Translation Technologies
TRSP/SPAN 6347
(This document is tentative and subject to change at any time during the semester.)

Class Schedule: This course is 100% online
Hours: Whenever you can
Estimated weekly workload: 7 hours weekly
Room: Blackboard
Instructor: Dr. Nazaret Fresno Cañada
E-mail: nazaret.fresno@utrgv.edu
Phone: (956) 882-7450
Office hours: Fridays from 9:00 AM to 2:00 PM or by email. Please allow 24 hours for e-mail response in the weekdays and 48 hours in the weekends.
Office location: Main 1.528, Brownsville campus

REQUIRED TEXTBOOK

No textbook is needed for this course. The instructor will provide the theoretical contents as well as the texts to be translated.

COURSE DESCRIPTION AND OBJECTIVES

The aim of this course is to provide an overview of the various computer-based technologies used in professional translation, as well as intensive practice with specific software. Trados Studio, the leading CAT tool, will be used as the reference software for the course. Translation activities will include translation project management, computer assisted translation, machine translation, software and website localization, and terminology management. At the end of this course:

1. Students will be familiar with translation management tools
2. Students will learn how to work with computer-assisted translation tools such as translation memories.
3. Students will learn the basics of machine translation.
4. Students will learn the basics of software localization.
5. Students will learn the basics of website localization.
6. Students will learn the basics of terminology management for translation.

In order to take this course, students must have completed TRSP 3342 or TRSP 3343 or TRSP 6342 or TRSP 6343.

**STUDENT LEARNING OUTCOMES**

The above objectives are aligned with the following program’s Student Learning Outcomes:

1. Students will translate specialized texts from English into Spanish and Spanish into English in the areas of legal, commercial, scientific, medical and technical translation at a professional or quasi-professional level.

2. Students will be able to apply the latest field-related technologies to their production of translated texts.

**COURSE SCHEDULE**

This course has 6 biweekly units, which will cover 6 topics. The following list of topics is TENTATIVE and subject to change:

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATE</th>
<th>UNIT</th>
<th>TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td>08/27/2018 – 09/02/2018</td>
<td></td>
<td>Introduction to the Course</td>
</tr>
<tr>
<td>WEEKS 2-3</td>
<td>09/03/2018 – 09/16/2018</td>
<td>Unit 1</td>
<td>Translation Project Management</td>
</tr>
<tr>
<td>WEEKS 4-5</td>
<td>09/17/2018 – 09/30/2018</td>
<td>Unit 2</td>
<td>Computer Assisted Translation</td>
</tr>
<tr>
<td>WEEKS 6-7</td>
<td>10/01/2018 – 10/14/2018</td>
<td>Unit 3</td>
<td>Machine Translation</td>
</tr>
<tr>
<td>WEEKS 8-9</td>
<td>10/15/2018 – 10/28/2018</td>
<td>Unit 4</td>
<td>Software Translation</td>
</tr>
<tr>
<td>WEEKS 9-10</td>
<td>10/29/2018 – 11/11/2018</td>
<td>Unit 5</td>
<td>Website Translation</td>
</tr>
<tr>
<td>WEEKS 11-12</td>
<td>11/12/2018 – 11/25/2018</td>
<td>Unit 6</td>
<td>Terminology Management</td>
</tr>
<tr>
<td>WEEK 13</td>
<td>11/26/2018 – 12/02/2018</td>
<td>Recap</td>
<td></td>
</tr>
<tr>
<td>WEEK 14 (I)</td>
<td>12/03/2018 – 12/06/2018</td>
<td></td>
<td>Personal study</td>
</tr>
<tr>
<td>WEEK 14 (II)</td>
<td>12/07/2018 –</td>
<td></td>
<td>Final exams (Translation Technologies exam date TBA)</td>
</tr>
<tr>
<td>WEEK 15</td>
<td>12/10/2018 – 12/13/2018</td>
<td></td>
<td>Final exams (Translation Technologies exam date TBA)</td>
</tr>
</tbody>
</table>
A detailed calendar showing important dates and the deadlines for all the activities that students must complete in this course can be found under the CALENDARIO tab in Blackboard.

**COURSE OUTLINE AND ASSESSMENT**

For each topic students will have to complete the following activities:

1. **Theory Readings**
   They constitute a theoretical approach to the different topics covered in this course. Students will need to read and understand them in order to complete the translation assignments. Theory readings can be found under the TEORÍA tab in Blackboard.

2. **Participation and Debate**
   These will take the form of online discussion boards, which can be found under the Blackboard tab called FOROS. They are intended as a clearinghouse for doubts, consultation, research, and debate. Three discussion boards will be available for each unit, one for theory, one for practice, and one for technical problems:
   - **Discussion board on theory**: students can use it to express any doubts that they might have after reading the theoretical contents of each unit. This space can also be used to reflect on or discuss particular topics. PARTICIPATION IN THIS DISCUSSION BOARD IS OPTIONAL (students can obtain 100 points even if they do not participate in this discussion board). Students who wish to participate are expected to do so before day 7 of each unit (before Sunday at midnight.)
   - **Discussion board on practice**: it will be aimed at discussing the translation assignment of each unit. PARTICIPATION IN THIS DISCUSSION BOARD IS MANDATORY. Students are expected to participate by day 14 of each unit (before Sunday at midnight.)
   - **Discussion board on technical problems**: it will be aimed at solving any technical issue that might arise in each unit. PARTICIPATION IN THIS DISCUSSION BOARD IS NOT REQUIRED AND WILL NOT BE EVALUATED. Students should use this discussion board only if they have general computing doubts, experience problems with the translation software, or face any kind of technical difficulty that they are unable to solve.
Each student must post, at least, TWO messages per unit as follows:

- At least ONE of message must refer to the translation assignment.
- At least ONE messages must be an original question or comment, which may refer to the theory contents or to the translation assignment.

This means that students are free to distribute their posts as best suits their interests: they can either participate in the theory and in the practice discussion boards, or they can concentrate all their messages in the latter. In any case, doubts and comments are welcome. Posts offering thoughtful discussion based on critical assessment or additional research will be especially valued.

The instructor will moderate, add comments and clarify the doubts posted by students at least twice a week.

BEFORE POSTING, PLEASE MAKE SURE YOU HAVE READ ALL PREVIOUS MESSAGES: DO NOT DUPLICATE THE INFORMATION INNECESSARILY.

Please, write messages IN SPANISH, using complete sentences and proper orthography. If the message is a about doubt or a problem, do not just say "¿Qué significa X?": please, provide what you found out, your options, your possible favorites solution and why you are not happy with what you got so far. When replying to somebody else's doubt, please, also provide supporting information for you options and solutions (Where did you find it? How do you rate its reliability?)

The participation in discussion boards is worth **10%** of the course final grade.

**3. Translation Assignments**

Students will need to complete a translation assignment at the end of each unit. Specific instructions for each assignment will be provided by the instructor. Among other relevant information, those indications will include the objectives of each activity, what the expectations for each assignment will be, and the aspects that will be taken into account when grading each “práctica”. Please read the instructions carefully and ask any doubt that you may have before submitting your assignments. All the assignments are to be done individually. However, students may consult with their classmates, and discussion is encouraged in the discussion boards. Translation assignments can be found under the
PRÁCTICA tab in Blackboard and need to be submitted before Tuesday of the following week (16 days after the beginning of each unit).

**Submittal procedure:**
- Download the assignment
- Name files as follow: YourLastName-YourInitial-NumberOfAssignment.doc (Example, for Adriana Smith, assignment 3: "Smith-A-3.doc").
- Submit the assignment Using Save AssignOption **BEFORE midnight on their due date**

Please, make sure you:
- Use Microsoft Word files or Rich Text Format files.
- Use the Spell Check utility of your word processor.
- Use double spacing.
- Number pages.
- Write your name at the beginning of the assignment.

**KEEP DEADLINES!**

**Non-use of machine translation:** One of the purposes of this course is to help each student develop his or her own translation skills. This means that the translations of necessity must be to be carried out by each student individually. Consequently, students are strictly prohibited from running their source texts through machine translation engines such as Google Translate, Bing Translator, BabelFish, and others. Students who turn in a translation that has been partially or fully translated by a machine are in fact plagiarizing, cheating, and turning in someone or something else’s work (see section on scholastic integrity below). If the professor believes that machine translation was employed in the process of translating a text, the student will automatically receive a zero for that assignment. Disciplinary measures may be initiated in the case of repeated violations.

**Exceptions to this rule prohibiting the use of machine translation will be clearly signaled by the professor, should there be any.**

All assignments are worth **60%** of the course final grade.

**Revisions**

Submitted assignments will be reviewed by the instructor and retuned via the Blackboard messaging tool called DEVOLUCIONES (as Word Documents with comments and insertions
showing the “Track Changes” utility). Students must attentively read these revisions and ask the instructor about any remaining doubt or comment.

REVIEWS ARE DONE IN ORDER TO AVOID SIMILAR PITFALLS IN FURTHER TRANSLATIONS, SO MAKE SURE YOU UNDERSTAND REVISIONS AND IMPLEMENT THEM IN SUBSEQUENT SUBMITTALS.

In addition to the aforementioned activities, at the end of the course students will have to complete the following:

1. **Extra Credit Activities (Optional)**
   Students will have the chance to gain extra credits by completing one or more activities. The instructor will provide information regarding these activities during the course.

   The extra credit activities might increase the final weighted total of the course up to a maximum of 2%.

2. **Final assignment**
   Students will need to work in a final translation assignment covering one or more aspects studied during the course. Instructions will be published in due time under the tab EXAMEN FINAL. Final assignments turned in after the deadline will NOT be considered for grading.

   The final assignment is worth 30% of the course final grade.

**GRADING POLICY**

All the activities in this course will be graded using a score from 0 to 100. The weight of each activity is shown in the following table:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Weight</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debate and participation in discussion boards</td>
<td>10%</td>
<td>For each unit, students must post TWO messages:</td>
</tr>
<tr>
<td></td>
<td></td>
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This course is made of several sections described below. Please, become familiar with each of these sections as some may be regulated by time and date. This means that content in some sections will only appear for the periods set up by your instructor (if you should need access to content no longer visible, please contact your instructor).

**Avisos**
This section of the course provides updates with relevant information that students will need. Announcements may come from your institution or instructor.

**Programa**
This section provides the general requirements, expectations and outcomes for the course. Please review it thoroughly and become familiar with it.

**Calendario**
This section shows a calendar indicating the deadlines for all the activities in the course as well as other important dates.

**Profesorado**
Here you will find a link to your instructor’s Academia website.

**Teoría**
This section contains the theoretical contents of the course organized in six units.

**Foros**
This is where most of your online interactions will occur with both your instructor and fellow students. Check the participation requirements in the course syllabus and visit this section often. Make sure your assignments take into account the discussion covered in this section.

**Prácticas**
This section provides details on your translation assignments. You will find specific instructions to complete the assignment required in each unit, as well as a definition of the objectives, expectations and grading criteria. Also, completed assignments are submitted through this section.

**MAKE UP WORK: late assignments will receive a maximum grade of 80 points (B).**
Absolutely no makeups on the final assignment.

<table>
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<th>Translation assignments</th>
<th>60%</th>
<th>Six translation assignments (one per unit).</th>
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<td>30%</td>
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<td>(2%)</td>
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<td><strong>Total</strong></td>
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**COURSE NAVIGATION**

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| **Materiales** | In this section you will find the texts and files needed to complete the assignments. |
| **Explicaciones técnicas** | This section contains step-by-step instructions on technical aspects that will be needed during the course: how to zip and unzip files or how to access UTRGV’s virtual lab among others. |
| **Devoluciones** | Your instructor will send your revised assignments through “Devoluciones”. |
| **E-mail** | This section allows you to email the instructor and any other participant in your course. |
| **Calificaciones** | This section lets you check your progress in your course. You will be able to check any grades posted by your instructor. |
| **Extra credit** | Instruction to complete the extra credit assignments will be posted in this section. |
| **Examen Final** | The final exam will be posted in this section. |

**TECHNICAL REQUIREMENTS AND COMPUTER LITERACY**

Students will need the following technical requirements to complete this course:

- Reliable internet connection.
- Text processing software, such as MS Word, OpenOffice, LibreOffice or similar applications.
- PDF reader.
- Zipping and unzipping software, such as WinZip, WinRar or 7.zip, might be needed in case your computer does not incorporate these features.
- A multimedia player, such as Windows Media Player, VLC or Quickplay.
- Skype might occasionally be needed.
- **Mac users will need a Windows computer to work in unit 4.**

Students should:

- Possess good knowledge of word processing software, including the spellcheck function.
- Know how to zip and unzip files.

If you require help to install any of the abovementioned software, please contact your instructor during the first week of the course.
SYLLABUS ADDENDA

STUDENTS WITH DISABILITIES:

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

Pregnancy, Pregnancy-related, and Parenting Accommodations

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

Student Accessibility Services:

Brownsville Campus: Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. Edinburg Campus: Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu

MANDATORY COURSE EVALUATION PERIOD:

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account (http://my.utrgv.edu); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades. Online evaluations will be available on or about:

Module 1          October 4 – 10
Module 2          November 29 – December 5
Full Fall Semester  November 15 – December 5

SCHOLASTIC INTEGRITY:

As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; 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. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:

In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student’s time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at www.utrgv.edu/equity, including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination.

COURSE DROPS:

According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect
their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**STUDENT SERVICES:**

Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.

Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)