



**Translation and
Interpretation
Northwest College**

TRAI 2272 – Introduction to Interpretation II (Medical)

CRN 17905 - Spring 2019

Spring Branch Campus – Room 210 | 8:00 - 10:50 am | Fri

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

Class Dates

3/18/2019 – 5/12/2019

Instructor: Dr. Natalia Noland

Instructor Contact Information 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: 8:30 – 9:30 am Tuesday 12:30 – 14:30 pm

Virtual Office Hours (available through the Canvas Inbox) – Monday - Friday

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

Division Secretary: Lyssa Wilson, 713-718-5125, melissa.wilson3@hccs.edu

Course Description: This course focuses on interpretation of medical content, including sight translation, from English into a target language (Spanish/French/Chinese Mandarin/Russian/Arabic, etc) and vice versa, presenting linguistic, cultural, and subject-related issues affecting meaning transfer from one language to another.

Prerequisites

1. Acceptance to the Program.
2. TRAI 1272, 1371, 1373, HITT 1305

Student Learning Outcomes

On successful completion of this course students will:

1. Understand the range of roles and responsibilities associated with medical interpretation.
2. Demonstrate good command of their active working languages and field-ready notetaking techniques.
3. Establish metacognitive skills and effective self-practice structure to enable life-long learning and professional growth.
4. Be familiar with the key issues related to history, professional conduct, and ethics of consecutive (medical) interpretation.

Learning Objectives

During this course, the students will

- 1.1 Discuss working environments, professional conduct, and ethics of medical interpretation.
- 1.2 Identify challenges in consecutive (medical) interpretation and develop personal coping techniques.
- 2.1 Deliver prepared and impromptu speeches to polish professional communication skills.
- 3.2 Establish a routine of reflective (deliberate) practice.
- 3.3 Develop proficiency in key components of the consecutive interpretation: notetaking, text analysis, short-term memory recruiting, message organization and delivery, et cetera.
- 4.1 Compile a professional portfolio.

CALENDAR

Week/Dates	Format	Lecture/Assignments
Week 1 3/18-24	In-class	Syllabus, Establishing Personal Objectives; Medical Communication and Medical Interpretation as a Profession (Expectations
	Online	See assignments in Canvas.
Week 2 3/25-31		Medical Interpreter Code of Ethics; Professional Conduct; Interpreting Skills: Memory, Note-Taking, Presentation
		See assignments in Canvas.
March 25		Day of Record
Week 3 4/1 - 7	In class	Cultural Brokering and Patient Advocacy; Neutrality vs. Empathy; Interpreting Skills: Note-Taking; Voice Training; Rapport with the Audience
	Online	See assignments in Canvas.
Week 4 4/8-14	In class	The Nuts and Bolts of Professional Medical Interpretation (this is the day to ask questions); Self-Care and Stress Management, Time Management; Knowing Your Limits; Note-Taking Exchange
	Online	See assignments in Canvas.
Week 5 4/15-21	In class	Medical Interpretation History and Legislature; Interpreting Skills: Self-Practice, Self-Assessment, Peer Review
	Online	See assignments in Canvas.
April 22		Last Day to Withdraw
Week 6 4/22-28	In class	Communication in Medical Field; Interpreting Skills: Self-Practice, Self-Assessment, Peer Review
	Online	See assignments in Canvas.
Week 7 4/29-5/5	In class	Self-Practice, Self-Assessment, Peer Review
	Online	See assignments in Canvas.
Week 8 5/6-12	In class	Final Paper/Portfolio Presentation

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/difficulties 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 an C or lower for the Final Exam, the overall grade for the course will be an C or lower.

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 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	Incomplete Grades
Academic Support	International Student Services
Attendance, Repeating Courses, and Withdrawal	Health Awareness
Career Planning and Job Search	Libraries/Bookstore
Childcare	Police Services & Campus Safety
disAbility Support Services	Student Life at HCC
Electronic Devices	Student Rights and Responsibilities
Equal Educational Opportunity	Student Services
Financial Aid TV (FATV)	Testing
General Student Complaints	Transfer Planning
Grade of FX	Veteran Services

EGLS³

The EGLS³ (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. EGLS³ 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

[\(http://www.hccs.edu/departments/institutional-equity/\)](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 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
<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/>

Division Chair Contact Information

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