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

<table>
<thead>
<tr>
<th>Course Convener and Lecturer</th>
<th>Name</th>
<th>Room</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Dr Mira Kim</td>
<td>MB 274</td>
<td>9385 2389</td>
<td><a href="mailto:mira.kim@unsw.edu.au">mira.kim@unsw.edu.au</a></td>
</tr>
<tr>
<td>Consultation Time</td>
<td>Monday 2-3 pm or by appointment by email</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Tutors**

**Chinese**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Alisa Tian</td>
<td><a href="mailto:alisa.tian@unsw.edu.au">alisa.tian@unsw.edu.au</a></td>
</tr>
<tr>
<td>Ms Tricia McKay</td>
<td><a href="mailto:t.mckay@unsw.edu.au">t.mckay@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

**French**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Celine Guerin</td>
<td><a href="mailto:celine.guerin@unsw.edu.au">celine.guerin@unsw.edu.au</a></td>
</tr>
<tr>
<td>Dr Stephanie Kratsowits</td>
<td><a href="mailto:s.kratsowits@unsw.edu.au">s.kratsowits@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

**Japanese**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Masako Ogawa</td>
<td><a href="mailto:m.ogawa@unsw.edu.au">m.ogawa@unsw.edu.au</a></td>
</tr>
<tr>
<td>Ms Alana Simpson</td>
<td><a href="mailto:s.delany@unsw.edu.au">s.delany@unsw.edu.au</a></td>
</tr>
</tbody>
</table>

*The office of the casual tutors is MB268.*

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>MODL5108 Preparation for Accreditation in Translation is the advanced translation course in which students can achieve the professional qualification as Professional Translator certified by NAATI (National Accreditation Authority for Translators and Interpreters). This course helps students enhance their translation skills and knowledge integrating what they have learned from both theoretical and practical courses in their previous semesters.</td>
</tr>
<tr>
<td>Course Aims</td>
<td>1. To help students develop translation competence to translate non-specialised texts of approximately 250 words (or English equivalent) within a limited time under the NAATI Professional Translator examination conditions</td>
</tr>
<tr>
<td></td>
<td>2. To help students develop analytical skills required for self and peer assessment of translation</td>
</tr>
<tr>
<td></td>
<td>3. To help students build up generic professional skills and ethical behaviours to enhance their translator competence</td>
</tr>
<tr>
<td>Student Learning</td>
<td>1. Translation competence required for professional translators certified by NAATI</td>
</tr>
<tr>
<td>Outcomes</td>
<td>2. Ability to make translation choices that are appropriate in given contexts</td>
</tr>
<tr>
<td></td>
<td>3. Ability to critically assess translations of one’s own and of peers and give constructive feedback</td>
</tr>
<tr>
<td>Graduate Attributes</td>
<td>1. Independent and reflective learning skills</td>
</tr>
<tr>
<td></td>
<td>2. Effective bilingual communication</td>
</tr>
<tr>
<td></td>
<td>3. Analytical and critical thinking skills</td>
</tr>
<tr>
<td></td>
<td>4. Creative problem-solving skills</td>
</tr>
</tbody>
</table>
3. Learning and Teaching Rationale

The rationale behind the teaching approach and activities is to ensure that the students develop the translation competence required for the NAATI Professional Translator examinations as well as translator competence, which is essential for them to participate in the professional community upon graduation.

4. Teaching Strategies

This course consists of a lecture (2.5 hours) and a language-specific tutorial (1 hour) every week. In the lecture, students will be engaged in in-class translation, peer assessment and discussion on translation choices. In the tutorial, students will have an opportunity to address language-specific translation issues and problems. The topics to be covered in the course are primarily business, trade, health, social & legal issues and tourism.

5. Course Assessment

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trial translation test in both directions</td>
<td>250 words per passage</td>
<td>30%</td>
<td>1 &amp; 2</td>
<td>3 &amp; 4</td>
<td>Week 11</td>
</tr>
<tr>
<td>NAATI accreditation exam in preferred direction(s)</td>
<td></td>
<td>50%</td>
<td>1 &amp; 2</td>
<td>3 &amp; 4</td>
<td>Scheduled in formal examination period, TBA</td>
</tr>
<tr>
<td>Weekly assignments</td>
<td></td>
<td>20%</td>
<td>3</td>
<td>1 &amp; 2</td>
<td>Two days before the tutorial of the week or as negotiated with the tutor</td>
</tr>
</tbody>
</table>

Detailed information about the assessment tasks will be provided in the lecture in Week 1.

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 a formal examination, which will be scheduled in the formal examination period from 10 – 27 June 2016. Students are expected to give their studies priority and this includes making themselves available for the entire examination period. Travel commitments
made prior to the publication of the final examination timetable are not a valid reason for alternate assessment.

For information about examination dates, location and procedures at UNSW, visit: https://student.unsw.edu.au/exams

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

Weekly translation 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.

There are two “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>Weekly translation submissions (into LOTE)</td>
<td>Two days before the tutorial in weeks 1, 3, 6, 8, 10 and 12</td>
</tr>
<tr>
<td>Weekly translation submissions (into English)</td>
<td>Two days before the tutorial in weeks 2, 4, 7, 9, 11 and 13</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.

Detailed feedback on one of your weekly translations at least will be provided for the trial exam.
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

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: http://www.lc.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](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/](http://www.timetable.unsw.edu.au/)

<table>
<thead>
<tr>
<th>Week Commencing</th>
<th>Lecture</th>
<th>Tutorial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 – 29/02</td>
<td>Introduction to the course</td>
<td>Translation into LOTE, Text 2</td>
</tr>
<tr>
<td>Week 2 – 7/03</td>
<td>Translation into English, Text 1</td>
<td>Translation into English, Text 2</td>
</tr>
<tr>
<td>Week 3 – 14/03</td>
<td>Translation into LOTE, Text 1</td>
<td>Translation into LOTE, Text 4</td>
</tr>
<tr>
<td>Week 4 – 21/03</td>
<td>Translation into English, Text 3</td>
<td>Translation into English, Text 4</td>
</tr>
</tbody>
</table>

**PG coursework students' mid-semester break (including Week 5)**

| Week 6 – 11/04  | Translation into LOTE, Text 3 | Translation into LOTE, Text 6 |
| Week 7 – 18/04  | Translation into English, Text 5 | Translation into English, Text 6 |
| Week 8 – 25/04  | Public Holiday | Translation into LOTE, Text 8 |
| Week 9 – 2/05   | Translation into LOTE, Text 5 | Translation into English, Text 8 |
| Week 10 – 9/05  | Translation into English, Text 7 | Translation into LOTE, Text 10 |
| Week 11 – 16/05 | Translation into LOTE, Text 7 | Translation into English, Text 10 |
| Week 12 – 23/05 | Translation into English, Text 9 | Translation into LOTE, Trial |
| Week 13 – 30/05 | Translation into LOTE, Text 9 | Translation into English, Trial |

**11. Course Resources**

**Textbook Details**
N/A

**Journals**

**Additional Readings**
The materials for this course include translation passages developed in English and LOTE. They will be provided on the course website: [http://moodle.telt.unsw.edu.au/course/view.php?id=3561](http://moodle.telt.unsw.edu.au/course/view.php?id=3561) In addition, the students should consult the materials, readings and reference tools recommended in their previous translation studies, for example, in MODL5100, MODL5101, MODL5102, MODL5103 and MODL5104.

**Websites**
[http://moodle.telt.unsw.edu.au](http://moodle.telt.unsw.edu.au)

**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.