



INTERPRETING INTERNSHIP

1-6-3

Date: 1/8/2012

COURSE NUMBER: ITP 240

PREREQUISITE(S): Permission of Interpreter Training Program coordinator (This course is taken during the student's last semester with the approval of the Interpreter Training Program coordinator.)

CO-REQUISITE(S): N/A

COURSE DESCRIPTIONS This course allows students to gain practical experience assuming the role of a professional interpreter in a structured setting with on-going feedback from a professional interpreter.

TEXTBOOK(S): Cassell, J. (2007). Journey to Mastery. ISBN 978-1-882872-96-1

REFERENCE(S):

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: Computer with Internet access, Internet Explorer 5.0 or higher or other current browser, Java, word processing software (must be able to save Word format), and anti-virus software.

METHOD OF INSTRUCTION: This capstone course allows students to put into practice the principles and skills learned throughout the program. Students are expected to interpret 100 hours with 20 hours of preparation. Of those 100 hours, 50 must be accompanied by a nationally certified interpreter.

GRADING SYSTEM:

93	-	100	=	A
85	-	92	=	B
77	-	84	=	C
70	-	76	=	D
Below	-	69	=	F

GRADE CALCULATION METHOD:

Commentaries/Discussion Postings/Logs	=	50%
Projects 1-3	=	30%
Portfolio	=	20%
	=	<u>100%</u>

CONFIDENTIALITY:

All students' e-mail addresses may be available to other students in the class. Although some assignments in an online course may encourage or require peer communication, the instructor will make every effort to protect the confidentiality of any personal communication (for example, grades). However, you should recognize that e-mail and other electronic media are not secure; there is no guarantee of the privacy of your e-mail or other personal information.

**APPROPRIATE
ONLINE BEHAVIOR:**

The use of Spartanburg Community College's website, e-mail service or course management software for creation and/or distribution of material not pertaining to course participation is prohibited and is grounds for dismissal according to College policy under "disruptive behavior." Such actions, include, but are not limited to:

- Inappropriate use of email and discussion boards for:
 - ✓ Harassment
 - ✓ Unlawful solicitation
 - ✓ "Spamming"
 - ✓ "Flaming"
- Use of online editing tools within the course management software to:
 - ✓ Create offensive material
 - ✓ Link to inappropriate materials

**ATTENDANCE
POLICY:**

An electronic e-mail is required from each student to the instructor by the end of the drop/add period. At this time the Instructor will drop the student from the course if it is not received.

Attendance in an online course is defined by correspondence/interaction as required by the instructor. Students are responsible for accessing the web class weekly to meet the course requirements [*three contacts per week is the minimum requirement*] of exams, discussion board and paper submissions.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student who stops attending the online class and fails to initiate a withdrawal will remain on the class roster. *With this in mind, for every assignment, test or exam not completed while still enrolled in the course the student will receive a grade of zero and the final course grade will be calculated accordingly.*

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

ACADEMIC CONDUCT:

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CLASS/LAB PROCEDURES:

Students must log their observation reports within a week of completion for the time to count. The instructor serves as a learning facilitator in this student-centered course and will provide guidance along the way, but students are required to find their internship opportunities each week.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

COURSE OUTCOMES & OBJECTIVES:

Upon satisfactory completion of this course, the student will be able to:

- I. Demonstrate the appropriate skills of an interpreter.
 1. Set up interpreting assignments.
 2. Prepare for assignments by conducting preliminary research.
 3. Demonstrate effective interpreting skills.
 4. Communicate target language from source language clearly and appropriately.
 5. Complete journal documenting interpreting assignments.
 6. Seek feedback from other certified interpreters.
- II. Apply knowledge of the code of ethics.
 1. Practice the code of ethics in all respects.

2. Ask questions of mentor and instructor when unusual situations arise.
 3. Seek feedback on ethics procedures.
 4. Analyze responses to interpreting situations based upon the code of ethics.
- III. Solicit and apply feedback from certified interpreter mentor and instructor.
1. Seek feedback with written observations from each interpreting assignment.
 2. Document personal impressions of performance.
 3. Apply feedback by continued study in areas needing improvement.