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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Name</th>
<th>Sean Cheng</th>
<th>Room</th>
<th>Morven Brown 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 10am – 12pm</td>
<td></td>
<td></td>
</tr>
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</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 provide the students with further practical interpreting opportunities by working on authentic interpreting 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.

The course is only available to students who are studying the 8229 Master of Interpreting and Translation Studies Extension program and should be taken in their third semester.

In the practicum activities, students will take part in observations, research a variety of topics, develop relevant interpreting materials, and practice interpreting in class, all of which will require a good understanding of the interpreting process, workflows, and the practicality of interpreting theories.

Successful completion of the course also entails 75 hours of practicum required by NAATI for those students who aim for the NAATI interpreting accreditations at the end of their study. Please note that this is in addition to (and not instead of) the 75 hours of practicum required for the accreditation in translation.

Learning Outcomes

1. Be able to design and implement an effective plan for an assigned project, to monitor the progress of the project by maintaining effective communication and implementation, and finally to successfully complete the project.

2. Be able to identify and demonstrate the key information in different topics and develop proper interpreting practice materials for educational purposes.

3. Be able to show understandings of different court settings and cases by completing observation reports.

4. Be able to actively engage in classroom interpreting practice and critically reflect on the interpreting performance.

3. Course Schedule

<table>
<thead>
<tr>
<th>Week Commencing:</th>
<th>Starting Date</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 01</td>
<td>July 25</td>
<td>Introduction, project initiation, work distribution</td>
</tr>
</tbody>
</table>
### Week 02
August 1

The in-class activities will focus on some interpreting practice and public speaking practice.

### Week 03
August 8

Presentations of actual interpreting or observation activities may be required as a part of the reflection and interpreting practice.

### Week 04
August 15

Students will be required to develop authentic interpreting practice materials based on the weekly readings. These materials may be used in class for practice.

### Week 05
August 22

For details, please refer to arrangements on Moodle.

### Week 06
August 29

### Week 07
September 5

### Week 08
September 12

### Week 09
September 19

### Break 01
September 26

### Break 02 (week 10)
October 3

### Week 11
October 10

### Week 12
October 17

### Week 13
October 24

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## 4. Course Resources

### Textbook Details


### Useful resources

**Good Note-taking course video:**

YouTube link: [http://youtu.be/1Z-AmvDMDN8](http://youtu.be/1Z-AmvDMDN8)

**Free Medical Terminology Course**

Free Medical Terminology Course: [http://www.dmu.edu/medterms/](http://www.dmu.edu/medterms/)

**Great Interpreting resource for Chinese stream students (This is the one with many recorded dialogues and consecutive interpreting materials, transcripts can be adapted for other languages)**

This is a personal website done by Carl who studies Chinese. He puts many interpreting dialogues and speeches with audio files on the website. Please check it out: [http://carlgene.com/blog/](http://carlgene.com/blog/)

**Great interpreting resources**

Tokyo University Medical English: videos of consultations in English, some (or all?) with transcripts. You'll need to create an account, but it's free: [http://www.lr.mdx.ac.uk/mutual-trust/materials-bank.htm](http://www.lr.mdx.ac.uk/mutual-trust/materials-bank.htm)

Geneva University database of audio and audiovisual recordings: [http://live.fti.unige.ch](http://live.fti.unige.ch)

**ORCIT (Online Resources for Conference Interpreter Training)** - materials for

Humboldt University Berlin Anglopolis (also Francopolis, Germanopolis, Hispanopolis, Lusopolis, Italopolis): transcripts of speeches for various levels of interpreting: [http://www2.hu-berlin.de/francopolis/germanopolis/db/sisdb.cgi?&uid=guest.136280817167045&db=en&lang=en&Java=&home=1&framed=1&pers=](http://www2.hu-berlin.de/francopolis/germanopolis/db/sisdb.cgi?&uid=guest.136280817167045&db=en&lang=en&Java=&home=1&framed=1&pers=)

Building Mutual Trust Materials Bank: training materials for legal interpreters in various languages. The navigation doesn't make it obvious which language an exercise is in, but there are some useful materials there: [http://www.lr.mdx.ac.uk/mutual-trust/materials-bank.htm](http://www.lr.mdx.ac.uk/mutual-trust/materials-bank.htm)

### 5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Detail</th>
<th>Evaluation</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projects (Interpreting jobs, observations, or relevant activities)</td>
<td>Effective planning, execution and communication, completing the projects according to schedules and requirements</td>
<td>Satisfactory / Unsatisfactory</td>
<td>1,2,3,4</td>
<td>TBA (depends on the planning of the projects)</td>
<td>Yes for observation reports</td>
</tr>
<tr>
<td>Materials development</td>
<td>Develop interpreting practice materials based on research and according to requirements</td>
<td>Satisfactory / Unsatisfactory</td>
<td>1,2,3,4</td>
<td>TBA</td>
<td>Yes</td>
</tr>
<tr>
<td>Portfolio</td>
<td>Students’ record of their work, reports, and reflections</td>
<td>Satisfactory / Unsatisfactory</td>
<td>2</td>
<td>TBA (Submissions will be associated with different stages of the)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

CRICOS Provider Code 00098G
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 project description forms for details.

**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 tutorials (10 out of 12 tutorials).

The UNSW Policy on Class Attendance and Absence can be viewed at:
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/

**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.

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**

This course is developed on the basis of the NAATI requirement of 150 hours of practicum being one of the prerequisites of the recommendation for NAATI interpreting accreditations by our T&I program for those who are studying the extension program. **This course accounts for 75 hours of interpreting practicum which is in addition to the 75 hours of translation practicum done in MODL5112. Students need to finish both MODL5111 and MODL5112 so as to be recommended for interpreting accreditations.**

The course has two major purposes:

1. To provide students genuine interpreting related work opportunities when possible; (This may vary in each semester depending on the availability of work opportunities)
2. To offer more targeted interpreting practice for students so that they can prepare better for the NAATI interpreting exam.

Students learn from practicing their interpreting skills via relevant projects, researching the background information on a variety of topics, developing interpreting practice materials, classroom presentation and discussion, and classroom practice. The course coordinator will support the understanding of the project requirements, offer guidance in project management and materials development, arrange classroom activities, engage in the students' discussions, evaluate and monitor the progress of the projects, and give constructive feedback on students' interpreting performance in the classroom.

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 issues with them, and evaluate their progress and give constructive feedback.

Students will also be asked to make use of two textbooks (please see NO.9 Course Resources) to do research on relevant interpreting topics and improve their ad-hoc
knowledge. Each week, students will focus on one topic area and develop authentic dialogue, sight translation and consecutive interpreting materials according to the guidance of the course coordinator. The materials then will be used and practiced in the classroom through role-plays in the following week. All materials developed will also be collected as teaching resources for different educational purposes in the future.

A series of court observation assignments will need to be completed outside of the class by students individually. Students will be asked to go to specific courts and observe specific activities, and then fill out a questionnaire as a form of report. This activity is aim to enhance students’ understanding of different legal settings and the language used in those contexts.

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.

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: 

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.