: none"> • Organisational health: effective teamwork, leadership and management • Interaction and discussion
Week 4: 19 March - 25 March	Seminar	<ul style="list-style-type: none"> • Effective feedback, quality assurance and management. • Interaction and discussion
Week 5: 26 March - 1 April	Seminar	<ul style="list-style-type: none"> • Effective process management-designing your workflows • Interaction and discussion
Break: 2 April - 8 April	Project	Projects running. No class due to mid-semester break
Week 6: 9 April - 15 April	Project	Projects running. No class due to postgraduate break.
Week 7: 16 April - 22 April	Seminar	<ul style="list-style-type: none"> • The myth about freelancing - how does it work? • Interaction and discussion
Week 8: 23 April - 29 April	Seminar	<ul style="list-style-type: none"> • Translation and Interpreting Markets • Interaction and discussion
Week 9: 30 April - 6 May	Seminar	<ul style="list-style-type: none"> • LSP strategies - how to respond to the market. • Interaction and discussion
Week 10: 7 May - 13 May	Seminar	<ul style="list-style-type: none"> • LSP business management - how can you manage your LSP business effectively? • Interaction and discussion
Week 11: 14 May - 20 May	Seminar	<ul style="list-style-type: none"> • Pitch anything - selling your services • Interaction and discussion
Week 12: 21 May - 27 May	Seminar	<ul style="list-style-type: none"> • Teams, projects and milestones • Showcase instruction • Interaction and discussion
Week 13: 28 May - 3 June	Seminar	<p>Team company showcase</p> <p>Each team showcase and pitch for their team company.</p>

Resources

Prescribed Resources

Memsource cloud user manual: <https://help.memsource.com/hc/en-us/sections/115000903671-Cloud-User-Manual>

AegiSub user manual: <http://docs.aegisub.org/manual/Overview>

Amara subtitles know-how: <https://support.amara.org/support/solutions/articles/192110-the-anatomy-of-the-subtitling-editor>

Yeekit & YeeCaption: <https://www.yeekit.com/site/index>

Recommended Resources

TED subtitling training resources:

<https://www.ted.com/participate/translate/subtitling-resources>

Course Evaluation and Development

The course will be formally evaluated via myExperience survey at the end of the semester.

Image Credit

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<https://unsplash.com/photos/UCZF1sXcejo>

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