School of Humanities and Languages

MOD5107 Technology for Translation,
Semester 1, 2016

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## 1. Course Staff and Contact Details

### Course Convenor (TM)

<table>
<thead>
<tr>
<th>Name</th>
<th>Sean Cheng</th>
<th>Room</th>
<th>MB 278</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385 2314</td>
<td>Email</td>
<td><a href="mailto:sean.cx@unsw.edu.au">sean.cx@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Monday 1pm-3pm and by email appointment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Course Convenor (MT)

<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>
<tr>
<td>Consultation Time</td>
<td>Tuesday 10am – 12pm and by e-mail appointment</td>
<td></td>
<td></td>
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</tbody>
</table>

## 2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
</table>

### Course Description

This course is designed to prepare students for professional T & I practice in the community and corporate professional settings. It also helps students to acquire essential introductory knowledge about the localisation industry. The course has three main focuses: **Technology** – focusing on understanding the technological framework of the industry and hands-on experience of Computer Assisted Translation (CAT) and Machine Translation (MT) tools; **Professional Practice** – focusing on project management and professional conducts; **Industry Knowledge** – focusing on the big picture of the T&I market. Tutorials will be conducted in a computer lab where students will have access to Internet resources up-to-date CAT and MT tools.

### Course Aims

1. To understand the usage and workflows of CAT and MT technologies by learning how to use these tools to carry out translations and their role in translation project management.

2. To learn about the basic workflow of translation project management, excellent professional conduct in the industry concerning translation technologies, especially in the context of freelance practice.

3. To learn about the translation and localisation markets at a global and Australian level, and become self-sufficient in finding career paths within the industry.

### Student Learning Outcomes

1. Effective usage of translation technology tasks, including Translation Memories, Machine Translation, Terminology, and Translation Project Management, which encompasses the identification, analysis, and resolution of problems within these technology-embedded workflows.

2. Ability to plan, execute, and evaluation realistic translation technology projects that would be expected in the industry, including the use of online resources, CAT and MT tools for freelancers, and professional communication.

3. Ability to identify and distinguish between the agencies, organisations, institutions, and associations in the translation market.

4. Critical understanding of Globalisation, Internationalisation, Localisation, and Translation (GILT) and the many roles for translation, localisation, and language professionals in this growing industry.
<table>
<thead>
<tr>
<th>Graduate Attributes</th>
<th>1. Digital literacy with CAT and MT tools.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Application of translation and linguistic knowledge to a range of technical problems.</td>
</tr>
<tr>
<td></td>
<td>3. Analytical skills.</td>
</tr>
<tr>
<td></td>
<td>4. Flexible independent and collaborative organisation and communication skills.</td>
</tr>
</tbody>
</table>
3. Learning and Teaching Rationale

The course content is informed by the latest trends and forecasts of the translation and localisation industries. The three main focuses of the content reflect the current needs and demands of the industry, connecting students’ academic learning with the real-world practice as informed by the translation program’s connections with industry, research into the industry and stakeholders, and the program’s Advisory Committee representatives. Given this applied rationale, the course provides students with the critical knowledge and technical skills needed to excel in the modern and global translation market of today.

The teaching approach is performance-based and experience-based. The course focuses on performance because it requires students to be able to use CAT and MT tools to perform complex translation and evaluation tasks, and to demonstrate their understanding of the course content through realistic projects, presentations, quizzes, and reflection.

4. Teaching Strategies

The course is taught by way of one-hour lecture and two-hour tutorial weekly.

In lectures, students learn about the contextual knowledge of translation technologies, professional practice, and the wider industry. This provides a starting point of basic conceptualisation which is built upon in the tutorials, in which students learn how to effectively use CAT and MT tools via hands-on practice in computer labs.

Assessment tasks are spread out across the teaching weeks to help students reflect and evaluate on how well they have been progressing through the content.

5. Course Assessment

<table>
<thead>
<tr>
<th>Task</th>
<th>Detail</th>
<th>Start</th>
<th>Due</th>
<th>Individual Marks</th>
<th>LOs</th>
<th>GAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mock Translation</td>
<td>Phase 1 - individual work on mock project</td>
<td>W3</td>
<td>W4</td>
<td>10</td>
<td>1,2</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Project</td>
<td>evaluation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Phase 2 - group report on project planning</td>
<td>W5</td>
<td>W6</td>
<td>10</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>(Break 2)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Phase 3 - group presentation on project</td>
<td>W8</td>
<td>W10</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>closure</td>
<td></td>
<td></td>
<td></td>
<td>1,2</td>
<td>1,2,3</td>
</tr>
<tr>
<td></td>
<td>Phase 4 - Individual reflection on project</td>
<td>W11</td>
<td>W12</td>
<td>10</td>
<td>1, 2, 4</td>
<td>1,2,3</td>
</tr>
<tr>
<td></td>
<td>process and specific issues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MT Project</td>
<td>2,000 word report</td>
<td>W8</td>
<td>W14</td>
<td>40</td>
<td>1, 2, 4</td>
<td>1,2,3</td>
</tr>
<tr>
<td>Online Quiz</td>
<td>Quiz 1 (CAT)</td>
<td>W12</td>
<td>W12</td>
<td>10</td>
<td>1,2,3</td>
<td>2, 3, 4, 5</td>
</tr>
<tr>
<td></td>
<td>Quiz 2 (MT)</td>
<td>W13</td>
<td>W13</td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please Note: The Arts and Social Sciences Protocols and Guidelines state:

A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a grade of UF (Unsatisfactory Fail).

The Attendance Guidelines can be found in full at: 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.teit.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

As detailed above, there are three main “Learning Activities” in Moodle labelled according to the appropriate assessment. Please electronically submit your assignment to the correct “Learning Activity”.

<table>
<thead>
<tr>
<th>Assessment task to be submitted in Moodle</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment task details, instructions, and due dates will be announced in Moodle. Please pay close attention to Moodle announcements.</td>
<td></td>
</tr>
</tbody>
</table>

** 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 Procedure. 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.

Your assignment will be available with feedback in soft copy within three weeks of the due date.

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**

The Arts and Social Sciences late submissions guidelines state the following:

• 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 3% of the total possible marks for the task for each day or part thereof the work is late.

• Work submitted 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 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 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.

The Late Submissions Guidelines can be found in full at: https://www.arts.unsw.edu.au/current-students/academic-information/Protocols-Guidelines/

The penalty may not apply where students are able to provide documentary evidence of illness or serious misadventure. Time pressure resulting from undertaking assignments for other courses does not constitute an acceptable excuse for lateness.
6. 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.

The Arts and Social Sciences Extension Guidelines state the following:

- A student seeking an extension should apply through the Faculty's online extension tool available in LMS.
- 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.
- The Course Authority can only approve an extension up to five days. A student requesting an extension greater than five days should complete an application for Special Consideration.
- The Course Authority advises their decision through the online extension tool.
- 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.

7. Attendance

The Arts and Social Sciences Attendance Guidelines state the following:

- A student is expected to attend all class contact hours for a face-to-face or blended course and complete all activities for a blended or fully online course.
- If a student is unable to attend all classes for a course due to timetable clashes, the student must complete the Faculty of Arts & Social Sciences Permitted Timetable Clash form (see information at Item 8 below). A student unable to attend lectures in a course conducted by the School of Education can apply for “Permission to Participate in Lectures Online”.
- Where practical, a student's attendance will be recorded. Individual course outlines/LMS will set out the conditions under which attendance will be measured.
- 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, should be accompanied by an original or certified copy of a medical certificate or other form of appropriate evidence.

- Reserve members of the Australian Defence Force who require absences of more than two weeks due to full-time service may be provided an exemption. The student may also be permitted to discontinue enrolment without academic or financial penalty.

- If a Course Authority rejects a student’s request for absence from a class or activity the student must be advised in writing of the grounds for the rejection.

- 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.

- The Dean will only grant such a request after consultation with the Course Authority to ensure that measures can be organised that will allow the student to meet the course’s learning outcomes and volume of learning.

- **A student who attends less than 80% of the classes/activities and has not submitted appropriate supporting documentation to the Course Authority to explain their absence may be awarded a final grade of UF (Unsatisfactory Fail).**

- A student who has submitted the appropriate documentation but attends less than 66% of the classes/activities will be asked by the Course Authority to apply to discontinue the course without failure rather than be awarded a final grade of UF. The final decision as to whether a student can be withdrawn without fail is made by Student Administration and Records.

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

8. **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](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.

9. **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

10. Course Schedule

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

Timetable is subject to change. Lecture and tutorial content might be updated during the course of the semester. Please pay close attention to Moodle updates.

<table>
<thead>
<tr>
<th>Wk</th>
<th>Starting</th>
<th>Lecture Content</th>
<th>Tutorial Content</th>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Feb 29</td>
<td>The Thing about CAT &amp; MT</td>
<td>memoQ Basics 1: In-class task practice</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Mar 7</td>
<td>Corpus Linguistics in Translation Technologies</td>
<td>Using corpora</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Mar 14</td>
<td>Project Management: the basics</td>
<td>memoQ Basics 2: In-class task practice</td>
<td>Mock Project Phase 1: Analysis and Quotation</td>
</tr>
<tr>
<td>4</td>
<td>Mar 21</td>
<td>Why is Translation Difficult for Machines?</td>
<td>Creating corpora</td>
<td>Phase 1 due</td>
</tr>
<tr>
<td>-</td>
<td>Mar 28</td>
<td>Break 01</td>
<td></td>
<td>Feedback on Mock project phase 1</td>
</tr>
<tr>
<td>5</td>
<td>Apr 4</td>
<td>Break 02 (PG break week)</td>
<td></td>
<td>Mock Project Phase 2: Team project planning</td>
</tr>
<tr>
<td>6</td>
<td>Apr 11</td>
<td>Translation projects with CAT tools</td>
<td>memoQ Basics 3: In-class task practice</td>
<td>Phase 2 due</td>
</tr>
<tr>
<td>7</td>
<td>Apr 18</td>
<td>MT Architectures</td>
<td>Evaluation using test suites</td>
<td>Feedback on Mock project phase 2</td>
</tr>
<tr>
<td>8</td>
<td>Apr 25</td>
<td>Terminology management and tools</td>
<td>memoQ Basics 4: In-class task practice</td>
<td>Mock Project Phase 3: Plani Execution (team work)</td>
</tr>
<tr>
<td>9</td>
<td>May 2</td>
<td>Quality Assessment in MT</td>
<td>Industry evaluation methods &amp; metrics</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>May 9</td>
<td>CAT project maintenance, workflows &amp; quality control</td>
<td>memoQ Basics 5: In-class task practice</td>
<td>Mock Project Phase 3: Project</td>
</tr>
</tbody>
</table>
11. Course Resources

Core Readings

All readings are available on Moodle:


Journals

Perspectives: Studies in Translatology: [http://www.tandfonline.com/toc/rmps20/VCypiSmSx0A](http://www.tandfonline.com/toc/rmps20/VCypiSmSx0A)


Websites


EAMT: [http://www.eamt.org](http://www.eamt.org)


10. 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.
11. 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

12. 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://my.unsw.edu.au/student/atoz/Complaints.html

13. 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
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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:
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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: http://www.studentequity.unsw.edu.au

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.

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