

TRAN 3359 – CRN 10582
TRAN 5359 – CRN 14686

Introduction to Translation
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Fall 2023

Online Office Hours: Tuesday 4:00 – 5:00
and by appointment
via BB Collaborate/Zoom arranging 24 hours in advance
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**BILINGUAL
PROFESSIONAL
WRITING
CERTIFICATE**

COURSE DESCRIPTION AND CONTENT:

TRAN 3359 is a required 3-credit course for the Minor in Translation and Interpretation Program which is usually suggested to be taken as the first class and with no other translation courses, if possible. This course introduces to the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic writing, team work and practice. Spanish and English translation and writing only. Prerequisites: SPAN 2302 or SPAN 2304 or department placement and ENGL 1312 or ESOL 1312. Prerequisites should have been completed within the past five years, and with a recommended minimum grade of "B."

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

1. Translate and write ethically and responsibly both in Spanish and in English, in print and online, as well as in non-academic professional settings.
2. Identify the main linguistic contrasts between English and Spanish, and translate and write basic texts with a minimum of errors.
3. Describe translation as a career and the steps they need to take to pursue a career in translation.
4. Explain professional development resources in translation/interpretation.
5. Learn and follow the principles of ethics and values in the translation/interpretation and writing fields.
6. Understand and explain the basic translation concepts and methods, including their use in different settings and apply methodological tools in translation.
7. Analyze basic translation problems in a variety of texts and create solutions taking into account their linguistic, cultural, and pragmatic contexts.

TEXTBOOKS AND MATERIALS: No textbook required. Weekly readings will be provided for the first part of the semester as well as online sources for the second part. Three dictionaries recommended: Spanish/English dictionary such as Oxford or Harper Collins, Spanish Dictionary such as Larousse, and English Thesaurus such as Merriam-Webster.

TECHNOLOGY REQUIREMENTS:

Course content is delivered F2F or via the Internet through the Blackboard learning management system, as required. 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 a 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](#) and follow the instructions.

IMPORTANT: If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) 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!

IN PERSON AND BLACKBOARD ZOOM SESSIONS

This class requires that you participate in in Person or Blackboard/Zoom scheduled sessions, if required. The purpose of these sessions is for you to view live demonstrations of the course material and/or to participate in small discussion groups with your classmates. These sessions will be held every Wednesday from **4:30-7:20 from August 30 to December 6, 2023.**

When required, students are expected to participate in online sessions with a webcam and microphone. Online sessions may be recorded by the instructor and provided so they can be reviewed by classmates later

If you are unable to attend a session, please let me know as soon as possible so that accommodations can be made when appropriate.

COURSE COMMUNICATION

Because this is a F2F class, we will see each other in the ways we are accustomed to: during class time, small group meetings and office hours. In addition, we can also keep the communication channels open at:

- **Office Hours:** We can meet F2F on campus for your questions and comments about the course. My office hours will also can be held on Blackboard Zoom during the following times:
Tuesday: 4-5 p.m. Mountain Time or by appointment
- **BB Mail:** BB mail 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, and your university identification number.

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 in UTEP home page. UTEP Instructional Support Services and Helpdesk are available to provide instruction and information on how to navigate and use BB. **Google Drive (Suggested):** Google Drive may be used for team assignments.

- **Learning Modules.** This course will be managed into weekly modules, which will include readings, description of discussions and assignments, and due dates.
- **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 in 15 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 of your individual and team performance. You will be required to participate in individual and team discussion boards on blackboard from the very beginning to the end of the course. (Minimum word count of 150) and at least two (2) responses to your peers (minimum word count of 50). These cannot be made up. 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:

1000-900 = A 899-800 = B 799-700 = C 699-600 = D 599 and Below = F

- 150 points: Assignments/First Draft Translation – 10 points each
- 150 Points: Assignments/Reading Summaries/Glossaries– 10 points each
- 80 Points: Discussions/Team Assignments- 5 points each
- 30 Points: Assignments/PP Presentations – 10 points each

- 10 points: Attendance and Participation-
- 30 points: Quizzes – 5 or 10 points each
- 500 Points: Midterm and Final – 250 points each
- 50 Points: Journal

ATTENDANCE AND PARTICIPATION

Attendance in the course is determined by participation in the learning activities of the course. 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. I will keep a record of your online attendance from **August 30 to December 6, 2023**.

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 scheduled Blackboard/Zoom sessions
- 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 student's comments. In addition, students should make four online presentations and submit their projects in a journal.

Tardy attendance is a problem for various reasons; please try to be on time. More than ten minutes late will normally count as 1/3 absence. Let me know if you have a problem with your Internet connection.

EXCUSED ABSENCES AND/OR COURSE DROP POLICY

According to UTEP Curriculum and Classroom Policies, “When, in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor may drop the student from the class with a grade of “W” before the course drop deadline and with a grade of “F” after the course drop deadline.” See academic regulations in the UTEP Undergraduate Catalog for a list of excuse absences. Therefore, if I find that, due to non-performance in the course, you are at risk of failing, I will drop you from the course. I will provide 24 hours advance notice via email.

OR

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](#) to initiate the drop process. If you do not, you are at risk of receiving an "F" for the course.

MIDTERM AND FINAL EXAMS: Two exams will be given. Exams will cover all material studied in class as well as every assignment. The midterm will have the traditional exam format (questions-answers), while the final will be a translation exam (a test translation.)

STUDENTS WITH DISABILITIES: If you have a disability or think you may have one, please contact student services for evaluation and talk to your instructor concerning possible accommodations. For more information, please access the Center for Accommodation and Support Services website: <http://sa.utep.edu/cass/>.

Cell Phones, PDAs and Electronic Devices: During online class and tests, cell phones and other electronic devices will not be allowed and kept away from the student's immediate view. Students who violate this rule may not be allowed to complete the exam, thus incurring a failing grade for the course. 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 person's as ones' own. And, 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. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Learn more here: [HOOP: Student Conduct and Discipline](#)

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.

- Always consider audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- Respect and courtesy must be provided to classmates and to the instructor at all times. 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](#)

COVID-19 PRECAUTIONS

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID-19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at screening.utep.edu. If you know of anyone who should report any of these three criteria, you should encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you attend campus—for any reason—you must complete the questions on the UTEP screening website (screening.utep.edu) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to class when feeling ill or exhibiting any of the known COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, and alternative instruction will be provided. Students are advised to minimize the number of encounters with others to avoid infection.

Wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times in this class. If you choose not to wear a face covering, you may not enter the classroom. If you remove your face covering, you will be asked to put it on or leave the classroom. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines will be dismissed from the class and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

COVID-19 ACCOMMODATIONS

Students are not permitted on campus when they have a positive COVID-19 test, exposure or symptoms. If you are not permitted on campus, you should contact me as soon as possible so we can arrange necessary and appropriate accommodations.

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 into a course) as well as the resources below.

Technology Resources

- [Help Desk](#): 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](#): 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 \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
- [Math Tutoring Center \(MaRCS\)](#): Ask a tutor for help and explore other available math resources.
- [History Tutoring Center \(HTC\)](#): Receive assistance with writing history papers, get help from a tutor and explore other history resources.
- [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.

Strategies for success:

- [Know where you are going](#). Read the syllabus and be familiar with class requirements and instructor expectations.
- [Seek help](#). Research shows that students who ask for help do better. Don't be shy about contacting the instructor, other classmates, or work in groups.
- [Hang on](#). Translation is an art which takes time and consistent, focused effort. Take your time and you'll learn what you need.