1. Course Staff and Contact Details
2. Course Details
3. Course Schedule
4. Course Resources
5. Course Assessment
6. Learning and Teaching Rationale and Strategies
7. Extension of Time for Submission of Assessment Tasks
8. Attendance
9. Class Clash
10. Academic Honesty and Plagiarism
11. Course Evaluation and Development
12. Student Support
13. Grievances
14. Other Information
1. Course Staff and Contact Details

Course Convenor and Lecturer

<table>
<thead>
<tr>
<th>Name</th>
<th>Dr Stephen Doherty</th>
<th>Room</th>
<th>MB 266</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385 1323</td>
<td>Email</td>
<td><a href="mailto:s.doherty@unsw.edu.au">s.doherty@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

Consultation Time: Tuesdays 11 – 1

Details on all language-specific tutorials can be found on Moodle.

2. Course Details

Units of Credit (UoC) 6

Course Description

This course provides students with practical experience in bi-directional translation at professional translator level in the specialised fields of technical, science, law and medicine. It aims to help students to develop and apply language-specific problem-solving techniques to overcome translation challenges. The course consists of a 1-hour lecture and language specific tutorials in each week. Tutorials are taught by professional translators in language-specific groups.

Learning Outcomes

1. Be able to produce a professional translation following the process of text analysis, research, drafting and revision with the help of various translation resources.

2. Be able to write reflections that identify language-specific translation challenges, explain the application of relevant theories to overcome the challenges, and justify translation choices.

3. Be able to identify and describe topic specific translation issues and adjust translation choices accordingly.

4. Understanding of the discipline in its interdisciplinary context.

3. Course Schedule

To view course timetable, please visit: http://www.timetable.unsw.edu.au/

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Lab Content</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>W1 JUL 25</td>
<td>Course Introduction</td>
<td>- Course introduction - Translation techniques - Reflecting on translations -</td>
<td>- Introductions - Pre-translation of specialised text</td>
<td>Olohan (2013)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Managing feedback</td>
<td>- Preparation and discussion of translation and reflection</td>
<td></td>
</tr>
<tr>
<td>W2 AUG 1</td>
<td>Resources for Specialised Translation</td>
<td>- Subject matter expertise - Genre in specialised translation - Searching and</td>
<td>- Pre-translation of specialised text</td>
<td>House (2013)*</td>
</tr>
<tr>
<td></td>
<td></td>
<td>managing online resources</td>
<td>- Preparation and discussion of translation and reflection</td>
<td></td>
</tr>
<tr>
<td>W3 AUG 8</td>
<td>Translation Quality Assessment</td>
<td>- Translation briefs - Translation phases</td>
<td>- Pre-translation of specialised text</td>
<td>Byrne (2012)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Preparation</td>
<td>Chapters 1 – 3</td>
</tr>
<tr>
<td>Date</td>
<td>Topic</td>
<td>Focus and Activities</td>
<td>Reference(s)</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------</td>
<td>----------------------------------------</td>
<td></td>
</tr>
<tr>
<td>W4 AUG 15</td>
<td>Understanding Technical Communication and Documentation I</td>
<td>- Focus on revision &lt;br&gt;- Using TQA to improve reflection and development</td>
<td>Byrne (2012) Chapters 5 – 6</td>
<td></td>
</tr>
<tr>
<td>W5 AUG 22</td>
<td>Understanding Technical Communication and Documentation II</td>
<td>- Linguistic analysis of technical texts &lt;br&gt;- Extra-linguistic analysis of technical texts &lt;br&gt;- Justifying translation techniques &lt;br&gt;- Pre-translation of specialised text &lt;br&gt;- Preparation and discussion of translation and reflection</td>
<td>Montalt Resurrecció &amp; González Davis (2007) Chapter 1</td>
<td></td>
</tr>
<tr>
<td>W6 AUG 29</td>
<td>Understanding Medical Communication and Documentation I</td>
<td>- Linguistic analysis of medical/scientific texts &lt;br&gt;- Extra-linguistic analysis of technical texts &lt;br&gt;- Justifying translation techniques &lt;br&gt;- Pre-translation of specialised text &lt;br&gt;- Preparation and discussion of translation and reflection</td>
<td>Montalt Resurrecció &amp; González Davis (2007) Chapters 2 – 4</td>
<td></td>
</tr>
<tr>
<td>W7 SEP 5</td>
<td>Understanding Medical Communication and Documentation II</td>
<td>- Linguistic analysis of medical/scientific texts &lt;br&gt;- Extra-linguistic analysis of technical texts &lt;br&gt;- Justifying translation techniques &lt;br&gt;- Pre-translation of specialised text &lt;br&gt;- Preparation and discussion of translation and reflection</td>
<td>Montalt Resurrecció &amp; González Davis (2007) Chapters 5 – 7</td>
<td></td>
</tr>
<tr>
<td>W8 SEP 12</td>
<td>Specialised Translation in the Community</td>
<td>- Understanding community needs &lt;br&gt;- Applying specialised translation strategies to community translation &lt;br&gt;- Pre-translation of specialised text &lt;br&gt;- Preparation and discussion of translation and reflection</td>
<td>Cao (2013)*</td>
<td></td>
</tr>
<tr>
<td>W9 SEP 19</td>
<td>Working as a Specialised Translator</td>
<td>- Professionalism &lt;br&gt;- The role of the specialised translator &lt;br&gt;- Working with clients in &lt;br&gt;- Pre-translation of specialised text &lt;br&gt;- Preparation and discussion of translation and reflection</td>
<td>Alcaraz &amp; Hughes (2002) Chapters 1 – 2</td>
<td></td>
</tr>
</tbody>
</table>
W10 (NO PG LECTURES OR TUTORIALS)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Activities</th>
<th>References</th>
</tr>
</thead>
</table>
| W11 OCT 10 | Understanding Legal Systems and Communications | - Overview of the Australian legal system  
- Linguistic analysis of legal texts  
- Extra-linguistic analysis of technical texts  
- Justifying translation techniques  
- Pre-translation of specialised text  
| W12 OCT 17 | Understanding Legal Texts                     | - Linguistic analysis of legal texts  
- Extra-linguistic analysis of technical texts  
- Justifying translation techniques  
- Pre-translation of specialised text  
| W13 OCT 24 | Course Conclusion                             | - Reflection on specialised translation  
- Refining reflections for video presentation  
- Pre-translation of specialised text  
- Preparation and discussion of translation and reflection | UNSW Guides:  
https://student.unsw.edu.au/preparing-your-oral-presentation  
http://student.unsw.edu.au/using-powerpoint  
https://student.unsw.edu.au/design-tips |

4. Course Resources

Textbook Details

**Essential (Part of Required Reading)**

- Carmen, M. and Francesca, B. (eds.)(2013). The Routledge Handbook of Translation Studies. London, UK: Routledge. (Items marked with * can be found in this volume via Moodle)
Recommended


Journals

See list of T&I journals on Moodle.

Websites

AUSIT
http://www.ausit.org

International Association of Conference Interpreting (AIIC) Code of Ethics
http://www.aiic.net/ViewPage.cfm/article24.htm

American Psychological Association (APA referencing style guide)
http://www.apastyle.org/

The Learning Centre
http://www.lc.unsw.edu.au/

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly Translation Practice</td>
<td>10 texts (500 words each)</td>
<td>40%</td>
<td>1 – 4</td>
<td>From Week 3 as per tutors’ deadlines</td>
<td>Yes</td>
</tr>
<tr>
<td>Final Translation Take-Home Exam*</td>
<td>2 texts (500 words each)</td>
<td>40%</td>
<td>1 – 4</td>
<td>Week 12 as per tutors’ deadlines</td>
<td>Yes</td>
</tr>
<tr>
<td>Reflection on Translation Practice</td>
<td>Individual 10-minute video reflection</td>
<td>20%</td>
<td>2 – 4</td>
<td>Week 13 (OCT 28)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* This is the final assessment task for attendance purposes.

Description of Assessment Tasks:

1. Weekly Translation Practice (4 x 10 = 40%):
Translation of 10 texts (5 from English into LOTE, 5 from LOTE into English) of approximately 500 words each on the specialised topics covered in the course, including a reflection of approximately 250 words to justify each translation. Of these texts, 4 will be formally marked (2 in each direction) as per tutors’ instructions and deadlines from Week 3 onwards.
For points to be awarded: translations must be submitted to the language-specific tutors by the advertised deadlines, and the revised versions using Track Changes must then be resubmitted to Turnitin by the end of Week 14.

2. Final Translation Take-Home Exam (2 x 20 = 40%): This is a take-home exam that consists of one text in each direction of approximately 500 words on a specialised topic covered in the course. Each translation is awarded up to 20 points and must include a written reflection of approximately 250 words to justify each translation. Deadlines as per tutors’ deadlines in Week 12.

For points to be awarded: translations must be submitted to the language-specific tutors by the advertised deadlines, and the revised versions must then be resubmitted to Turnitin by the end of Week 14.

3. Reflection on Translation Practice (1 x 20 = 20%): Building upon the weekly reflections on translation practice, a video reflection of approximately 10 minutes is due at the end of Week 13. Technical support and specifications for this video reflection can be found on Moodle.

**Please Note:** The UNSW Policy on Class Attendance and Absence states the following:

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. All applications for exemption from attendance at classes of any kind must be made in writing to the Course Authority.

It is the student’s responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.

If students attend less than 80% of their possible classes they may be refused final assessment.

Students must attend 80% of lectures (10 out of 12 lectures). Students must attend 80% of tutorials (10 out of 12 tutorials).

The UNSW Policy on Class Attendance and Absence can be viewed at: [https://student.unsw.edu.au/attendance](https://student.unsw.edu.au/attendance)

The Faculty of Arts and Social Sciences guidelines on attendance can be viewed at: [https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/](https://www.arts.unsw.edu.au/current-students/academic-information/protocols-guidelines/)

**Formal Examination**

This course has no formal examination.

**Grades**

All results are reviewed at the end of each semester and may be adjusted to ensure equitable marking across the School.

The proportion of marks lying in each grading range is determined not by any formula or quota system, but by the way that students respond to assessment tasks and how well they meet the objectives of the course. Nevertheless, since higher grades imply performance that is well above average, the number of distinctions and high distinctions awarded in a typical
course is relatively small. At the other extreme, on average 6.1% of students do not meet minimum standards and a little more (8.6%) in first year courses. For more information on the grading categories see: https://my.unsw.edu.au/student/academiclife/assessment/GuideToUNSWGrades.html

Submission of Assessment Tasks

Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au). You must use your zID login to submit your assignments in Moodle. Refer to the section “Course Assessment” for details of assessment tasks that are to be submitted via Moodle.

** Please note the deadline to submit an assignment electronically is 4:00 pm on the due date of the assignment.

When you submit your assignment electronically, you agree that:

I have followed the Student Code of Conduct. I certify that I have read and understand the University requirements in respect of student academic misconduct outlined in the Student Code of Conduct and the Student Misconduct Procedures. I declare that this assessment item is my own work, except where acknowledged, and has not been submitted for academic credit previously in whole or in part.

I acknowledge that the assessor of this item may, for assessment purposes:

- provide a copy to another staff member of the University
- communicate a copy of this assessment item to a plagiarism checking service (such as Turnitin) which may retain a copy of the assessment item on its database for the purpose of future plagiarism checking.

You are required to put your name (as it appears in University records) and UNSW Student ID on every page of your assignments.

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@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 its system status on Twitter.

For information on how to submit assignments online via Moodle: https://student.unsw.edu.au/how-submit-assignment-moodle

Late Submission of Assignments

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 essential component of the course.

6. **Learning and Teaching Rationale and Strategies**

The teaching approach used in this course combines presentation of lectures covering theory, text analysis and contextual information followed by practical interactive tutorials where the theory is applied to the practice. While lecture content covers the basic translation skills and industry context, tutorials usually involves peer review and discussion of homework, teacher's explanation and pre-translation analysis of the text of the week.

7. **Extension of Time for Submission of Assessment Tasks**

The Arts and Social Sciences Extension Guidelines apply to all assessed tasks regardless of whether or not a grade is awarded, except the following:

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.
A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

A student who wishes to seek extension for submission of assessment tasks that are not held within class contact hours for courses offered by the School of Humanities and Languages must apply for Special Consideration via myUNSW.

The Arts and Social Sciences Extension Guidelines state the following:

- A request for an extension should be submitted before the due time/date for the assessment task.
- The Course Authority should respond to the request within two working days of the request.
- If a student is granted an extension, failure to comply will result in a penalty. The penalty will be invoked one minute past the approved extension time. See section “Late Submission of Assignments” for penalties of late submission.

8. Attendance

The UNSW Policy on Class Attendance and Absence can be viewed at: https://student.unsw.edu.au/attendance

From time to time, the Course Authority may vary the attendance requirements of a course. It is the students’ responsibility to ensure that they are familiar with the specific attendance requirements stipulated in the course outline for each course in which they are enrolled.

8.1 Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Students who seek to be excused from attendance [or for absence] must apply to the Course Authority in writing. In such situations, the following rules relating to attendances and absences apply.

In the case of illness or of absence for some other unavoidable cause students may be excused for non-attendance at classes for a period of not more than one month (i.e., 33%) or, on the recommendation of the Dean of the appropriate faculty, for a longer period.

8.2 Absence from classes

A student who attends less than eighty per cent of the classes within a course may be refused final assessment.

Explanations of absences from classes or requests for permission to be absent from forthcoming classes should be addressed to the Course Authority in writing and, where applicable, should be accompanied by appropriate documentation (e.g. medical certificate). After submitting appropriate supporting documentation to the Course Authority to explain his/her absence, a student may be required to undertake supplementary class(s) or task(s) as prescribed by the Course Authority. If examinations or other forms of assessment have been missed, then the student should apply for Special Consideration.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the Student Misconduct Policy.
9. **Class Clash**

Students who are enrolled in an Arts and Social Sciences program (single or dual) and have an unavoidable timetable clash can apply for permissible timetable clash by completing an online application form. Students must meet the rules and conditions in order to apply for permissible clash. The rules and conditions can be accessed online in full at: https://www.arts.unsw.edu.au/media/FASSFile/Permissible_Clash_Rules.pdf

For students who are enrolled in a non-Arts and Social Sciences program, they must seek advice from their home faculty on permissible clash approval.

10. **Academic Honesty and Plagiarism**

Plagiarism is presenting someone else’s thoughts or work as your own. It can take many forms, from not having appropriate academic referencing to deliberate cheating.

In many cases plagiarism is the result of inexperience about academic conventions. The University has resources and information to assist you to avoid plagiarism.

The Learning Centre assists students with understanding academic integrity and how to not plagiarise. Information is available on their website: https://student.unsw.edu.au/plagiarism/. They also hold workshops and can help students one-on-one.

If plagiarism is found in your work when you are in first year, your lecturer will offer you assistance to improve your academic skills. They may ask you to look at some online resources, attend the Learning Centre, or sometimes resubmit your work with the problem fixed. However, more serious instances in first year, such as stealing another student’s work or paying someone to do your work, may be investigated under the Student Misconduct Procedures.

Repeated plagiarism (even in first year), plagiarism after first year, or serious instances, may also be investigated under the Student Misconduct Procedures. The penalties under the procedures can include a reduction in marks, failing a course or for the most serious matters (like plagiarism in an Honours thesis) or even suspension from the university. The Student Misconduct Procedures are available here: http://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

11. **Course Evaluation and Development**

Courses are periodically reviewed and students’ feedback is used to improve them. Feedback is gathered using various means including UNSW’s Course and Teaching Evaluation and Improvement (CATEI) process.

12. **Student Support**

The Learning Centre is available for individual consultation and workshops on academic skills. Find out more by visiting the Centre’s website at: http://www.lc.unsw.edu.au
13. Grievances

All students should be treated fairly in the course of their studies at UNSW. Students who feel they have not been dealt with fairly should, in the first instance, attempt to resolve any issues with their tutor or the course convenors.

If such an approach fails to resolve the matter, the School of Humanities and Languages has an academic member of staff who acts as a Grievance Officer for the School. This staff member is identified on the notice board in the School of Humanities and languages. Further information about UNSW grievance procedures is available at: https://student.unsw.edu.au/guide

14. Other Information

myUNSW

myUNSW is the online access point for UNSW services and information, integrating online services for applicants, commencing and current students and UNSW staff. To visit myUNSW please visit either of the below links:

https://my.unsw.edu.au

OHS

UNSW's Occupational Health and Safety Policy requires each person to work safely and responsibly, in order to avoid personal injury and to protect the safety of others. For all matters relating to Occupational Health, Safety and environment, see http://www.ohs.unsw.edu.au/

Special Consideration

In cases where illness or other circumstances produce repeated or sustained absence, students should apply for Special Consideration as soon as possible.

The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services channel > Online Services > Special Consideration.

Applications on the grounds of illness must be filled in by a medical practitioner. Further information is available at: https://student.unsw.edu.au/guide

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: https://student.unsw.edu.au/disability
Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.