

TRAN 3359/5359 – CRN 29464  
Introduction to Translation  
Victoria A. García, M.A.  
Wednesday 4:30-7:20  
PSCI 222A

Spring 2020

Office Hours: Tuesday 3:00 – 4:00  
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BILINGUAL  
PROFESSIONAL  
WRITING  
CERTIFICATE

**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."

**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.

8. Collaborate with community nonprofit organizations and institutions to establish beneficial and reciprocal partnerships by developing a Senior Project focused on ethical translation and professional writing of workforce documents and texts.

This course will utilize online resources, therefore a reliable internet network will be needed for continuous access. Proficiency in Computer and Internet Use are also required. UTEP Instructional Support Services and Helpdesk are available to provide instruction and information on web technology.

**Blackboard:** This course will be managed through Blackboard and 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.

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

**Discussion Posts (DP).** This is an essential component since there is a direct relationship between what you are learning in this course and your 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. **Due dates:** Discussion Posts must be completed before their deadlines unless prior arrangement is made.

**Assignments.** You will also have a collection of BB Assignments (readings, homework exercises and team translation projects) to be completed throughout the weeks which will work to build toward the overall course goals. These cannot be made up. **Due dates:** Assignments must be completed before their deadlines unless prior arrangement is made.

**Announcements.** Weekly regular and urgent announcements will be posted through this section.

**Mail.** All course-related correspondence will be submitted via BB e mail only.

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

Exams/Quizzes	=	50%
Assignments/Readings	=	20%
Presentations/Journal	=	10%
Attendance and Participation	=	20%

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

Homework will be submitted, 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.

**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.

**Attendance:** Attendance is very important in this course because you must be present as 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 your attendance by completing the discussions and assignments posts from January 22, 2020 to May 13, 2020.

**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.)

**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 tests and exams, 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. 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 dishonesty 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.

### **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](#)

### **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](#)

### **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: [2018-2019 Catalogue](#)

### **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.
- UTEP Tech Support Helpdesk

### **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.