



International Business Translation and Interpretation Program

Writing, Editing, and Revising for Translation

TRAI 1372-6699 CRN 13898 – Spring 2017

Spring Branch - Room 304 ; 12:30 – 3:30 Tuesdays; Tu-Tu - online

3 Credit Hours/48 hours per semester (24 hours electronic) 8 Weeks

CLASS DATES:

01/17/2017 – 03/12/17 24 hours Lecture +24 hours electronic, hybrid

Instructor: Dr. Natalia Noland

Instructor Contact Information:

Natalia.noland@hccs.edu

<http://learning.hccs.edu/faculty/natalia.noland/>

Office Hours: Thursday from 1-2pm

Friday 10-11

Online: Thursday 2pm – 5 pm

Please contact me concerning any problems that you are experiencing in this course, and remember that you do not need to wait until you have received a poor grade before asking for my assistance.

Course Description:

This course is designed for translators, editors and writers of business and other specialized and technical documents. Learning activities focus on requirements for the production of final English drafts of good quality.

Course Goals: The goal of this course is to help students acquire professional editing and revision skills and norms of clear and concise writing for translation.

Course Prerequisites: at least an AA degree in any field of knowledge; acceptance to the Program

On successful completion of this course students will:

1. demonstrate good writing skills
2. demonstrate editing skills
3. demonstrate revision techniques
4. be able to turn a draft translation into a smooth, readable, accurate and correct text

Learning Objectives:

- 1.1 to have a knowledge of writing rules of the English language to write a good draft
- 2.1 to understand editing techniques and be able to use them
- 3.1 to understand revision techniques and be able to use them to produce a good draft

Tentative Calendar

Week 1		
Jan 17 - 24	1 Introductions; 2. Introduction to the course and syllabus overview; 3. Why writing is important (diagnostic writing)	
Week 2		
Jan 24 - 31	Editing and revising definitions and concepts	
Week 3		
Jan 31-Feb 7	Copyediting (rules, house style, spelling)	
Week 4		
Feb 7 - 14	Copyediting (syntax and idiom, punctuation and usage)	
Week 5		
Feb 14 - 21	Stylistic editing	Feb 21 Last day to withdraw
Week 6		
Feb 21 - 28	Content editing	
Week 7		

Week 8		
Mar 7 – March 12	Final Exam	n-class

Instructional Methods:

This is a hybrid course; therefore, part of it will be taught online. During face-to-face instruction, students will experience a variety of instructional methods and will often be involved in collaborative activities, such as discussion and group work.

Student Assignments:

This class requires a lot of writing, editing, revising, and talking. Students are expected to come to class having analytically read the assigned texts and having done their homework. 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.

Because this class is a hybrid class, you are expected to do online assignments and take part in online discussions between face-to-face classes.

All the assignments will be discussed in detail in class during the semester. The students are expected to take notes while paying attention in the class.

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.

Online activities and homework - 20%

Class Participation, Group Work - 25%

Syllabus quiz - 5%

Quizzes - 10%

Online discussions - 10%

Final exam - 30%

Instructor's Requirements

To succeed in college the students need to:
Work hard, attend all classes, and be on time.

As this is a hybrid course the students **must** do their online work.

If you are absent for all or part of a class, you are responsible for contacting the instructor as soon as possible to find out what you missed and to find out if the work can be made up.

Pay attention, listen carefully, and ask questions. Listen and be respectful to other students' contributions.

Create a good learning environment.

Use English only in class time and sit next to someone who doesn't speak your language.

Instructional Grading criteria

Grades for editing assignments, quizzes, online discussions, and class assignments will be taken into account.

The Final Exam will be cumulative including in-class editing and revising of a text and a portfolio of the texts edited during this course.

Instructional Materials:

Mossop, Brian (2014) *Revising and Editing for Translators (Translation Practices Explained)*
London & New York: Routledge

ISBN 10: [1900650967](https://www.isbn-international.org/product/9781900650960) ISBN 13: 9781900650960

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

It is the student's responsibility to review the Student Handbook and the Student Code of Conduct and Discipline Procedures:

<http://central.hccs.edu/students/student-handbook/>

<http://www.hccs.edu/district/about-us/procedures/student-rights-policies--procedures/>

Discipline

All class members are expected to treat each other in a courteous and professional manner. As your instructor and as a student in this class, our shared responsibility is to develop and maintain a positive learning environment for everyone. I take this responsibility seriously and will inform members of the class if their behavior makes it

difficult for me to carry out this task. As a fellow learner, you are asked to respect the learning needs of your classmates and to assist me achieve this critical goal.

Academic Honesty

A student who is academically dishonest is, by definition, not showing that the coursework has been learned, and that student is claiming an advantage not available to other students. The instructor is responsible for measuring each student's individual achievements and also for ensuring that all students compete on a level playing field. Thus, in our system, the instructor has teaching, grading, and enforcing roles. You are expected to be familiar with the HCC's policy on Academic Honesty found in the catalogue. What that means is that if you are charged with an offense, pleading ignorance of the rules will not help you.

Just so there is no misunderstanding, plagiarism (using another's ideas or words without giving credit), collusion (unauthorized collaboration with another person in preparing written work offered for credit), and other forms of cheating will not be tolerated. To be accepted, all papers require proof of their development. Students who plagiarize, collude, or cheat may face disciplinary action including the grade of 0 for the assignment, an F for the course, and/or dismissal from the college. For more on plagiarism, see "Plagiarism" in *The New McGraw-Hill Handbook*, second edition.

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. 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 Houston, TX 77266-7517 or Institutional.Equity@hccs.edu*

Title IX of the Education Amendments of 1972 requires that institutions have policies and procedures that protect students' rights with regard to sex/gender discrimination. Information regarding these rights is on the HCC website under Students-Anti-discrimination. Students who are pregnant and require accommodations should contact any of the ADA Counselors for assistance. It is important that every student understands and conforms to respectful behavior while at HCC. Sexual misconduct is not condoned and will be addressed promptly.

The **HCC Online Student Handbook** contains policies and procedures unique to the HCC Online student. Students should have reviewed the handbook as part of the mandatory orientation. It is the student's responsibility to be familiar with the handbook's contents. The handbook contains valuable information, answers, and resources, such as HCC Online contacts, policies and procedures (how to drop, attendance requirements, etc.), student services (ADA, financial aid, degree planning, etc.), course

the HCC Online Student Handbook by visiting this link:

<http://www.hccs.edu/media/houston-community-college/distance-education/student-services/pdf/HCC-Online-Student-Handbook.pdf>

Access Continuing Education Policies on their Web site:

<http://www.hccs.edu/continuing-education/about-us/>

Special Needs

Any student with a documented disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the Disability Services Office at the respective college at the beginning of each semester. Faculty is authorized to provide only the accommodations requested by the Disability Support Services Office.

For questions, please contact Donna Price at 713.718.5165 or the Disability Counselor at your college. Visit the ADA Web site for more information:

<http://www.hccs.edu/district/students/disability-services/>

Northwest ADA Counselor – Mahnaz Kolaini – 713.718.5422

Missing Class

If absent or late to a class, the student is responsible for any information missed. Each student should exchange emails or phone numbers with at least three other students. After an absence, students are to find out what they missed before returning to class. Do not ask the instructor if you missed anything important. If students come in tardy, it is their responsibility to find out what they missed and to make sure, after class, that their attendance has been recorded; otherwise, they will be considered absent.

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.
- For a 4 credit-hour lecture/lab course meeting 6 hours per week (96 hours of instruction), you can be dropped after 12 hours of absence.

Departments and programs governed by accreditation or certification standards may have different attendance policies. Administrative drops are at the discretion of the instructor. Failure to withdraw officially can result in a grade of "F" in the course.

International Students: Receiving an Fx in a course may affect the status of your student Visa. Please contact the International Student Office at 713-718-8520 if you have any questions about your visa status and other transfer issues.

Early Alert: HCC has instituted an Early Alert process by which your professor will "alert" you through counselors of concerns that you might fail a class because of excessive absences and/or poor academic performance.

Withdrawals

Students must withdraw by the withdrawal deadline in order to receive a “W” on a transcript. Final withdrawal deadlines vary each semester and/or depending on class length, please visit the online Academic Calendar at www.hccs.edu/hccs/current-students/academic, HCC schedule of classes and catalog, any HCC Registration Office, or any HCC advisor to determine class withdrawal deadlines.

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. Senate Bill 1231 and limits the number of W’s a student can have to 6 classes over the course of their entire academic career. This policy is effective for students entering higher education for the first time in Fall 2007 and subsequent terms. Withdrawals accumulated at any other Texas public higher education institution count toward the 6 course total. Withdrawals for certain circumstances beyond the students control may not be counted toward the 6-drop limit.

In addition, withdrawing from a course may impact your financial aid award or eligibility. Contact the Financial Aid Office or website to learn more about the impact of withdrawing on financial aid.

Last day for Administrative /Student Withdrawals is Tuesday, February 21, 2017

Repeating Courses:

As a result of recent Texas legislative changes, please be advised that HCC is charging additional tuition for students who enroll in the same class three or more times at HCC. While it is the hope of HCC that students will be successful in their first attempt at classes, we realize that life demands, academic struggles, and other issues may result in students needing to take the same class more than once. Speaking with an advisor will help you develop student success skills, improving your overall academic performance. If a student repeats a course in which a grade (A-F) has been received, the highest grade received at HCC is the permanent grade for the course and will be used in computing the GPA. All grades earned in a given course will be reflected on the transcript. Other colleges may compute the GPA differently than HCC.

HCC Student Services Information:

Student Services provides master’s and doctoral-level counseling for the Northwest College student body. Counselors are available at each campus to assist students in creating class schedules, evaluating college transcripts, and completing degree/certificate plans.

Additional Information: <http://northwest.hccs.edu/>

Electronics in the classroom

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.