



TRAN8074

Professional Practice in Translating and Interpreting

Session 1, Weekday attendance, North Ryde 2020

Department of Linguistics

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General Information

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Administrator

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Credit points

10

Prerequisites

(TRAN821 or TRAN8021) and (TRAN877 or TRAN8077) 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 to complete the program. 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:

ULO1: Demonstrate a professional manner with or without supervision during a translation/interpreting job under practicum.

ULO3: Demonstrate effective communication with clients and good client relationship

management.

ULO4: Analyse the scenarios during a translation or interpreting job and apply the AUSIT Code of Ethics in the activities of translation and interpreting practice.

ULO5: Demonstrate competent management of translation and interpreting tasks in a teamwork environment.

ULO6: Get in-depth knowledge on the translation and interpreting industry, including code of ethics/conducts for the translation and interpreting professionals, market composition, dealing with clients, industry associations and bodies, etc.

Assessment Tasks

Coronavirus (COVID-19) Update

Assessment details are no longer provided here as a result of changes due to the Coronavirus (COVID-19) pandemic.

Students should consult [iLearn](#) for revised unit information.

[Find out more about the Coronavirus \(COVID-19\) and potential impacts on staff and students](#)

Delivery and Resources

Coronavirus (COVID-19) Update

Any references to on-campus delivery below may no longer be relevant due to COVID-19.

Please check here for updated delivery information: https://ask.mq.edu.au/account/pub/display/unit_status

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 liaising 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-approval of the program is needed before the actual work is carried out).

Policies and Procedures

Macquarie University policies and procedures are accessible from [Policy Central \(https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central\)](https://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central). Students should be aware of the following policies in particular with regard to Learning and Teaching:

- [Academic Appeals Policy](#)

- [Academic Integrity Policy](#)
- [Academic Progression Policy](#)
- [Assessment Policy](#)
- [Fitness to Practice Procedure](#)
- [Grade Appeal Policy](#)
- [Complaint Management Procedure for Students and Members of the Public](#)
- [Special Consideration Policy](#) (**Note:** *The Special Consideration Policy is effective from 4 December 2017 and replaces the Disruption to Studies Policy.*)

Students seeking more policy resources can visit the [Student Policy Gateway](https://students.mq.edu.au/support/study/student-policy-gateway) (<https://students.mq.edu.au/support/study/student-policy-gateway>). It is your one-stop-shop for the key policies you need to know about throughout your undergraduate student journey.

If you would like to see all the policies relevant to Learning and Teaching visit [Policy Central](http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/policy-central) (<http://staff.mq.edu.au/work/strategy-planning-and-governance/university-policies-and-procedures/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/study/getting-started/student-conduct>

Results

Results published on platform other than [eStudent](#), (eg. iLearn, Coursera etc.) 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 or if you are a Global MBA student contact globalmba.support@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 help you improve your marks and take control of your study.

- [Getting help with your assignment](#)
- [Workshops](#)
- [StudyWise](#)
- [Academic Integrity Module](#)

The Library provides online and face to face support to help you find and use relevant information resources.

- [Subject and Research Guides](#)
- [Ask a Librarian](#)

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

If you are a Global MBA student contact globalmba.support@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.