



UNSW
AUSTRALIA

Arts & Social
Sciences

School of Humanities and Languages

MODL5108 Preparation for Accreditation in Translation Semester 2, 2014

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1. Course Staff and Contact Details			
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*The office of the casual tutors is MB264.

2. Course Details	
Units of Credit (UoC)	6
Course Description	MODL5108 Preparation for Accreditation is an advanced translation course that builds on the students' familiarity with the thematic fields and translation skills previously acquired in other courses. It covers fields such as economics, health, legal and social issues commonly used in NAATI translation examinations. It includes translation practice in an examination-simulated setting a few times per semester. Translation passages reflect text types, genres, length and level of complexity of the NAATI examination at the Professional Translator level. Students will conduct background research in the areas commonly used in NAATI examinations to increase their knowledge base and lexical acquisition, work on a step-by-step approach to translation and build up bilingual glossaries in selected areas.
Course Aims	<ol style="list-style-type: none"> 1. To prepare students for undertaking the NAATI Professional Translator examination 2. To enhance translation skills acquired in the previous semester(s) 3. To help students develop analytical skills required for self and peer assessment of translation
Student Learning Outcomes	<ol style="list-style-type: none"> 1. By the end of the course the students will acquire competencies necessary for professional translation in

		areas required for the NAATI Translator examination. They include the ability to translate competently passages of approximately 250 words (or English equivalent) into their preferred direction(s) within the NAATI determined exam time span.
	2.	They should be able to critically assess translations of their own and of peers within context.
	3.	They should also be able to develop the skills to appropriately locate, evaluate and use relevant bilingual information pertaining to translation, and create glossaries.
Graduate Attributes	1.	Independent and reflective learning skills
	2.	Effective bilingual written communication
	3.	Analytical and critical thinking skills
	4.	Creative problem-solving skills

3. Learning and Teaching Rationale

The rationale for the inclusion of the content is to ensure that it corresponds to that of the professional examination requirements in NAATI translation. The rationale behind the teaching approach and activities is to ensure that the students develop the necessary competencies in professional translation required for the NAATI examinations.

4. Teaching Strategies

This course consists of lectures and language-specific tutorials. The lectures are conducted in English every week and language-specific tutorials take place for six weeks except Chinese stream (See Section 10). In the lecture, students will be engaged in post-translation analysis of LOTE translations, discussion about common problems in English translations and peer-assessment. Students must upload their weekly translation with questions or comments on Moodle by Monday each week starting from Week 2 (e.g. Text 1.1 translation must be uploaded on Moodle by Monday of Week 2). Language-specific translation submission forums can be found in Learning Activities in Moodle. Language-specific tutors will give formative feedback on weekly translations collectively based on the questions and comments posted on Moodle. Individual feedback will be given on the trial translation test only. The topics to be covered in the course are primarily economics, trade, health, social, legal and tourism.

5. Course Assessment

Assessment Task	Length	Weight	Learning Outcomes Assessed	Graduate Attributes Assessed	Due Date
Trial translation test	250 words per passage	40%	1, 2, 3	3 & 4	Week 11 in Lecture
NAATI accreditation exam		60%	1, 3	3 & 4	Scheduled in formal examination period, TBA

Translation Trial Test

- The test will be administered on **Thursday 13 October in Week 11** and marked in compliance with the NAATI translation assessment guidelines. **It starts at 9 am and finishes at 11.50 am.**
- Students who sit for the examination in one direction must translate two passages

(250 words in length) out of three.

- Students who sit for the examination in both directions must translate one passage of their choice in each direction.

NAATI Translation Accreditation Exam

- The exam will be administered on two different days during the formal exam period. One examination is in translation from English into LOTE and the other is in translation from LOTE into English.
- Students must choose the direction(s) in which they take the final accreditation exam (i.e. into English, into LOTE, or both) by the end of Week 1. They must attend all the tutorials and lectures of their chosen direction(s) and take both trial test and final exam in their chosen direction(s). They are NOT allowed to change their chosen direction(s) after Week 2.
- Students must translate two passages out of three per direction for two hours and fifty minutes.
- Exam papers will be marked by one examiner in compliance with the NAATI translation assessment guidelines. The papers that are given a pass mark (29 or above out of 45) by the first examiner will be marked by a second examiner.
- Those who achieve a minimum of 29 /45 on each of the two papers **and** a combined total of no less than 63/90 in **both** markings will be recommended for NAATI accreditation.

Please Note: In addition to fulfilling the above assessment requirements, students are expected to attend at least 80% of their lectures and tutorials in order to pass the course.

Formal Examination

This course has a formal examination which will be scheduled in the formal examination period from 7 – 22 November 2014. 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.

Grades

An average mark of translation exams will be used for a final grade. 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 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

Late assignments will attract a penalty. Of the total mark, 3% will be deducted each day for the first week, with Saturday and Sunday counting as two days, and 10% each week thereafter.

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. Attendance/Class Clash

Attendance

Students are expected to be regular and punctual in attendance at all classes in the courses in which they are enrolled. Explanations of absences from classes or requests for permission to be absent from classes should be discussed with the teacher and where applicable accompanied by a medical certificate. If students attend less than 80% of their possible classes they may be refused final assessment.

Students who falsify their attendance or falsify attendance on behalf of another student will be dealt with under the student misconduct policy.

Class Clash

A student who is approved a permissible clash must fulfil the following requirements:

- a. The student must provide the Course Convenor with copies of lecture notes from those lectures missed on a regular basis as agreed by the Course Convenor and the student.
- b. If a student does attend a lecture for which they had secured a permitted clash they will still submit lecture notes as evidence of attendance.
- c. **Failure to meet these requirements is regarded as unsatisfactory performance in the course and a failure to meet the Faculty's course attendance requirement. Accordingly, Course Convenors will fail students who do not meet this performance/attendance requirement.**
- d. Students must attend the clashed lecture on a specific date if that lecture contains an assessment task for the course such as a quiz or test. Inability to meet this requirement would be grounds for a Course Convenor refusing the application. If the student misses the said lecture there is no obligation on the Course Convenor to schedule a make-up quiz or test and the student can receive zero for the assessment task. It should be noted that in many courses a failure to complete an assessment task can be grounds for course failure.

7. 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>

8. Course Schedule				
<i>To view course timetable, please visit: http://www.timetable.unsw.edu.au/</i>				
Week Commencing:	Topic	Lecture Content	Tutorial (Chinese)	Tutorial (All the others)
Week 1 - 28/07	Economic	Introduction to the course	No tutorial	No tutorial
Week 2 - 04/08	Economic	NAATI marking criteria; Discussion about translation issues of English Text 1.1 and peer assessment	Questions and answers about Text 1.1 translations	No tutorial
Week 3 - 11/08	Economic	Translation into English: Effective use of articles	No tutorial	Questions and answers about Texts 1.1 & 2.1 translations
Week 4 – 18/08	Health	Discussion about translation issues of English Texts 2.1 & 3.1 and peer assessment	Questions and answers about Text 2.1 & 3.1 translations	No tutorial
Week 5 – 25/08	Health	Discussion about translation issues of English Text 4.1 and peer assessment	No tutorial	Questions and answers about Texts 3.1 & 4.1 translations
Week 6 – 01/09	Legal	Translation into English: Models for modal verbs	Questions and answers about Texts 4.1 & 5.1 translations	No tutorial

Week 7 – 08/09	Legal	Discussion about translation issues of English Texts 5.1 & 6.1 and peer assessment	No tutorial	Questions and answers about Texts 5.1 & 6.1 translations
Week 8 - 15/09	Social	Discussion about translation issues of English Text 7.1 and peer assessment	Questions and answers about Text 6.1 translations	No tutorial
Week 9 – 22/09	Political	Discussion about translation issues of English Text 8.1 and peer assessment	Questions and answers about Texts 7.1 translations	Questions and answers about Texts 7.1 & 8.1 translations
PG coursework students' mid-semester break: 29 Sept - 12 Oct (including Wk10)				
Week 11 - 13/10	TBA	TRIAL TEST	Questions and answers about Texts 8.1 translations	No tutorial
Week 12 – 20/10	Various	Translation into English: Improving cohesion with pronouns	Questions and answers about the trial test	Questions and answers about the trial test
Week 13 - 27/10	Various	Discussion about translation issues of English Texts 9.1 & 10.1 and peer assessment	Questions and answers about Texts 9.1 & 10.1	Questions and answers about Texts 9.1 & 10.1 translations

9. 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> 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>

10. 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.

11. 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>

12. 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>

13. 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.