

TRAN 4389 – Consecutive Interpreting and Notetaking
CRN 28378 **SYLLABUS** **SPRING 2019**

Instructor: Valeria B. Delmar, CHI, CT Class Meets: M & W 12:00 – 1:20 at CB# C301
Office Hours: LART 123 on Wednesdays 1:30 pm - 2:30 pm
Email Address: ***Preferred: BB's Course Messages*** (last recourse: vbarraza2@utep.edu)

Please be advised that the following syllabus is a preliminary description of the course. The schedule of activities and the activities themselves may be modified according to circumstances as they develop during the semester.

COURSE DESCRIPTION

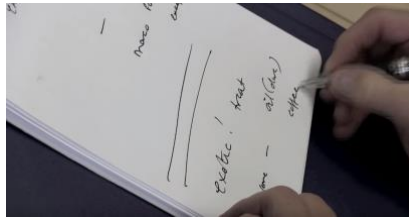
This course introduces the underlying theory and practice of interpretation in the consecutive mode across multiple industries. It offers an overview of the fundamental requirements, techniques and core skills, with an emphasis on effective notetaking development.

LEARNING OUTCOMES

- **Use and explore memory/retention, paraphrasing, and similar exercises** to aid in the preliminary development of a successful consecutive interpretation technique
- **Develop notetaking symbols and techniques** specific to multiple industries covered and student's personal styles
- Empower students to **adequately self- and peer-review** for most efficient consecutive interpreting skill improvement
- Gain **exposure to consecutive interpretation scenarios** typically found in various industry settings such as **community, medical, legal, and liaison** work sites
- Understand the **role of the interpreter and ethical considerations** in the various settings described above

TEXTS AND MATERIALS REQUIRED

- Texts will be assigned and made available by the instructor. Generally, practice scenarios will be provided digitally via Blackboard or in print.
- Steno note pads (with spiral binding on top)
- Digital Recorder (may use Smart Phone in lieu of)
- Headphones
- Laptop
- Reference materials: You may bring your preferred dictionaries and reference materials to class. The following online sources are *recommended*:
 - GENERAL ENGLISH – <https://www.merriam-webster.com>
 - GENERAL SPANISH – <http://www.rae.es>;
<http://www.rae.es/recursos/diccionarios/dpd>



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COURSE ASSIGNMENTS AND GRADING

- **30% Attendance and Participation in Discussion Posts (DP).**
 - **Physical Attendance.** This is an essential component, as there is a direct relationship between what you learn during class and your best performance. Consequently, each student is allowed only (1) one unexcused absence. Warning: With two or more absences, the student may be dropped with a “W,” or “F.” If you come to class 15 minutes after class begins or leave early, you will get half an absence. Exceptions: Hospitalization, Jury Duty, Death of a direct relative (brother, sister, father, mother, grandparent, child). Students must bring proof of these events to get an exception.
 - **Participation in Discussion Posts through Blackboard (BB).** For this course, you will be required to participate in discussion boards on Blackboard – both an initial post (minimum word count of 150) and at least two (2) responses to your peers (minimum word count of 50). These cannot be made up.
- **40% Special Assignments.** You will also have a collection of smaller assignments throughout the weeks that will work to build toward the overall course goals. These cannot be made up.
- **10% Midterm Exam.** Using notes, students will consecutively interpret a short, multiple-speaker scenario into their A language. There are no make-ups.
- **20% Final Exam.** Using notes, students will consecutively interpret both a short, multiple-speaker scenario and a longer, single-speaker speech into their A language. There are no make-ups.

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

COURSE/INSTRUCTOR POLICIES:

ATTENDANCE AND PARTICIPATION

Attendance is mandatory and active participation online is required. Please see grading breakdown for repercussions.

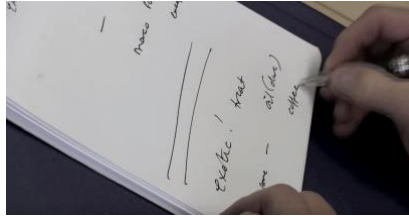
LATE AND INCOMPLETE WORK

No late assignments will be accepted and grade of zero will be warranted in such cases.

This is strictly enforced to both be fair to students who do turn in their assignments on time and to further teach the importance of meeting professional deadlines in an interpreting environment.

ACADEMIC HONESTY & COPYRIGHT AND FAIR USE

- Students are expected to adhere to and comply with standards of academic honesty. **Academic dishonesty will not be tolerated.** All cases are reported to the Dean of Students for administrative and/or academic sanctions, which may include expulsion. All work submitted must be original (created by each student for the class) and any information from external sources must be properly cited. Work from other courses may not be submitted for grade. Forms of academic dishonesty include (but are not limited to): **collusion**—lending your work to another person to submit as his or her own; **fabrication**—deliberately creating false information on a works cited page, and **plagiarism**—the presentation of another person’s work as your own (e.g., copying parts of or whole papers off the Internet, to include Google translate and similar machine translation).



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- Any type of cheating or plagiarism constitutes a violation to university policies and to the code of conduct to which all students must adhere. Violations are reported to the Dean of Students. See the website at <http://academics.utep.edu/Default.aspx?tabid=65927> for more information.
- As in any course, each student MUST do his/her own work. However, this does not rule out getting assistance or guidance from the class instructor or university tutors. It is important to differentiate between this type of help and non-acceptable types. Some examples of “help” that is NOT acceptable include copying papers or parts of papers, copying on tests, using “cheat sheets,” having someone else do one’s work, letting someone else change parts of one’s work, or using texts from a published source (magazine, book, or newspaper) without proper citation.
- The University of Texas at El Paso requires all members of its community to follow copyright and fair use requirements. Students are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend students nor assume any responsibility for student violations of fair use laws. Violations of copyright laws could subject students to federal and state civil penalties and criminal liability, as well as disciplinary action under university policies.

ADA - STUDENTS WITH DISABILITIES

The *Americans with Disabilities Act* requires that reasonable accommodations be provided for students with physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. When students suspect they have a disability and need an accommodation, they should contact the Center for Accommodations and Support Services (CASS) at

Phone:(915) 747-5148
Union Building East Room 106
cass@utep.edu

Students are responsible for presenting the instructor any CASS accommodation letters and instructions.

COURSE CALENDAR

The Course Calendar is provided separately. Please do consult it regularly to keep abreast of weekly topics to be covered, objectives, and, most importantly, your deliverables.