

LING6803: Translation as a Profession

Callaghan

Semester 1 - 2024



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

The School of Humanities, Creative Industries and Social Sciences is committed to providing an inclusive environment in which all cultures are accorded respect and all students and staff are expected to act with honesty, fairness, trustworthiness and accountability in dealings with others. The School recognises and respects the unique histories and cultures of Aboriginal and Torres Strait Islander peoples, their unbroken relationship with the lands and the waters of Australia over millennia, and the validity of Aboriginal ways of knowing. We are dedicated to reconciliation and to offering opportunities for Aboriginal and Torres Strait Islander peoples to access and succeed in higher education.

OVERVIEW

Course Description	In this course students will actively learn about and practice skills involved in the day to day life of a translator in direct contact with professionals. These skills include monitoring and maintaining proficiency in languages, financial management, interacting with (potential) clients, and participating in the worldwide community of translators. Students will interact with translation organisations, fellow translators, and potential clients from whom they will learn about the practices and the expectations of translators.
Academic Progress Requirements	Nil
Contact Hours	Callaghan Lecture Face to Face On Campus 2 hour(s) per week(s) for 12 week(s) Online Activity Online 2 hour(s) per week(s) for 12 week(s)
Unit Weighting	10
Workload	Students are required to spend on average 120-140 hours of effort (contact and non-contact) including assessments per 10 unit course.

COURSE OUTLINE

CONTACTS

Course Coordinator	Callaghan A/Pr Kiwako Ito Kiwako.Ito@newcastle.edu.au (02) 4921 6109 Consultation: appointment via email
Teaching Staff	Other teaching staff will be advised on the course Canvas site.
School Office	School of Humanities Creative Industries and Social Sciences Social Sciences Building Callaghan HCISS@newcastle.edu.au +61 4985 4500

SYLLABUS

Course Content	Topics to be covered include the following: <ul style="list-style-type: none">• different types of Australian and global certification;• developing, improving, and maintaining knowledge of relevant languages;• attracting clients and maintaining relationships with them;• financial management of a translation business (free-lance or otherwise);• translators' organisations, conferences, and further education.
Course Learning Outcomes	On successful completion of this course, students will be able to: <ol style="list-style-type: none">1. Appraise their current language skills and develop strategies for maintaining/improving them;2. Identify the financial skills required to work as a self-employed translator;3. Develop a plan for running a translating business;4. Anticipate the needs of current and future clients;5. Participate in the community of translators.
Course Materials	Necessary materials will be posted on the Canvas course website.

SCHEDULE

Week	Week Begins	Topic	Learning Activity	Assessment Due
1	26 Feb	Overview: What we will be learning from the professional translators	Understanding the structure of the interview/discussion series and interview-prep tasks	Ask questions regarding the Lecture Report & Business Plan forms
2	4 Mar	Talking to professionals: #1	Interview with Speaker 1	Report #1
3	11 Mar	What did we learn from Speaker 1	Discussion on the conversation with Speaker 1	Prep for the interview with Speaker 2
4	18 Mar	Talking to professionals: #2	Interview with Speaker 2	Report #2
5	25 Mar	What did we learn from Speaker 2	Discussion on the conversation with Speaker 2	Prep for the interview with Speaker 3
6	1 Apr	Talking to professionals: #3	Interview with Speaker 3	Report #3
7	8 Apr	What did we learn from Speaker 3	Discussion on the conversation with Speaker 3	Prep for the interview with Speaker 4
Mid-Semester Recess				
Mid-Semester Recess				
8	29 Apr	Talking to professionals: #4	Interview with Speaker 4	Report #4
9	6 May	What did we learn from Speaker 4	Discussion on the conversation with Speaker 4	Prep for the interview with Speaker 5
10	13 May	Talking to professionals: #5	Interview with Speaker 5	Report #5
11	20 May	What did we learn from Speaker 5	Discussion on the conversation with Speaker 5	Prep for the interview with Speaker 6
12	27 May	Talking to professionals: #6	Interview with Speaker 6	Report #6
13	3 Jun	What did we learn from Speaker 6 (NO Face-to-Face CLASS)	Discussion on the conversation with Speaker 5	
Examination Period				Business Plan
Examination Period				

ASSESSMENTS

This course has 4 assessments. Each assessment is described in more detail in the sections below.

	Assessment Name	Due Date	Involvement	Weighting	Learning Outcomes
1	Report	Weeks 3-11 (Fridays 11 March - 24 May 11:59pm)	Individual	20% (10x2%)	1
2	Plan	Week 14 (Friday 14 June 11:59pm)	Individual	25%	2, 3
3	Log	Weeks 3-12 (Fridays 11 March - 31 May 11:59pm)	Individual	25%	4, 5
4	Case Study	Week 13 Friday 11:59pm	Group	30%	1, 4, 5

Late Submissions

The mark for an assessment item submitted after the designated time on the due date, without an approved extension of time, will be reduced by 10% of the possible maximum mark for that assessment item for each day or part day that the assessment item is late. Note: this applies equally to week and weekend days.

Assessment 1 - Report

Assessment Type

Report

Purpose

Identify the fields of translation for which each student wishes to develop further language skills, make plans for language learning and report on the effort for the advancement of professional linguistic skills.

Description

Upload a self-evaluation of language advancement effort for each week for Weeks 3-11

Weighting

20% (10x2%)

Length

2500 words (250 words each)

Due Date	Weeks 3-11 (Fridays 11 March - 24 May 11:59pm)
Submission Method	Online
Assessment Criteria	See Canvas course website
Return Method	Not Returned
Feedback Provided	Online

Assessment 2 - Plan

Assessment Type	Proposal / Plan
Purpose	Students simulate a plan of business as a freelance professional translator. They develop ideas for the startup business models, services, costs, etc.
Description	Submit the business plan form that specifies location, service, rates, operational costs, etc. by Week 14
Weighting	25%
Length	1000 words
Due Date	Week 14 (Friday 14 June 11:59pm)
Submission Method	Online
Assessment Criteria	See Canvas course website
Return Method	Not Returned
Feedback Provided	Online

Assessment 3 - Log

Assessment Type	Log / Workbook
Purpose	Students make concrete plans for different parts of the Business Plan throughout the semester. They will focus on a specific section of the plan each week and gather practical information for constructing a business model.
Description	Students fill out the Weekly Log form for their business plan.
Weighting	25% (10x2.5%)
Length	2500 words (250 words each)
Due Date	Weeks 3-12 (Fridays 11 March - 31 May 11:59pm)
Submission Method	Online
Assessment Criteria	See Canvas course website
Return Method	NA
Feedback Provided	Online

Assessment 4 - Case Study

Assessment Type	Case Study / Problem Based Learning
Purpose	Have direct conversations with professional translators and ask them practical questions regarding their skill development and day-to-day operations. Students will learn how people in various fields applied their language skills to become professional translators.
Description	Students will interview 6 invited professionals from various fields of translation, and submit the summary of what they learned from each speaker. Conversations will be scheduled on the Canvas course website in weeks 3, 5, 7, 9, 11, and 13.
Weighting	30%
Length	800 words
Due Date	Week 13 Friday 11.59pm
Submission Method	Online
Assessment Criteria	Details are provided on the Report form on the Canvas course website
Return Method	Not Returned
Feedback Provided	Online

ADDITIONAL INFORMATION

Grading Scheme

This course is graded as follows:

Range of Marks	Grade	Description
85-100	High Distinction (HD)	Outstanding standard indicating comprehensive knowledge and understanding of the relevant materials; demonstration of an outstanding level of academic achievement; mastery of skills*; and achievement of all assessment objectives.
75-84	Distinction (D)	Excellent standard indicating a very high level of knowledge and understanding of the relevant materials; demonstration of a very high level of academic ability; sound development of skills*; and achievement of all assessment objectives.
65-74	Credit (C)	Good standard indicating a high level of knowledge and understanding of the relevant materials; demonstration of a high level of academic achievement; reasonable development of skills*; and achievement of all learning outcomes.
50-64	Pass (P)	Satisfactory standard indicating an adequate knowledge and understanding of the relevant materials; demonstration of an adequate level of academic achievement; satisfactory development of skills*; and achievement of all learning outcomes.
0-49	Fail (FF)	Failure to satisfactorily achieve learning outcomes. If all compulsory course components are not completed the mark will be zero. A fail grade may also be awarded following disciplinary action.

*Skills are those identified for the purposes of assessment task(s).

Communication Methods

Communication methods used in this course include:

- Canvas Course Site: Students will receive communications via the posting of content or announcements on the Canvas course site.
- Email: Students will receive communications via their student email account.

Course Evaluation

Each year feedback is sought from students and other stakeholders about the courses offered in the University for the purposes of identifying areas of excellence and potential improvement.

Oral Interviews (Vivas)

As part of the evaluation process of any assessment item in this course an oral examination (viva) may be conducted. The purpose of the oral examination is to verify the authorship of the material submitted in response to the assessment task. The oral examination will be conducted in accordance with the principles set out in the [Oral Examination \(viva\) Procedure](#). In cases where the oral examination reveals the assessment item may not be the student's own work the case will be dealt with under the [Student Conduct Rule](#).

Academic Misconduct

All students are required to meet the academic integrity standards of the University. These standards reinforce the importance of integrity and honesty in an academic environment. Academic Integrity policies apply to all students of the University in all modes of study and in all locations. For the Student Academic Integrity Policy, refer to <https://policies.newcastle.edu.au/document/view-current.php?id=35>.

Adverse Circumstances

The University acknowledges the right of students to seek consideration for the impact of allowable adverse circumstances that may affect their performance in assessment item(s). Applications for special consideration due to adverse circumstances will be made using the online Adverse Circumstances system where:

1. the assessment item is a major assessment item; or
2. the assessment item is a minor assessment item and the Course Co-ordinator has specified in the Course Outline that students may apply the online Adverse Circumstances system;

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3. you are requesting a change of placement; or
 4. the course has a compulsory attendance requirement.

Before applying you must refer to the Adverse Circumstance Affecting Assessment Items Procedure available at:

<https://policies.newcastle.edu.au/document/view-current.php?id=236>

Important Policy Information

The Help button in the Canvas Navigation menu contains helpful information for using the Learning Management System. Students should familiarise themselves with the policies and procedures at <https://www.newcastle.edu.au/current-students/respect-at-uni/policies-and-procedures> that support a safe and respectful environment at the University.

This course outline was approved by the Head of School. No alteration of this course outline is permitted without Head of School approval. If a change is approved, students will be notified and an amended course outline will be provided in the same manner as the original.

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