

TRAN 4390 – CRN 23439
Senior Project
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Spring 2023

**Office Hours: Tuesday 3:00 – 4:00
and by appointment
F2F/BB Teams arranging 24 hours in advance
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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 Spanish into English translation project (12 pages or 6,000 words each)
2. One English into Spanish translation project (12 pages or 6,000 words each)

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.

6. Revise and edit translation projects both in-group and individually.
7. 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 F2F and through 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](#) 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 you to participate in Person and Blackboard/Zoom sessions. 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 F2F or online sessions will be held every Monday from **4:30-7:00 from January 23 to May 8, 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 accommodation 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 also meet F2F or through Blackboard Teams during the following times:
Tuesday: 3:00-4:00 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 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. **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 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:

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

- 100 points: Assignments/First Draft– 25 Points each
- 100 Points: Assignments/Second Draft- 25 points each
- 100 Points: Discussions/Peer-Revisions – 25 points each
- 200 Points: PP Presentations – Midterm and Final – 100 points each
- 100 Points: Class Attendance, Participation and Collaboration
- 100 Points: Resume and Job Options- 50 points each
- **300 Points: Third Draft/Final Projects - 150 points each**

ATTENDANCE AND PARTICIPATION

Attendance on the course is determined 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. I will keep a record of your online attendance from **4:30-7:00 from January 23 to May 8, 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 students’ comments. In addition, students should make four presentations and one public presentation, and submit their projects as a Final Exam.

Tardy connections are 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-hour 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: Midterm includes a PP presentation on the First Text, as well as the Final Draft for the First Text. Final Exam includes a PP Presentation on the Final Project and the Senior Project (two texts).

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 [UTEP Center for Accommodations and Support Services](#) (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.

CELL PHONES, PDAS AND ELECTRONIC DEVICES: During class and tests, cell phones and other electronic devices will not be allowed and kept away from the student's immediate view, unless these are required. 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 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 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](#).

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 the audience. This is a college-level course; therefore, all communication should reflect polite consideration of other's ideas.
- 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](#)

COVID-19 PRECAUTIONS

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you are feeling unwell, please let me know as soon as possible, so that we can work on appropriate accommodation. If you have tested positive for COVID-19, you are encouraged to report your results to covidaction@utep.edu, so that the Dean of Students Office can provide you with support and help with communication with your professors. The Student Health Center is equipped to provide COVID 19 testing.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear facemasks when indoors in groups of people. The best way that Miners can take care of Miners is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area, and will be available at no charge on campus during the first week of classes. For more information about the current rates, testing, and vaccinations, please visit epstrong.org

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](#): 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.

Individual Resources

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