



# TRAN871

## Technology for Translating and Interpreting

S1 Day 2019

*Dept of Linguistics*

### Contents

<u>General Information</u>	2
<u>Learning Outcomes</u>	2
<u>General Assessment Information</u>	3
<u>Assessment Tasks</u>	3
<u>Delivery and Resources</u>	5
<u>Unit Schedule</u>	5
<u>Policies and Procedures</u>	6
<u>Graduate Capabilities</u>	7

#### **Disclaimer**

Macquarie University has taken all reasonable measures to ensure the information in this publication is accurate and up-to-date. However, the information may change or become out-dated as a result of change in University policies, procedures or rules. The University reserves the right to make changes to any information in this publication without notice. Users of this publication are advised to check the website version of this publication [or the relevant faculty or department] before acting on any information in this publication.

## General Information

Unit convenor and teaching staff

Unit Convenor

Stephanie Muller

[stephanie.muller@mq.edu.au](mailto:stephanie.muller@mq.edu.au)

12 SW 525.2

Unit Convenor

Sarah Forget

[sarah.forget@mq.edu.au](mailto:sarah.forget@mq.edu.au)

12 SW 525.4

Margaret Wood

[margaret.wood@mq.edu.au](mailto:margaret.wood@mq.edu.au)

Credit points

4

Prerequisites

Corequisites

TRAN877

Co-badged status

Unit description

This unit is concerned with the use of technologies in the context of translation and interpreting. It introduces a wide range of techniques and skills that are relevant to using computational tools as translation aids, and explores how various computational resources (such as corpora, terminology tools and translation memories) can be used to help increase translation efficiency and productivity.

## 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 an understanding of generic and specialised technology used for translation purposes

Effectively use a commercial translation management system with the aim of applying this knowledge to other units

Demonstrate an understanding of the principles of Translation Environment Tools

Demonstrate an understanding of the principles of Terminology Management Systems

Develop communication and project management skills

Critically evaluate translation management systems and their use, as well as other generic technologies

Work efficiently as a team

## General Assessment Information

### Late Assignments

#### How to apply for a late submission of an assignment

All requests for special consideration, including extensions, must be submitted via <https://ask.mq.edu.au/> and provide suitable supporting documentation. Contact your unit convenor first for advice, especially in the case of an emergency or if you are unsure about the extension policy.

#### Late Assignment Submission

- Late submissions without an extension will receive a penalty of 5% of the total mark available for the assignment per day
- Late submission of an assignment without an extension will not be permitted after marks have been released to the rest of the class.
- Extensions will only be given in special circumstances, and can be requested by completing the Special Consideration request at [ask.mq.edu.au](https://ask.mq.edu.au) and providing the requisite supporting documentation. For more information on Special Consideration, see the university website <https://students.mq.edu.au/study/my-study-program/special-consideration>
- Assignments submitted after the deadline, regardless of the reason, will be marked and returned at a date determined by the unitconvenor.
- Extensions cannot continue beyond the start of the following semester except under exceptional circumstances, and students should be aware that long extensions may impact graduation dates.

## Assessment Tasks

Name	Weighting	Hurdle	Due
Quiz 1	10%	No	Week 3

Name	Weighting	Hurdle	Due
Quiz 2	10%	No	Week 6
CAT Tool Usage	40%	No	Week 11
Group project	40%	No	Week 13

## Quiz 1

Due: **Week 3**

Weighting: **10%**

This quiz is aimed at testing your knowledge of Memsources, the first Computer Assisted Translation (CAT) tool introduced in the unit.

On successful completion you will be able to:

- Demonstrate an understanding of the principles of Translation Environment Tools

## Quiz 2

Due: **Week 6**

Weighting: **10%**

This quiz is aimed at testing your knowledge of Memsources, the first Computer Assisted Translation (CAT) tool introduced in the unit.

On successful completion you will be able to:

- Demonstrate an understanding of generic and specialised technology used for translation purposes

## CAT Tool Usage

Due: **Week 11**

Weighting: **40%**

In-class practical exam aimed at testing your ability to use translation tools. The exam is accompanied by a series of questions relating to the task.

On successful completion you will be able to:

- Demonstrate an understanding of generic and specialised technology used for translation purposes
- Effectively use a commercial translation management system with the aim of applying this knowledge to other units
- Demonstrate an understanding of the principles of Translation Environment Tools

- Demonstrate an understanding of the principles of Terminology Management Systems

## Group project

Due: **Week 13**

Weighting: **40%**

You will be divided in teams to simulate the work of a translation agency. During the course of the project, your group will maintain a reflective journal and will present your findings through a presentation in the last week of the semester.

On successful completion you will be able to:

- Demonstrate an understanding of generic and specialised technology used for translation purposes
- Effectively use a commercial translation management system with the aim of applying this knowledge to other units
- Demonstrate an understanding of the principles of Translation Environment Tools
- Demonstrate an understanding of the principles of Terminology Management Systems
- Develop communication and project management skills
- Critically evaluate translation management systems and their use, as well as other generic technologies
- Work efficiently as a team

## Delivery and Resources

Resources and information about the unit delivery are available in iLearn.

## Unit Schedule

Week 1 – Introduction and Concepts
Week 2 – Termbase and TM
Week 3 - Memsources for the linguist – Setup and Translate
Week 4 - Memsources for the Linguist – Review, QA and Finalise
Week 5 - Memsources for the Project Manager (include Memsources technicalities here)
Week 6 - Trados – getting started
Week 7 – Trados for the Linguist - Translating
Week 8 – Trados for the Linguist – Review, QA and Finalise

Week 9 – Translation memory management and settings
Week 10 - Trados practice (only tutorial)
Week 11 – Trados exam (includes time for set up and last questions)
Week 12 - Work on group project
Week 13 – Group project presentations

## 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.*)

Undergraduate 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](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>).

## 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](https://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 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](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.

## 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

- Develop communication and project management skills
- Work efficiently as a team

## **Assessment task**

- Group project

## **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 an understanding of generic and specialised technology used for translation purposes
- Effectively use a commercial translation management system with the aim of applying this knowledge to other units
- Demonstrate an understanding of the principles of Translation Environment Tools
- Demonstrate an understanding of the principles of Terminology Management Systems

## **Assessment tasks**

- Quiz 1
- Quiz 2
- CAT Tool Usage
- Group project

## **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 outcome**

- Critically evaluate translation management systems and their use, as well as other generic technologies

## **Assessment tasks**

- CAT Tool Usage
- Group project



## 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

- Effectively use a commercial translation management system with the aim of applying this knowledge to other units
- Develop communication and project management skills
- Work efficiently as a team

### Assessment tasks

- CAT Tool Usage
- Group project

## 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

- Develop communication and project management skills
- Work efficiently as a team

### Assessment task

- Group project

## 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**

- Develop communication and project management skills
- Work efficiently as a team

## **Assessment task**

- Group project