

The University of Texas at El Paso

Curriculum Change Proposal

Approval Page

Proposal Title: Graduate Bilingual Professional Writing Certificate

Department Chair: Maggy Smith

I have read the enclosed proposal and approve this proposal on behalf of the department.

Maggy Smith

Signature

February 20, 2019

Date

College Curriculum Committee Chairperson

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

College Dean

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date

Graduate Council/Undergraduate Curriculum Committee

Council Action:

Approved

Returned to the College

Date of Action Report:

Signature, Chairman

Date

UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: February 20, 2019

From: Isabel Baca, Associate Professor—Department of English (RWS Program)

Through: Maggy Smith, Chair—Department of English

Through: Denis O'Hearn, Dean—College of Liberal Arts

To: Amy Wagler, Graduate Council

Proposal Title: Graduate Bilingual Professional Writing Certificate

The Graduate Bilingual Professional Writing Certificate has been dormant for a few years. The proposed revisions to the Graduate Bilingual Professional Writing Certificate reflect changes that update the certificate to the current market.

1. The label was changed from the Graduate Certificate in Bilingual Professional Writing to simply the Graduate Bilingual Professional Writing Certificate (BPWC). We are proposing retitling and new course numbering for three courses so that they can be taught at the graduate level, and graduate students can earn graduate credit for these courses. Currently, the courses in the certificate program are undergraduate courses—and always have been. The original label that included “Graduate” was really a misnomer. The Graduate BPWC is not intended to be a degree granting program (though it can be part of a graduate degree) but a certificate that equips students for translating written documents/digital texts and enhance their bilingual, professional writing skills. New course numbers were given because the content of the new, graduate BPWC courses is fundamentally different.
2. Steps to being admitted to the Certificate program have been added and simplified. The prior version did not include steps to admission which seemed like a short-sighted approach to enrolling students. Students must first be admitted to the Graduate School. They then submit a BPWC Program application, their college transcripts, and a letter of interest written in either English or Spanish.
3. The admission requirements now include a Written Language Proficiency Exam. Admission is contingent on this exam. The student takes a 3-section written exam: Section 1 consists of writing a business letter in English. Section 2 consists of writing a memorandum in Spanish. Section 3 consists of having the student translate a professional text from English to Spanish, and then a text from Spanish to English. This exam is evaluated by at least two faculty members from the BPWC program (ex. Director and Associate Director). The scoring is based on a standard translation system and a writing rubric. If student’s performance on this exam is borderline, the student is interviewed by the program Director/Associate Director. The goal is to ensure that a student who wishes to take courses in bilingual professional writing is well equipped linguistically to be successful.
4. Course requirements have been updated.

- a. RWS 5380— Bilingual Professional Writing Practicum is the last, required course for the BPWC. Rather than an exit exam, a student will submit a final, bilingual portfolio to demonstrate proficiency in Bilingual Professional Writing. This portfolio will include all the English and Spanish texts created by the student for a real, workplace client. The course instructor will ensure that the student is placed with an appropriate agency/organization as a bilingual workplace writer.
- b. TRAN 5359—Introduction to Translation is also required in this version. This will equip students with an overview of translation.
- c. The remaining 6 SCH are options from a menu of courses. One course will be taken from Rhetoric & Writing Studies bilingual options (RWS 5355— Bilingual Workplace Writing or RWS 5359— Bilingual Technical Writing); one course will be taken from Translation options that give students the choice of a class that best fits their professional practice (TRANS 5380—Legal Translation, TRAN 5381— Translation in Business, TRAN 5385—Translation in Healthcare).

Graduate Certificate in Bilingual Professional Writing

Graduate Bilingual Professional Writing Certificate

In our increasingly multilingual and multicultural environment, top candidates for employment will be those who not only are bilingual but also, through study and training, have demonstrated the ability to communicate effectively and dynamically with a broad range of people in a professional context. Students pursuing the Graduate Certificate in Bilingual Professional Writing must complete the following requirements with a grade of B or better:

In our increasingly multilingual and multicultural environment, those who demonstrate the ability to write effectively, ethically, and dynamically will be the top candidates for employment in the United States and throughout the world. Being bilingual is an advantage in contemporary professional contexts, and earning a Graduate Bilingual Professional Writing Certificate can add to the benefits of a graduate degree. The Graduate Bilingual Professional Writing Certificate is intended to prepare students to communicate in print and digital environments ethically and responsibly in both English and Spanish. Through this certificate program, students will practice their use of rhetoric, technology, and language as these elements apply to bilingualism and translation in professional settings.

Steps for admission to the Graduate Bilingual Professional Writing Certificate (BPWC) Program:

- **Graduate admission to UTEP. This certificate program is open to students currently enrolled in a degree program at UTEP (graduate), and students who wish to pursue only the certificate.**
- **BPWC Program Application, College Transcripts, and Letter of Interest. Students must complete the BPWC Program Application and submit all college**

transcripts. For application, students should contact the BPWC Program at bilingualwriting@utep.edu. Students must also submit a letter of interest written in either English or Spanish.

- Written Language Proficiency Exam. Admission is contingent on the student passing a Written Language Proficiency Exam in English and Spanish (to be administered by BPWC Program Director/Associate Director before student can enroll in any of the certificate courses).**
- Interview with the BPWC Program Director/Associate Director, if need be, when the student's literacy abilities in English and Spanish have not been demonstrated through an academic record and/or the Written Language Proficiency Exam.**

Students pursuing the Graduate Bilingual Professional Writing Certificate must complete the following course requirements with a grade of B or better:

	3
	3
	3
	3

Exit Exam

- ~~• Production of a professional document in English~~
- ~~• Production of a professional document in Spanish~~
- ~~• Translation of a document from English to Spanish~~
- ~~• Translation of a document from Spanish to English~~

Degree Plan

Required Credits: 12

Code	Title	Hours
Bilingual Professional Writing Certificate (All courses require a grade of B C or better)		
Required Courses:		
ENGL RWS 5380	Bilingual Professional Writing Practicum	3
TRAN 5359	Introduction to Translation	3
Translation Elective:		
Select one from the following:		3
TRAN 5380	Legal Translation	
TRAN 4382 TRAN 5381	Media Translation Translation in Business	
TRAN 5385	Translation in Healthcare	
Rhetoric and Writing Studies Elective:		3
ENGL 3355 Bilingual: Select one from the following:		
ENGL RWS 5355	Bilingual Workplace Writing	
RWS 5359	Bilingual Technical Writing	
Exit Exam:		
Complete Exit Exam requirements		
Total Hours		12

The University of Texas at El Paso

Curriculum Change Proposal

Approval Page

Proposal Title: Graduate Bilingual Professional Writing Certificate/New Graduate Courses

Department Chair: Jane Evans

I have read the enclosed proposal and approve this proposal on behalf of the department.



Signature

February 20, 2019

Date

College Curriculum Committee, Chairperson

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

College Dean

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date

Graduate Council/Undergraduate Curriculum Committee

Council Action:

Approved

Returned to the College

Date of Action Report:

Signature, Chairman

Date

The University of Texas at El Paso

Curriculum Change Proposal

Approval Page

Proposal Title: Bilingual Professional Writing Certificate

Department Chair: Maggy Smith

I have read the enclosed proposal and approve this proposal on behalf of the department.

Maggy Smith

Signature

February 2, 2018

Date

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College Curriculum Committee Chairperson

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

College Dean

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date

Graduate Council/Undergraduate Curriculum Committee

Council Action: Approved Returned to the College

Date of Action Report: _____

Signature, Chairman

Date

GRADUATE CURRICULUM CHANGE MEMO

Date: February 20, January 22, 2019

From: ~~Victoria Garcia Isabel Baca, Associate Director~~Professor and Instructor, Translation Program

Through: Jane Evans Maggy-Smith, Chair—Department of Languages and Linguistics~~English~~

Through: Denis O'Hearn, Dean—College of Liberal Arts

To: Amy Wagler, Chair, Graduate Council

Proposal Title: Graduate Bilingual Professional Writing Certificate (BPWC)
Graduate Course Additions: TRAN 5359, 5380, 5381, and 5385

Crystal Herman, Associate Dean—College of Liberal Arts

1. The label was changed from the Graduate Certificate in Bilingual Professional Writing to simply the Graduate Bilingual Professional Writing Certificate (BPWC). We are proposing retitling and new course numbering for four courses so that they can be taught at the graduate level, and graduate students can earn graduate credit for these courses. ~~Currently, the~~The courses in the certificate program are undergraduate courses—and always have been ~~—that can be taken by anyone admitted to the program.~~The original label that included “Graduate” was really a misnomer. It is not intended to be a degree granting program (though it can be part of a graduate n undergraduate degree), ~~at either the undergraduate or graduate level, and it is but~~ a certificate that equips students at any level for producing workplace/professional texts in English and Spanish and translating written documents/digital texts.
2. Steps to being admitted to the Certificate program have been added and simplified. The prior version did not include steps to admission which seemed like a short-sighted approach to enrolling students. ~~In addition, the previous version asked for a Proficiency Exam prior to being admitted; that has been included as part of the admission requirements.~~ Students must first be admitted to the Graduate School. They then submit a BPWC Program application, their college transcripts, and a letter of interest written in either English or Spanish.
2. —
4. Course requirements have been updated and given new course numbers at the graduate level.
 - a. ~~TRAN 5359RWS 4300~~—With this initial and required course, students are introduced to the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic writing, teamwork, and practice in English and Spanish translation and writing. Students are also introduced to basic rhetorical theory and the role of ethics in translation. ~~Senior Writing Practicum is no~~

- longer an option, but a required course to exit the program. Rather than an exit
- b. ~~TRAN 5380~~TRAN 3359— This is one of three possible translation course options for the BPWC. In this legal translation course, students analyze legal texts before translating them from source to target language. This legal translation course is designed to provide an overview of selected legal texts in English and Spanish and their formulaic and specialized language. ~~Introduction to Translation is also required in this version. This will equip students with an overview of translation.~~
 - c. TRAN 5381 The remaining 6 SCH are options from a menu of courses. One course BPWC, is a course focused on the translation of genres particular to communication in business and entrepreneurship. It continues with its focus on translation theory but also addresses ethics in workplace translation, rhetorical theory, and research. Students practice teamwork.
 - e.d. TRAN 5385—Translation in Healthcare, the third possible translation course elective, is a course meant to guide students who are working or wish to work in the healthcare professions, and it presents a wide-angle approach to medical translation. Students practice translating medical texts in English and Spanish, with the goal of doing an effective and accurate medical translations and communication between health professionals and their patients.

~~Graduate Certificate in Bilingual Professional Writing~~

Graduate Bilingual Professional Writing Certificate

~~In our increasingly multilingual and multicultural environment, top candidates for employment will be those who not only are bilingual but also, through study and training, have demonstrated the ability to communicate effectively and dynamically with a broad range of people in a professional context. Students pursuing the Graduate Certificate in Bilingual Professional Writing must complete the following requirements with a grade of B or better:~~

In our increasingly multilingual and multicultural environment, those who demonstrate the ability to write effectively, ethically, and dynamically will be the top candidates for employment in the United States and throughout the world. Being bilingual is an advantage in contemporary professional contexts, and earning a Bilingual Professional Writing Certificate can add to the benefits of a graduate degree. The Bilingual Professional Writing Certificate is intended to prepare students to communicate in print and digital environments ethically and responsibly in both English and Spanish. Through this certificate program, students will practice their use of rhetoric, technology, and language as these elements apply to bilingualism and translation in professional settings.

Steps for admission to the Bilingual Professional Writing Certificate Program: Steps for admission to the Graduate Bilingual Professional Writing Certificate (BPWC) Program:

- Graduate admission to UTEP. This certificate program is open to students currently enrolled in a degree program at UTEP (graduate), and students who wish to pursue only the certificate.
- BPWC Program Application, College Transcripts, and Letter of Interest. Students must complete the BPWC Program Application and submit all college transcripts. For application, students should contact the BPWC Program at bilingualwriting@utep.edu. Students must also submit a letter of interest written in either English or Spanish.
- Written Language Proficiency Exam. Admission is contingent on the student passing a Written Language Proficiency Exam in English and Spanish (to be administered by BPWC Program Director/Associate Director before student can enroll in any of the certificate courses).
- Interview with the BPWC Program Director/Associate Director, if need be, when the student's literacy abilities in English and Spanish have not been demonstrated through an academic record and/or the Written Language Proficiency Exam.

Students pursuing the Graduate Bilingual Professional Writing Certificate must complete the following course requirements with a grade of B or better:

	III
	III
	III
	III
	3

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Code	Title	Hours
	Complete Exit Exam requirements	
	Total Hours	12

COURSE ADD

All fields below are required

College : Liberal Arts

Department : English

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # RWS 5355

Title (29 characters or fewer): Bilingual Workplace Writing

Dept. Administrative Code : 990

[CIP Code](#) 230101.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

The primary goal of Bilingual Workplace Writing is to develop students' effective communication, both in English and Spanish, in professional contexts. This effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A

Graduate Bilingual Workplace Writing

University of Texas at El Paso

[NOTE: Modifications from the Undergraduate to
Graduate Level Course are highlighted in yellow]

Instructor: Dr. Theresa L. Donovan

Email: tldonovan@utep.edu AND Blackboard
Email

Office Hours: By appointment via Google
Hangouts or Blackboard Collaborate; arrange
by email 24 hours in advance.

Technical Support:

UTEP Help Desk: (915) 747-5257;

UTEP Support Center:

[http://bbsupport.utep.edu/ics/support/default.
asp?deptID=8318](http://bbsupport.utep.edu/ics/support/default.asp?deptID=8318)

Prerequisites: RWS 1302 or ESOL 1302 Junior
standing recommended.

Course Description:

The primary goal of Bilingual Workplace
Writing is to develop students' effective
communication in professional contexts. This
effective communication is based on an
awareness of and appreciation for discourse
communities as well as knowledge specific to
subject matter, genre, rhetorical strategy, and
writing process.

This class presents an approach to
communication that helps students determine the
most effective strategies, arrangements, and
media to use in different situations within the
workplace. Students will produce a variety of
documents and presentations in English and
Spanish while gaining more confidence and

fluency in written, visual, and oral
communication.

Learning Outcomes:

- Develop an efficient and effective writing process that includes strategies for invention, researching, drafting, revising, and editing
- Determine and analyze workplace rhetorical situations
- Understand the generic conventions of documents commonly used for workplace communication
- Create effective documents in genres commonly used for workplace communication
- Conduct research within the context of the workplace that will inform your writing
- Consider the ethical dimensions of composing and working within and with organizations
- Recognize and respect various cultural attitudes toward and conventions for workplace communication,
- Gain proficiency in the use of online tools necessary for effective workplace communication and the conventions that attend them
- Identify ethical techniques for professional writers and translators in workplace and community settings;
- Write *ethically and responsibly* in both Spanish of the Americas and American

English in professional settings and in diverse media; and

- Collaborate with community nonprofit organizations, institutions, industry, and/or businesses to participate in internships and/or community-based learning projects.

Required Texts:

Oliu, W., C. Brusaw, and G. Alred (Eds.). (2016). *Writing that Works*. 12th Edition Boston: Bedford/ St. Martin's

Arraiza, M. (2011). *Guía práctica para redacción comercial directa a la computadora: Ejercicios*. (2da. ed.). San Juan, PR: Publicaciones Puertorriqueñas, Inc.

Select Chapters from: Neuliep, J.W. (2018) "Intercultural Communication: A Contextual Approach. 7th Edition. Sage Publications.

Other readings in both Spanish and English will be available in our course page.

Online Programs:

Since this is an online course, the class will utilize online and computer-based tools. Thus, you will be expected to be proficient in the use of computers and the Internet. If any of the following tools are new to you, you should begin familiarizing yourself with them as soon as possible. To be successful in this course, and indeed in current or future workplaces, you will need to stay abreast of new technology and be a self-learner. There are many resources available – from Instructional Support Services at UTEP to YouTube videos – that offer information about and instruction in web technologies. You must also have reliable access

to the Internet. Not having reliable internet access is not an excuse for turning in assignments after the due date.

Blackboard is Required. Blackboard will be the main interface for our course. This is where you will find all documents, course materials, resources, and instructions; participate in online discussion groups; submit all assignments; check your grades; and much more. You have access to Blackboard via the MyUTEP feature on the UTEP home page. When you login, you will see the modules for all your classes. **Understanding how to navigate and effectively use Blackboard and all of its tools is necessary for success in this course. If you are having difficulty with Bb access, call the Help Desk 747-HELP. If you need more training on Bb there are modules within Bb for self-paced training.**

Google Hangouts (Suggested): I will conduct office hours via Google Hangouts for those students who would like to conference with me F2F. Oftentimes, employers will suggest a video interview if you are applying from another, far away location. Additionally, when traveling for business, video calls are one way to attend meetings. Thus, learning how to use a platform like Google Hangouts effectively and professionally will help with your future workplace communication goals.

Learning Modules:

This document follows the accessible syllabus guidelines. For more info, visit: <https://accessiblesyllabus.tulane.edu/>

The course is delivered in learning modules. You may access these by going to “Learning Modules” in the sidebar. Each module begins with a checklist of readings, activities, and due dates. You can use these to make sure that you complete all items in a module by their due dates. All learning modules are ordered sequentially, meaning that you should progress through them in the order in which they appear. **All items are due at 11:30 PM Central time, on dates according to the Bb Calendar.** It is important to adhere to these due dates, since others’ completion of the module is often dependent upon your timely contribution. **If you are having difficulty accessing any content, try switching your browser.**

Course Policies:

Attendance: Yes, attendance counts in an online course! You will demonstrate your attendance by completing discussion posts and taking quizzes. If you have not logged in to the course for more than 14 days, I may withdraw you from the course.

Due Dates: Assignments must be completed before their deadlines unless prior arrangement is made.

Discussion Posts: **You will be responsible for two or more discussion post(s) each week.**

These responses must be at least **300 words** in length and provide a full and thoughtful response to the prompt. If you do not participate in the discussion boards, you will lose a letter

grade in this course. You must also respond to at least one other person’s post for each discussion session. Replies to others’ posts must be at least **300 words** in length and offer an insightful and detailed response.

Announcements: Be sure to check announcements every day you log into the course. This is how I will notify the class of important changes to the course, assignments, due dates, projects, etc.

Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the 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, and any act designed to give unfair advantage to a student or the attempt to commit such acts. Visit the Office of Dean of Students Instructors are required to report the suspected academic dishonesty to the Office of Student Affairs. The Office of Dean of Students will propose academic sanctions which include, for example, receiving a lower grade for the assignment, no credit for the assignment and possible expulsion.

Copyright and Fair Use: The University 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.

Accommodations: Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or cass@utep.edu. If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

University Writing Center: UTEP's University Writing Center (UWC) is in the library rm. 227. The UWC offers free writing tutoring assistance for all UTEP students. The tutors are undergraduate and graduate students who can

help with all parts of a writing assignment, including prewriting, organizing, revising, and editing. They can also help to understand any writing assignment and help work on comprehending difficult textbook material. Note: To facilitate revision, I encourage you to visit the writing center at least 12 hours before the assignment is due.

Military Students:

If you are a military student (veteran, dependent, active or reserve) please visit the [Military Student Success Center](#). I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

Email: You may email me at any time to ask a question or to discuss course material. I will also email you from time to time regarding course issues. ***If Blackboard is down for any reason, please check your email for instructions and attachments.*** You may email me at the email address listed on this syllabus or via Blackboard.

Assignments:

You will complete major assignments and several smaller assignments over the course of the

semester. All major assignments will be submitted in the learning module where they are assigned. The following is a list of major assignments, brief descriptions, and point values. Detailed assignment sheets are available on Blackboard in Major Assignments. Minor assignments can be found in the Blackboard modules and will include readings, quizzes, discussion posts, and other activities.

100 points **Module Completion:** Short weekly assignments, quizzes, and participation in class activities. Activities within modules should be completed in order.

25 points: Course Contract Memo. For the contract, you will outline how you will divide assignments so that you meet a 50/50 mix of Spanish and English for the course assignments.

200 points Discussion Posts /Comments

100 points **Routine/ Positive Letter:** Letter that uses a neutral tone and is intended to convey information or present a perspective on an issue.

100 points **Sensitive/ Negative Letter:** Letter that is intended to convey sensitive or negative information.

200 points **Job Application Portfolio:** This portfolio will include a posting for a job position for which you qualify now; an analysis of the organization, job position, and audience for the application; a cover letter; and a resume.

25 points: Client Contract. You will partner with an organization and prepare a recommendation report based on your client needs.

250 points **Proposal/ Report:** The proposal will include a cover letter, executive summary, analysis of a business situation requiring a solution, proposed solution with implementation of timeline and costs, and references pages.

50 points: Presentation of Recommendation Report.

50 points: Multimodal Deliverable. Students will convert information from recommendation report to an alternate format (Flyer, Infographic, etc.) based on the needs of the client.

Grades:

You must complete all major assignments to pass the course. The following grading system will be used:

900 – 1000 points = A
800 – 899 points = B
700 – 799 points = C
600 – 699 points = D
Below 600 points = F

COURSE ADD

All fields below are required

College : Liberal Arts

Department : English

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # RWS 5359

Title (29 characters or fewer): Bilingual Technical Writing

Dept. Administrative Code : 990

[CIP Code](#) 230101.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

The primary goal of RWS 5359 is to develop students' effective and ethical communication in technical and professional contexts and, as a bilingual course, will help students understand the confluence of rhetorical and translation theory. This effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process. Students produce professional texts in English and Spanish.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A

I. Course and Instructor Information:

Instructor: Dr. Teresa Quezada

Office: Hudspeth Hall 209
Office Hours: By appointment; email 24 hours in advance

E-mail: tquezada2@utep.edu
Section (s): RWS 5359 – Bilingual Technical Writing

II. Course Description:

The primary goal of RWS 5359 is to develop students' effective and ethical communication in technical and professional contexts and, as a bilingual course, will help students understand the confluence of rhetorical and translation theory. This effective communication is based on an awareness of and appreciation for discourse communities as well as knowledge specific to subject matter, genre, rhetorical strategy, and writing process.

The class presents an approach to communication that helps students determine the most effective strategies, arrangements, and media. You will produce a variety of documents and presentations while gaining more confidence and fluency in visual, oral, and written communication.

As an online course, you will be expected to review the assigned work for the week, post discussions, peer reviews or other assignments when due and understand the concepts in the readings, videos and other supplementary resources posted on BlackBoard. The self-directed pace and learning is a common expectation of many jobs today. Thus, the online aspect of the course is designed to help students communicate in an online environment and asynchronously.

Blackboard will provide students with permanent access to the syllabus, supplemental reading materials, e-mail, and discussion groups. It is vital that students check and participate in the online environment consistently as it is an integral part of the course. Most assignments will be presented, prepared and evaluated entirely on-line.

Another goal of RWS 3359 is to strengthen your self-learning skills. This means that you will be required to work independently to be fully prepared for class and for the writing projects you must complete.

III. Learning Outcomes:

In this course you will

- Analyze the rhetorical situation and define the users and/or audience as well as the tasks that the information must support.
- Apply rhetorical principles to plan and design effective technical documents for diverse media.
- Consider the ethical implications of producing technical documents and apply ethical practices to document production.
- Direct, manage and monitor the publication cycle of small- and large-scale texts such as articles, manuals and websites.
- Compose content appropriate for the users and genre. Revise and edit written work for accuracy, clarity, coherence and appropriateness, and document resources as defined by a specific discipline or field.
- Apply translation theory to the production of bilingual technical documents.
- Apply technological and visual rhetorical skills (e.g., document design, graphics, computer documentation, electronic editing, and content management applications in the composing process. Publish, deliver and archive the composed documents as required.
- Work critically and collaboratively to complete projects.

IV. Texts and Materials:

Markel, Mike. *Technical Communication*. 12th edition. Boston: Bedford/St. Martin's, 2018. Print.

Instituto Politécnico Nacional, *Redacción Técnica*, 1ra edición, México,D.F., 2001, Dirección de Publicaciones Tresguerras

Various bilingual sources will be available through either Blackboard links or the Bilingual Professional Writing Program LibGuide available through

XXXXXXX

Internet access and access to Blackboard.

Access to a scanner. Since all documents must be submitted in a digitized format, you may have some instances where you will have to print out, sign, and resubmit a document. The best way to do this is to have it scanned. The Copy Mine at the Library's first floor can scan for you or you may go to other commercial copy/scan businesses. Many printers are now scanners as well. Make sure you are familiar with the scanning and saving capabilities.

Electronic storage capacity for all your documents. This can be a flashdrive, a dropbox, or other cloud service, whatever you prefer, but make sure you keep copies of all your **submitted** assignments until grades are **posted**.

V. Course Assignments (this syllabus provides an overview of major assignments, minor assignments will be available through Blackboard)

Participation in Class: Participation online is mandatory. The activities included in this category ensure that students learn the material, are capable of analyzing it and applying it to their own writing and that of their peers. This score will include homework, drafts, discussion postings, peer reviews, and other minor assignments the instructor assigns. These points will be determined and distributed by the instructor. **300 points.**

Usability Analyses (3): Each usability analysis will focus on a major document, such as a long definition, instructions or manual and will be worth 50 points. **150 points.**

Grammar/Usage Multimedia Modules, 1 in English, 1 in Spanish: Each module will provide a 3 – 5 minute tutorial on a grammar or usage topic.

Long Definition with Visuals: You will define a term in your field of study or assigned by your instructor. This assignment will include a memo to justify why your selected term must be defined and who your audience and users are. **125 points.**

Instructions: You will develop a set of instructions for a process in your field of study or a process as assigned by your instructor. The assignment will also include a transmittal memo and will incorporate intercultural communication elements. **125 points.**

Final Project: The final project will consist of a draft manual for a process or procedure in your field of study or a process assigned by your instructor. The assignment will include a transmittal memo and a proposal for usability testing for users. **200 points.**

Grade Distribution (Students can earn a total of 1000 points for the course):

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

VI: Course/Instructor Policies:

Contacting your Instructor: The easiest way to contact me is through UTEP e-mail. I will generally respond to e-mails within 24 to 48 hours during the workweek, Monday through Friday – this is a generally accepted business practice. I will be on-line during my office hours and will respond to e-mails or chat during that time. Note that while I may respond more timely than indicated, you cannot assume that I will respond immediately. If you have questions about readings or assignments, make sure you contact me with enough advance notice so that your work/assignments are not negatively impacted.

Your e-mails are also considered part of your course writing so they should be formatted accordingly and composed with the rhetorical situation in mind. We will discuss composing and responding to e-mails further in class.

Projects Format: Assignments must be word-processed using Microsoft Word and saved as a “.doc” file or “.docx” file. Use 12 pt. font, one-inch margins, and spacing appropriate to the genre you are composing. Use a font style that is easily readable like Times New Roman, Arial, or Georgia.

Microsoft Word is available to students at all campus computers and is also available for student computers through the technology center on the third floor of the Library.

Students should name each submitted assignment with their last name, first name and an abbreviation of the assignment. For example, if I were submitting my first assignment, I would name the file:

Quezada_Teresa_TechWritinginNursing

The system will automatically add the “.docx” extension.

I will not accept files without this naming convention and students may receive a zero for that assignment if it is not submitted correctly or to the correct assignment space in Blackboard.

Rough Drafts: Part of the participation grade will include the submission of rough drafts. To get the most useful feedback, rough drafts should be completed projects. They must also be submitted before or on the due date.

Rough Draft Feedback: On the rough drafts, students will receive marginal comments as well as comments at the end of the project. The purpose of this feedback is:

1. To make sure the assignment meets the requirements and is on the right track; and consequently,
2. To comment on the “big issues.” Students will receive comments based on the most important elements of the assignment. Addressing these concerns should help students write a more effective project. The comments will NOT focus on grammar and such—so it is a good idea to get additional help from the Writing Center for this. We will work on general grammar and usage items in class to address some issues, but remember this is not a grammar course. Your textbook and documents/links on BlackBoard are also valuable resources – use them to their fullest.

You will receive feedback from two primary sources in class: your colleagues and your instructor. Your feedback to your colleagues will help in two ways: you will provide a new perspective to your colleagues’ writing and your own writing will be informed by both the strengths and weaknesses you identify in the writing you review. That will make you aware of your own composing process and strengthen your own review/revision process.

I will assign peer review teams for the semester. These teams will be responsible for reviewing, commenting and then reflecting on the peer reviewing process.

Participation/Attendance: Attendance is determined by class participation online. Students must be prepared, participate in online discussions, and become familiar with the material in each of the modules consistently to understand and incorporate the rhetorical strategies and processes used to complete the projects. Class participation assignments cannot be made up.

University Writing Center: UTEP's University Writing Center (UWC) offers free writing tutoring assistance for all UTEP students. The tutors are undergraduate and graduate students, as well as writing instructors, who can help with all parts of a writing assignment, including prewriting, organizing, revising, and editing. They can also help to understand any writing assignment and help work on comprehending difficult textbook material. To make the most of your visits to the UWC, make sure you take the assignment sheet and identify where you specifically need help. It may be as broad as understanding the assignment or as narrow as making sure you have cited appropriately. Regardless, you must go to the UWC prepared for specific assistance. On-line tutoring is also available.

Technology:

If home access is not possible, and you are in the El Paso region, arrangements can be made to use a computer regularly on campus to complete assigned work. Student computer labs such as ATLAS at the UGLC or at the library are often available until midnight, but schedules do vary. All work in this course is submitted online, and not having access to a computer will not be an excuse for incomplete or late assignments.

Technology problems are also not an excuse for work that is late or missing. Students need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with technology problems. Expect that at some time, the network will be down, computers will go on the fritz, or some other small catastrophe will occur. If students are prepared ahead of time, they can go to plan B.

Remember to save early, save often, save in multiple places. Losing material because of computer crashes, disk problems, or other issue is not an excuse for late or incomplete assignments.

You will need the following software on your computers to efficiently work in this course. In some cases your computer may already have some of these programs installed.

- **Adobe Acrobat Reader.** You can get the program by going to <http://www.adobe.com/> and then clicking on the icon on the center of the screen which says 'Get Adobe Reader'? Follow instructions to install the reader.
- **Adobe Flash Player.** You can get the player by going to <http://www.adobe.com/> and then clicking on 'Get Adobe Flash Player?'. Follow instructions to install the player.

- Apple QuickTime Player. You can get this player by going to <http://www.apple.com/> . Once there, click on the 'Downloads'? tab on the top of the page and then click on QuickTime 'Download'? and follow instructions.
- Microsoft Office. I recommend buying this if you do not have any word processing software or presentation software. As students, you can generally buy this entire package for about \$25, far less than the store price of approximately \$400.

Online “Netiquette”:

- Always consider your audience. Remember that members of the class and the instructor will be reading any postings.
- You must be respectful and courteous to classmates and instructor at all times. No harassment or inappropriate postings will be tolerated. I will intervene in discussions that I determine are disrespectful or discourteous. Continued violation may result in low grades and/or referral to the Dean of Students for appropriate disciplinary action.
- Do not use inappropriate language, all capital letters, or language short cuts. Online entries and e-mails should be written in Standard English with edited spelling, grammar, and punctuation. Remember that all communication within the class context, to your fellow students and to your instructor should be considered professional writing.
- 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.
- Be sure to read everyone’s responses before posting. Avoid repetition of what someone else has already said. Add something new to the discussion!
- Do not copy another classmates’ response on a discussion board.
- No credit will be received for yes/no answers. Posts should justify positions and provide specific examples. Students must demonstrate that they have read the assignment and their classmates’ comments carefully and thoughtfully.
- Be sure to post in a timely fashion to receive credit for attendance and for the discussion. **Late postings will not receive credit.** Pay close attention to the posted deadlines.
- The class management system, Blackboard, is not a public internet venue; all postings to it should be considered private and confidential. Whatever is posted 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. If students wish to do so, they have the ethical obligation to first request the permission of the writer(s).

Drop Policy:

I do not automatically drop students even after they have missed major assignments or failed to log into BlackBoard for a prolonged period of time (yes, I can tell when you last accessed the system). You must initiate the drop yourself, so be mindful of University policy regarding dropping classes and drop dates.

Late Work:

- Minor assignments and class participation assignments are due by the due date. No late submittals will be accepted and these assignments cannot be made up.
- You must contact me to submit major assignments after the due date. Do not assume that I will accept them – you must make arrangements with me. If accepted, they will be reviewed with the following policies:
 - Final assignments submitted one calendar day after the due date will be penalized up to one letter grade.
 - Assignments submitted more than one day late may not be acceptable to the instructor for credit.
- Be sure to submit all major assignments to pass this class. While late work may adversely affect a grade, a zero can adversely affect enrollment.

Academic Dishonesty: Academic Dishonesty is **NEVER** tolerated by UTEP. All cases are reported to the Dean of Students for Academic Sanctions. Sanctions may include expulsion. All work submitted must be original; students may not submit graded work from another course.

Forms of academic dishonesty include: *Collusion*—lending 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, whether meaning to or not (i.e. copying parts of or whole papers off the Internet). See the Dean of Students website at <http://www.utep.edu/dos/acadintg.htm> for more information.

Copyright and Fair Use: The University 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.

Group Assignments: Group assignments can sometimes create tricky situations. Some students don't always "pull their weight" and this upsets group members that are doing their work and being good contributors to the group. Despite this, group assignments are valuable because they help students work together for a common goal. Group work is a professional life reality and learning how to work in a group will be central to projects in this class. **Students who are not doing their group work can be voted off of their groups and may have to complete the entire project on their own or may fail the assignment.**

While you will be assigned a peer review team as one group, you will choose your own team to complete the major group assignments. Especially in an online course, be mindful that many students opt for this type of course because they may be taking the course from remote (or

even international) sites or have other responsibilities that require a flexible course schedule. Choose group members carefully to ensure you have the greatest opportunity for collaboration and success.

Documentation Styles: APA style will be used throughout the course. Standard American English will be utilized. American Spanish will also be utilized. Students may consult RAE and other style and usage sources available through the program LibGuide.

It is important to realize that the most important words in a paper are yours as the student, researcher and writer, not those of the supportive research. Students should strive always to draw inferences from research material and weave into projects their reaction and evaluation of source material. One of the worst things students can submit to peer groups or instructors is a “patchwork”—that is, a project that simply links a series of quotations or paraphrased sentences that is followed by citation or footnote numbers.

ADA: 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

For additional information, please visit the CASS website at <https://www.utep.edu/student-affairs/cass/>.

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

Nature and Time Spent on Course: This course intends to help students develop a wide variety of strategies for communicating in a technical environment and communicating technical information to a variety of audiences and users. Success in this course requires dedication and focus.

Be sure to allocate sufficient time for the class projects and work. The general rule for all classes is that students spend two hours working outside of class for each class credit. Because this is a 3-hour class, you would spend 6 hours doing researching and writing each week. Since the course is on-line, you can further expect another 3 hours per week accessing the supplemental materials available on Blackboard – the same amount of time you would expect to be attending class in a traditional face-to-face (F2F) course. At a minimum, you should budget approximately 9 hours per week for this course.

Comments from your instructor: Regardless of your major, communicating effectively and professionally is valued by a myriad of employers. My goal is to help you succeed and learn the strategies to help you communicate in a variety of contexts and with a variety of audiences. It is

extremely important that you communicate with me immediately if you are not receiving feedback either from me or your colleagues on drafts and assignments. We can usually resolve issues quickly if we address them timely.

VII. Course Calendar is a separate document also available through Blackboard that lists required readings and major project due dates. It is subject to change. Most changes and reminders will be promulgated through the announcements function of BlackBoard, so you will receive those notifications once they are posted.

DRAFT

COURSE ADD

All fields below are required

College : Liberal Arts

Department : English

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # RWS 5380

Title (29 characters or fewer): Bilingual Practicum

Dept. Administrative Code : 990

[CIP Code](#) 230101.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

For the Bilingual Professional Writing Practicum, graduate students are expected to initiate a project, pace themselves, and complete a quality professional writing portfolio consisting of written and/or digital texts created, revised, edited, and/or translated for a community organization/nonprofit, negotiated with an agency mentor, and approved by the course instructor. Students enrolled in the Bilingual Professional Writing Certificate Program are required to take this course as their final class in order to receive the certificate. RWS 5380 students will produce English and Spanish texts.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A

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BILINGUAL PROFESSIONAL WRITING PRACTICUM

RWS 5380

Fall 2019

Instructor: Dr. Isabel Baca
Office: Hudspeth 314
Phone: (915) 747-6245
E-mail: ibaca@utep.edu
Office Hours: Tuesday 1:30-3:00 p.m., online, and by appointment

COURSE DESCRIPTION

For the Bilingual Professional Writing Practicum, graduate students are expected to initiate a project, pace themselves, and complete a quality professional writing portfolio consisting of written and/or digital texts created, revised and edited, and/or translated for a community organization/nonprofit, negotiated with an agency mentor, and approved by the course instructor. Students enrolled in the Bilingual Professional Writing Certificate Program are required to take this course as their final class in order to receive the certificate. Thus, RWS 5380 students will produce both English and Spanish texts.

Learning Outcomes

After completing the Bilingual Professional Writing Practicum, students should:

1. Be better prepared to write and translate ethically and responsibly in both English and Spanish, both in print and online, in non-academic, professional settings.
2. Have experience writing for a non-academic, professional audience in English and Spanish.
3. Be able to use translation theory, rhetorical theory, and writing studies techniques and concepts when making decisions as professional writers in non-academic settings and when writing and translating in English and Spanish.

Students enrolled in the Bilingual Professional Writing Practicum course and completing the Bilingual Professional Writing Certificate agree to:

1. Select an organization/nonprofit agency to work with during the semester as English-Spanish bilingual, professional writers, editors, and/or translators;
2. Negotiate and create a community writing contract describing the tasks, projects, and duties to be completed for the organization/agency mentor and provide deadlines for completion of all these projects/tasks;
3. Have the community writing contract approved by the course instructor and signed by all three parties: agency mentor, instructor, and student;
4. Meet all the agency's requirements (training, orientation, meetings, etc.);
5. Complete all the agency's and course assignments;
6. Meet all the agency's and course deadlines;
7. Report on-going progress to the instructor by the due dates provided by the instructor;
8. Complete an agency evaluation and self-evaluation upon completion of the practicum;
9. Request for agency mentor to complete an evaluation of the student and submit it to the course instructor;

10. Give a final, professional presentation at the end of the semester;
11. Submit a professional portfolio with all the texts produced for the agency mentor/organization;
12. Conduct themselves professionally and responsibly both in class and at the agency site;
13. Attend class meetings as designated by the course instructor.
14. Complete the practicum before the semester ends.

COURSE STRUCTURE

Students will meet as a class the first few weeks of the semester and then work independently on their practicum. They must adhere to the due dates, class meetings, individual conferences, and agency visits required by both the agency mentor and the course instructor. Halfway through the semester, students will provide the instructor with a progress report. In the last weeks of the semester, students will meet as a class to give final presentations on their practica and submit their final practicum portfolios. Students should refer to the class calendar.

EVALUATION

To qualify for a passing grade, students must complete their bilingual professional writing practicum with their selected agency/mentor, attend all class meetings and individual conferences with the instructor, and complete all course and agency assignments and requirements. Higher grades will be given on the basis of quality of performance and excellence in work produced. To receive the Bilingual Professional Writing Certificate, students must earn at least a B in this course.

Students will receive points for each assignment and the actual practicum. The following is a list of tentative assignments and their probable weight in points.

<u>Tentative Assignment</u>	<u>Probable Weight in Points</u>
Preliminary Draft of Contract	5
Final, Signed Contract	15
Reflection (written/oral)	10
Practicum Progress Report (written/oral)	10
Practicum Final Portfolio:	50
➤ Final Contract (already graded)	
➤ Texts Produced (40)	
➤ Self-Evaluation and Agency Evaluation (10)	
Practicum Final Presentation	10
Agency Mentor Evaluation (of student)	*
Class Participation and Attendance	10
The Actual Practicum (working with the agency)	100
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TOTAL = 210	

FINAL GRADE SCALE

189-210 = A

168-188 = B

147-167 = C

126-146 = D

125 and below = F

COURSE POLICIES

Please adhere to the following course policies.

Make-up and Late Work

Meeting deadlines is an important part of a professional writer's life and editor's/translator's career. No incomplete work will be accepted. No late work will be accepted. You may always submit work before the due date. Please follow the course calendar, and when in doubt about assignments, deadlines, course material, and/or your grade, contact me.

Academic Dishonesty

The *UTEP Handbook of Operating Procedures* defines plagiarism as "the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors." It is the official policy of the university that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students.

Americans with Disabilities Act - UTEP's Center for Accommodations and Support Services

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 915-747-5148, or by email to cass@utep.edu, or visit their office located in the UTEP Union East, Room 106. For additional information, please visit the CASS website at <http://sa.utep.edu/cass>. CASS staff members can validate and authorize accommodations for students with disabilities.

COURSE AND PRACTICUM COMPLETION

It is the student's responsibility to inform both the course instructor and the agency mentor if he/she is dropping the course. Students must conduct themselves professionally and responsibly both in the classroom and at the agency site. Students should refer to the course calendar and their practicum contract.

COURSE CALENDAR

The course calendar is subject to change. Please adhere to deadlines, attend class meetings and individual conferences designated by the course instructor, and contact the course instructor should you have any questions regarding the course, your progress, and/or your grade.

BILINGUAL PROFESSIONAL WRITING PRACTICUM

RWS 5380 (Online)

Fall 2019

Instructor: Dr. Isabel Baca

Office: Hudspeth 314

Phone: (915) 747-6245

E-mail: ibaca@utep.edu

Office Hours: Online via e-mail. Response time within 48 hours (with exceptions being announced)

COURSE DESCRIPTION

RWS 5380 is a graduate, online course. For the Bilingual Professional Writing Practicum, graduate students are expected to initiate a project, pace themselves, and complete a quality professional writing portfolio consisting of written and/or digital texts created, revised and edited, and/or translated for a community organization/nonprofit, negotiated with an agency mentor, and approved by the course instructor. Students enrolled in the Bilingual Professional Writing Certificate Program are required to take this course as their final class in order to receive the certificate. Thus, RWS 5380 students will produce both English and Spanish texts.

Learning Outcomes

After completing the Bilingual Professional Writing Practicum, students should:

1. Be better prepared to write and translate ethically and responsibly in both English and Spanish, both in print and online, in non-academic, professional settings.
2. Have experience writing for a non-academic, professional audience in English and Spanish.
3. Be able to use translation theory, rhetorical theory, and writing studies techniques and concepts when making decisions as professional writers in non-academic settings and when writing and translating in English and Spanish.

Students enrolled in the Bilingual Professional Writing Practicum course and completing the Bilingual Professional Writing Certificate agree to:

1. Select an organization/nonprofit agency to work with during the semester as English-Spanish bilingual, professional writers, editors, and/or translators;
2. Negotiate and create a community writing contract describing the tasks, projects, and duties to be completed for the organization/agency mentor and provide deadlines for completion of all these projects/tasks;
3. Have the community writing contract approved by the course instructor and signed by all three parties: agency mentor, instructor, and student;
4. Meet all the agency's requirements (training, orientation, meetings, etc.);
5. Complete all the agency's and course assignments;
6. Meet all the agency's and course deadlines;
7. Report on-going progress to the instructor by the due dates provided by the instructor;
8. Complete an agency evaluation and self-evaluation upon completion of the practicum;

9. Request for agency mentor to complete an evaluation of the student and submit it to the course instructor;
10. Submit a professional portfolio with all the texts produced for the agency mentor/organization;
11. Conduct themselves professionally and responsibly both in the course and at the agency site;
12. Attend virtual conferences as designated by the course instructor.
13. Complete the practicum before the semester ends.

COURSE STRUCTURE

Students will virtually meet with the instructor (Blackboard Collaborate, Skype, or Zoom) the first week of the semester and then work independently on their practicum. They must adhere to the due dates, individual, virtual conferences, and agency visits required by both the agency mentor and the course instructor. Throughout the semester, students will be posting on Blackboard Discussion Boards. Halfway through the semester, students will provide the instructor with a progress report. In the last week of the semester, students submit their final practicum portfolios. Students should refer to the course calendar.

TECHNICAL REQUIREMENTS AND SUPPORT

Course content is delivered via the Internet through the Blackboard learning management system. You should have a UTEP e-mail account and have access to the Web. You may use any of the primary Web browsers—Explorer, Google Chrome, Firefox, Safari, etc. **To access videos and websites provided in the course, you may have to switch browsers. When having technical difficulties, try switching to another browser.**

You will need to have or have access to a computer/laptop, printer, scanner, a webcam, and a microphone. You will need to purchase a USB (flash drive).

You will need to download or update the following software:
Microsoft Office, Adobe, Flashplayer, Windows Media Player, QuickTime, and Java.

Once you log into the course, you can click on the **“Ready for Online Learning?” link** in the left sidebar to access information regarding the software/hardware you will need for the course and to access Blackboard tutorials that will help you navigate the Blackboard learning system. Check that your computer hardware and software are up-to-date and able to access all parts of the course. **If, during the course of the semester, you can’t log in or have any other technical problems, call Tech Support at 915-747-5257. You can also consult the links “Blackboard Help” and “Tech Support” located on the left sidebar.**

This course is designed and works under Mountain Standard Time (MST). Please keep this in mind when submitting assignments and meeting deadlines.

EVALUATION

To qualify for a passing grade, students must complete their bilingual professional writing practicum with their selected agency/mentor, attend all individual, virtual conferences with the instructor, and complete all course and agency assignments and requirements. Higher grades will be given on the basis of quality of performance and excellence in work produced. To receive the Bilingual Professional Writing Certificate, students must earn at least a B in this course.

Students will receive points for each assignment and the actual practicum. The following is a list of tentative assignments and their probable weight in points.

<u>Tentative Assignment</u>	<u>Probable Weight in Points</u>
Preliminary Draft of Contract	5
Final, Signed Contract	10
Reflection	10
Practicum Progress Report (written/oral)	10
Practicum Final Portfolio:	50
➤ Final Contract (already graded)	
➤ Texts Produced (40)	
➤ Self-Evaluation and Agency Evaluation (10)	
Discussion Boards	15
Agency Mentor Evaluation (of student)	*
Class Participation	10
The Actual Practicum (working with the agency)	100
<hr/>	
TOTAL = 210	

FINAL GRADE SCALE

189-210 = A

168-188 = B

147-167 = C

126-146 = D

125 and below = F

COMMUNICATION

Because this is a fully online course, all communication is through the Blackboard learning management system. In addition to the course materials (syllabus, assignments, learning modules, etc.), you will find the following links available to you.

Course Announcements – I will post updates, any changes to lessons/assignments, deadlines for assignments, discussion boards, and activities, and emergencies/important notifications. **Read the Course Announcements first!** Make it your routine to check announcements at the

beginning of each day. You will receive announcements, when necessary, during the week as well.

Discussion Boards - A specific number of discussion boards (DB's) are planned for the course, but I will add extra discussion boards if I see the need to address other issues, topics, or readings. This course is meant to be highly interactive, and the Discussion Board is one means to achieve this. I expect for all students to keep up with and complete assigned readings (uploaded on Blackboard), and all **students must meet the deadlines for the discussion boards and assignments.**

Please remember that the Discussion Board is reserved for meaningful classroom discussion. You will not receive credit for a post if you simply say, "I have nothing to add," or "I have no questions," or just a "yes" or "no" answer. Each post must be at least 150 words long. Cite and refer back to your textbooks and weekly readings in your posts. Be sure to revise, edit, and proofread your responses before you post them. It is not appropriate to use the Discussion Board to talk about topics not related to this course, to complain, to promote your business, or to sell anything. I reserve the right to delete any message that I feel is not on topic or that contains controversial or insulting language. Discussion boards will be graded.

Course E-Mail (Messages) - Occasionally, we will be communicating with each other via e-mail. To be consistent and avoid confusion, we will use the Course E-mail (Messages), the messaging system within Blackboard. You will find this tool in the left sidebar. To send me and/or your classmates messages, please use Course E-mail (Messages). Only when it is an emergency and/or Blackboard is down and not working, should you contact me through the university's e-mailing system, Outlook, at ibaca@utep.edu. **Check your Course E-Mail (Messages) on a daily basis.** You will not be notified that you have new messages automatically. You **MUST** check Course E-Mail (Messages).

Individual Conferences - You will virtually meet with me via Blackboard Collaborate, Skype, or Zoom. We will discuss progress, concerns, challenges, and accomplishments of your practicum and final portfolio.

Should you experience technical difficulty submitting your assignments via the Blackboard system, use regular UTEP e-mail (Outlook) as the alternate plan.

COURSE POLICIES

Please adhere to the following course policies.

Make-up and Late Work

Meeting deadlines is an important part of a professional writer's life and editor's/translator's career. No incomplete work will be accepted. No late work will be accepted. You may always submit work before the due date. Please follow the course calendar, and when in doubt about assignments, deadlines, course material, and/or your grade, contact me.

Academic Dishonesty

The *UTEP Handbook of Operating Procedures* defines plagiarism as “the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own academic work offered for credit, or using work in a paper or assignment for which the student had received credit in another course without direct permission of all involved instructors.” It is the official policy of the university that all suspected cases or acts of alleged scholastic dishonesty must be referred to the Dean of Students.

Americans with Disabilities Act - UTEP’s Center for Accommodations and Support Services

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 915-747-5148, or by email to cass@utep.edu, or visit their office located in the UTEP Union East, Room 106. For additional information, please visit the CASS website at <http://sa.utep.edu/cass>. CASS staff members can validate and authorize accommodations for students with disabilities.

COURSE AND PRACTICUM COMPLETION

It is the student’s responsibility to inform both the course instructor and the agency mentor if he/she is dropping the course. Students must conduct themselves professionally and responsibly both in the course and at the agency site. Students should refer to the course calendar and their practicum contract.

COURSE CALENDAR

The course calendar is subject to change. Please adhere to deadlines and attend virtual conferences designated by the course instructor, and contact the course instructor should you have any questions regarding the course, your progress, and/or your grade.

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Languages and Linguistics

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # TRAN 5359

Title (29 characters or fewer): Introduction to Translation

Dept. Administrative Code : 1689

[CIP Code](#) 160103.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

Introduction to the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic writing, teamwork, and practice. Spanish and English translation and writing only.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | |
|---|--|
| <input checked="" type="checkbox"/> A Lecture | <input type="checkbox"/> H Thesis |
| <input type="checkbox"/> B Laboratory | <input type="checkbox"/> I Dissertation |
| <input checked="" type="checkbox"/> C Practicum | <input type="checkbox"/> K Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D Seminar | <input type="checkbox"/> O Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E Independent Study | <input type="checkbox"/> P Specialized Instruction |
| <input type="checkbox"/> F Private Lesson | <input type="checkbox"/> Q Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A

TRAN 5359 – CRN 11403
Introduction to Translation
Victoria A. García, M.A.

Fall 2018
W 4:30-7:20 p.m. -Liberal Arts Building 207

Office Hours: Tuesday 4:00 – 5:00 and by appointment
in Liberal Arts Room 221
Phone: (915) 747-7021
E mail: vagarcia@utep.edu



BILINGUAL
PROFESSIONAL
WRITING
CERTIFICATE

Course Description and Content: Introduction to the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic writing, team work and practice. Spanish and English translation and writing only. Prerequisites: SPAN 2302 or SPAN 2304 or department placement and ENGL 1312 or ESOL 1312. Prerequisites should have been completed within the past five years, and with a recommended minimum grade of "B."

Textbooks and Materials: No textbook required. Weekly readings will be provided for the first part of the semester. 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.

Learning Objectives:

1. Translate and write ethically and responsibly both in Spanish and in English, both in print and online, in non-academic professional settings.
2. Identify the main linguistic contrasts between English and Spanish, and translate and write basic texts with a minimum of errors.
3. Describe translation as a career and the steps they need to take to pursue a career in translation.
4. Explain professional development resources in translation/interpretation.
5. Learn and follow the principles of ethics and values in the translation/interpretation and writing fields.
6. Understand and explain the basic translation concepts and methods, including their use in different settings and apply methodological tools in translation.

7. Analyze basic translation problems in a variety of texts and create solutions taking into account their linguistic, cultural, and pragmatic contexts.
8. Collaborate with community nonprofit organizations and institutions to establish beneficial and reciprocal partnerships by developing a Senior Project focused on ethical translation and professional writing of workforce documents and texts.

Assessment: Students will be evaluated based on four components. Grades will be computed according to the following formula:

Exams and in-class translations	=	50%
Homework	=	30%
Class Presentation/Journal	=	10%
Attendance and participation	=	10%

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

Participation: Students will work individually and in groups during class. Your participation in class is valuable and will be an active learning experience.

Blackboard: You will have access to BB the first week of classes and you must check the site every day to access readings and announcements, submit assignments, check grades, post comments and respond to other student's comments.

In-Class and H.W. Assignments: Students will have to complete readings, homework exercises, and translation projects in class, which will be submitted through the website.

Homework will be collected, graded and returned on 20 or more occasions during the semester, and of these, 18 will count. No late assignments are accepted.

In addition, students should make one presentation before the Midterm and submit a journal before the Final Exam.

Attendance: Attendance is very important, because you must be present and an active participant in order to learn from your classmates and instructor, and to share your opinions and knowledge with other members of the group. I will keep a record of attendance from August 29, 2018 to December 5, 2018.

Tardy arrivals are a problem for various reasons; please arrive on time. Arriving more than ten minutes late will normally count as 1/3 absence. Let me know if you have a problem with prompt arrival.

Midterm and Final Exams: Two exams will be given. Exams will cover all material studied in class as well as every homework assignment. The midterm will have the traditional exam format (questions-answers), while the final will be a translation exam (a test translation.)

Emails: Please include your class number (TRAN 3359) in the subject line, so I know that the email is not spam. Follow this by the topic of the email (for example: grammar question). Emails without proper identification in the subject line will be deleted. Within the email, please do include your full name, so I can figure out who you are. I will attempt to answer your emails as soon as possible, but please give me 48 hours to reply (Monday through Friday only; no emails on holidays and weekends.)

Students with Disabilities: If you have a disability or think you may have one, please contact student services for evaluation and talk to your instructor concerning possible accommodations. For more information, please access the Center for Accommodation and Support Services website: <http://sa.utep.edu/cass/>.

Cell Phones, PDAs and Electronic Devices in Class: ALL cell phones must be turned off while students are in class. All other electronic devices should be turned off and stowed unless instructor specifically permits the devices.

During tests and exam periods, all cell phones and other electronic devices must be turned off and kept in a secure location away from the student's immediate view. Students who violate this rule may be asked to leave the exam room, and may not be allowed to complete the exam, thus incurring a failing grade for the course. Students may also be liable for additional disciplinary sanctions under this policy.

Any student who participates in any act of academic dishonesty may incur the full disciplinary sanctions of the UTEP's academic honesty policy (below). This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging exam questions or answers, emailing information about makeup exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty

Academic Dishonesty: Students are expected to follow the UTEP's academic honesty policy. Violations of the policy will be reported to the school for disciplinary action. For more information about the UTEP policies please access the website: <http://academics.utep.edu/Portals/40/docs/GS%20awareness/Academic%20Integrity>

Strategies for success:

- Know where you are going. Read the syllabus and be familiar with class requirements and instructor expectations.
- Seek help. Research shows that students who ask for help do better. Don't be shy about contacting the instructor, other classmates, or work in groups.
- Hang on. Translation is an art which takes time and consistent, focused effort. Take your time and you'll learn what you need.

TRAN 5359 – CRN XXXX
Introduction to Translation
Victoria A. García, M.A.

Phone: (915) 747-7021

E mail: vagarcia@utep.edu

Office Hours: By appointment via Google Hangouts or Blackboard Collaborate; arrange by email 24 hours in advance



**BILINGUAL
PROFESSIONAL
WRITING
CERTIFICATE**

Course Description and Content: This is an online course. It is an introduction to the basic principles of translation, with special emphasis on theory, text analysis, effective and systematic writing, team work and practice. Spanish and English translation and writing only. Prerequisites: SPAN 2302 or SPAN 2304 or department placement and ENGL 1312 or ESOL 1312. Prerequisites should have been completed within the past five years, and with a recommended minimum grade of "B."

Textbooks and Materials: No textbook required. Weekly readings will be posted on Blackboard for the first part of the semester. We will use printed material (PDF files) 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.

Technical Support: UTEP Help Desk: (915) 747-5257; UTEP Support Center:
<http://bbsupport.utep.edu/ics/support/default.asp?deptID=8318>

Learning Objectives::

1. Translate and write ethically and responsibly both in Spanish and in English, both in print and online, in non-academic professional settings.
2. Identify the main linguistic contrasts between English and Spanish, and translate and write basic texts with a minimum of errors.
3. Describe translation as a career and the steps they need to take to pursue a career in translation.
4. Explain professional development resources in translation/interpretation.
5. Learn and follow the principles of ethics and values in the translation/interpretation and writing fields.

6. Understand and explain the basic translation concepts and methods, including their use in different settings and apply methodological tools in translation.
7. Analyze basic translation problems in a variety of texts and create solutions taking into account their linguistic, cultural, and pragmatic contexts.
8. Collaborate with community nonprofit organizations and institutions to establish beneficial and reciprocal partnerships by developing a Senior Project focused on ethical translation and professional writing of workforce documents and texts.

Assessment: Students will be evaluated based on four components. Grades will be computed according to the following formula:

Exams and Translation Exercises	=	50%
Discussion Boards	=	30%
Class Presentation/Journal	=	10%
Participation	=	10%

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

Participation: Students will work individually and in groups during class. Your participation is valuable and will be an active learning experience. Discussion boards will be graded.

Announcements and Blackboard: You must check the site every day to access readings and announcements, submit assignments, check grades, post comments and respond to other student's comments.

Translation Exercises: Students will have to complete readings and translation exercises, which will be submitted through the link provided in the course shell. These exercises will be collected, graded and returned on 20 or more occasions during the semester, and of these, 18 will count. No late assignments are accepted.

In addition, students should make one presentation before the Midterm and submit a journal before the Final Exam.

Midterm and Final Exams: Two exams will be given. Exams will cover all material studied as well as every translation exercise. The midterm will have the traditional exam format (questions-answers), while the final will be a translation exam (a test translation.)

Emails: . You will use Blackboard's Course Email. Within the email, please do include your full name, so I can figure out who you are. I will attempt to answer your emails as soon as possible, but please give me 48 hours to reply (Monday through Friday only; no emails on holidays and weekends.)

Students with Disabilities: If you have a disability or think you may have one, please contact student services for evaluation and talk to your instructor concerning possible

accommodations. For more information, please access the Center for Accommodation and Support Services website: <http://sa.utep.edu/cass/>.

Academic Dishonesty: Any student who participates in any act of academic dishonesty may incur the full disciplinary sanctions of the UTEP's academic honesty policy (below). This includes students who participate in the improper sharing of information about tests via electronic devices, e.g., text messaging exam questions or answers, emailing information about makeup exams, sending voicemail messages about exams or tests, or any similar use of technology to engage in academic dishonesty. Students are expected to follow the UTEP's academic honesty policy. Violations of the policy will be reported to the school for disciplinary action. For more information about the UTEP policies please access the website: <http://academics.utep.edu/Portals/40/docs/GS%20awareness/Academic%20Integrity>

Strategies for success:

- Know where you are going. Read the syllabus and be familiar with class requirements and instructor expectations.
- Seek help. Research shows that students who ask for help do better. Don't be shy about contacting the instructor, other classmates, or work in groups.
- Hang on. Translation is an art which takes time and consistent, focused effort. Take your time and you'll learn what you need.

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Languages and Linguistics

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # TRAN 5380

Title (29 characters or fewer): Legal Translation

Dept. Administrative Code : 1689

[CIP Code](#) 160103.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

This is an advanced practical course designed to present an overview of selected legal texts and their formulaic and specialized language. Students will analyze texts before translating them from source to target language, with the goal of increasing their skills in the written transfer of meaning with accuracy and stylistic appropriateness. Students will also prepare glossaries.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A

TRAN 5380 LEGAL TRANSLATION

Fall 2019 Place and Time TBD

Instructor: TBD

Phone:

Email:

Office Hours:

Required Text: Alcaraz Varo, Enrique et al., *El inglés jurídico norteamericano*, 3ª edición 2016. Editorial Ariel Derecho. ISBN: 978-84-344-0647-6.

Prerequisite course: Introduction to Translation.

Course Description and Objectives:

This is an advanced practical course designed to present an overview of selected legal texts and their formulaic and specialized language. Students will analyze texts before translating them from source to target language, with the goal of increasing their skills in the written transfer of meaning with accuracy and stylistic appropriateness. Students will also prepare glossaries.

Attendance is required. Texts to be translated will be assigned / handed out in class or emailed for the following week. Homework must be turned in or emailed to the instructor no later than the beginning of class of the due date. LATE HOMEWORK IS NOT ACCEPTABLE. Course grades will be based on successful completion of homework assignments, attendance and participation in class, including doing occasional in-class translations, quizzes, glossaries and scheduled examinations.

Class starts promptly at the scheduled time, tardiness will not be tolerated; if you are more than 10 minutes late your tardiness will count as an unexcused absence. Please do not simply get up and leave class, properly excuse yourself prior to leaving the class room. Be prepared for class, assigned reading should be read prior to class.

Class Schedule:

Date	Assignment:
August 27	Read Ch 1, "El lenguaje de la Constitución norteamericana"
September 3	Read Ch 2, "El lenguaje de los poderes legislativo, ejecutivo y judicial"
September 10	Read Ch 3, "El lenguaje de los jueces, los fiscales y los abogados"
September 17	Read Ch 4, "El inglés jurídico norteamericano"
September 24	Read Ch 5, "La traducción del inglés jurídico norteamericano"

October 1	Read Ch 6, "El lenguaje de los procesos penales"
October 8	Read Ch 7, "El lenguaje de los procesos civiles"
October 15	Read Ch 8, "El lenguaje del Derecho administrativo norteamericano"
October 22	Read Ch 9, "Las soluciones alternativas a las diferencias"
October 29	Read Ch 10, "El lenguaje de los contratos (I). El contrato de compraventa. Las marcas"
November 5	Read Ch 11, "El lenguaje de los contratos de arrendamiento y de trabajo"
November 12	Read Ch 12, "El lenguaje del comercio"
November 19	Read Ch 13, "El lenguaje financiero. La Banca y la Bolsa"
November 26	Read Ch 14 "El lenguaje del derecho societario"
December 3	Read Ch 15 "El lenguaje del derecho de familia y el de sucesiones"
December 10	Final Exam 7:00 to 9:00 PM

GRADING POLICY

Course grades will be based on successful completion of translation assignments, attendance, participation, quizzes, glossary, and scheduled examinations. Guidelines and instructions for each of this will be distributed throughout the semester as well as the grading rubric.

	Number of items	Total weight in points
Quizzes	3	120
Final Exam	1	280
Participation in Discussions	4	200
Translation Assignments	15	200
Legal Glossary	15	200
Total		1000

GRADE DISTRIBUTION

(Students can earn a total of 1000 points for the course)

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

UNIVERSITY and CLASS POLICIES

Academic Integrity: The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of [academic integrity](#). Academic dishonesty includes, but it is not limited to, cheating, plagiarism, collusion, the 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, and any act designed to give unfair advantage to a student or the attempt to commit such acts [<Click here to Access the page of the Office of Dean of Students>](#). Instructors are required to report the suspected academic dishonesty to the Office of Student Affairs.

Accommodations: Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or via [<CASS's email>](#). If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

Military Students: If you are a military student (veteran, dependent, active) please [<Click here to access the page of the Military Student Success Center>](#). I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

TRAN 5380 LEGAL TRANSLATION

CRN: TBD

Instructor: TBD

Email: TBD

Office Hours: By appointment via Google Hangouts or Blackboard Collaborate; arrange by email 24 hours in advance.

Technical Support:

UTEP Help Desk: (915) 747-5257;

UTEP Support Center: <http://bbsupport.utep.edu/ics/support/default.asp?deptID=8318>

REQUIRED TEXTS & MATERIALS

Required Text: Alcaraz Varó, Enrique, et al. *El inglés jurídico norteamericano*, 2013. Editorial Ariel. ISBN: 978-84-344-0647-6.

PREREQUISITE COURSE

Introduction to Translation.

COURSE DESCRIPTION

This is an advanced, practical, online course designed to present an overview of selected legal texts and their formulaic and specialized language. Students will analyze texts before translating them from source to target language, with the goal of increasing their skills in the written transfer of meaning with accuracy and stylistic appropriateness. Students will also prepare glossaries.

LEARNING OUTCOMES¹

At the end of this course, students will be able to:

- ☞ Identify the definitional scope and linguistic properties of legal texts across English and

¹Based on Leon Wolff's "Legal Translation," in *The Oxford Handbook of Translation Studies* edited by Kirsten Malmkjær and Kevin Windle.

Spanish Cultures.

- ☞ Identify the way legal texts function in US-Mexico's institutional, political, and economic context.
- ☞ Accommodate the linguistic and cultural differences of legal translation across English and Spanish.
- ☞ Create texts that will be interpreted in the same way by legal professionals in English and Spanish, conveying them as fragments of a living legal system.
- ☞ Provide literate rather than literal translations.

Assigned Readings

Week 1	Ch. 1, "El lenguaje de la Constitución norteamericana".
Week 2	Ch. 2, "El lenguaje de los poderes legislativo, ejecutivo y judicial".
Week 3	Ch. 3, "El lenguaje de los jueces, los fiscales y los abogados".
Week 4	Ch. 4, "El inglés jurídico norteamericano".
Week 5	Ch. 5, "La traducción del inglés jurídico norteamericano".
Week 6	Ch. 6, "El lenguaje de los procesos penales".
Week 7	Ch. 7, "El lenguaje de los procesos civiles".
Week 8	Ch. 8, "El lenguaje del Derecho administrativo norteamericano".
Week 9	Ch. 9, "Las soluciones alternativas a las diferencias".
Week 10	Ch 10, "El lenguaje de los contratos (I). El contrato de compraventa. Las marcas".
Week 11	Ch 11, "El lenguaje de los contratos de arrendamiento y de trabajo".
Week 12	Ch 12, "El lenguaje del comercio".
Week 13	Ch 13, "El lenguaje financiero. La Banca y la Bolsa".
Week 14	Ch 14 "El lenguaje del derecho societario".
Week 15	Ch 15 "El lenguaje del derecho de familia y el de sucesiones".
Final's Week	Final Exam

COURSE REQUIREMENTS

(Detailed assignment and activity instructions are available on Blackboard.)

Course grades will be based on successful completion of translation assignments, participation, quizzes, glossaries and scheduled examinations.

	Number of items	Total weight in points
Quizzes	3	120
Final Exam	1	280
Participation in Discussions	4	200
Translation Assignments	15	200
Legal Glossary	15	200
Total		1000

20% Participation in BB Discussion Posts (DP): An essential component since there is a direct relationship between what you are learning in this course and your performance. You will be required to participate in discussion boards on blackboard from the very beginning to the end of the course. (Minimum word count of 150) and at least two (2) responses to your peers (minimum word count of 50). These cannot be made up.

20% Translation Assignments: You will also have a collection of smaller assignments throughout the weeks that will work to build toward the overall course goals. Each student is allowed to miss one assignment with only (1) unexcused reason. These cannot be made up.

Legal Document #1	Legal Document #4	Comparativo de cognados
Recurso de apelación	Clausula ambiental	Legal Document #9
Legal Document #2	Legal Document #5	Fuentes de derecho
Acta de asamblea	Contrato de compraventa	Legal Document #10
Legal Document #3	Legal Document #6	Clausulas comerciales internacionales
Artículo 7 de la Constitución Mexicana	Contrato de arrendamiento	
	Legal Document #7	
	Denuncia por fraude	
	Legal Document #8	

Legal Document #11

Solicitud de intérprete

Legal Document #12

Acta de sentencia y condena

Legal Document #13

Acuerdo de la Junta Local de
Conciliación y Arbitraje

Legal Document #14

Secretarias y/o dependencias
de Gobierno

Legal Document #15

Sentencia de divorcio

20% Legal Glossary: Throughout the semester, you will compile a glossary, which must include the meaning and definition of 100-150 English and Spanish legal terms studied in class. It will be based on the chapters of the required book and on the translation assignments themselves. This glossary will be submitted at the end of the semester.

10% Quizzes: The purpose of the quizzes is to assess your progress throughout the course and to help you determine your strengths and areas of opportunity towards the final examination. There will be a total of three quizzes scheduled across the course.

30% Final Exam: This is a practical translation exam which will cover all material studied in class as well as in assignments.

GRADE DISTRIBUTION

(Students can earn a total of 1000 points for the course)

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

UNIVERSITY AND INSTRUCTOR POLICIES

Course Delivery: Because this is an online class, it will require the use of technology through a variety of assignments and activities. Course content will be delivered through weekly

learning modules on Blackboard, each of which will include a checklist for that week. Blackboard provides you with permanent access to the syllabus, information about readings and assignments, e-mail, discussion questions, and other online activities. It is vital that you check and participate on Blackboard consistently, as it is an integral part of the course.

Technology and TRAN 5380: This course makes frequent use of multimedia. It is strongly recommended that you have access to the Internet from home and are comfortable using a computer. Technical problems are also not an excuse for work that is late or missing. You will need to get into the habit of completing assignments for this course well before the due date to allow time for dealing with computer problems.

Instructions for Accessing Your Course Online: You must have a UTEP email ID and password to access Blackboard. UTEP automatically generates an e-mail ID for students when they are entered into the system. Any questions or problems can be directed to the Helpdesk <[Click Here to Access UTEP Technology Support Page](#)>.

Late Work: Homework must be submitted to the instructor through the link provided in the course shell. Meet all deadlines. LATE WORK IS NOT ACCEPTABLE.

Learning Modules: The course's content is delivered on Blackboard through weekly learning modules. These modules will include checklists, activities, resources, and spaces for you to submit major assignments.

Participation in Discussions: Modules must be completed by the stated due dates, and the effort you put into them will determine a substantial portion of your grade, as online activities are worth a total of **100 points**, or a tenth of your grade!

Academic Integrity: The University of Texas at El Paso prides itself on its standards of academic excellence. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Academic dishonesty includes, but it is not limited to, cheating, plagiarism, collusion, the 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, and any act designed to give unfair advantage to a student or the attempt to commit such acts [<Click here to Access the page of the Office of Dean of Students>](#). Instructors are required to report the suspected academic dishonesty to the Office of Student Affairs.

Accommodations: Your success in this class is important to me. We will all need accommodations because we all learn differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course. I also encourage you to visit the Center for Accommodations and Support Services (CASS) in room 106, Union East Building or contact them at 747-5148 or via [<CASS's email>](#). If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Counseling Center, Military Student Success Center and Academic Advising Center.

Military Students: If you are a military student (veteran, dependent, active) please [<Click here to access the page of the Military Student Success Center>](#). I also recognize the complexities of being a student veteran. If you are a student veteran, please inform me if you need special accommodations. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If you make me aware of a complication, I will do everything I can to assist you or put you in contact with university staff who are trained to assist you.

COURSE ADD

All fields below are required

College : Liberal Arts

Department : Languages and Linguistics

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # TRAN 5381

Title (29 characters or fewer): Translation in Business

Dept. Administrative Code : 1689

CIP Code 160103.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

This is a graduate-level course focused on the translation of genres particular to communication in business, i.e. documents embedded in the context of buying and selling products and services. Continued focus on the basic principles of translation, with special emphasis on ethics, translation theory, rhetorical theory, and the many facets of practice, such as analyzing texts, conducting research, exploring target language equivalency, and teamwork.

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A



TRAN 5381 - Translation in Business
CRN **XXXXX** FALL 2019

Instructor: Valeria B. Delmar, MATI, CHI, CT
Office: **TBD**
Virtual Office Hours: **TBD and by appointment.**

Email Address: vbarraza2@utep.edu
Telephone: 915-747-**XXXX**

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 is a **graduate-level** course focused on the translation of genres particular to communication in business, i.e. documents embedded in the context of buying and selling products and services. Continued focus on basic principles of translation, with special emphasis on ethics, translation theory, rhetorical theory and the many facets of practice, such as analyzing texts, conducting systematic and effective research, exploring target language equivalency, and working individually and in teams. Students will also be introduced to working with Translation Environment Tools (TEnTs), particularly Wordfast, to make their translation in business settings accurate, cohesive, and streamlined in addition to exploring the different roles within the translation industry in order to keep up with a modern workplace. **Students will complete a special practical project at the end of the semester.**

LEARNING OUTCOMES

- Build up the necessary vocabulary and appropriate business terminology to translate U.S. English<>U.S. Spanish.
- Use and explore the varying techniques to cope with source and target language and cultural differences and introduce target adaptations where warranted, paying particular attention to translation and rhetorical theory and ethics
- Learn how to conduct effective research using parallel texts and credible published and personal glossaries in the business sphere
- Gain exposure to documents typically found in business settings such as official correspondence, memoranda, reports, etc.
- Gain familiarity with the many Translation Environment Tools (TEnTs) available to make their translation in business settings accurate, cohesive, and streamlined with a particular emphasis on Wordfast
- Explore different key business translation roles, such as project manager, translator, editor, formatter, proofreader by working both individually and in group settings for optimal translations
- **Complete a special project designed to put all of the above learning outcomes in practice**

TEXTS AND MATERIALS

- Materials for translation will be assigned and made available by the instructor. Generally, translations will be reviewed digitally or in print. Handwritten work will not be accepted.
- Reference materials: You may bring your preferred dictionaries and reference materials to class. The following are *recommended*:
 - GENERAL ENGLISH – <https://www.merriam-webster.com>
 - GENERAL SPANISH – <http://www.rae.es>;
<http://www.rae.es/recursos/diccionarios/dpd>
- All work into English has to be made according to APA Style
- All work into Spanish has to be made according to RAE and DPD
- **Required readings in Ethics, Rhetorical Theory, and Translation Theory will be posted on Blackboard for student access**



TRAN 5381 - Translation in Business
CRN **XXXXX** FALL 2019

COURSE ASSIGNMENTS AND GRADING

- **25% Participation and 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 one 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.
- **40% Homework Assignments and Glossary.** Elaborate on breakdown.
- **15% Midterm Exam.** Students will translate one text into Spanish and one text into English. There are no make-ups.
- **20% Final Exam.** Students will choose and translate one longer text (as compared to Midterm), either into English or into Spanish. There are no make-ups.

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 deadlines given the translation learning 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).
- 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



TRAN 5381 - Translation in Business
CRN **XXXXX** **FALL 2019**

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

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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 **TBD AND PROVIDED SEPARATELY**



TRAN 5381 - Translation in Business
CRN **XXXXX** FALL 2019

Instructor: Valeria B. Delmar, MATI, CHI, CT
Office: **TBD**
Virtual Office Hours: **TBD and by appointment.**

Email Address: vbarraza2@utep.edu
Telephone: 915-747-**XXXX**

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. For technical support, contact: UTEP Help Desk: (915) 747-5257; UTEP Support Center: <http://bbsupport.utep.edu/ics/support/default.asp?deptID=8318>

COURSE DESCRIPTION

This is a **graduate-level online course** focused on the translation of genres particular to communication in business, i.e. documents embedded in the context of buying and selling products and services. Continued focus on basic principles of translation, with special emphasis on ethics, translation theory, rhetorical theory and the many facets of practice, such as analyzing texts, conducting systematic and effective research, exploring target language equivalency, and working individually and in teams. Students will also be introduced to working with Translation Environment Tools (TEntTs), particularly Wordfast, to make their translation in business settings accurate, cohesive, and streamlined in addition to exploring the different roles within the translation industry in order to keep up with a modern workplace. **Students will complete a special practical project at the end of the semester.**

LEARNING OUTCOMES

- Build up the necessary vocabulary and appropriate business terminology to translate U.S. English<>U.S. Spanish.
- Use and explore the varying techniques to cope with source and target language and cultural differences and introduce target adaptations where warranted, paying particular attention to translation and rhetorical theory and ethics
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- Gain exposure to documents typically found in business settings such as official correspondence, memoranda, reports, etc.
- Gain familiarity with the many Translation Environment Tools (TEntTs) available to make their translation in business settings accurate, cohesive, and streamlined with a particular emphasis on Wordfast
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- All work into English has to be made according to APA Style



TRAN 5381 - Translation in Business
CRN **XXXXX** FALL 2019

- All work into Spanish has to be made according to RAE and DPD
- **Required readings in Ethics, Rhetorical Theory, and Translation Theory will be posted on Blackboard for student access**

COURSE ASSIGNMENTS AND GRADING

- **25% Participation:** This is an essential component, as there is a direct relationship between what you learn during this course and your best performance. You must complete all activities and exercises in the course shell. Students will participate in a weekly discussion board. Each post will be at least 150 words long.
- **40% Assignments and Glossary.**
- **15% Midterm Exam.** Students will translate one text into Spanish and one text into English. There are no make-ups.
- **20% Final Project.** Students will choose and translate one longer text (as compared to Midterm), either into English or into Spanish. This text must be approved by me, the instructor.

COURSE/INSTRUCTOR POLICIES:

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 deadlines given the translation learning 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).
- 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.



TRAN 5381 - Translation in Business
CRN **XXXXX** **FALL 2019**

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 ADD

All fields below are required

College : Liberal Arts

Department : Languages and Linguistics

Rationale for adding the course:

Creating a Graduate Bilingual Professional Writing Certificate

All fields below are required

Subject Prefix and # TRAN 5385

Title (29 characters or fewer): Translation in Healthcare

Dept. Administrative Code : 1689

CIP Code 160103.00

Departmental Approval Required Yes No

Course Level UG GR DR SP

Course will be taught: Face-to-Face Online Hybrid

How many times may the course be taken for credit? (Please indicate 1-9 times): 2

Should the course be exempt from the "Three Repeat Rule?" Yes No

Grading Mode: Standard Pass/Fail Audit

Description (600 characters maximum):

This is a graduate-level course meant to be a guide for all those who are working or wishing to work around the healthcare professions. The class presents a wide-angle approach: Medical Spanish for physicians, nurses, pharmacy, medical students, professional translators and students in healthcare settings. This course is intended to give students basic insights into the health system, including anatomy, physiology, and common disorders in the target language (English and Spanish).

Contact Hours (per week): 3 Lecture Hours Lab Hours Other

Types of Instruction (Schedule Type): Select all that apply

- | | | | |
|---------------------------------------|-------------------|----------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> A | Lecture | <input type="checkbox"/> H | Thesis |
| <input type="checkbox"/> B | Laboratory | <input type="checkbox"/> I | Dissertation |
| <input checked="" type="checkbox"/> C | Practicum | <input type="checkbox"/> K | Lecture/Lab Combined |
| <input checked="" type="checkbox"/> D | Seminar | <input type="checkbox"/> O | Discussion or Review (Study Skills) |
| <input checked="" type="checkbox"/> E | Independent Study | <input type="checkbox"/> P | Specialized Instruction |
| <input type="checkbox"/> F | Private Lesson | <input type="checkbox"/> Q | Student Teaching |

Fields below if applicable

If course is taught during a part of term in addition to a full 16-week term please indicate the length of the course (ex., 8 weeks):

TCCN (Use for lower division courses) : N/A

Prerequisite(s):		
Course Number/ Placement Test	Minimum Grade Required/ Test Scores	Concurrent Enrollment Permitted? (Y/N)
N/A	N/A	

Corequisite Course(s):
N/A

Equivalent Course(s):
N/A

Restrictions:	
Classification	Graduate
Major	N/A



TRAN- 5385 TRANSLATION IN HEALTHCARE

Syllabus

Course and Instructor Information:

Instructor: Rosario Casillas Ph.D.

Office hours: (TBA) UTEP Liberal Arts 129

rcasillas2@utep.edu

(915- 449-XXXX)

Course Description:

This course is meant to be a guide for all those who are working or wishing to work around the healthcare professions. The class presents a wide- angle approach: Medical Spanish for physicians, nurses, pharmacy, medical students, professional interpreters or translators and students in healthcare settings. This course enables the students interested in the medical area to have a good general understanding of what doctors and other health professionals are talking about when they have an interview with the patient or when they explain a patient's condition. This course is intended to give all students basic insights into the health system, as well as anatomy, physiology and common disorders in the target language.

Course objectives and outcomes:

The goal of this course is to enable the students to do their job with a better knowledge of the subject area (Medical Spanish). The course aims to provide students with a good basis for ongoing self- and professional development and move to an overview of what skills, abilities and knowledge healthcare professionals need to possess. The main goal is the effective, appropriate and relevant written and oral Spanish communication between the health professionals and the receptor: the patient. The course is divided in three-part sections:

- An overview of various settings. ER, outpatient surgery and clinical visits.
- Chapters dedicated to medical specialties. The student will be able to conduct a medical interview with patients in Spanish, give advice in the target language and create writing papers (information, forms of consent, recommendations etc.) in the different specialties.

- All this will be followed by a look at the Latin and Greek roots which are the building blocks of much of the terminology. The goal: Build up the necessary vocabulary, a Spanish- English glossary, with appropriate and relevant Spanish terminology.

Methodology:

Content- based language teaching, a continuum of content and language interaction.

The course engages the learner in actual, substantive, and relevant content. The syllabus is organized into areas that introduce key infrastructural and cultural readings that encompass the objectives in the classroom with the real world.

The student -centered approach includes: in class presentations, dialogues, case studies, and Spanish vocabulary for professionals in healthcare field.

Immersion

- Subject course taught in L2 (Spanish).
- Language classes based on themes.
- Language classes with frequent use of content for practice.
- Thematic units (medical content- related).
- Multi-disciplinary activities used to improve language proficiency.

Functional

- Target language: Spanish technical medical vocabulary versus colloquial vocabulary.

Grading and Assignments:

The assignments are:

-A glossary	10%.
-Two Quizzes	10%
-A play role video exercise	20%.
-A medical report (to create health information material)	20%.
- Class (attendance and participation)	20%.
- Exam	20%
Total	100%

Care has been taken to provide information which may prove useful to students in the U.S. and Spanish –speaking countries. This course addresses the topic of immigrants or refugees’ traditional cultural values around the healthcare professions, ethics and cross-cultural

communication. The class address a specific importance to the ethical topic, the student will write, translate and interpreter ethically and responsibly in both languages. Society for Technical Communication. (1998). *Ethical Principles*. <https://www.stc.org/about-stc/ethical-principles/>

American Association of translators. (2010). *Code of Ethics and Professional Practice*.

https://www.atanet.org/governance/code_of_ethics.org

Bolaños Cuéllar, S. (2009). *Sobre la ética en la comunicación intercultural: el caso de la traducción*. (Ethics in Intercultural Communication: The Case of Translation).

Text and Materials:

- Pilar Ortega, MD. *Spanish and the Medical Interview: A Textbook for Clinically Relevant Medical Spanish*. 2th Edition.

Book recommended: *Introduction to Healthcare for Spanish-speaking Interpreters and Translators*.

Ineke H.M.Crezee, Holly Mikkelson and Laura Monzon-Storey.
John Benjamins Publishing Company.

- Reiss, K. (2000). Type, Kind and Individuality of text: Decision making in Translation. In L. Venuti (Ed.), *The translation studies reader* (pp. 160-172). London: Routledge.
- The students need the internet and blackboard access.

Policies:

-**Attendance** and Participation is mandatory and it is 20% of your grades (Face to face or online).

-**Late assignments** will be accepted but it will be penalized by 10 points.

-Any type of **cheating, plagiarism (whole or parts) and collusion** is a violation code. All the violations will be reported to the Dean of Students and academic and academic sanction will be taken. See the official site: The office Student Conduct and Conflict Resolution (OSCCR).

-The **code of conduct** will be the UTEP official code: Student Conduct and Scholastic Dishonesty. <http://www.utep.edu/dos/acadintg.htm> for more information.

- Students will be responsible for violations of copyright laws.

- The University of Texas at El Paso is committed to providing for the needs of enrolled or admitted students who have disabilities under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students with accommodations should report their necessities to: **CASS** (Center for Accommodations and Support Services). cass@utep.edu

- **Instructor availability:** The UTEP email address will be the best resource rcasillas2@utep.edu the instructor will respond in the next 24 hours.

- **The assignments format for this course is the APA** Publication Manual of the American Psychological Association (6th ed, 2nd printing)
https://owl.purdue.edu/owl/research_andcitation/apa_style/apa_formating_and_style_guide/general_format/htm/



TRAN- 5385 TRANSLATION IN HEALTHCARE

Syllabus

Instructor: Rosario Casillas Ph.D.

Office hours: By appointment via Google Hangouts or Blackboard Collaborate; arrange by email 24 hours in advance.

Email: rcasillas2@utep.edu

Telephone: (915- 449-XXXX)

Course Description:

This online course is meant to be a guide for all those who are working or wishing to work around the healthcare professions. The class presents a wide- angle approach: Medical Spanish for physicians, nurses, pharmacy, medical students, professional interpreters or translators and students in healthcare settings. This course enables the students interested in the medical area to have a good general understanding of what doctors and other health professionals are talking about when they have an interview with the patient or when they explain a patient's condition. This course is intended to give all students basic insights into the health system, as well as anatomy, physiology and common disorders in the target language.

Technical Support: UTEP Help Desk: (915) 747-5257;

UTEP Support Center: <http://bbsupport.utep.edu/ics/support/default.asp?deptID=8318>

Course objectives and outcomes:

The goal of this course is to enable the students to do their job with a better knowledge of the subject area (Medical Spanish). The course aims to provide students with a good basis for ongoing self- and professional development and move to an overview of what skills, abilities and knowledge healthcare professionals need to possess. The main goal is the effective, appropriate and relevant written and oral Spanish communication between the health professionals and the receptor: the patient. The course is divided in three-part sections:

- An overview of various settings: ER, outpatient surgery and clinical visits.
- Chapters dedicated to medical specialties. The student will be able to conduct a medical interview with patients in Spanish, give advice in the target language and create writing papers (information, forms of consent, recommendations etc.) in the different specialties. These interviews and documents will be videotaped and uploaded on Blackboard for me to grade.

- All this will be followed by a look at the Latin and Greek roots which are the building blocks of much of the terminology. The goal: Build up the necessary vocabulary, a Spanish- English glossary, with appropriate and relevant Spanish terminology. By the end of the course, you will submit a glossary of medical terms in both English and Spanish.

Course Structure:

Content- based language teaching, a continuum of content and language interaction.

The course engages the learner in actual, substantive, and relevant content. The syllabus is organized into areas that introduce key infrastructural and cultural readings that encompass the objectives in the classroom with the real world.

The student -centered approach includes: in class presentations, dialogues, case studies, and Spanish vocabulary for professionals in healthcare field.

Immersion

- Subject course taught in L2 (Spanish).
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- Multi-disciplinary activities used to improve language proficiency.

Functional

- Target language: Spanish technical medical vocabulary versus colloquial vocabulary.

Grading and Assignments:

The assignments are:

-A glossary	10%.
-Two Quizzes	10%
-A play role video assignment	20%.
-A medical report (to create health information material)	20%.
- Participation and Discussion Boards	20%.
- Exam	20%
Total	100%

Care has been taken to provide information which may prove useful to students in the U.S. and Spanish –speaking countries. This course addresses the topic of immigrants or refugees’

traditional cultural values around the healthcare professions, ethics and cross-cultural communication. The class address a specific importance to the ethical topic, the student will write, translate and interpret ethically and responsibly in both languages. Society for Technical Communication. (1998). *Ethical Principles*. <https://www.stc.org/about-stc/ethical-principles/>

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Bolaños Cuéllar, S. (2009). *Sobre la ética en la comunicación intercultural: el caso de la traducción*. (Ethics in Intercultural Communication: The Case of Translation).

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John Benjamins Publishing Company.

- Reiss, K. (2000). Type, Kind and Individuality of text: Decision making in Translation. In L. Venuti (Ed.), *The translation studies reader* (pp. 160-172). London: Routledge.
- The students need the internet and blackboard access.

Course Policies:

-Participation, through discussion boards and activities, is mandatory and it is 20% of your grade.

-Late assignments will be accepted but each late assignment will be deducted 10 points.

-Any type of **cheating, plagiarism (whole or parts) and collusion** is a violation code. All the violations will be reported to the Dean of Students and academic and academic sanction will be taken. See the official site: The office Student Conduct and Conflict Resolution (OSCCR).

-The **code of conduct** will be the UTEP official code: Student Conduct and Scholastic Dishonesty. <http://www.utep.edu/dos/acadintg.htm> for more information.

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https://owl.purdue.edu/owl/research_andcitation/apa_style/apa_formatting_and_style_guide/general_format/htm/

To: Dr. Isabel Baca
Cc: Crystal Herman, Associate Dean
From: Dr. Jane E. Evans
Re: Bilingual Professional Writing Certificate, Graduate-level
Date: March 26, 2019

Dear. Dr. Baca:

Thank you for keeping me up to date on the minor changes that have been made to the proposal for the Bilingual Professional Writing Certificate at the graduate level. I have followed them with great interest.

Now that the document has been typed in its final form, I am once again endorsing it as the Chair of the Department of Languages and Linguistics. Congratulations on completing such a worthwhile project for UTEP graduate students!

Sincerely,
Jane E. Evans

Jane E. Evans, Chair
Associate Professor of French
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