SYLLABUS
SPAN/TRSP-4349-90L
CAPSTONE PROJECT / MINITHESIS
SPRING 2018
(As of January 16, 2018. Subject to change.)

Room: T&iO - LHSB 2.418
(Brownsville Campus)
Hours: upon individual arrangements.
Contact your assigned instructor of record for additional meeting arrangements

NO WALK-INS: ALWAYS MAKE AN APPOINTMENT FIRST

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Intern coordinator: Dorian Vázquez, MA.
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General Description and Objectives

This course directs students into translation projects and project management. Prerequisites: Senior standing in BA Translation Major.

The aim of this course is to provide students with a variety of practical experiences arising from real translation and/or interpreting assignments commissioned to the Translation and Interpreting Office (T&iO) in the B3 Institute, and/or through the practice of translation and interpreting in other cooperating institutions in our community.

Students will learn the day-to-day dynamics of a professional translation post and will have the chance to put into practice skills acquired in the fields of general, legal and business translation. Students will be required to complete translations, to use translation memory software, to participate in the professional workflow of the T&iO, to conduct revisions and to submit a final set of translations for grading. Students will also be required to write a report about their internship experience.

These general course objectives are aligned with the following Student Learning Outcomes for the BA Major program in Spanish Translation and Interpreting:

SLO#1 Students will develop critical reading skills both in English and Spanish by learning to differentiate stylistic, formal, denotative and connotative aspects within a text
SLO#2 Students will develop superior writing skills both in English and Spanish by producing stylistically and grammatically cogent textual materials in both languages without strong reciprocal interference.
SLO#4 Students will meet the technological demands of the professional translation and interpreting market, by acquiring terminological research techniques, advanced word-processing capabilities, advanced use of Internet resources, and basic management of translation memories and terminological databases.
SLO#5 Students will translate from English into Spanish and Spanish into English specialized texts in the areas of legal, commercial, scientific, medical and technical translation at a quasi-professional level
Requirements

As part of this course, students will be required to:

- Spend 30 hours working as interns at UTRGV’s T&iO, where they will be assigned a specific translation project or projects.
- Complete the translation project(s) assigned to them.
- Complete a report on their work at the T&iO (8-10 pages).
- Read the novel entitled *Historia del cerco de Lisboa*, by José Saramago. More details are provided in the section “Course Materials” of this syllabus.
- Take a quiz on Saramago’s novel via Blackboard at the end of the course

Instruction

This course has three instructors of record (Dr. Dávila, Dr. Fresno and Dr. González). Students will be assigned to one of them for the duration of the semester. Students will work individually with their instructor of record, who will closely monitor their performance at the T&iO, revise their translation submissions and grade their work in the course. During their internship in the T&iO, students will work with the Internship Coordinator (Dorian Vázquez) and translation staff in the office. The translation staff will guide students during their stay in the T&iO.

General Timeframe

Students are expected to spend **30 hours as interns** at the T&iO throughout the semester. It is highly recommended that each student completes **all their internship hours within a 5-week timeframe or less**.

- All internship hours must be completed during the first 10 weeks of the semester (by April 1st).
- Students need to complete their final report by May 1st.
- A detailed attendance plan and evaluation sheet will be completed for every student on a case-by-case basis by the Internship Coordinator.
- Only one student at a time will be occupying the desk designated for interns.
- While there is some flexibility, the T&iO operating hours are from 8:00 am to 5:00 pm. No student will remain in the T&iO outside those hours unless special arrangements are done and ALWAYS while a staff member is in the office.

Students that anticipate not being able to attend during the regular office operation hours will contact the instructor of reference during the first two week of classes for special arrangements. However, please remember that attendance can be packed together in a reduced number of days and that this is an exceptionally valuable hands-on experience that will make a significant difference in your education as a professional. If possible, consider rearranging your personal schedules for a few days throughout the semester in order to find hours to enjoy this very special training opportunity.
General Course Calendar

A specific case-by-case calendar will be worked out for every intern during the second week of the semester with the Internship Coordinator, based on the following calendar:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Deadline</th>
<th>Course item due</th>
<th>Comments</th>
</tr>
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</table>
|       | Jan. 22  | Course syllabus and quiz | - Each student will be assigned an instructor of record for the entire semester.  
- Students need to complete a quiz available in Blackboard. It can be taken as many times as needed.  
- A minimum grade of 90% must be obtained.  
- Once the score is attained **and not before** students will contact the Internship Coordinator for a personalized appointment on week 2.  
- Students should begin reading Saramago’s novel. They will read this book at their own pace throughout the course, but it is strongly advised that they begin reading early in the semester. |
| 2     | Jan. 29  | Detailed personalized internship schedule | - Internship hours need to be scheduled for completion before April 2nd.  
- It is recommended that internship hours are completed in the shortest possible number of weeks.  
- It is recommended that internship hours do not span more than 5 weeks.  
- There is no need to start the internship hours on week 3, but they need to be completed before week 10.  
- A detailed schedule is to be arranged with the Internship coordinator in order to put as many internship hours together in the least possible amount of sessions. |
| 3-10  | Apr. 1   | All internship hours must be completed | - Before beginning their translation assignment, students will attend a 2-hour training session.  
- Students will be assigned a translation project to be completed using SDL Trados.  
- Each instructor of record will establish with their students the number of submissions and the specific deadlines to complete each of them.  
- Students will complete the first submission of the project as indicated by their instructor of record.  
- Students will receive feedback on their first submission(s).  
- Students will review their first submission(s) before completing the second one(s).  
- Students will proceed as indicated with all their submissions until completing the entire translation project.  
- The whole translation project needs to be finished before April 1st. |
| 11-15 | May. 1   | Internship report must be completed and submitted  
Reading book must be read and reading quiz must be taken | - 10 pages, double spaced, Times New Roman 12 pt., excluding of cover and bibliography.  
- An additional reading will be provided for support and commentary.  
- Specific details on the report will be provided by the instructor of record in due time.  
- Between May 1st and May 4th, students will need to take a quiz on Saramago’s book. |
Important dates

The UTRGV academic calendar and final exam schedule can be found at https://my.utrgv.edu/home at the bottom of the screen, prior to login. Some important dates for Spring 2017 include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan 15</td>
<td>MLK Holiday and Day of Service</td>
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<tr>
<td>Jan 16</td>
<td>First day of class for full semester</td>
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<tr>
<td>Jan 19</td>
<td>Last day to add a class for spring 2018 semester</td>
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<tr>
<td>Mar 12 – 19</td>
<td>Spring Break, no classes</td>
</tr>
<tr>
<td>Apr 12</td>
<td>Last day to drop (DR grade) a class or withdraw (grade of W)</td>
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<tr>
<td>March 30-31</td>
<td>Easter holiday, no classes</td>
</tr>
<tr>
<td>May 2</td>
<td>Last day of classes for full semester</td>
</tr>
<tr>
<td>May 3</td>
<td>Study Day, no classes</td>
</tr>
<tr>
<td>May 4 - 10</td>
<td>Final Exams (There is no final exam for this course)</td>
</tr>
</tbody>
</table>

Course Materials

Students will have to work with professional-grade dictionaries (the ones that have been acquired throughout their studies in their degree plans).

Students will work using SDL Trados and proprietary translation memories. The Internship Coordinator will provide specific training.

Students will need to acquire the book *Historia del cerco de Lisboa*, by José Saramago. Any format (print or e-book) and edition are acceptable.

Other resources

The T&IO will provide students with specific glossaries and parallel texts previously created by the participating institution in real translation assignments. These will be integrated in the Translation Memory Software that will be used in all or most assignments.

Translation Memory: SDL Trados

Interns will use SDL Trados to complete their translation assignments. SDL Trados is the de facto standard in the professional Translation industry. This software will only be used in the office. Students are encouraged to review their translations outside the internship hours (as “homework”) in exported MS Word files. However, all translations are to be performed taking advantage of the already existing (and vast) translation memory in the T&IO.
“Workplace” requirements

Students are expected to behave professionally and to fulfill expectations both from translational (linguistic) considerations and from a “workplace” point of view. This means that students will need to produce professional-grade translations and wear proper attire and to display adequate “office habits”.

Silence and work: Students will be working in a highly productive office environment, under tight deadlines, and with several projects simultaneously. It is imperative that students work in a silent fashion, interrupting the regular flow of work only when necessary and focusing on the assignment in hand.

Dress code: The T&iO is located in an area of the Brownsville Campus mostly devoted to administrative offices. Students need to dress in a business-casual fashion. No tie, suit or formal attire are needed, but it is important to wear an appropriate outfit to work in an office environment.

Respect and punctuality: Students need to be punctual and to inform the Internship Coordinator about any possible delays or absences. While a couple of properly documented absences are acceptable during the semester due to illness or emergencies, repeated absences will be considered as a serious lack of interest from the student and will affect the grade very negatively. Complaints from the Translation Office in these regards may result in a reprimand, and may eventually lead to an early dismissal from the course with a failing grade.

About the quality of translations

This is a great chance for students to face textual production at a professional level, thus requiring a high degree of accomplishment, accuracy, and research. There are big chances of translations being finally published as webpages or used as legal (perhaps binding) documents, so students are compelled to devote their best efforts to their translations.

Do not leave unfinished sentences or paragraphs, avoid oversimplification and never leave loose ends:

- Use parallel texts
- Use online glossaries
- Use reputable sources
- Use your dictionaries
- Do not use automated translation
- Use materials provided CRITICALLY

PLEASE DON’T MAKE TRANSLATIONS UP. IF, AFTER ALL, YOU DON’T KNOW WHAT A TERM OR AN EXPRESSION MEANS OR YOU FEEL YOU ARE NOT GETTING THE GIST

ASK

YOUR COORDINATOR OR SOMEONE ELSE IN THE WORKPLACE.
Grading

Assignments (40%)
Assignments to be carried out in the T&iO will be reviewed by the instructor of record. Students will then receive feedback and will need to make the necessary changes to the first version of their translated texts. After they have done so, the final version of the translation assignments will then be reviewed by the team at the T&iO and graded by the instructor of record.

Attendance and professionalism (25%)
The Translation Office will provide the necessary training and will furnish the instructor of record with an activity report, which, together with the grading of the translations completed, will be used as references for the final grade.
Attendance to the T&iO will be tracked by means of an attendance sheet. Each time the students work at the office, they MUST have the sheet signed by the liaison person within the T&IO.

Report (25%)
By the end of the semester, each student will have to write a short report (8-10 pages) about their experiences during the internship, including a detailed record of their activities. In order to make this easier, it is advisable to keep some sort of journal or ledger from the first day. Additional individual readings may be suggested by the instructor of record.

Reading quiz (10%)
Translators need advanced reading skills to deliver high-quality target texts. Therefore, as part of this course, students will be required to read a novel related to the translation field. There will be a quiz at the end of the course on the novel. The quiz on the novel is worth 10% of the grade. Therefore, it is virtually impossible to earn an “A” grade in the course without performing well in the quiz. Start reading the book and taking notes on it early in the semester.

Interpreting assignments
As the T&iO staff deems fit, interns may be invited to attend actual simultaneous interpreting events on campus. While students are not required to attend, those interested in an interpreting career are highly encouraged to join the interpreting team and, at its discretion, participate in the interpreting sessions. These will count towards the grade as “internship hours” (that can be discounted from the 30 internship hours established for the course).
UTRGV Policy Statements

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.

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:
- Spring 2018 Module 1 February 14 – February 20
- Spring 2018 Module 2 April 11 – April 17
- Spring 2018 (full semester) April 11 – May 2

ATTENDANCE:
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV’s attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

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)