

TRAN 4390 – Senior Project in Translation

Instructor: Dr. Laura E. Mendoza

Spring 2024

Office Hours: Monday 12:00 - 2:00 PM

Constantly available via Microsoft Teams @lemendoza2

Email: lemendoza2@utep.edu

COURSE DESCRIPTION AND CONTENT: TRAN 4390 is a required 3-credit course for the Minor in Translation and

Interpretation Program, which is usually suggested to be taken as a final class and with no other translation courses, if possible. This course involves a responsible collaboration with local and international agencies to provide voluntary translation services by reviewing and practicing the basic methods, tools and rules of Spanish and English translation in individual, teamwork and research work, as required. Prerequisite courses should have been completed with a recommended minimum grade of "B."

TEXTBOOKS: No textbook is required; we will use printed material and online sources. Three dictionaries recommended: Spanish/English dictionary such as Oxford or Harper Collins, Spanish Dictionary such as Larousse, and English Thesaurus such as Merriam-Webster.

STUDENT LEARNING OUTCOMES: By the end of the course, students should have completed:

1. One (or more) Spanish into English translation project (s)- 12 pages or 6,000 - 7, 000 words **total**
2. One (or more) English into Spanish translation project (s)- 12 pages or 6,000 - 7, 000 words **total**

COURSE OBJECTIVES: By the end of the course, students should be able to:

1. Develop professional, ethical and translation skills by providing translation services to the community.
 2. Prepare resumé, curriculum vitae and search for future job options.
 3. Complete two professional translation projects for two non-profit local or foreign agencies.
 4. Use basic translation methods, techniques, and resources in each assigned text.
 5. Analyze and solve basic translation problems considering their linguistic, cultural, and pragmatic contexts.
1. Revise and edit translation projects both in-group and individually.
 2. Organize and make a Public Presentation on the Senior Project for partner agencies and for students and instructors of the Minor in Translation and Interpretation Program.

TECHNOLOGY REQUIREMENTS:

Course content is delivered fully online using the Blackboard learning management system. Ensure your UTEP e-mail account is working and that you have access to the Web and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser.

You will need to have access to a computer/laptop, scanner, a webcam, and a microphone. You will need to download or update the following software: Microsoft Office, Adobe Acrobat Reader, Windows Media Player, QuickTime, and Java. Check that your computer hardware and software are up-to-date and able to access all parts of the course.

If you do not have word-processing software, you can download Word and other Microsoft Office programs (including Excel, PowerPoint, Outlook and more) for free via UTEP's Microsoft Office Portal. Click the following link for more information about **Microsoft Office 365**^{1 2} and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP **Help Desk**³ **as they are trained specifically in assisting with technological needs of students. Please do not contact me for this type of assistance. The Help Desk is much better equipped than I am to assist you!**

COURSE COMMUNICATION

- **Email:** Email is the best way to contact me. I will make every attempt to respond to your e-mail within 24-48 hours of receipt. When e-mailing me, be sure to email from your UTEP student account and please put the course number in the subject line. In the body of your e-mail, clearly state your question. At the end of your e-mail, be sure to put your first and last name.

Blackboard site will comprise among others, these materials, resources and instructions: Learning Modules, Discussions, Assignments, Announcements, Mail and Grades. You will have access to this site once you login into BB through MyUTEp located on the UTEP home page. UTEP Instructional Support Services and Helpdesk are available to provide instruction and information on how to navigate and use BB.

- **Microsoft Teams:** You can text me, call me, or video-call me via Microsoft Teams at **lemendoza2**.

Grade Distribution:

- **Learning Modules.** This course will be managed into weekly modules, which will include readings, description of discussions and assignments, and due dates.

¹https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsofthoffice365.html

²https://www.utep.edu/technologysupport/ServiceCatalog/SOFTWARE_PAGES/soft_microsofthoffice365.html

³<https://www.utep.edu/irp/technologysupport/>

- **Announcements.** Check the Blackboard announcements frequently for any updates, deadlines, or other important messages.
- **Assignments.** Students will have to complete and submit revisions and translation through BB. No late assignments are accepted. Homework assignments will be collected, revised, and graded on 5 occasions during the semester. **Due dates:** Assignments must be completed by deadlines unless prior arrangement is made.
- **Discussion Posts (DP).** This is an essential component since there will be a direct relationship for your individual and team performance. For revision purposes, you will also be required to post some of your assignments and share them with your peers, from the very beginning to the end of the course. Posting will also be graded during the semester. **Due dates:** Discussion Posts must be completed by deadlines unless prior arrangement is made. If you have a question that you believe other students may also have, please post it in the Help Board of the discussion boards inside of Blackboard. Please respond to other students' questions if you have a helpful response.

GRADES AND ASSESSMENT: Students will be evaluated and graded based on the following components:

Grade Distribution:

100-90 = A 89-80 = B 79-70 = C 69-60 = D 59 and Below = F

- 20% Assignments
 - 10% Discussion Boards
 - 10% Peer-Revisions
 - 25% Presentations
 - 5% Participation and Collaboration
 - 5% Resume and Job Options
 - **25% Final Projects (12.5% Spanish Final & 12.5% English Final)**

ATTENDANCE AND PARTICIPATION

Since this is an online course, attendance on the course is determined fully by participation in the learning activities. Your participation in the course is important not only for your learning and success but also to create a community of learners, and share your progress and experiences with them.

Participation is determined by completion of the following activities:

- Reading/Viewing all course materials to ensure understanding of assignment requirements
- Participating in engaging discussion with your peers on the discussion boards (grading rubric provided in the "grading information" area of each forum)
- Participating in other activities as indicated in the weekly modules

Because these activities are designed to contribute to your learning each week, they cannot be made up after their due date has passed.

Students will work individually and in teams for revisions, editing, and presentations. You will be asked to post your assignments, comments and respond to other students' comments.

Alternative Means of Submitting Work in Case of Technical Issues

I strongly suggest that you submit your work with plenty of time to spare in the event that you have a technical issue with the course website, network, and/or your computer. I also suggest you save all your work (answers to discussion points, quizzes, exams, and essays) in a separate Word document as a back-up. This way, you will have evidence that you completed the work and will not lose credit. If you are experiencing difficulties submitting your work through the course website, please contact the UTEP Help Desk. You can email me your back-up document as a last resort. **Please make sure to contact me immediately (lemendoza2@utep.edu).**

Dropping the Course

I will not drop you from the course. However, if you feel that you are unable to complete the course successfully, please let me know and then contact the **Registrar's Office** ⁴to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

MIDTERM AND FINAL EXAMS

Midterm and Final Exams include Presentations plus written submissions of your translation projects. Further information and direction provided under corresponding modules.

ACCOMMODATIONS POLICY

The University is committed to providing reasonable accommodations and auxiliary services to students, staff, faculty, job applicants, applicants for admissions, and other beneficiaries of University programs, services and activities with documented disabilities in order to provide them with equal opportunities to participate in programs, services, and activities in compliance with sections 503 and 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act (ADA) of 1990 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations will be made unless it is determined that doing so would cause undue hardship on the

University. Students requesting an accommodation based on a disability must register with the ⁵**UTEP Center for** ⁶

⁴<https://www.utep.edu/student-affairs/registrar/students/registration.html>

Accommodations and Support Services^{7 8}(CASS). Please note that the Center for Accommodations and Support Services (CASS) is using a new Software System called AIM (CASS Portal). This portal provides you with access to letters of notification and the ability to fill out your CASS Alternative Testing Agreement form. Please contact CASS at cass@utep.edu or by phone at (915)747-5148 for additional information.

New Student Pregnancy and Parenting Nondiscrimination Policy:

- The University will offer reasonable accommodations to pregnant students, in accordance with state and federal law. Accommodations may include but are not limited to excused absences, additional assignment time, and safe distance from hazardous activities. Rather than granting accommodations directly, **faculty should direct students to the Center for Accommodations and Support Services (CASS) at cass@utep.edu⁹ (915) 747-5148 to request accommodations.**
- Leave of Absence: Pregnant or parenting students can take a leave of absence, as defined in the policy, for a reasonable duration, and students may return without needing to reapply for admission if in good academic standing at the time of leave.
- Additional Services: Parenting students have access to early course registration along with a Parenting Student Liaison who provides information on support services. UTEP's Parenting Student Liaison is Cynthia Aguilar, Associate Vice President and Dean of Students (caguilar23@utep.edu¹⁰).

Any student who participates in any act of academic dishonesty may incur the full disciplinary sanctions of the UTEP's academic dishonesty policy (below).

SCHOLASTIC INTEGRITY

Academic dishonesty is prohibited and is considered a violation of the UTEP Handbook of Operating Procedures. It includes, but is not limited to, cheating, plagiarism, and collusion. Cheating may involve copying from or providing information to another student, possessing unauthorized materials during a test, or falsifying research data on laboratory reports. Plagiarism occurs when someone intentionally or knowingly represents the words or ideas of another as ones' own. Collusion involves collaborating with another person to commit any academically dishonest act. Any act of academic dishonesty attempted by a UTEP student is unacceptable and will not be tolerated. All suspected violations of academic integrity

⁵<https://www.utep.edu/student-affairs/cass/ada-policies/accommodations-for-individuals-with-disabilities%20.html>

⁶<https://www.utep.edu/student-affairs/cass/ada-policies/accommodations-for-individuals-with-disabilities%20.html>

⁷<https://www.utep.edu/student-affairs/cass/ada-policies/accommodations-for-individuals-with-disabilities%20.html>

⁸<https://www.utep.edu/student-affairs/cass/ada-policies/accommodations-for-individuals-with-disabilities%20.html>

⁹<mailto:cass@utep.edu>

¹⁰<mailto:caguilar23@utep.edu>

at The University of Texas at El Paso must be reported to the **Office of Student Conduct and Conflict Resolution (OSCCR)** for possible disciplinary action. To learn more, please visit **HOOP: Student Conduct and Discipline**.¹¹

NETIQUETTE

As we know, sometimes communication online can be challenging. It's possible to miscommunicate what we mean or to misunderstand what our classmates mean given the lack of body language and immediate feedback. Therefore, please keep these netiquette (network etiquette) guidelines in mind. Failure to observe them may result in disciplinary action.

- o Always consider the audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- o Respect and courtesy must be always provided to classmates and to the instructor. No harassment or inappropriate postings will be tolerated.

- When reacting to someone else's message, address the ideas, not the person. Post only what anyone would comfortably state in a face-to-face situation.
- Blackboard is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted on in these online spaces is intended for classmates and professor only. Please do not copy documents and paste them to a publicly accessible website, blog, or other space.

It is important to provide information that discusses the use of proper online etiquette, also known as "netiquette." Here is an article that explores this idea a little more in-depth: **10 Rules of Netiquette for Students**¹²

Use of AI Technologies

WHAT IS ARTIFICIAL INTELLIGENCE (AI) TECHNOLOGY?

Artificial Intelligence (AI) technology refers to the development and implementation of computational systems that possess the ability to perform tasks that typically require human intelligence. Ideally, these tasks enable individuals to engage in a wide range of activities including learning, reasoning, problem-solving, perception, language understanding, and decision-making. Within educational contexts, understanding what AI tools exist to support these activities and developing individuals' AI literacy (their ability to comprehend, critically evaluate, and apply AI output) is of essential importance.

EXAMPLES OF AI TOOLS IN HIGHER EDUCATION

Generative AI Tools

Generative AI refers to a class of AI models and systems that has the ability to generate new content, data, or outputs that resemble and, in some cases, are indistinguishable from human-created content. These systems are designed to identify patterns and structures from existing data and then use that knowledge to create novel outputs.

¹¹<https://admin.utep.edu/LinkClick.aspx?link=HOOP-Section+II.pdf&tabid=30181&mid=63285>

¹²<https://www.utep.edu/extendeduniversity/utepconnect/blog/october-2017/10-rules-of-netiquette-for-students.html>

USING AI IN YOUR CLASS

Some AI technologies or automated tools, particularly generative AI such as ChatGPT or Grammarly, can be beneficial for some class activities, and your instructor will inform you when it is applicable and permitted in this class and guide you as to its use. However, keep in mind that AI-generated ideas are not your own and may hinder your ability to think critically and creatively about a problem. Furthermore, inappropriate use of AI can hinder your English language development, an important objective of this course.

Use of AI technologies or automated tools, particularly generative AI such as ChatGPT or DALL-E, is only allowed with approval from the instructor BEFORE being used. Without permission, you will be expected to think creatively and critically to complete assignments without assistance from these tools.

If you use any information or materials created by AI technology with the permission of your instructor, you must properly cite and give full credit to the program used upon submission of every relevant assignment. For example, text generated using ChatGPT must be cited:

Chat-GPT(version). Date of query (year/month/day). "Text of your query." Generated using OpenAI.
<https://chat.openai.com/>

Consider how this will affect your credibility as a writer and scholar before doing so. Any direct use of AI generated materials submitted as your own work will be treated as plagiarism and reported to the Office of Student Conduct and Conflict Resolution (OSCCR).

STUDENT RESOURCES

UTEP provides a variety of student services and support. Familiarize yourself with the bookmarks on the right-hand side of the Blackboard student portal (visible before entering a course) as well as the resources below.

Technology Resources

- **Help Desk:**¹³ Students experiencing technological challenges (email, Blackboard, software, etc.) can submit a ticket to the UTEP Helpdesk for assistance. Contact the Helpdesk via phone, email, chat, website, or in person if on campus.

Academic Resources

- **UTEP Library:**¹⁴ Access a wide range of resources including online, full-text access to thousands of journals and eBooks plus reference service and librarian assistance for enrolled students.
- **University Writing Center (UWC):**¹⁵ Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- **Math Tutoring Center (MaRCS):**¹⁶ Ask a tutor for help and explore other available math resources.

¹³<https://www.utep.edu/irp/technologysupport/>

¹⁴<http://libraryweb.utep.edu/>

¹⁵<http://uwc.utep.edu/>

¹⁶<https://www.utep.edu/science/math/marcs/>

- **History Tutoring Center (HTC):**¹⁷ Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- **RefWorks:**¹⁸ A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Individual Resources

- **Military Student Success Center:**¹⁹ Assists personnel in any branch of service to reach their educational goals.
- **Center for Accommodations and Support Services:**²⁰ Assists students with ADA-related accommodations for coursework, housing, and internships.
- **Counseling and Psychological Services:**²¹ Provides a variety of counseling services including individual, couples, and group sessions as well as career and disability assessments.

¹⁷<https://www.utep.edu/liberalarts/history/resources/student-resource/history-tutoring-center.html>

¹⁸<http://www.refworks.com/refworks2/?groupcode=RWUTEIPaso>

¹⁹<https://www.utep.edu/student-affairs/mssc/>

²⁰<https://www.utep.edu/student-affairs/cass/>

²¹<https://www.utep.edu/student-affairs/counsel/>