



**Business Center of Excellence  
Translation & Interpretation Department**

<https://www.hccs.edu/programs/areas-of-study/business/translation--interpretation/>

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**TRAI 1371: CourseName | Lecture | #17054**

Fall 2019 | 8 Weeks (8.26.2019-10.20.2019)

Online

3 Credit Hours | 48 hours per semester

**Instructor Contact Information**

Instructor:	Natalia Noland, Ph.D.	Office Phone:	713-718-2457
Office:	Northline, Room 321	Office Hours:	MW 9:30-10:45 a.m.
HCC Email:	<a href="mailto:natalia.noland@hccs.edu">natalia.noland@hccs.edu</a>	Office Location:	Northline Faculty Area

Please feel free to contact me concerning any problems that you are experiencing in this course. Your performance in my class is very important to me. I am available to hear the concerns and just to discuss course topics.

**Instructor's Preferred Method of Contact**

Please use Canvas email to contact me. Canvas email messages tell me in which class you are enrolled. This information is very helpful to me in determining how best to respond to your message. That's why I strongly prefer that you use Canvas email. It's for you!

I will respond to your email within 24 hours.

You can also email me at [natalia.noland@hccs.edu](mailto:natalia.noland@hccs.edu)

You may also contact the Translation & Interpretation Department personnel listed below:

Program Coordinator:	Natalia Noland, <a href="mailto:natalia.noland@hccs.edu">natalia.noland@hccs.edu</a> , 713-718-2457
Division Chair:	Ken Hernandez, <a href="mailto:kenneth.hernandez@hccs.edu">kenneth.hernandez@hccs.edu</a> , 713-718-2468
Division Admin Assistant:	Lyssa Wilson, <a href="mailto:melissa.wilson3@hccs.edu">melissa.wilson3@hccs.edu</a> , 713-718-5125

**What's Exciting About This Course**

Many people think that being bilingual is enough to become a translator or interpreter. However, the difference between being bilingual and being able to translate/interpret is the same as being able to drive a car and being able to fix it. One needs to learn a lot! This course is your first step in the wonderful and exciting journey to the world of translation and interpretation!

## My Personal Welcome

Welcome to Fundamentals of the Theory and Practice of Translation and Interpretation! I look forward to teaching you this course! I am here to facilitate your learning. To be successful in this course, I encourage you to read all the study materials, study, and use the discussions to learn from your peers. Stay on task and study well. You **will** use what you learn!

## Prerequisites and/or Co-Requisites

TRAI 1371 requires college-level reading and writing skills. The minimum requirements for enrollment in TRAI 1371 include placement in college-level reading and writing. If you have enrolled in this course having satisfied these prerequisites, you have a higher chance of success than students who have not done so. Please carefully read and consider the repeater policy in the [HCCS Student Handbook](#).

## Canvas Learning Management System

This section of TRAI 1371 will use [Canvas \(https://eagleonline.hccs.edu\)](https://eagleonline.hccs.edu) for teaching as the course will be taught online.

As a student wanting to learn about the field of translation and interpretation, it is your responsibility to log into Canvas on a regular basis, read assigned texts, submit assignments on the due dates, study for the quizzes, and participate in online discussions.

HCCS Open Lab locations may be used to access the Internet and Canvas. **USE [FIREFOX](#) OR [CHROME](#) AS THE INTERNET BROWSER.**

## HCC Online Information and Policies

Here is the link to information about HCC Online classes including the required Online Orientation for all fully online classes: <http://www.hccs.edu/online/>

## Scoring Rubrics, Sample Assignments, etc.

Look in Canvas for the scoring rubrics for assignments, samples of class assignments, and other information to assist you in the course. <https://eagleonline.hccs.edu/login/ldap>

# Instructional Materials

## Textbook Information

The textbook listed below is ***required*** for this course.

**TEXT:** Baker, Mona *In Other Words: A Coursebook on Translation*, Any Edition, London & New York: Routledge.

You may purchase your books from any textbook retailer including bookstores operated by Barnes & Nobel Bookstores and not by Houston Community College, or you can purchase your book online from Amazon, etc. It is in your best interest to purchase your books BEFORE classes begin.

## Other Instructional Resources

### Tutoring

HCC provides free, confidential, and convenient academic support, including writing critiques, to HCC students in an online environment and on campus. Tutoring is provided by HCC personnel in order to ensure that it is contextual and appropriate. Visit the [HCC Tutoring Services](#) website for services provided.

### Libraries

The HCC Library System consists of 9 libraries and 6 Electronic Resource Centers (ERCs) that are inviting places to study and collaborate on projects. Librarians are available both at the libraries and online to show you how to locate and use the resources you need. The libraries maintain a large selection of electronic resources as well as collections of books, magazines, newspapers, and audiovisual materials. The portal to all libraries' resources and services is the HCCS library web page at <http://library.hccs.edu>.

### Supplementary Instruction

Supplemental Instruction is an academic enrichment and support program that uses peer-assisted study sessions to improve student retention and success in historically difficult courses. Peer Support is provided by students who have already succeeded in completion of the specified course, and who earned a grade of A or B. Find details at <http://www.hccs.edu/resources-for/current-students/supplemental-instruction/>.

## Course Overview

TRAI 1371, taught in English, is an introduction to translation into English and target language. Its goal is to teach students the basic principles of the theory of translation, the linguistic and cultural aspects of language transfer, the main techniques and strategies for translating and interpreting as well as the differences between English and target language regarding grammar, syntax, punctuation, and style.

### Secretary's Commission Addressing Necessary Skills (SCANS)

The Secretary's Commission on Achieving Necessary Skills (SCANS) was appointed by the U.S. Secretary of Labor to determine the skills that U. S. employers want most in entry-level employees. The commission identified seven skills, (motivation to learn, basic skills, communication, teamwork, critical thinking, career development and leadership). These workplace competencies and foundation skills have been designed into this course and into the curriculum for each program of study.

### Program Student Learning Outcomes (PSLOs)

Can be found at:

<https://www.hccs.edu/programs/areas-of-study/business/translation--interpretation/>

### Course Student Learning Outcomes (CSLOs)

Upon completion of TRAI 1371, the student will be able to:

1. Have knowledge of the main contemporary translation theories and of the different dimensions of the translating process
2. Be able to analyze texts and identify their genre, type, thematic structure, main ideas, and audience.
3. Have knowledge of the general and specific difficulties in translation.
4. Be able to choose appropriate translation strategies in order to solve specific and general translation difficulties.
5. Understand the role of the traditional and functional translation processes.
6. Understand the main interpreting modes (consecutive, simultaneous, sight translation), the associated challenges, and the required skills.

### Learning Objectives

Learning Objectives for each CSLO can be found at [HCC Learning Web for Translation & Interpretation](#)

1. Explain the role and nature of theories regarding translation practice and the different dimensions of the translating process,
2. Develop advanced critical thinking and analytical skills,
3. Identify translation difficulties and employ appropriate translation strategies.
4. Compare and employ the traditional and functional translation processes.
5. Describe the main interpreting modes, the associated challenges, and the required skills.

## Student Success

Expect to spend at least 6 hours per week studying the course content. Additional time will be required for written assignments. The assignments provided will help you use your study hours wisely. Successful completion of this course requires a combination of the following:

- Reading the textbook
- Attending class online
- Completing assignments

There is no short-cut for success in this course; it requires reading (and, probably, re-reading) and studying the material using the course objectives as a guide.

### Instructor and Student Responsibilities

As your Instructor, it is my responsibility to:

- Provide the grading scale and detailed grading formula explaining how student grades are to be derived
- Facilitate an effective learning environment through learner-centered instructional techniques
- Provide a description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness, and making up assignments
- Provide the course outline and class calendar that will include a description of any special projects or assignments
- Arrange to meet with individual students in person or online if necessary

As a student, it is your responsibility to:

- Attend class online
- Participate actively by reviewing course material, interacting with classmates, and responding promptly in your communication with me
- Read and comprehend the textbook
- Complete the required assignments and exams
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts, and all assignments
- Attain a raw score of at least 50% (500 points) on the final exam and quiz
- Be aware of and comply with academic honesty policies in the HCCS Student Handbook

## Assignments, Exams, and Activities

### Written Assignments

#### Translation Exercises

Students will be assigned exercises as well as texts for translation from English into their native language and vice versa to practice translation strategies and skills discussed in class. Translation exercises will be subject to group discussion online.

### Exams

This course does not have exams: it has open book, multiple attempts quizzes taken by students in Canvas upon completion of each module.

### In-Class Activities

There are no in-class activities in this course.

### Final Exam

The final exam will be held during the last class (October 19 - Saturday) in person and will consist of the following:

1. Students will take the Final Exam Quiz (30 minutes, 1 attempt)
2. During week 7, students will be assigned a text for translation from their native language into English. The translation and translation analysis table should be submitted in Canvas and presented at the time of the Final Exam. Students will explain the translation problems/difficulties they encountered and the translation strategies you used.

Students who are absent from the final exam without discussing their absence with the instructor in advance will receive a final exam grade of zero.

Students who receive a C, D, or F for their final exam must receive a C, D, or F for the course.

### Grading Formula

The Translation and Interpretation department strongly recommends that you adopt a points-based grading system with a maximum 1,000 total points possible.

Written Assignment(s)	250 points
Exams (Quizzes)	100 points
OL Discussions	150 points
Final Exam Quiz	100 points
Final Exam Translation	400 points

Grade	Total Points
A	900+
B	800-899
C	700-799
D	600-699
F	<600

**Incomplete Policy:**

In order to receive a grade of Incomplete ("I"), a student must have completed at least 50% of the work in the course. In all cases, the instructor reserves the right to decline a student's request to receive a grade of Incomplete.

**HCC Grading Scale can be found on this site under Academic Information:**  
<http://www.hccs.edu/resources-for/current-students/student-handbook/>

## Course Calendar

Week	Dates	Topic / Assignments Due
1	8/27	Syllabus Introduction to the course Equivalence at word level and problems of non-equivalence
2	9/3	Equivalence above word level: Collocations, idioms, and fixed expressions
3	9/10	Grammatical equivalence Diversity of grammatical categories across languages
4	9/17	Textual equivalence: source text analysis, translation problems, functional approach to translation
5	9/24	Textual equivalence: thematic and information structures; cohesion and coherence 9/30 – Last day to withdraw. Last day to withdraw - 9/30
6	10/1	Basic principles of consecutive interpreting Note-taking in consecutive interpreting
7	10/8	Simultaneous interpreting Sight Translation Review for the Final Exam
8	10/14	Final Exam

### Syllabus Modifications

The instructor reserves the right to modify the syllabus at any time during the semester and will promptly notify students in writing, typically by e-mail, of any such changes.

## Instructor's Practices and Procedures

### Missed Assignments

Assignments have been developed that will enhance your learning. All assignments will be discussed in detail during the semester. All assignments will have a due date, which will be clearly stated in Canvas. Late assignment will not be accepted unless a student can provide proof of extenuating circumstances

### Academic Integrity

Scholastic Dishonesty will result in a referral to the Dean of Student Services. Here's the link to the HCC information about academic integrity (Scholastic Dishonesty and Violation of Academic Scholastic Dishonesty and Grievance):  
<http://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-procedures/>

### Attendance Procedures

This is an online class, and the students should strive not to miss conferences, and they need to log into Canvas regularly. Never attending students or students who decide to withdraw, should withdraw themselves; otherwise, they will get an FX grade – F due to absences. If students miss the first 12.5% of any course (i.e. the period before the Official Date of



Record/Approve Roster date) HCC will drop them due to non-attendance. Students need to attend the first day of class and to log on to online classes on the first day of class. THIS IS A STATE OF TEXAS POLICY.

## Student Conduct

No student may disrupt or otherwise interfere with any educational activity being performed by a member of the college district. In addition, no student may interfere with his/her fellow students' right to pursue their academic goals to the fullest in an atmosphere appropriate to a community of scholars. Any student failing to abide by appropriate standards of conduct during online activities may be required by the instructor or another college official to leave that day's activity. The student has the right to return to the next activity, provided the student has met with the appropriate department chair and/or dean of students, as applicable, or unless otherwise instructed.

### Instructor's Course-Specific Information (As Needed)

The students can expect grades and feedback after they submit coursework in a week. Late submissions will result in 100 points penalty. Important notice: Translation and Interpretation students are NOT allowed to use Tutoring services as they need to be responsible for the translated texts they produce.

### Electronic Devices

Electronic devices will be used in this class for educational purposes only.

## Translation & Interpretation Program Information

It is strongly recommended that students of this course ensure that their major is listed as Translation & Interpretation and that you notify the school of which certificate or degree plan you are following.

This program includes an Internship class, TRAI 2376. Students must complete at least 75% of the Certificate courses before enrolling in this course. Once you have met the requirements, you will contact the Natalia Noland, [natalia.noland@hccs.edu](mailto:natalia.noland@hccs.edu), 713-718-2457 to get the permission code to enroll in this class. This course will include Internship rotations to practice skills taught in the program.

## HCC Policies

Here's the link to the HCC Student Handbook <http://www.hccs.edu/resources-for/current-students/student-handbook/> In it you will find information about the following:

- Academic Information
- Academic Support
- Attendance, Repeating Courses, and Withdrawal
- Career Planning and Job Search
- Childcare
- disAbility Support Services
- Electronic Devices

- Equal Educational Opportunity
- Financial Aid TV (FATV)
- General Student Complaints
- Grade of FX
- Incomplete Grades
- International Student Services
- Health Awareness
- Libraries/Bookstore
- Police Services & Campus Safety
- Student Life at HCC
- Student Rights and Responsibilities
- Student Services
- Testing
- Transfer Planning
- Veteran Services

### **EGLS<sup>3</sup>**

The EGLS<sup>3</sup> ([Evaluation for Greater Learning Student Survey System](#)) will be available for most courses near the end of the term until finals start. This brief survey will give invaluable information to your faculty about their teaching. Results are anonymous and will be available to faculty and division chairs after the end of the term. EGLS<sup>3</sup> surveys are only available for the Fall and Spring semesters. -EGLS3 surveys are not offered during the Summer semester due to logistical constraints.

<http://www.hccs.edu/resources-for/current-students/egls3-evaluate-your-professors/>

### **Campus Carry Link**

Here's the link to the HCC information about Campus Carry:

<http://www.hccs.edu/departments/police/campus-carry/>

### **HCC Email Policy**

When communicating via email, HCC requires students to communicate only through the HCC email system to protect your privacy. If you have not activated your HCC student email account, you can go [to HCC Eagle ID](#) and activate it now. You may also use Canvas Inbox to communicate.

### **Housing and Food Assistance for Students**

Any student who faces challenges securing their foods or housing and believes this may affect their performance in the course is urged to contact the Dean of Students at their college for support. Furthermore, please notify the professor if you are comfortable in doing so.

This will enable HCC to provide any resources that HCC may possess.

### **Office of Institutional Equity**

Use the link below to access the HCC Office of Institutional Equity, Inclusion, and Engagement (<http://www.hccs.edu/departments/institutional-equity/>)

## **disAbility Services**

HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including long and short term conditions, mental health, chronic or temporary medical conditions), please meet with a campus Abilities Counselor as soon as possible in order to establish reasonable accommodations. Reasonable accommodations are established through an interactive process between you, your instructor(s) and Ability Services. It is the policy and practice of HCC to create inclusive and accessible learning environments consistent with federal and state law. For more information, please go to <http://www.hccs.edu/support-services/disability-services/>

## **Title IX**

Houston Community College is committed to cultivating an environment free from inappropriate conduct of a sexual or gender-based nature including sex discrimination, sexual assault, sexual harassment, and sexual violence. Sex discrimination includes all forms of sexual and gender-based misconduct and violates an individual's fundamental rights and personal dignity. Title IX prohibits discrimination on the basis of sex-including pregnancy and parental status in educational programs and activities. If you require an accommodation due to pregnancy please contact an Abilities Services Counselor. The Director of EEO/Compliance is designated as the Title IX Coordinator and Section 504 Coordinator. All inquiries concerning HCC policies, compliance with applicable laws, statutes, and regulations (such as Title VI, Title IX, and Section 504), and complaints may be directed to:

David Cross  
 Director EEO/Compliance  
 Office of Institutional Equity & Diversity  
 3100 Main  
 (713) 718-8271  
 Houston, TX 77266-7517 or [Institutional.Equity@hccs.edu](mailto:Institutional.Equity@hccs.edu)  
<http://www.hccs.edu/departments/institutional-equity/title-ix-know-your-rights/>

## **Office of the Dean of Students**

Contact the office of the Dean of Students to seek assistance in determining the correct complaint procedure to follow or to identify the appropriate academic dean or supervisor for informal resolution of complaints.

<https://www.hccs.edu/about-hcc/procedures/student-rights-policies--procedures/student-complaints/speak-with-the-dean-of-students/>

## **Department Chair Contact Information**

Division Chair: Ken Hernandez, [kenneth.hernandez@hccs.edu](mailto:kenneth.hernandez@hccs.edu), 713-718-2468  
 Division Admin Assistant: Lyssa Wilson, [melissa.wilson3@hccs.edu](mailto:melissa.wilson3@hccs.edu), 713-718-5125