1. Course Staff and Contact Details
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6. Extension of Time for Submission of Assessment Tasks
7. Attendance
8. Class Clash
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10. Course Schedule
11. Course Resources
12. Course Evaluation and Development
13. Student Support
14. Grievances
15. Other Information
1. Course Staff and Contact Details

Course Convenor
Name: Professor Sandra Hale  
Room: MB207  
Phone: 9385 1279  
Email: s.hale@unsw.edu.au  
Consultation Time: Mondays 3-4pm, please email for appointment

Lecturer & Tutor (Interpreting)
Name: Professor Sandra Hale  
Room: MB207  
Phone: 9385 1279  
Email: s.hale@unsw.edu.au  
Consultation Time: Mondays 3-4pm, please email for appointment

Lecturer & Tutor (Translation)
Name: Dr. Stephen Doherty  
Room: MB266  
Phone: 9385 1323  
Email: s.doherty@unsw.edu.au  
Consultation Time: Tuesday 9-11 and by email appointment

2. Course Details

Units of Credit (UoC): 6
Course Description: This course provides theoretical foundations and principles that underpin other, practical, translation and interpreting (T & I) courses within the graduate programs in Interpreting and Translation.

Course Aims
1. To provide an overview of the main theories of translation and interpreting
2. To develop students’ ability to make informed choices based on theoretical underpinnings and the results of research
3. To develop students’ analytical reading and writing skills

Student Learning Outcomes
1. A sound understanding of the main theories of translation and interpreting
2. Ability to apply these principles to their practice, conduct independent enquiry, and make informed decisions
3. Ability to critically review literature related to interpreting and translation
4. A thorough understanding of the professional ethical requirements as interpreters and translators

Graduate Attributes
1. The students will develop the capacity to engage in independent and reflective learning.
2. The students will develop the skills to appropriately locate, evaluate and use relevant information.
3. The students will develop the skills of effective written and oral bilingual communication.
4. The students will develop an appreciation of, and respect for, diversity and a capacity to work within the international community.
5. The students will develop respect for ethical practice inherent to the profession.
3. Learning and Teaching Rationale

This course is a post-graduate course that provides theoretical foundations and principles that underpin other, practical, translation and interpreting (T&I) courses within the graduate programs in Interpreting and Translation.

4. Teaching Strategies

This course has a two-hour weekly lecture followed by a one-hour tutorial.

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>
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</thead>
<tbody>
<tr>
<td>Literature Review on an Interpreting topic</td>
<td>2,000 words</td>
<td>40%</td>
<td>1, 2 &amp; 3</td>
<td>1, 2, 3 &amp; 4</td>
<td>Week 7 (20 April) (via Turnitin)</td>
</tr>
<tr>
<td>Essay on a Translation topic</td>
<td>2,000 words</td>
<td>40%</td>
<td>1, 2 &amp; 3</td>
<td>1, 2, 3 &amp; 4</td>
<td>Week 12 (25 May) (via Turnitin)</td>
</tr>
<tr>
<td>Ethics Test</td>
<td>20 questions</td>
<td>20%</td>
<td>4</td>
<td>4 &amp; 5</td>
<td>Week 14 (12 June 9am) (via Moodle)</td>
</tr>
</tbody>
</table>

Description of Assessment Tasks

Assignment 1: Literature Review

1. Choose a topic on interpreting that interests you. For example: “The debate about the role of the interpreter in medical settings”, “Should conference interpreters interpret only into their A language?”.
2. Search for articles, book chapters or books that relate to your topic (refer to resources to help you complete the assignment above).
3. Read at least 20 references and include at least 10 in your literature review. Articles should be from refereed journals.
4. Organise your literature review by themes, NOT by article or by author.
5. Describe, compare and contrast each study that you are reviewing.
6. Use subheadings to identify each subtheme.
7. Provide a list of references at the end of the Literature review, using the APA system. You can only list the references that you cited in your Literature Review.
8. Extra resources to help you with this assignment: http://www.lc.unsw.edu.au/onlib/litrev.html
9. To access literature on translation and interpreting quickly:

   Go to http://library.unsw.edu.au/
   Click on “Databases” under the heading “How do I find”
   Click on “Subject Guides”
   Click on "Interpreting & Translation" under “Languages & Linguistics”

10. To find Endnote:

    Go to http://library.unsw.edu.au/
    Click on “More...” under the heading “How do I find”
Assignment 2: Essay

1. You have been introduced to various translation theories in this course. Choose a theory or approach that you find most relevant to you as a translator and demonstrate your understanding of the theory or approach and your ability to apply it to your professional practice. In your essay, you must:
   a. Introduce what theory or approach you are going to discuss and justify your choice;
   b. Explain what it is, who proposed it, advocated and/or used it, in what context and what criticisms have been made by others (always cite your sources);
   c. Present your view on it arguing for or against it (what is your position?);
   d. Demonstrate how it has influenced you in developing an understanding of translation and translation strategies and/or in making informed translation choices in a specific translation task.
   e. Note: You may discuss a couple of theories related or contrast them, in which case you must make a clear statement about your intention to do so in the introduction.

2. Use the APA referencing style.

3. Word limit is 2,000 excluding the bibliography.

4. If you haven’t written an academic essay before or want to improve your academic writing skills before you attempt to write it, please visit the Learning Centre website: http://www.lc.unsw.edu.au/. You will find great resources for academic writing and information on individual writing consultations and academic skills workshops. You are strongly recommended to seek help in the first few weeks so that you can learn the skills well in advance before you submit your essay.

Assessment Task 3: Online quiz

This quiz will cover the contents of the lectures on interpreting and on ethics of both interpreting and translation.

Submission of Assessment Tasks

Assignments must be submitted electronically through Turnitin and must have a properly completed School Assessment Coversheet, with the declaration signed and dated. It can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/
It is individual students’ responsibility to make a backup copy of the assignment prior to submission and retain it.
Please Note: The Arts and Social Sciences Protocols and Guidelines state:

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

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

Formal Examination

This course has no formal examination.

Grades

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

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

Submission of Assessment Tasks

Assignments which are submitted to the School Assignment Box must have a properly completed School Assessment Coversheet, with the declaration signed and dated by hand. The Coversheet can be downloaded from https://hal.arts.unsw.edu.au/students/courses/course-outlines/. It is your responsibility to make a backup copy of the assignment prior to submission and retain it.

Assignments must be submitted before 4:00pm on the due date. Assignments received after this time will be marked as having been received late.

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_Policy.pdf

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

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

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

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

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

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

*To view course timetable, please visit:* [http://www.timetable.unsw.edu.au/](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>
</table>
| W1 – 2 March    | Introduction to Interpreting | - Differences between interpreting and translation  
- The interpreting process  
- The concept of accuracy and equivalence  
- Types of interpreting  
- Interpreting protocols  
- The role of the interpreter | - Comprehension skills  
- Interpreting modes  
- Note taking skills | Hale, S. (2007) Chapter 1  
Pöchhacker, F. (2004). Chapters 1 & 7 |
| W2 – 9 March    | Interpreting and Discourse | - Hierarchy of language  
- Pragmatics and Speech Act theory  
- Cross cultural pragmatics  
- Analysing interpreting discourse  
- Citing the literature  
- Self-evaluation of own performance | - Comprehension skills  
- Interpreting modes  
- Note taking skills | Shaozhong Liu *What is Pragmatics?*  
[http://www.gxnu.edu.cn/Personal/szliu/definition.html](http://www.gxnu.edu.cn/Personal/szliu/definition.html)  
Hale, S. (2007) Chapter 1 |
| W3 – 16 March   | Critical Analysis of Research Literature and of Interpreting Performance | - Critically reading, summarising and reviewing Interpreting literature | - Comprehension skills  
- Interpreting modes  
- Note taking skills | Hale, S. (2007) Chapter 8  
| W4 – 23 March | Interpreting Politeness and Impoliteness | - Interpreting politeness  
- Interpreting profanity  
- Dealing with register shifts  
- Content vs. Manner  
- Show video “Facing Aggression” | - Comprehension skills  
- Interpreting modes  
- Note taking skills | Hale, S. (2007)  
Chapter 1  
| W5 – 30 March | The Profession in Australia  
Interpreter Ethics and Professional Conduct | - AUSIT & NAATI  
- Understanding the Interpreter’s Code of Ethics | - Comprehension skills  
- Interpreting modes  
- Note taking skills | Hale, S. (2007)  
Chapter 4  
AUSIT Code of Ethics  
S 418.020994/4  
http://www.ausit.org/eng/showpage.php?id=650  
International Association of Conference Interpreting (AIIC) Code of Ethics  
http://www.aiic.net/ViewPage.cfm/article624.htm |
<p>| Mid-Semester Break (6 April) | - | - | - | - |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Lecture Details</th>
<th>Reading Material</th>
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</thead>
<tbody>
<tr>
<td>W6</td>
<td>6–13 April</td>
<td>(No PG Lectures or Tutorials)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W7</td>
<td>20 April</td>
<td>Literature Review Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W8</td>
<td>27 April</td>
<td>Introduction to Translation Studies</td>
<td>- Historical overview of translation studies</td>
<td>Munday, J. (2012) Chapters 1 - 3</td>
</tr>
<tr>
<td>W10</td>
<td>11 May</td>
<td>The Role of the Translator</td>
<td>- Systems and cultural approaches to translation</td>
<td>Munday, J. (2012) Chapters 7 - 10</td>
</tr>
<tr>
<td>W12</td>
<td>25 May</td>
<td>Cognitive &amp; Psycholinguistic Approaches</td>
<td>- Interdisciplinary meeting points</td>
<td>Muñoz (2013)*, Hansen</td>
</tr>
</tbody>
</table>
### 11. Course Resources

#### Textbook Details


#### AUSIT Code of Ethics
S 418.020994/4

#### Journals
- Translation & Interpreting. The international journal of translation and interpreting research. [www.trans-int.org](http://www.trans-int.org)
- Interpreting: International journal of research and practice
- Interpreter and Translator Trainer
- Target: International journal of translation studies
- Meta: The translators' journal
- Babel: International journal of translation
- The Translator
- Perspectives: Studies in Translatology
- The Journal of Specialised Translation

#### Additional Readings


**Websites**

www.trans-int.org Interpreting & Translation. *The international journal of translation and interpreting research*

NAATI
http://www.naati.com.au

AUSIT
http://www.ausit.org

International Association of Conference Interpreting (AIIC) Code of Ethics
http://www.aiic.net/ViewPage.cfm/article24.htm

American Psychological Association (APA referencing style guide)
http://www.apastyle.org/

ELISE Plus
http://subjectguides.library.unsw.edu.au/eliseplus

Interpreting and Translation Subject Guide
http://subjectguides.library.unsw.edu.au/

The Learning Centre
http://www.lc.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://student.unsw.edu.au/complaints
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 https://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/special-consideration

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.