



# TRAN8074

## Professional Practice in Translating and Interpreting

Session 2, Special circumstance 2020

*Department of Linguistics*

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#### **Notice**

As part of [Phase 3 of our return to campus plan](#), most units will now run tutorials, seminars and other small group learning activities on campus for the second half-year, while keeping an online version available for those students unable to return or those who choose to continue their studies online.

To check the availability of face-to-face and online activities for your unit, please go to [timetable viewer](#). To check detailed information on unit assessments visit your unit's iLearn space or consult your unit convenor.

## General Information

Unit convenor and teaching staff

Adelis Huang

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Coordinator

Xiaoxia Shen

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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.

**ULO2:** Demonstrate effective communication with clients and good client relationship

management.

**ULO3:** Analyse the scenarios during a translation or interpreting job and apply the AUSIT Code of Ethics in the activities of translation and interpreting practice.

**ULO4:** Demonstrate competent management of translation and interpreting tasks in a teamwork environment.

**ULO5:** 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

Name	Weighting	Hurdle	Due
<u>End-semester portfolio</u>	30%	No	Week 13
<u>Interpreting and translation field work</u>	50%	No	On demand
<u>Seminar journals</u>	20%	No	1 week after the seminar

### End-semester portfolio

Assessment Type <sup>1</sup>: Portfolio

Indicative Time on Task <sup>2</sup>: 3 hours

Due: **Week 13**

Weighting: **30%**

Students are required to submit a portfolio by the end of Week 13 of the semester in which they enrol in the unit, enclosing all the activities they have done for the unit, including but not limited to: log sheets of translation projects, interpreting placements and court observations; journals of interpreting placements and observations, evidence of self-organised translation projects, client/self-evaluation reports of the translation tasks, and so on. Word count of the portfolio depending on the tasks each student takes.

On successful completion you will be able to:

- Demonstrate a professional manner with or without supervision during a translation/interpreting job under practicum.
- Demonstrate effective communication with clients and good client relationship management.
- Analyse the scenarios during a translation or interpreting job and apply the AUSIT Code

of Ethics in the activities of translation and interpreting practice.

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

## Interpreting and translation field work

Assessment Type <sup>1</sup>: Field work task

Indicative Time on Task <sup>2</sup>: 57 hours

Due: **On demand**

Weighting: **50%**

Students are required to undertake practicum tasks by attending interpreting placements, completing translation tasks, observing professional work, etc., to complete the required practicum hours. Aside from the interpreting and translation tasks assigned by the unit, students are strongly encouraged to source practicum opportunities by themselves and complete the tasks after the final approval is obtained from the unit convenor. Students are required to keep log sheets of the practicum work they perform, along with reflective journals for interpreting placements and client/self-evaluation forms for translation tasks. Students are required to complete 75 practicum hours in total to complete the unit. Word count of the task: 250 per reflective journal on average. Number of journal entries depending on the tasks each student takes.

On successful completion you will be able to:

- Demonstrate a professional manner with or without supervision during a translation/interpreting job under practicum.
- Demonstrate effective communication with clients and good client relationship management.
- Analyse the scenarios during a translation or interpreting job and apply the AUSIT Code of Ethics in the activities of translation and interpreting practice.
- Demonstrate competent management of translation and interpreting tasks in a teamwork environment.

## Seminar journals

Assessment Type <sup>1</sup>: Reflective Writing

Indicative Time on Task <sup>2</sup>: 12 hours

Due: **1 week after the seminar**

Weighting: **20%**

The students are required to attend unit-organised seminars on various topics in relation to their professional practise, including but not limited to: code of ethics, legal interpreting, conference interpreting, etc. A journal is required to be submitted on iLearn for each seminar within one week after the seminar is delivered unless otherwise specified. For each seminar, the students are required to submit reflective journals with reference questions in relation to the topic of the seminar. Word count of the task: 300 per seminar journal.

On successful completion you will be able to:

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

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<sup>1</sup> If you need help with your assignment, please contact:

- the academic teaching staff in your unit for guidance in understanding or completing this type of assessment
- the [Writing Centre](#) for academic skills support.

<sup>2</sup> Indicative time-on-task is an estimate of the time required for completion of the assessment task and is subject to individual variation

## Delivery and Resources

In the special circumstance, the seminars will be delivered online via Zoom, unless otherwise specified by the guest lecturer due to technical issues. The seminars are aimed 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 encouraged 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](http://ask.mq.edu.au) or if you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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](http://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](http://ask.mq.edu.au)

If you are a Global MBA student contact [globalmba.support@mq.edu.au](mailto: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/](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.