School of Humanities and Languages

MODL5112 Translation Practicum
Semester 1, Year 2016

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1. Course Staff and Contact Details

Course Convenor

<table>
<thead>
<tr>
<th>Name</th>
<th>Sean Cheng</th>
<th>Room</th>
<th>Movern Brown 278</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9385 2314</td>
<td>Email</td>
<td>sean. <a href="mailto:cx@unsw.edu.au">cx@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>1pm – 3pm Monday (or by appointment)</td>
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2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
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<tbody>
<tr>
<td>Course Description</td>
<td>This course is designed to provide the students with practical experience in translation by working on authentic translation projects that are generated by the MA program, the school, the university, and/or genuine clients. Students will work in teams or individually to complete different practicum activities set out in the course with the guidance of the course coordinator. <strong>The course is best suited for students who have studied for at least one semester in the program</strong> as it will require a good understanding of the translation process, workflows, and the practicality of translation theories. The course will also integrate the use of CAT tools to simulate the professional practice in the industry and to manage the resources and data. Successful completion of the course also entails 75 hours of practicum required by NAATI for those students who aim for the NAATI translation accreditations at the end of their study.</td>
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<tr>
<td>Course Aims</td>
<td>1. To practice teamwork, project management, and communication by planning, communicating, executing and completing the assigned projects as a team. 2. To understand the variety and nuances of client requirements through discussion with peers and the coordinator, communicating with clients, and adjusting translation choices accordingly. 3. To apply CAT tools in actual translation work so as to learn how to effectively utilise these technologies to improve the efficiency and consistency of translation, and to develop related translation management expertise.</td>
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<tr>
<td>Student Learning Outcomes</td>
<td>1. Be able to design and implement an effective plan for a translation project, to monitor the progress of the project by maintaining effective communication and implementation, and finally to successfully complete the project to the satisfaction of the client. 2. Be able to identify and demonstrate the proper understanding of clients’ needs and expectations, and how they can be addressed effectively through a portfolio of records which include reflections, discussions, classroom presentations, etc. 3. Be able to finish most of the translations using CAT tools, to set up a proper Translation Memory (TM) which can be reused for future projects and other CAT related activities, to set up a proper Term Base (TB) which can be shared as a translation resource and used to help maintain</td>
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<tr>
<td>4.</td>
<td>Be able to use CAT tools and other related technologies to effectively manage translation projects, distribute jobs to teammates, manage and tidy up TM s and TBs, and maintain effective communications throughout.</td>
</tr>
<tr>
<td>Graduate Attributes</td>
<td>1. Independent and collaborative enquiry</td>
</tr>
<tr>
<td></td>
<td>2. Application of T&amp;I knowledge and skills to solve problems</td>
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<tr>
<td></td>
<td>3. Analytical thinking skills</td>
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<tr>
<td></td>
<td>4. Information literacy</td>
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<tr>
<td></td>
<td>5. Digital literacy</td>
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</table>
3. Learning and Teaching Rationale

This course is developed on the basis of the NAATI requirement of 75 hours of translation practicum being one of the prerequisites of the recommendation for NAATI accreditations by our T&I program. The course aims to provide students with opportunities to improve their competence as future professionals by practicing and learning from authentic translation-related work. The work may come from different translation-related requests generated by the program itself, the school, the university or some other genuine clients. The content may range from translations, 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 projects to complete in this course. They are compulsory and have to be completed according to the guidance of the course coordinator. Projects may vary in each semester depending on their availability at the time.

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 make sure that the project details are clear, to offer guidance in project management and the use of CAT tools, 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.

4. Teaching Strategies

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.

Students may be asked to share their working progress with the class by giving short presentations and discuss challenges with the rest of the class.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Detail</th>
<th>Evaluation (ungraded, pass / fail)</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of the projects</td>
<td>Effective planning, execution and communication, completing the projects according to schedules and to the</td>
<td>Satisfactory / Unsatisfactory</td>
<td>1,2,3,4</td>
<td>1,2,3,4,5</td>
<td>TBA (depends on the planning of the projects)</td>
</tr>
</tbody>
</table>
Projects will be presented to students through Moodle, with the information including clients’ needs and expectations, scheduling requirements, teamwork details and associated portfolio requirements.

Please check the Moodle course for details

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:

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.

** 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 / hard 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:

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:
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

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.qs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf

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<thead>
<tr>
<th>Week Commencing:</th>
<th>Date</th>
<th>Content</th>
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<tbody>
<tr>
<td>Week 01</td>
<td>Feb 29</td>
<td>Introduction to MODL5112 General workflows Project announcements Team building memoQ Server, MemSource, Project launch and assignments</td>
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<tr>
<td>Week 02</td>
<td>Mar 7</td>
<td>Students work on different projects. The weekly content will be determined by the planning, execution and progress of the available projects.</td>
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<tr>
<td>Week 03</td>
<td>Mar 14</td>
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<tr>
<td>Week 04</td>
<td>Mar 21</td>
<td></td>
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<tr>
<td>Break 01</td>
<td>Mar 28</td>
<td></td>
</tr>
<tr>
<td>Week 05 (Break 02)</td>
<td>Apr 4</td>
<td>Reports and reflections of different stages will need to be submitted as a part of assessment. Check Moodle weekly for due dates.</td>
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<tr>
<td>Week 06</td>
<td>Apr 11</td>
<td></td>
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<td>Week 07</td>
<td>Apr 18</td>
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<tr>
<td>Week 08</td>
<td>Apr 25</td>
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<tr>
<td>Week 09</td>
<td>May 2</td>
<td>Guest speakers might be invited to share work and industry experiences.</td>
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<td>Week 10</td>
<td>May 9</td>
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<tr>
<td>Week 11</td>
<td>May 16</td>
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<td>Week 12</td>
<td>May 13</td>
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<tr>
<td>Week 13</td>
<td>May 30</td>
<td>Please refer to the details on Moodle at the time.</td>
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11. Course Resources

Resources for translation tools:
12. 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.

13. 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

14. 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

15. 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 https://my.unsw.edu.au/student/atoz/ABC.html

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://my.unsw.edu.au/student/atoz/SpecialConsideration.html

**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.