

Identification	Subject (code, title, credits)	EDU 606 Internship (Translation)	
	Department	English Language and Literature Department	
	Program	Undergraduate program	
	Term	Spring, 2024	
	Instructor	Sayyara Guliyeva	
	E-mail:	sayyarakuliyeva@yahoo.com	
	Classroom/hours	4 weeks	
	Office hours	As scheduled	
Prerequisites	None		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	<div>1. Longley, P. (1977). An integrated program for training interpreters. In D. Gerver., & H.W. Sinaiko (Eds.), Language interpretation and communication. New York: Penum Press</div> <div>2. Tateyama, Y. (2008). Basic interpreting sftll/s. Proceedings from Hawaii Conference on Language Access. University of Hawai'i at Manoa. Tumer, B' (2009).</div> <div>3. Automatisasi in notelakingfor consecutive interpreting, A handout of presentation in a training on "Note{aking for Consecutive Interpreting" organised by Himpunan Penerjemah Indonesia (Association of Indonesian translators). Jakarta, 29 March, 2009.</div>		
Course outline	The course is designed to provide the students with efficient translating skills and prepare them to translate effectively in a real working environment.		
Course objectives	<div><div></div><div>• Reflection and its role in effective translation and professional development</div><div>• Understanding translation techniques</div><div>• Observing synchronic and oral translation</div><div>• Building confidence while translating different materials</div></div>		
Learning outcomes	Students will be able to connect translation techniques and theories with practice, observe live translations and take notes		
Evaluation	Methods	Percentage (%)	
	Progress report	30	
	Final report	30	
	Observer’s evaluation	10	
	Attendance	10	

	Translated materials	20
	Total	100
Policy / Assessment	<p>Course policies</p> <ul style="list-style-type: none"> • Students are expected to attend the organization that they are appointed, of their courses unless they are sick or have permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 25%. • Translation materials data cannot be accepted late. • Assignments or deadlines that are missed for travel, illness, or unexpected obligations may be made up by advance arrangement with the supervisor. <p>Assessment</p> <p>Attendance This internship cannot be successful without your regular participation. You are expected and highly encouraged to be involved in the affairs of the organization that you are appointed, take active part daily and implement the deals. Following these rules, you can get 5 points max. for activity and 10 points max. for participation</p> <p>Observer's evaluation The observer evaluate you the the work during the internship. You must provided all the translated materials given by the supervisor, the progress and final report. For presentation you can get 10 points (max.).</p> <p>Translated materials are given by the organization that you are appointed and by the supervisor at the university. The materials will be checked both by the supervisors at the university and organization at the end of the term. For translated materials you can get 20 points (max.)</p> <p>The Progress report is to be given to the supervisor in the middle of the internship to report on their work during these weeks. The maximum points for the report is 30</p> <p>The Final report is to be given to the supervisor at the end of the internship to report on their work during the internship. You should describe all the points of the duties and present the work implemented during the internship. For the final report you can get 30 points (max.).</p>	

Tentative Schedule

Week	Date (tentative)	Topics	Textbook/Assignments/Reading
1	Week 1	Translation of official documents	Materials provided by the organization attended
2	Week 1	Features of translation and compiling of references, applications, and reports	Materials provided by the organization attended
3	Week 1	Features of translation of executive documents	Materials provided by the organization attended
4	Week 1	Features of compiling and translation of business letters.	Materials provided by the organization attended

5	Week 2	Problems and difficulties during the translation of political information.	Materials provided by the organization attended
6	Week 2	Rules of compiling and translation administrative documents.	Materials provided by the organization attended
7	Week 2	Acts, their compiling rules and translation features.	Materials provided by the organization attended
8	Week 2	Translation of official-business letters	Materials provided by the organization attended
9	Week 3	Translation of administration and organization names.	Materials provided by the organization attended
10	Week 3	Advertisements as a kind of official business documents.	Materials provided by the organization attended
11	Week 3	Translation of templates and clichés used in diplomatic documents.	Materials provided by the organization attended
12	Week 3	Translation features of terms used in political-social texts.	Materials provided by the organization attended
13	Week 4	The problem of "fidelity" to the text and creative freedom in translation	Materials provided by the organization attended

14	Week 4	Rules for compiling executive documents and their translation features	Materials provided by the organization attended
15	Week 4	Classification of official documents	Materials provided by the organization attended