

Fundamentals of Translation and Interpretation Program  
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**Office Hours:** 6:40am-2:10pm (or by appointment)  
**Office Location:** Building 3, Room 358

## COURSE INFORMATION

### Course Credits

High School: 3.0 (Elective or CTE/Occ. Ed.)

Bellevue College: 3.0, (Must pass with a B or better; cost \$46.00)

## COURSE CALENDAR

September - June

The calendar will be adjusted if there are snow make-up days. A detailed Sno-Isle calendar is available from the office or can be downloaded from our website, [www.snoisletech.com](http://www.snoisletech.com).

## CLASS HOURS

AM Session: 7:55am-10:25am, Monday-Friday

PM Session: 11:10am-1:40pm, Monday-Friday

## PRE-REQUISITES

Bilingual and Bi-literate in English and another language [minimum of 2 credits in English and 2 credits in World Language (or equivalent)].

## LEARNING OBJECTIVES

- Learn to accurately and professionally transfer communication from one language to another in written and verbal form.
- Develop a professional portfolio and practice skills through job shadows and internships.
- Prepare for the Washington Certification Exam.

# EXPECTATIONS

## Student Expectations

Students are expected to use both their languages in class discussions and on assignments, where appropriate. Students should be on time to class and prepared to work. Students will attend class regularly and abide by Sno-Isle rules of student conduct. They must be willing to participate in class activities to the best of their abilities. Problems with the coursework and assignments should be discussed with the instructor as they arise.

## Instructor Expectations

The instructor will provide clear and well-planned lessons. The classroom will be a safe and organized environment in which to ask questions, learn new material, and to practice the skills necessary for successful interpreting and translating. The instructor will be available before and after class, and through e-mail and phone.

# ASSIGNMENTS & GRADING

The class work will be weighted accordingly

- 10% Attendance/Participation/Leadership
- 25% Fundamentals of Interpreting
- 25% Translation Process
- 30% Vocational/Professional Skills (Volunteering /Community Service)
- 10% Portfolio

Assignments are to be turned in when due. With an excused absence, students may make up missed work. Students must bring in a signed note from a parent or guardian to excuse any absence. Sno-Isle attendance policy will be followed.

Grading notification - Students and parents can review grades on-line through the Qmlativ Grading System for Mukilteo School District. Access information will be at the beginning of the school year.

A	94-100%	A-	90-93%	B+	88-89%
B	83-87%	B-	80-82%	C+	78-79%
C	73-77%	C-	70-72%	D+	68-69%
D	63-67%	D-	60-62%	F	00-59%

# ATTENDANCE

Students are expected to maintain good attendance at Sno-Isle and their sending high school. Sno-Isle provides required forms in the event students need to miss class for school-related or personal absences. Students are responsible for making sure these are filled out, signed, and turned in. This will be explained at the beginning of the school year.

Students who have been absent or are tardy must bring a note to the office from a parent/guardian excusing the absence/tardy. The parent/guardian may also excuse the absence by calling the Attendance Line, 425-348-2222. Upon return the student must stop by the office for an "Admit Slip" prior to reporting to their classroom. Sno-Isle does not communicate absences with the sending high schools and therefore, separate excuse notes are necessary for Sno-Isle and the sending high school.

# Syllabus

## Program curriculum – Semester I

- I. Fundamentals of Interpreting
  - Interpreter skills and behaviors, terminology, professional ethics
- II. Translation Process
  - 10 step process, text analysis
- III. Vocational Exploration
  - Career education/outlook
  - Certification, post-secondary education
  - Nature of the work, requirements
  - Bilingual opportunities
  - Volunteer interpreting

## Program curriculum – Semester II

- I. Practicing Interpreting
  - Practicing 10 skills and behaviors, terminology, professional ethics
- II. Translation Practice:
  - As determined by instructor
- III. Portfolio
  - Research, thank you letter, applications and professional records update
- IV. Vocational Preparation
  - Volunteer interpreting and translating in the school district and the community

### Code of conduct

- The class will develop and abide by an agreed upon code for professional behavior in the classroom. The policies of the instructor are clear.
- **Sno-Isle behavior policy and procedures will be in effect in the classroom.** Sexual harassment, threatening behavior or disrespect will not be tolerated.
- **Please, refrain from any inappropriate conversation or behavior.**
- **Cheating and copying another's work will not be tolerated.** Sno-Isle policies and procedures will be followed.
- **Daily attendance is mandatory.** Sno-Isle attendance policies are posted in the classroom and will apply.

I understand and will abide by these requirements.

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Name

Date

Session Notes:

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