



UNSW
AUSTRALIA

Arts & Social
Sciences

School of Humanities and Languages

MODL5112 Translation Practicum Semester 1, 2014

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1. Course Staff and Contact Details

Course Convenor			
Name	Sean Cheng	Room	Movern Brown 278
Phone	9385 2314	Email	sean.cx@unsw.edu.au
Consultation Time	2pm – 4pm Friday (by appointment)		
Coordinator:	Sean Cheng		

2. Course Details

Units of Credit (UoC)	6		
Course Description	<p>This course is designed to provide the students with practical experience in translation by working on authentic translation 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 best suited for students who have studied for at least one semester in the program as it will require a good understanding of the translation process, workflows, and the practicality of translation theories. The course will also integrate the use of CAT tools to simulate the professional practice in the industry and to manage the resources and data.</p> <p>Successful completion of the course also entails 75 hours of practicum required by NAATI for those students who aim for the NAATI translation accreditations at the end of their study.</p>		
Course Aims	1.	To practice teamwork, project management, and communication by planning, communicating, executing and completing the assigned projects as a team.	
	2.	To understand the variety and nuances of client requirements through discussion with peers and the coordinator, communicating with clients, and adjusting translation choices accordingly.	
	3.	To apply CAT tools in actual translation work so as to learn how to effectively utilise these technologies to improve the efficiency and consistency of translation, and to develop related translation management expertise.	
Student Learning Outcomes (LOs)	1.	Be able to design and implement an effective plan for a translation project, to monitor the progress of the project by maintaining effective communication and implementation, and finally to successfully complete the project to the satisfaction of the client.	
	2.	Be able to identify and demonstrate the proper understanding of clients' needs and expectations, and how they can be addressed effectively through a portfolio of records which include reflections, discussions, classroom presentations, etc.	
	3.	Be able to finish most of the translations using CAT tools, to set up a proper Translation Memory (TM) which can be reused for future projects and other CAT related activities, to set up a proper Term Base (TB) which can be shared as	

		a translation resource and used to help maintain consistency in future projects.
	4.	Be able to use CAT tools and other related technologies to effectively manage translation projects, distribute jobs to teammates, manage and tidy up TMs and TBs, and maintain effective communications throughout.
Graduate Attributes (GAs)	1.	Independent and collaborative enquiry
	2.	Application of T&I knowledge and skills to solve problems
	3.	Analytical thinking skills
	4.	Information literacy
	5.	Digital literacy

3. Learning and Teaching Rationale

This course is developed on the basis of the NAATI requirement of 75 hours of translation practicum being one of the prerequisites of the recommendation for NAATI accreditations by our T&I program. The course aims to provide students with opportunities to improve their competence as future professionals by practicing and learning from authentic translation-related work. The work may come from different translation-related requests generated by the program itself, the school, the university or some other genuine clients. The content may range from translations, educational materials development, transcriptions, editing and proof-reading, research, subtitling, mock projects, to material writings based on translation and working as assistants for clients. There will be a set amount of projects to complete in this course. They are compulsory and have to be completed according to the guidance of the course coordinator. Projects may vary in each semester depending on their availability at the time.

Facilitative learning is the main approach of the teaching in this course. Students will work on the understanding that they are providing authentic services to clients, therefore they need to be as responsible as real professionals and complete their work to the best of their abilities and meet the deadlines. The course coordinator's role is to make sure that the project details are clear, to offer guidance in project management and the use of CAT tools, to engage in the students' discussions along the process, to evaluate and monitor the progress of the projects, and to give constructive feedback along the way.

4. Teaching Strategies

This course has a two-hour face-to-face tutorial weekly.

In the weekly tutorials, 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 translation issues with them, and evaluate their progress and give constructive feedback.

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.

5. Course Assessment

Assessment Task	Detail	Evaluation (ungraded, pass/fail)	LOs	GAs	Due Date
Completion of the projects	Effective planning, execution and communication, completing the projects according to schedules and to the satisfaction of clients	Satisfactory / Unsatisfactory	1,2,3,4	1,2,3,4,5	TBA (depends on the planning of the projects)
Portfolio	Students' record of their work, reports, and reflections	Satisfactory / Unsatisfactory	2	2,3,4	TBA (Submissions will be associated)

					with different stages of the projects)
<p><i>Projects will be presented to students through project description forms, with the information including clients' needs and expectations, scheduling requirements, teamwork details and associated portfolio requirements.</i></p> <p><i>Please check the project description forms for details.</i></p>					

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.

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 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

To view course timetable, please visit: <http://www.timetable.unsw.edu.au/>

Week Commencing:	Week	Content
3MAR	Week 1	Introduction, project initiation, work distribution
10MAR	Week 2	Students work on different projects. The weekly content will be determined by the planning, execution and progress of the projects. Please refer to the details on the project description forms.
17MAR	Week 3	
24MAR	Week 4	
31MAR	Week 5	
07APR	Week 6	
14APR	Week 7	
Semester break – 1 week holiday + week 8 postgraduate break		
5MAY	Week 9	
12MAY	Week 10	
19MAY	Week 11	
26MAY	Week 12	
2JUN	Week 13	

9. Course Resources

Textbook Details

TBA

Journals

TBA

Additional Readings

TBA

Websites / Technical resources

In this course, a Computer Assisted Translation (CAT) tool – memoQ will be applied in the execution of the projects. In conjunction with the learning of the tool in MODL5107, students will be given free student licenses to use the tool or to use the web based version of the tool to finish the translation. For more information about memoQ, please visit the company's website: <http://kilgray.com/>

To learn the basics about how to use memoQ, please watch the free webinar:
<http://kilgray.com/webinars/basic-memoq-translator-pro-webinar-english-005944>

This course is supported by Kilgray's academic program that allows universities to use the latest version of memoQ for educational purpose **free of charge**. With consent, the company can also give licenses to teachers and students for (educational) home use for up to one year.

For students who successfully finish the course and graduate from the program, they will

have a special Graduation Present where translation students from this program, with an agreement with Kilgray, can purchase memoQ Translator Pro version for €99 (market price €620).

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.