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1. Course Staff and Contact Details

<table>
<thead>
<tr>
<th>Course Convenor</th>
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</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Room</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Consultation Time</td>
</tr>
</tbody>
</table>

2. Course Details

<table>
<thead>
<tr>
<th>Units of Credit (UoC)</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>This course is designed to provide 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. <strong>The course is best suited for students who have studied for at least one semester in the program</strong> 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. 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.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Course Aims</th>
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</thead>
<tbody>
<tr>
<td>1. To practice teamwork, project management, and communication by planning, communicating, executing and completing the assigned projects as a team.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
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</table>

<table>
<thead>
<tr>
<th>Student Learning Outcomes</th>
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</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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</td>
</tr>
<tr>
<td>Graduate Attributes</td>
</tr>
<tr>
<td>---------------------</td>
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</table>

4. Be able to use CAT tools and other related technologies to effectively manage translation projects, distribute jobs to teammates, manage and tidy up TM\&TBs, and maintain effective communications throughout.

a translation resource and used to help maintain consistency in future projects.
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 seminar weekly.

In the weekly seminars, 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

<table>
<thead>
<tr>
<th>Assessment Task</th>
<th>Detail</th>
<th>Evaluation (ungraded, pass / fail)</th>
<th>Learning Outcomes Assessed</th>
<th>Graduate Attributes Assessed</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of the projects</td>
<td>Effective planning, execution and communication, completing the projects according to schedules and to the</td>
<td>Satisfactory / Unsatisfactory</td>
<td>1,2,3,4</td>
<td>1,2,3,4,5</td>
<td>TBA (depends on the planning of the projects)</td>
</tr>
</tbody>
</table>
Projects will be presented to students through Moodle, with the information including clients’ needs and expectations, scheduling requirements, teamwork details and associated portfolio requirements.

Please check the Moodle course for details

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/

| Week Commencing | Date | Introduction to MODL5112  
| General workflows  
| Project announcements  
| Team building  
| memoQ Server, MemSource, XTM  
| Project launch and assignments |
|---|---|---|
| Week 01 | 4MAR |
### Week 02  11MAR
- Feature presentation with memoQ, MemSource, XTM project management features
- Student PM presentation
- Project discussions and teamwork

### Week 03  18MAR
- Subtitling – AegiSub: different workflows
- Student PM presentation

### Week 04  25MAR
- Project discussions and teamwork

### Week 05  1APR
- Students work on different projects. The weekly content will be determined by the planning, execution and progress of the available projects.

### Week 06  6APR – 10APR
- Students work on different projects. The weekly content will be determined by the planning, execution and progress of the available projects.

### Week 07  13APR – 17APR
- Reports and reflections of different stages will need to be submitted as a part of assessment.
- Check Moodle weekly for due dates.

### Week 08  22APR
- Guest speakers might be invited to share work and industry experiences.

### Week 09  29APR
- Please refer to the details on Moodle at the time.

### Week 10  6MAY
- Review and feedback of different projects

### Week 11  13MAY
- Conclusions of different projects

### 11. Course Resources

**Resources for translation tools:**
- memoQ: [https://www.youtube.com/channel/UCVdFUj0kq19czGP2EJBzqNA](https://www.youtube.com/channel/UCVdFUj0kq19czGP2EJBzqNA)
- MemSource: [https://www.youtube.com/channel/UCUrgcjOJyjj4Cay4sz_21lg](https://www.youtube.com/channel/UCUrgcjOJyjj4Cay4sz_21lg)
- XTM: [https://www.youtube.com/user/XTMInternational](https://www.youtube.com/user/XTMInternational)

### 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](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.