



TRAN874

Professional Practice in Translating and Interpreting

S2 Day 2017

Dept of Linguistics

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General Information

Unit convenor and teaching staff

Convenor

Adelis Huang

adelis.huang@mq.edu.au

Contact via 9850 9184

C5A 539

Administration

Alice Wu

translate@mq.edu.au

Contact via 9850 6782

Administration

Xiaoxia Shen

ti.practicum@mq.edu.au

Contact via 9850 7424

Credit points

4

Prerequisites

(TRAN821 and TRAN877) or admission to MConflnt

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:

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
- Demonstrate effective communication with clients and good client relationship management
- Competently apply the AUSIT Code of Ethics to their practice
- Demonstrate competent management of translation and interpreting tasks in a teamwork environment

General Assessment Information

To reflect the flexibility of the unit to be a practical-oriented one, students are allowed to extend their completion of all the tasks beyond the current semester, if they are working on more than one speciality 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
<u>Seminar journals</u>	20%	No	Throughout the semester
<u>Practicum journals</u>	30%	No	Week 13
<u>Portfolio</u>	50%	No	Week 13

Seminar journals

Due: **Throughout the semester**

Weighting: **20%**

Students are required to write 6 reflective journals on each of the seminars presented during the semester (code of ethics, court interpreting, coping with translation projects, etc) that relate to their professional practice.

On successful completion you will be able to:

- Demonstrate competence in translation and interpreting
- Competently apply the AUSIT Code of Ethics to their practice

Practicum journals

Due: **Week 13**

Weighting: **30%**

Students are required to write a journal entry for each of the practicum activities in the unit (interpreting placements, translation projects, court observations, etc.). The journals shall be submitted with the portfolio by the end of Week 13.

On successful completion you will be able to:

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
- Demonstrate effective communication with clients and good client relationship management
- Competently apply the AUSIT Code of Ethics to their practice
- Demonstrate competent management of translation and interpreting tasks in a teamwork environment

Portfolio

Due: **Week 13**

Weighting: **50%**

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 and/or other observations, journals of various activities (seminars, placements, translation projects, observations, etc.), supervisors' reports and evaluation forms of translation projects, feedback forms of interpreting placements, and so on.

On successful completion you will be able to:

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
- Demonstrate effective communication with clients and good client relationship management
- Competently apply the AUSIT Code of Ethics to their practice
- Demonstrate competent management of translation and interpreting tasks in a teamwork environment

Delivery and Resources

To reflect the flexibility of this practically oriented unit, students are permitted to extend their completion of all the practicum tasks beyond the end of the semester in which they enrol in TRAN874 if they are working on more than one specialty and/or if special circumstances arise, as long as they remain enrolled in the T&I Program. However, the students doing so will not receive their final result until all the requirements have been met.

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

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
- Demonstrate effective communication with clients and good client relationship management
- Competently apply the AUSIT Code of Ethics to their practice
- Demonstrate competent management of translation and interpreting tasks in a teamwork environment

Assessment tasks

- Seminar journals
- Practicum journals
- 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

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
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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

- Demonstrate a professional manner in their interpreting or translation assignments
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Assessment tasks

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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:

Learning outcomes

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
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- Competently apply the AUSIT Code of Ethics to their practice
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Assessment tasks

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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

- Demonstrate a professional manner in their interpreting or translation assignments
- Demonstrate competence in translation and interpreting
- Demonstrate effective communication with clients and good client relationship management
- Competently apply the AUSIT Code of Ethics to their practice
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Assessment tasks

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- Portfolio

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

- Demonstrate a professional manner in their interpreting or translation assignments
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