TRAN874

Professional Practice in Translating and Interpreting

S1 Day 2017

Dept of Linguistics

Contents

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General Information

Unit convenor and teaching staff
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Credit points
4

Prerequisites
(TRAN821 and TRAN877) or admission to MConfInt

Corequisites

Co-badged status

Unit description
This unit prepares students for professional practice as translators and/or interpreters.
Students will be required to complete the fieldwork components (Practicum) required for
NAATI Accreditation in the context of this unit. In addition to the fieldwork, the unit will cover a
range of knowledge and skills that are essential to working as a freelance practitioner or as
part of an in-house team of translators and interpreters. These include a profound
understanding of translator and interpreter ethics, business creation and administration,
marketing, building good client relationships, and lifelong learning.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are
available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Students should be able to undertake field practice in a professional manner with or
without supervision

Students should be competent to launch their career as a freelance translator/interpreter

Students should demonstrate effective communication with clients and good client
relationship management

Students should be able to competently apply the AUSIT Code of Ethics

Students should be able to demonstrate competent management of translation and interpreting tasks in a teamwork environment

General Assessment Information

To reflect the flexbility of the unit to be a practical-oriented one, the students are allowed to extend their completion of all the tasks beyond the current semester, if they are working on more than one specialty and/or if special circumstances arise, so long as they stay with the T&I Program. However, the students doing so will not get a final result until all the requirements are met.

Assessment Tasks

Name	Weighting	Hurdle	Due
Seminar attendance	20%	Yes	Week 13
Reflective journals	30%	Yes	Week 13
Portfolio	50%	Yes	Weej 13

Seminar attendance

Due: **Week 13**
Weighting: **20%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

The students are required to attend 6 seminars on various topics in relation to their professional practise, including code of ethics, court interpreting, coping with translation projects, etc. A journal is required for each seminar.

On successful completion you will be able to:
- Students should be competent to launch their career as a freelance translator/interpreter
- Students should be able to competently apply the AUSIT Code of Ethics

Reflective journals

Due: **Week 13**
Weighting: **30%**
This is a hurdle assessment task (see assessment policy for more information on hurdle assessment tasks)

The students are required to keep journals to the activities included in the unit, including the seminars, interpreting placements, translation projects, observations, etc. The journals shall be submitted with the portfolio by the end of Week 13.

On successful completion you will be able to:

- Students should be able to undertake field practice in a professional manner with or without supervision
- Students should be competent to launch their career as a freelance translator/interpreter
- Students should demonstrate effective communication with clients and good client relationship management
- Students should be able to competently apply the AUSIT Code of Ethics
- Students should be able to demonstrate competent management of translation and interpreting tasks in a teamwork environment

Portfolio

Due: **Weej 13**
Weighting: **50%**
This is a hurdle assessment task (see assessment policy **for more information on hurdle assessment tasks)**

The students are required to submit a portfolio by the end of Week 13, enclosing all the activities they have done for the unit, including log sheets for interpreting placements and court observations, journals of the activities (seminars, placements, translation projects, observations, etc.), supervisors' reports and evaluation forms of the translation projects, feedback forms of interpreting placements, and so on.

On successful completion you will be able to:

- Students should be able to undertake field practice in a professional manner with or without supervision
- Students should be competent to launch their career as a freelance translator/interpreter
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Delivery and Resources

The main on-campus delivery method of the unit is seminars by guest lectures to cover different topics of working as a professional translator and/or interpreter. Other than attending the seminar, the T&I Program is also liasing with the community to secure interpreting placement opportunities and translation projects for the students to practise in the real mode, with the final products supervised by qualified interpreters and/or translators. Students will also be required to act as practising interpreters/translators for various clients sourced by the program or by

themselves (pre-approveal of the program is need before the actual work is carried out).

Policies and Procedures

Macquarie University policies and procedures are accessible from Policy Central. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.au/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): http://www.mq.edu.au/policy/docs/disruption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policies/special-consideration

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in eStudent. For more information visit ask.mq.edu.au.

Student Support

Macquarie University provides a range of support services for students. For details, visit http://students.mq.edu.au/support/

Learning Skills

Learning Skills (mq.edu.au/learningskills) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the Disability Service who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit http://www.mq.edu.au/about_us/offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy. The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Students should be able to undertake field practice in a professional manner with or without supervision
- Students should be competent to launch their career as a freelance translator/interpreter
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- Students should be able to competently apply the AUSIT Code of Ethics
- Students should be able to demonstrate competent management of translation and interpreting tasks in a teamwork environment

Assessment tasks

- Seminar attendance
- Portfolio

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Students should be able to undertake field practice in a professional manner with or without supervision
- Students should be competent to launch their career as a freelance translator/interpreter
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- Students should be able to demonstrate competent management of translation and interpreting tasks in a teamwork environment

Assessment tasks

- Seminar attendance
- Reflective journals
- Portfolio

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Students should be competent to launch their career as a freelance translator/interpreter
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- Students should be able to competently apply the AUSIT Code of Ethics
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Assessment tasks

- Reflective journals
- Portfolio

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Assessment task

- Reflective journals

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Students should be competent to launch their career as a freelance translator/interpreter
- Students should demonstrate effective communication with clients and good client relationship management
- Students should be able to competently apply the AUSIT Code of Ethics

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

- Students should be able to undertake field practice in a professional manner with or without supervision
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