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**International Business  
Northwest College**

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**TRAI 1371 – Fundamentals of the Theory and Practice of Translation and  
Interpretation**

CRN 37390 - Fall 2017

Spring Branch Campus – Room 711 | 9:30 - 12:20 am | Tue

3 hour lecture course + 24 hours electronic communication / 48 hours per semester/ 8 weeks

**Class Dates**

8/28/2017 – 10/22/2017

**Instructor: Dr. Natalia Noland**

**Instructor Contact Information** [natalia.noland@hccs.edu](mailto:natalia.noland@hccs.edu)

**Office location and hours**

Northwest College, Spring Branch Campus, 1010 West Sam Houston Pkwy N, Houston, TX 77043.

Office hours – Thursday: 1 – 3 pm

Virtual Office Hours (available through the Canvas Inbox) – Monday, Friday – 2:00 – 3:00 p.m.

*Please feel free to contact me concerning any problems that you are experiencing in this course. You do not need to wait until you have received a poor grade before asking for my assistance. Your performance in my class is very important to me. I am available to hear your concerns and just to discuss course topics.*

**DEPARTMENT CONTACTS**

Division Chair: Ken Hernandez, 713-718-2468, [kenneth.hernandez@hccs.edu](mailto:kenneth.hernandez@hccs.edu)

Division Secretary: Lyssa Wilson, 713-718-5125, [melissa.wilson3@hccs.edu](mailto:melissa.wilson3@hccs.edu)

**Course Description**

This course, 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, which aids understanding of the process of translation and guides translation choices.

**Prerequisites**

1. Acceptance to the Program.

### **Student Learning Outcomes**

On successful completion of this course students will:

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**

- Explain the role and nature of theories regarding translation practice and the different dimensions of the translating process,
- Analyze theoretical arguments associated with translation practice,
- Demonstrate advanced analytical skills,
- Identify translation difficulties and employ appropriate translation strategies.
- Compare and employ the traditional and functional translation processes.
- Describe the main interpreting modes, the associated challenges, and the required skills.

## CALENDAR

Week/Dates	Format	Lecture/Assignments
<b>Week 1</b> 8/28-9/3	<b>No class</b>	Introduction Equivalence at word level and problems of non-equivalence
<b>Week 2</b> 9/4-10	<b>No class</b>	Equivalence above word level: <ul style="list-style-type: none"> <li>○ Collocations</li> <li>○ Idioms and fixed expressions</li> </ul>
<b>Week 3</b> 9/11-17	<b>In class</b>	Equivalence at word level and problems of non-equivalence
	<b>Online</b>	See assignments and supplementary assignments in Canvas.
<b>Week 4</b> 9/18-24	<b>In class</b>	Equivalence above word level: <ul style="list-style-type: none"> <li>○ Collocations</li> </ul> Idioms and fixed expressions
	<b>Online</b>	See assignments and supplementary assignments in Canvas.
<b>Week 5</b> 9/25-1	<b>In class</b>	Grammatical equivalence Diversity of grammatical categories across languages
	<b>Online</b>	See assignments in Canvas.
<b>October 2</b>	<b>Last Day to Withdraw</b>	
<b>Week 6</b> 10/2-8	<b>In class</b>	Textual equivalence: source text analysis, translation problems, functional approach to translation Textual equivalence: thematic and information structures; cohesion and coherence
	<b>Online</b>	See assignments and supplementary in Canvas.
<b>Week 7</b> 10/9-15	<b>In class</b>	<ul style="list-style-type: none"> <li>● Basic principles of consecutive interpreting and note taking</li> <li>● Simultaneous interpreting</li> </ul>
	<b>Online</b>	See assignments in Canvas.
<b>Week 8</b> 10/16-22	<b>In class</b>	<b>FINAL EXAM</b>

All PSLOs will be met.

## **Instructional Methods**

As an instructor, I want my students to be successful. I feel that it is my responsibility to provide you with knowledge concerning the field of translation and interpretation, share experience, and teach you the skills necessary to succeed in this profession.

This is a hybrid course; therefore, part of it will be taught online.

As a student wanting to learn about the field of translation and interpretation, it is your responsibility to attend classes, read the textbook, submit assignments on the due dates, study for the exams, and participate in classroom and online activities.

As I believe that engaging the students in the learning is essential for teaching to be effective, we will use collaborative activities during class time. You will be involved in discussions with your classmates and your instructor. As you will want to contribute to these discussions, you will need to come to class prepared to discuss, analyze and evaluate information from your text and other assigned readings.

## **Student Assignments**

This class is a discussion-based course: it requires a lot of reading and talking. Students are expected to take notes while paying attention in class.

All lecture materials will be made available for students. Students are expected to come to class having analytically read the assigned texts.

Participation in various class activities will facilitate your goal of gaining mastery of the skills taught. Therefore, students should strive to not miss any classes.

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

Students will be required to successfully complete the following:

### Online activities and assignments

Students will participate in discussions, complete quizzes, and submit homework assignments using Canvas.

### Translation Exercises

Students will be assigned texts for translation from English into their native language, in order to practice translation strategies and skills discussed in class.

Translation exercises will be subject to group discussion in class.

### Final Exam

The final exam will be held during the last class (week 8) and will consist of the following:

1. Students will take the Final Exam Quiz
2. During week 7, students will be assigned a text for translation from their native language into English. The translation should be ready for the Final Exam. You will present your translation to the instructor and explain the translation problems that you encountered and the translation strategies that you used.

**Student Assessments**

Online activities, assignments and class participation	30 % of your final grade
Discussions	15% of your final grade
Quizzes	15% of your final grade
Final Quiz	10%of your final grade
Final Exam	30% of your final grade

**Instructor’s Requirements**

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 class activities, discussions, and lectures
- Description of any special projects or assignments
- Inform students of policies such as attendance, withdrawal, tardiness and make up
- Provide the course outline and class calendar which will include a description of any special projects or assignments
- Arrange to meet with individual students before and after class as required

To be successful in this class, it is the student’s responsibility to:

- Attend class and participate in class discussions and activities
- Complete all the required online activities and participate in online discussions
- Read and comprehend the textbook
- Complete the required assignments and the final exam
- Ask for help when there is a question or problem
- Keep copies of all paperwork, including this syllabus, handouts and all assignments

**HCC Grading Scale**

A = 100 – 90;	.....4 points per semester hour
B = 89 – 80:	.....3 points per semester hour
C = 79 – 70:	.....2 points per semester hour
D = 69 – 60:	.....1 point per semester hour
59 and below = F	.....0 points per semester hour
W(Withdrawn)	.....0 points per semester hour
I (Incomplete)	..... 0 points per semester hour
AUD (Audit)	..... 0 points per semester hour

I (Incomplete) is a temporary grade which is given only when a student has not completed the course work due to **extenuating circumstances**. To request an “I” grade, the student and the instructor must fill out an “Incomplete “I” Contract” clearly stating the reasons, course work to be completed, and due date. This Contract will be submitted to Department Chair for approval. In case of approval, the student has to complete the course work by the end of the following semester (excluding Summer). After the deadline, the “I” becomes an “F”.

**Grading Criteria**

Your instructor will conduct quizzes, discussions, exams, and assessments that will be used to determine how successful you are at achieving the course learning outcomes (mastery of course content and skills) outlined in the syllabus. If you find you are not mastering the material and skills, you are encouraged to reflect on how you study and prepare for each class. As your instructor, I welcome a dialogue on what you discover and may be able to assist you in finding resources on campus that will improve your performance.

Grading Percentages

Online activities, assignments and class participation	30 % of your final grade
Discussions	15% of your final grade
Quizzes	15% of your final grade
Final Quiz	10%of your final grade
Final Exam	30% of your final grade

**If a student gets a C for the Final Exam, the overall grade for the course will be a C.**

**Instructional Materials**

TEXT: Baker, Mona (2011) In Other Words: A Coursebook on Translation, Second Edition, London & New York: Routledge.

**At any time during the semester, your instructor reserves the right to modify the course requirements, assignments, exams, grading procedures, and all other related policies and procedures as circumstances may dictate. Remember also, it is the sole responsibility of each student to read, completely understand, and adhere to this document and all other documents or materials associated with this course in their entirety.**

**HCC Policy Statements:**

**ADA, ACADEMIC HONESTY, STUDENT ATTENDANCE, WITHDRAWAL DEADLINE**

**It’s the student’s responsibility to study the HCC Policy Statements.**

Access Student Services Policies on their Web site:  
<http://central.hccs.edu/students/student-handbook/>

**Class Attendance**

You are expected to attend all lecture classes and labs regularly. You are also responsible for materials covered during your absences. Instructors may be willing to consult with you for make-up assignments, but it is your responsibility to contact the instructor. Class attendance is monitored daily. Although it is your responsibility to drop a course for nonattendance, the instructor has the authority to drop you for excessive absences. You may be dropped from a course after accumulating absences in excess of 12.5 percent of the total hours of instruction (lecture and lab). For example: For a 3 credit-hour lecture class meeting 3 hours per week (48 hours of instruction), you can be dropped after **6 hours of absence**.

Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of “F” in the course.

**Religious Holidays**

If you observe a religious holiday and miss class, you must notify your instructor in writing two weeks in advance to arrange to take a test or make up an assignment. A religious holiday is “a holy day observed by a specific religion and the place of worship is exempt from property taxation under Section 11.20 of the Tax Code.” [Academic Calendar](#)

**Scholastic Dishonesty**

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by college district officials against a student accused of scholastic dishonesty. “Scholastic Dishonesty” includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include a grade of “0” or “F” on the particular assignment, failure in the course, and/or referral to the college Dean of Student Services for disciplinary action up to and including expulsion. Students have the right to appeal the decision.

**Plagiarism is using another’s ideas or words without giving credit.**

**Withdrawals**

Be certain you understand HCC policies about dropping a course and consult with a counselor/advisor to determine if withdrawing is in your best interest. It is your responsibility to withdraw officially from a class and prevent an “F” from appearing on your transcript. The last day to withdraw is stated in HCC Academic Calendar and the calendar in this syllabus.

**Tardiness**

Students must be in class on time. Three “tadies” will equal one class absence (see police for class attendance above)

**Accommodations due to a qualified disability**

*HCC strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including 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/district/students/disability-services/>*

## **HCC Policy Statement: Sexual Misconduct**

*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)*

## **CAMPUS CARRY**

At HCC the safety of our students, staff, and faculty is our first priority. As of August 1, 2017, Houston Community College is subject to the Campus Carry Law (SB11 2015). For more information, visit the HCC Campus Carry web page at <http://www.hccs.edu/district/departments/police/campus-carry/>.

## **Misuse of Electronic Devices**

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited unless authorized as an appropriate ADA accommodation from the ADA Counselor. If an instructor perceives such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of Student Services.

## **EGLS3 - Evaluation for Greater Learning Student Survey System**

At Houston Community College, professors believe that thoughtful student feedback is necessary to improve teaching and learning. During a designated time, you will be asked to answer a short online survey of research-based questions related to instruction. The anonymous results of the survey will be made available to your professors and division chairs for continual improvement of instruction.

## **Access DE Policies on their Web site:**

Refer to the DE Student Handbook by visiting this link: <http://de.hccs.edu/media/houston-community-college/distance-education/student-services/DE-Student-Handbook.pdf>



**Access CE Policies on their Web site:** <http://www.hccs.edu/continuing-education/>