

TRAN 3359 – CRN 11403  
Introduction to Translation  
Victoria A. García, M.A.

Fall 2018  
W 4:30-7:20 p.m. -Liberal Arts Building 207

Office Hours: Tuesday 4:00 – 5:00 and by appointment  
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BILINGUAL  
PROFESSIONAL  
WRITING  
CERTIFICATE

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**Course Description and Content:** Introduction 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."

**Textbooks and Materials:** No textbook required. Weekly readings will be provided for the first part of the semester. 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.

**Learning Objectives:**

1. Translate and write ethically and responsibly both in Spanish and in English, both in print and online, 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.

**Assessment:** Students will be evaluated based on four components. Grades will be computed according to the following formula:

Exams and in-class translations	=	50%
Homework	=	30%
Class Presentation/Journal	=	10%
Attendance and participation	=	10%

Grade scale: 90-100% A / 80-89% B / 70-79% C / 60-69% D / 59%-0% F

**Participation:** Students will work individually and in groups during class. Your participation in class is valuable and will be an active learning experience.

**Blackboard:** You will have access to BB the first week of classes and you must check the site every day to access readings and announcements, submit assignments, check grades, post comments and respond to other student's comments.

**In-Class and H.W. Assignments:** Students will have to complete readings, homework exercises, and translation projects in class, which will be submitted through the website.

Homework will be collected, graded and returned on 20 or more occasions during the semester, and of these, 18 will count. No late assignments are accepted.

In addition, students should make one presentation before the Midterm and submit a journal before the Final Exam.

**Attendance:** Attendance is very important, because you must be present and an active participant in order to learn from your classmates and instructor, and to share your opinions and knowledge with other members of the group. I will keep a record of attendance from August 29, 2018 to December 5, 2018.

Tardy arrivals are a problem for various reasons; please arrive on time. Arriving more than ten minutes late will normally count as 1/3 absence. Let me know if you have a problem with prompt arrival.

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

**Emails:** Please include your class number (TRAN 3359) in the subject line, so I know that the email is not spam. Follow this by the topic of the email (for example: grammar question). Emails without proper identification in the subject line will be deleted. Within the email, please do include your full name, so I can figure out who you are. I will attempt to answer your emails as soon as possible, but please give me 48 hours to reply (Monday through Friday only; no emails on holidays and weekends.)

### **Accommodations for Individuals with Disabilities 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.

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 in Class:** ALL cell phones must be turned off while students are in class. All other electronic devices should be turned off and stowed unless instructor specifically permits the devices. During tests and exam periods, all cell phones and other electronic devices must be turned off and kept in a secure location away from the student's immediate view. Students who violate this rule may be asked to leave the exam room, and may not be allowed to complete the exam, thus incurring a failing grade for the course. Students may also be liable for additional disciplinary sanctions under this policy.

Any student who participates in any act of academic dishonesty may incur the full disciplinary sanctions of the UTEP's academic honesty policy (below). This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging exam questions or answers, emailing information about makeup exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty.

### **Drop Policy**

Make sure that you check with your departmental director(s) to determine what typical policy is for your discipline. You can also consult the school catalog for information pertaining to University Drop Policies: [2017-2018 Catalogue](#)

### **Netiquette**

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](#)

### **Plagiarism and the Office of Student Conduct and Conflict Resolution**

According to the University of Texas at El Paso's Handbook of Operating Procedures (1.2.2.1) , Scholastic Dishonesty is defined as:

"Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts."

All suspected violations of academic integrity at The University of Texas at El Paso must be reported to the [Office of Student Conduct and Conflict Resolution \(OSCCR\)](#). Please note that the student should be permitted to complete all assignments, sit for tests, and attend classes until the matter has been fully resolved. If the matter is unresolved when final course grades are due, you should record an “Incomplete” for the accused student’s grade.

### **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](#)

### **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.

- [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.
  - [RefWorks](#): A bibliographic citation tool; check out the RefWorks tutorial and Fact Sheet and Quick-Start Guide.
  - [University Writing Center \(UWC\)](#): Submit papers here for assistance with writing style and formatting, ask a tutor for help and explore other writing resources.
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- [UTEP Tech Support Helpdesk](#)

**Weekly Calendar (Subject to Change)**

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<b>MODULE</b>	<b>OBJECTIVES</b>	<b>ACTIVITIES</b>	<b>ASSESSMENTS</b>	<b>INTERACTIONS</b>	<b>OUTCOMES</b>	<b>COMPLETION TIME</b>
<b>Week 1</b>	Individual and Group Introduction	Discussion Board, Assignment, Team Work, Video	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student language proficiency	1 hour
<b>Week 2</b>	Introduce student to the history and fields of translation and interpretation	Bilingualism and Translation Reading Form and Meaning Individual exercise Team exercise Homework 1 E-S translation 1 S-E translation Reading: <a href="http://en.wikipedia.org/wiki/Translation">http://en.wikipedia.org/wiki/Translation</a>	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student understanding of difference between translation and interpretation	3 hours
<b>Week 3</b>	Emerge student into the Translation Studies and the Profession	Reading, Discussion Board, Assignment, Team Work, Video	Individual quiz, team quiz PP Presentation	Webmail, BB, Help Board,	Evaluate student knowledge on the translation profession	3 hours
<b>Week 4</b>	Provide student explanation on Equivalence in texts	Reading, Discussion Board, Assignment, Team Work, material	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student learning on equivalence	3 hours

<b>Week 5</b>	Provide student knowledge about Translation approaches and methods	Reading, Discussion Board, Assignment, Team Work, material	Individual quiz, team quiz PP Presentation	Webmail, BB, Help Board,	Evaluate student knowledge on translation approaches and methodology	3 hours
<b>Week 6</b>	Provide student translation tools and resources	Reading, Discussion Board, Assignment Monolingual and bilingual grammar resources	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student proficiency on translation tools and resources	3 hours
<b>Week 7</b>	Provide student knowledge about Text typology	Reading, Discussion Board, Assignment, Team Work,	Individual quiz, team quiz PP Presentation	Webmail, BB, Help Board,	Evaluate student Knowledge on Text types, styles, genre, etc.	3 hours
<b>Week 8</b>	Provide student knowledge on Consumer-oriented texts (part 1)	Reading, Discussion Board, Assignment, Team Work,	Individual quiz, team work	Webmail, BB, Help Board,	Evaluate student immersion into business translation	3 hours
<b>Week 9</b>	Midterm exam					3 hours
<b>Week 10</b>	Provide student practice on Consumer-oriented texts (part 2)	Discussion Board, Assignment, Team Work,	Individual quiz, team work PP Presentation	Webmail, BB, Help Board,	Evaluate student translation proficiency on business texts	3 hours
<b>Week 11</b>	Provide student knowledge on Legal texts (part 1)	Reading, Discussion Board, Assignment, Team Work,	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student immersion into Legal translation	3 hours

<b>Week 12</b>	Provide student practice on Legal and administrative texts (part 2)	Discussion Board, Assignment, Team Work,	Individual quiz, team quiz PP Presentation	Webmail, BB, Help Board,	Evaluate student translation proficiency on Legal texts	3 hours
<b>Week 13</b>	Provide student knowledge on Medical texts (part 1)	Reading, Discussion Board, Assignment, Team Work,	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student immersion into Medical texts	3 hours
<b>Week 14</b>	Provide student practice on Medical texts (part 2)	Discussion Board, Assignment, Team Work,	Individual quiz, team quiz	Webmail, BB, Help Board,	Evaluate student translation Proficiency On Medical texts	3 hours
<b>Week 15</b>	Provide student knowledge and practice on Literary Translation/Intro to Interpretation	Reading, Discussion Board, Assignment, Team Work,	Individual quiz, team quiz PP Presentation	Webmail, BB, Help Board,	Evaluate student Immersion/ translation of literary texts	3 hours
	Final					3 hours

### Strategies for success:

- Know where you are going. Read the syllabus and calendar and be familiar with class requirements, assignments, 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.



