School of Humanities and Languages

MODL5113 Interpreting accreditation preparation
Semester 2, 2016

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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor and Lecturer</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Elizabeth Friedman</td>
</tr>
<tr>
<td>Phone</td>
<td>9385 1696</td>
</tr>
<tr>
<td>Consultation Time</td>
<td>2-3pm or by appointment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tutors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Mandarin: Alisa Tian</td>
</tr>
<tr>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>Weeks</td>
<td>2,4,6,8,9,11,12,13</td>
</tr>
</tbody>
</table>

| Name    | Japanese: Masako Ogawa | Email | m.o.gawa@unsw.edu.au |
| Phone   | Room |
| Weeks   | 2,4,6,8,9,12 |

2. Course Details

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

| Course Description | This advanced interpreting course is intended for students enrolled in the Master of Interpreting (8202) and Master of Interpreting and Translation Studies (8204) and should be taken in the students' final semester of studies. Building on competencies and skills developed in previous courses, MODL5113 aims to bring the students' interpreting competence to the level required by the Australian industry standards in community and legal interpreting and NAATI Interpreting accreditation (Interpreter Level). The course will provide students with preparation for the NAATI Interpreting Accreditation examination (Interpreter level). |

The course will comprise an interactive weekly lecture and workshop in a multilingual classroom; this will be followed by language specific practical tutorials in students' relevant language streams. Students will continue to practice outside the classroom by using online resources available through Moodle and working in small groups with their peers. The course will help students enhance the following skills necessary for professional interpreters in the community settings: listening comprehension in two languages, memory development and note taking skills, two-directional short-consecutive (dialogue) interpreting, consecutive interpreting (with note taking) and sight translation. Students will perform interpreting exercises based on scripts of simulated interpreting events an adapted authentic documents similar to those commonly used in the NAATI accreditation examination. Students will also further develop their ability to manage bilingual and cross-cultural interactions, increase their understanding of professional ethics and be better equipped to apply theory |
### Learning Outcomes

1. Orally comprehend complex source messages and texts in English and their other chosen languages;
2. Critically analyse oral speech in English and the other relevant language;
3. Accurately convert the source message to the target language orally using different interpreting modes;
4. Deliver the interpreted utterance in the appropriate register and style;
5. Manage and coordinate triadic bilingual interactions;

### 3. 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>Topic</th>
<th>Lecture Content</th>
<th>Tutorial/Lab Content</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 July Week 1</td>
<td>Introduction</td>
<td>Course details, aims, course outcomes, assessment and schedule. Back to Basis. NAATI exam format, content, and evaluation. Introduction to medical interpreting: Revision of national and international settings, participants, roles and discourse in medical consultation</td>
<td>Workshop as per lecture topic</td>
<td>See under Course resources</td>
</tr>
<tr>
<td>Weeks 2-4</td>
<td>Health Interpreting</td>
<td>Medical practitioner/patient interaction. Text types and genres of sight translation</td>
<td>Workshop as per lecture topic</td>
<td></td>
</tr>
</tbody>
</table>

CRICOS Provider Code 00098G
<table>
<thead>
<tr>
<th>Weeks 5-7</th>
<th>Health Interpreting</th>
<th>Workshop</th>
<th>Revision of Police setting, text types and genres: statement, police caution, police interview of suspect. Charges Police/lay person interaction. At the police station</th>
<th>Workshop as per lecture topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 8-9</td>
<td>Police and legal interpreting</td>
<td>Workshop</td>
<td></td>
<td>Workshop as per lecture topic</td>
</tr>
<tr>
<td>26 Sept-6 October</td>
<td>Mid-semester break</td>
<td>Workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>Mock test (during tutorial)</td>
<td>Workshop</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weeks 11-13</td>
<td>Legal and court interpreting</td>
<td>Workshop</td>
<td>Workshop as per lecture topic</td>
<td></td>
</tr>
</tbody>
</table>

4. Course Resources

Textbook Details

ORCIT (Online Resources for Conference Interpreter Training) - materials for listening, public speaking, consecutive interpreting, note taking: http://orcitd.eu/resources-shelf-en/story.html

Journals
*Translation & Interpreting* http://www.transl-int.org/index.php/transint/index (free online access)
*Interpreting* http://benjamins.com/#catalog/journals/intp/main (access to the online version through UNSW Library)

Additional Readings

Websites
EU Speech Repository: https://webage.ec.europa.eu (or type in *EU speech repository 2.0*)
5. **Course Assessment**

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Length</th>
<th>Weight</th>
<th>Learning Outcomes Assessed</th>
<th>Due Date</th>
<th>Submitted in Moodle? (Yes/ No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>In class assessment (oral comprehension, rendition, memory in English)</td>
<td>n/a</td>
<td>10%</td>
<td>1-6</td>
<td>Ongoing in-class assessment</td>
<td>No</td>
</tr>
<tr>
<td>Dialogue interpreting class assessment</td>
<td>n/a</td>
<td>10%</td>
<td>1-6</td>
<td>Ongoing in-class assessment</td>
<td>No</td>
</tr>
<tr>
<td>Consecutive interpreting class assessment</td>
<td>n/a</td>
<td>10%</td>
<td>1-6</td>
<td>Ongoing in-class assessment</td>
<td>No</td>
</tr>
<tr>
<td>Sight Translation In-class assessment</td>
<td>n/a</td>
<td>10%</td>
<td>1-6</td>
<td>Ongoing in-class</td>
<td>No</td>
</tr>
<tr>
<td>Final Accreditation Examination in Interpreting Examination</td>
<td>90 mins</td>
<td>60%</td>
<td>1-6</td>
<td>Examinatio n Period</td>
<td></td>
</tr>
</tbody>
</table>

- The students’ performance will be assessed on a continuous basis during their work in class, and will include ongoing assessment on their interpreting practice in class, as well as that of English language comprehension/monolingual rendition with and without note taking.
- During week 11 students will undertake a trial test of the format, content and level of difficulty of a typical NAATI accreditation examination. The test will simulate the end-of-semester NAATI examination conditions. Students will be provided with written feedback on their individual performance by their tutors on the basis of NAATI examination criteria. Note: the mark for the trial test will NOT be included in the results of the course. Results will be used for feedback only.
- Students will undertake the NAATI accreditation examination in interpreting during the examination period. The examination will consist of the following modules:
  - Two two-directional dialogues (of approximately 400 words or English equivalent each) to be interpreted in the short consecutive mode;
  - Two sight translation passages, one into LOTE and another into
English (each containing approximately 200 words or English equivalent); their content will be related to that of each preceding dialogue, and

Two consecutive passages of 300 words or English equivalent each, one in English to be interpreted into LOTE, and another in LOTE to be interpreted into English, with note taking. There will be a pause in the middle of each passage to allow the interpretation of two parts of the passage (approximately 150 words each).

- Each dialogue is marked out of 25, each sight translation passage out of 10, and each consecutive passage out of 15 marks.

- For a Pass requirements for the purpose of NAATI accreditation students must obtain the following results:
  A total of at least 35 marks out of 50 for both dialogues
  A total of at least 14 marks out of 20 for both sight translations passages
  A total of at least 21 marks out of 30 for both consecutive passages

- In accordance with the NAATI guidelines, the examinations in interpreting will be marked by one examiner. The exams that are awarded a Pass mark (70% or above) by the first examiner will be sent to second independent examiner to be marked. Those students who achieve a minimum of 70% for each of the sections and a combined total of no less than 70% for all sections in both markings will be recommended for NAATI accreditation in interpreting.
- Only the first examiner's examination result will be counted towards the final MODL5113 course result.
- Scoring less than 70% for the interpreting accreditation exam does not necessarily lead to a Fail in the course MODL5113. Students whose overall result for the course is 50% and above, pass the course MODL5113 but are not recommended for NAATI accreditation
- Students who do not achieve a Pass result of 70% in the overall examination but achieve a Pass (70%) for each dialogue will be recommended for accreditation at NAATI Paraprofessional level.

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

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

It is the student's responsibility to read the course outline before the course commences to ensure that they are familiar with any specific attendance requirements for that course.
If students attend less than 80% of their possible classes they may be refused final assessment.

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

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

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 a formal examination which will be scheduled in the formal examination period from 4-22 November 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://my.unsw.edu.au/student/academiclife/assessment/examinations/examinations.html

**Grades**

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

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

**Submission of Assessment Tasks**

Assignments must be submitted electronically through Moodle (http://moodle.telt.unsw.edu.au/). You must use your zID login to submit your assignments in Moodle.

Refer to the section “Course Assessment” for details of assessment tasks that are to be submitted via Moodle.

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

When you submit your assignment electronically, you agree that:

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

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

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

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

If you encounter a problem when attempting to submit your assignment through Moodle/Turnitin, please telephone External Support on 9385 3331 or email them on externalsupport@unsw.edu.au. Support hours are 8:00am – 10:00pm on weekdays and 9:00am – 5:00pm on weekends (365 days a year).

If you are unable to submit your assignment due to a fault with Turnitin you may apply for an extension, but you must retain your ticket number from External Support (along with any other relevant documents) to include as evidence to support your extension application. If you email External Support you will automatically receive a ticket number, but if you telephone you will need to specifically ask for one. Turnitin also provides updates on its system status on Twitter.

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

Late Submission of Assignments

Students are responsible for the submission of assessment tasks by the required dates and times. Depending on 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 \[17 - (25 \times 0.05 \times 3) = 13.25\].

  **Task with a percentage mark**

  If the task is marked out of 100%, then late submission will attract a penalty of a deduction of 5% from the mark awarded to the student for every 24-hour period (or part thereof) past the stipulated deadline.
Example: A student submits an essay 48 hours and 10 minutes after the stipulated deadline. The essay is marked out of 100%. The essay receives a mark of 68. The student's mark is therefore 68 – 15 = 53

- Work submitted 10 to 19 days after the stipulated deadline will be assessed and feedback provided but a mark of zero will be recorded. If the work would have received a pass mark but for the lateness and the work is a compulsory course component (hurdle requirement), a student will be deemed to have met that requirement;

- **Work submitted 20 or more days after the stipulated deadline** will not be accepted for assessment and will receive no feedback, mark or grade. If the assessment task is a compulsory component of the course a student will receive an Unsatisfactory Fail (UF) grade as a result of unsatisfactory performance in essential component of the course.

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

The course will cover the skills required for interpreters to function competently at the NAATI professional level (interpreter), including listening comprehension in two languages, public speaking skills in two languages, bi-directional short-consecutive (dialogue) and consecutive interpreting, and sight translation. This course will comprise an interactive lecture for a multilingual class and language specific practical tutorials for the relevant language streams (Chinese and Japanese)

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

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

1. any form of test/examination/assessed activity undertaken during regular class contact hours
2. any task specifically identified by the Course Authority (the academic in charge of the course) in the Course Outline or Learning Management System (LMS), for example, Moodle, as not available for extension requests.

A student who missed an assessment activity held within class contact hours should apply for Special Consideration via myUNSW.

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

The Arts and Social Sciences Extension Guidelines state the following:

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

8. Attendance

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

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

8.1 Attendance

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

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

8.2 Absence from classes

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

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

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

9. Class Clash

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

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

10. Academic Honesty and Plagiarism

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

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

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

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

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

11. Course Evaluation and Development

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

12. Student Support

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

13. Grievances

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

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

14. Other Information
myUNSW

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

https://my.unsw.edu.au

OHS

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

Special Consideration

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

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

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

Student Equity and Disabilities Unit

Students who have a disability that requires some adjustment in their learning and teaching environment are encouraged to discuss their study needs with the course convener prior to or at the commencement of the course, or with the Student Equity Officers (Disability) in the Student Equity and Disabilities Unit (9385 4734). Information for students with disabilities is available at: https://student.unsw.edu.au/disability

Issues that can be discussed may include access to materials, signers or note-takers, the provision of services and additional examination and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.