MODL5112

Translation and Interpreting Practicum B

Semester Two // 2018

Course Overview

Staff Contact Details

Convenors

Name	Email	Availability	Location	Phone
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School Contact Information

School of Humanities and Languages

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

Opening Hours: Monday - Friday, 9am - 5pm

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. 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 conferences and seminars on topics in interpreting and translation;
- 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

Please see Moodle for detail instructions.

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: week 2

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.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.

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

Students are responsible for the submission of assessment tasks by the required dates and times. Depending of the extent of delay in the submission of an assessment task past the due date and time, one of the following late penalties will apply unless special consideration or a blanket extension due to a technical outage is granted. For the purpose of late penalty calculation, a 'day' is deemed to be each 24-hour period (or part thereof) past the stipulated deadline for submission.

- **Work submitted less than 10 days after the stipulated deadline** is subject to a deduction of 5% of the total awardable mark from the mark that would have been achieved if not for the penalty for every day past the stipulated deadline for submission. That is, a student who submits an assignment with a stipulated deadline of 4:00pm on 13 May 2016 at 4:10pm on 14 May 2016 will incur a deduction of 10%.

Task with a non□percentage mark

If the task is marked out of 25, then late submission will attract a penalty of a deduction of 1.25 from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The total possible mark for the essay is 25. The essay receives a mark of 17. The student's mark is therefore 17 – [25 (0.05 x 3)] = 13.25

Task with a percentage mark

If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.

Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore 68 – 15 = 53

- **Work submitted 10 to 19 days after the stipulated deadline** will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;
- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in an essential component of the course.

This information is also available at:

https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/

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 webstie:
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/or progression of ideas of the original, and information without acknowledgement. This also applies in presentations where someone paraphrases another's ideas or words without credit and to piecing together quotes and paraphrases into a new whole, without appropriate referencing.

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

Timetable

Date	Type	Content
Week 1: 23 July - 29 July	Seminar	Introduction
Week 2: 30 July - 5 August	Seminar	Team forming and organisation
Week 3: 6 August - 12 August	Seminar	Companies, procedures and targets
Week 4: 13 August - 19 August	Seminar	Quotes, quality and projects
Week 5: 20 August - 26 August	Seminar	Captioning, subtitling and tools / Key Performance Indicators (KPI)
Week 6: 27 August - 2 September	Seminar	Providing services – meeting the client and discussion
Week 7: 3 September - 9 September	Seminar	Multimedia translation - subtitling quality and discussion
Week 8: 10 September - 16 September	Seminar	New NAATI framework and interpreting training materials development
Week 9: 17 September - 23 September	Seminar	New interpreting learning and teaching materials development
Break: 24 September - 30 September		
Week 10: 1 October - 7 October	Homework	Postgraduate break, no class.
Week 11: 8 October - 14 October	Seminar	Project quality assurance and quality control feedback and discussion, based on client survey and workflow inspection
Week 12: 15 October - 21 October	Seminar	Professional profile development and discussion.
Week 13: 22 October - 28 October	Seminar	Team meetings Project wrap up, feedback to teams and individuals

Resources

Prescribed Resources

Please check Moodle for specific instruction.

Recommended Resources

Please check Moodle for specific instructions.

Course Evaluation and Development

Please check Moodle for specific instructions.

Image Credit

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