

University of Puerto Rico
Río Piedras Campus
College of Humanities – English Department – Undergraduate Program
Spring Semester, Academic Year 2017–2018

I. Translation Spanish>English: Advanced Techniques

II. INGL/ENGL 3245

III. 45 hours/3 credits. Classroom: P-105. Meeting on Mondays and Wednesdays, 11:00 am–12:40 pm.

IV. Pre-Requisites: None. It is preferred, but not required, that students first take ENGL3235, Translation Spanish>English: Basic Principles. All students are assumed to be able to speak, read, and write well in both English and Spanish.

V. Course Description

Study of advanced techniques of translation, aimed at students who have already mastered the basics. The course is designed to prepare students to deal with the challenges of translating in the real world. Emphasis on the necessary writing skills in English. Introduction to academic and/or technical translation. In this course, all translations will use Spanish as the source language and English as the target or recipient language. Texts may be excerpted or adapted from actual professional translation jobs.

VI. Course Objectives: Students completing this course will:

1. Practice using online tools for translation and translation research.
2. Master the differences in punctuation rules between Spanish and English. **NOTE: All students must pass a punctuation quiz with at least 85% in order to pass this course. Failure to do so will result in a grade of Incomplete.**
3. Become aware of the need for using a style manual and become acquainted with several of the best-known manuals.
4. Learn how to properly document sources (how to deal with footnotes/endnotes) in translating.
5. Develop skills in translation research.
6. Learn to give, receive, and profit from constructive criticism.

VII. Content and Time Distribution (45 hours)

The following is a general overview; any alterations will be announced in a timely manner.

Weeks 1–3 (March): Introduction; discussion of syllabus and first translation assignment; may begin punctuation lessons.

Weeks 4–5 (April 2–11): Punctuation lessons and translation assignment(s). During week 5,

calendar of projects will be set up and punctuation quiz will be administered. Quiz due no later than Saturday 14 April.

Week 6 (April 16–19): Discussion of style manuals and documentation of sources.

Weeks 7–11 (23 April–23 May): Presentation of semester projects.

Week 12: Professor will be absent on Monday 28 May. On Wednesday, 30 May: Catch up any unfinished presentations; discuss content of final exam and set due dates for final exam and final version of project.

Week 13: If needed, we will meet on June 4 to finish presentations and deal with any unfinished business. We may need to adjust the time, depending on availability of classroom. Some of you may have conflicts, since June 4 is a make-up day for Friday classes.

NOTE: In the event that circumstances beyond the professor's control (storms, strikes, illness, etc.) should lead to missed classes during the semester, it is possible that up to 25% of the course may be presented via email or other methods not requiring physical class meetings (Certificación No. 112 2014-2015 de la Junta de Gobierno). Exams will constitute a portion of this 25%. It is *strongly* preferable that student projects be presented in person, in the classroom; alternate methods will be used only in exigent circumstances.

VIII. Teaching Strategies: Lecture (10%); guided group discussion (30%); translation practice (30%); practice in analyzing and critiquing classmates' translations (30%).

IX. Resources and Equipment Required: All students must have access to computers, dictionaries, and the Internet. Assignments and exams are to be submitted in digital form via email. All students are required to provide an email address that can be shared with the instructor and classmates.

X. Methods of Evaluation:

Discussion of translation assignments represents the chief learning method in this course; therefore, attendance, punctuality, and participation are absolutely essential. Non-compliance **will** result in a lower grade. Students who will be absent should notify the professor in advance, if possible. Absences may be excused if requested via email to the professor at helen.barnesslow@upr.edu.

Punctual class attendance and participation in discussions	20%
Satisfactory completion of all assignments	20%
Semester Project	30%
Exams	30%

***** A differential grading system may be applied for students with special needs.**

XI. Grading Scale:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	59 or lower

All students are expected to complete all assignments, attend all class sessions, and participate fully in class discussion. Special circumstances or unavoidable absences **must** be discussed with the instructor.

Ley 51

Los estudiantes que reciban servicios de Rehabilitación Vocacional deben comunicarse con la profesora al inicio del semestre para planificar el acomodo razonable y equipo asistivo necesario conforme a las recomendaciones de la Oficina de Asuntos para las Personas con impedimento (OAPI) del Decanato de Estudiantes. También aquellos estudiantes con necesidades especiales que requieren de algún tipo de asistencia o acomodo deben comunicarse con la profesora)

Students who receive services from Vocational Rehabilitation should contact the professor at the beginning of the semester in order to plan for reasonable accommodation and for the necessary equipment according to the recommendations of the *Oficina de Asuntos para las Personas con Impedimento* (OAPI) of the Office of the Dean of Students. In addition, those students with special needs or who require any type of assistance or special arrangements should contact the professor.

XII. Selected Bibliography

Recommended Resources:

- 1) *Merriam-Webster's Collegiate Dictionary: Eleventh Edition*. 2009. Springfield, Mass.: Merriam-Webster.
- 2) *Roget's International Thesaurus (Seventh Edition)*. 2011. New York: Harper Collins.
- 3) *Simon and Schuster's International Dictionary: English-Spanish, Spanish-English*. Second Edition. 1997. New York: Macmillan.
- 4) *The BBI Dictionary of English Word Combinations*. Revised Edition. Morton Benson, Evelyn Benson and Robert Ilson. 1997. Amsterdam/Philadelphia: John Benjamins
- 5) *Diccionario de la Lengua Española, vigésima tercera edición*. 2014. Madrid: Espasa.

WEB RESOURCES:

- 1) Library of Congress Online Catalog: <http://catalog.loc.gov/>
- 2) Merriam-Webster Online Dictionaries and Thesaurus: <http://www.merriam-webster.com/>
- 3) ProZ.com Term Search: <http://www.proz.com/search/>

- 4) Real Academia Española: <http://www.rae.es/>
- 5) Acronym and Abbreviation Dictionary: <http://www.acronymfinder.com/>
- 6) Linguee: <http://www.linguee.es/espanol-ingles/search>
- 7) Word Reference: www.wordreference.com
- 8) Power Thesaurus: www.powerthesaurus.org
- 9) Pronunciation: www.forvo.com
- 10) *Chicago Manual of Style* (by subscription): <http://www.chicagomanualofstyle.org>
- 11) Google Ngram Viewer: <https://books.google.com/ngrams>
- 12) Merriam-Webster Unabridged Dictionary (by subscription): <http://unabridged.merriam-webster.com/>

Instructor: Jane Ramírez (Helen Jane Barnes de Ramírez). M.A. Lincoln Christian Seminary, Lincoln, IL, 1996; M.A. UPR-RP (Translation) 2003. Available for brief consultation before and after class on Mondays; also on Wednesdays, by arrangement.

Email (for exams and assignments): helen.barnesslown@upr.edu

Email (for fast consultation or personal communication): JaneTranslates@gmail.com

Cell phone: 787 632-3912

Appendix 1: Attendance Policy

Discussion of translation assignments represents the chief learning method in this course; therefore, attendance, punctuality, and participation are absolutely essential. Non-compliance **will** result in a lower grade. Attendance & Participation constitutes 20% of the grade, and I DO keep track of absences. Frequent tardiness will also be noted.

However, life happens. I am generous about excusing absences, but I have some hoops for you to jump through. Please cooperate so that we don't have to have unpleasant conversations later.

1. Please sign my attendance notebook every day that you come to class. You will be assigned a number from 1–20 on the first day of class; sign next to that number. **DON'T FORGET TO SIGN IN!** Even if you arrive late, don't hesitate to interrupt the class to ask for the book, if you don't see it.
2. If you're *very* late, please speak with me about it after class (if possible) and back it up with an email. But don't hesitate to come in, no matter how late you are; you're always welcome.
3. ANY communication with me about absences, tardiness, late assignments, special needs or circumstances, etc. **MUST** come to me via email to helen.barnesslown@upr.edu. It's ok to tell me in person, or call or text me at **787 632-3912**, but I **DON'T GUARANTEE THAT I WILL REMEMBER EVERYTHING YOU TELL ME** and get it into your record. Back it up with an email.
4. If you know in advance that you will be absent on a particular date, please tell me ahead of time. And back it up with an email.
5. If you have a disability or other circumstance that will make you tardy frequently (such as an 11:30 class in *Naturales*), tell me about it. And back it up with an email.
6. If you are absent for any reason, email me as soon as you can. I like to know the reason, but you don't have to tell me. However, I don't give excused absences unless you ask for them, so the minimum that I require is an email that says something like, "I had to miss class on Wednesday 10 August. Please excuse my absence and let me know if I need to make up something that I missed."
7. I need an email for each absence. I don't need a doctor's excuse or a note from your mom (though I don't mind if you want to bring me one—I've gotten some really cool excuses). If your absences are excessive, I'll probably want to have a conversation with you about it—but that doesn't necessarily mean that I won't excuse the absences.
8. Excused absences are treated as if they never happened, as long as you email me and do your work. Unexcused absences hurt your grade.

Remember, that email address is helen.barnesslown@upr.edu. Don't hesitate to text me at 787 632-3912. You can call me, too, but maybe you should hesitate a little first, unless it's an emergency.

Appendix 2: Semester Project Guidelines

There are two parts to this assignment:

- a. Your own project
- b. Your participation in critiquing everyone else's projects

Your Own Project

1. Make sure that you have correct email addresses for your partner, the professor, and all of your classmates.
2. With your partner, select a text in Spanish that you would like to translate. It may be fiction or nonfiction, but not poetry. **The source text should be one that has never been published in English.**
3. If you have any questions about the suitability of your project, or you want to do something outside of the usual guidelines, consult the professor. (Examples: Source text has never been published; source text is a website, blog, graphic novel, audio recording, or other unusual format; source text has been published in English but you wish to do a new translation.)
4. Select a passage from that text with a word count of 280–350 words.
5. With your partner, translate *at least* the selected portion of the text.
6. **Be sure to include your names and team number and the title, author, and source of your text in your document.** Mark clearly, on both source text and translation, which portion of the text constitutes your project. Use this format for your filename: [Team1ProjectENGL3245Spring2017](#). (Change “Team 1” to your team number.)
7. You will choose or be assigned a date for your presentation. You will have one full class session to present your translation.
8. One week—7 days—before your presentation, email the source text and the translation to the professor and to all your classmates. Even if the class is not meeting seven days before your presentation, you must send the text on or before that date. You may send more than your translated portion, if you wish, to provide your classmates with more context. If possible, check with your classmates to be sure they have received your work.
9. You and your partner may choose the format in which you will present your project. You may show your source text and your translation side by side (in columns or text boxes); in interlinear fashion; in alternating paragraphs between English and Spanish; as two separate documents; or in any other format, including PowerPoint. The professor will project your work onto the big screen.
10. On the day of your presentation, you are in charge. Decide who is doing what. Introduce yourselves, speaking clearly so that everyone can hear. Give us any relevant information about the text, the author, the dialect, etc. Tell us a little about the problems you had and/or the decisions you made about how to translate your text. Then present the text and

request feedback from your classmates. Usually, the presenter reads the text aloud one sentence at a time, in Spanish first and then in English, and asks for comments. You may ask specific questions if you wish. Try to give everyone a chance, but keep the discussion moving, in order to finish within the specified time. **PLEASE MAKE EVERY POSSIBLE EFFORT TO BE PRESENT ON THE DAY OF YOUR PRESENTATION!** We can't afford to fall behind schedule.

11. When you have finished, thank your classmates for their suggestions, and make sure that you have asked them (or the professor) everything that you need to know in order to prepare your final version.
12. After your presentation, prepare your final, corrected version of the translation, taking into consideration the class discussion. You may work together or separately.
13. EACH OF YOU MUST TURN IN THE FINAL VERSION SEPARATELY. You may submit two different versions, or the two of you may agree on a final version, but each of you **MUST** submit it in your own name. If I get two identical versions, that's fine, but your partner cannot submit your final version on your behalf. Use this format for your filename: [JaneFINALProjENGL3245Fall2017](#). Change "Jane" to your first name.
14. The due date for the final version will be announced; it will be a day or two after the due date of the final exam in May. You don't need to send the final version to your classmates--just to the professor.

Your Participation in Critiquing Everyone Else's Projects

1. You will receive a calendar from the professor listing all the teams and the dates on which each team is scheduled to present.
2. Seven days before each scheduled presentation, you will receive, via email, the source text chosen by the team and their translation into English. It is **YOUR** responsibility to **READ** each project ahead of time and come prepared to discuss it. If you do not receive the project, it is **YOUR** responsibility to contact your classmates and inform them of that fact.
3. On the day of the presentation, take an active part in the discussion, even if you're shy and don't like to speak up. Your participation counts as part of your grade.
4. Please be tactful and encouraging when you make your comments.
5. **VERY IMPORTANT: If you are absent on the day of a presentation**, you *must* send written comments about the project that was presented on that day, with a copy to me. Otherwise, your absence will be counted as unexcused. Twenty percent of your grade is based on attendance and class participation. Your participation in discussing others' projects is just as important in the learning process as your own project.

I hope you will enjoy your semester project, and that you will find this process as rewarding as I have in the past.

Format for Filenames

Jane Ramirez—All Classes

- 1. First Name**
- 2. Assignment Keyword**
- 3. Course Number**
- 4. Season/Year**

You may leave spaces between elements or not, as you choose. Please don't use _ (underscore).

Examples:

JaneBaseballENGL3245Spring 2018

Jane Ireland ENGL 3245 Spring 2018

JaneProjectTRAD6800Spring 2018

Jane FINAL Exam TRAD 6800 Spring 2018

Translation Assignments: Choose a keyword if I haven't assigned one. You can be creative, but please don't be ambiguous.

Midterm Exam: MTEExam

Final Exam: FINALEExam

Semester Project (1st draft): Project

Semester Project (any interim versions): ProjVer2

Semester Project (final version): FINALProj