

University of Puerto Rico
Río Piedras Campus
College of Humanities – English Department – Undergraduate Program
Fall Semester, Academic Year 2018–2019

I. Translation: Basic Principles (Spanish > English)

II. ENGL 3235 Section 0U1

III. 45 hours/3 credit hours. Classroom: P-105. Meeting on Mondays and Wednesdays, 1:00–2:20 pm.

IV. Pre-Requisites: None. Consult academic adviser.

V. Course Description

Introduction to basic methods and practices of translation. Analysis and discussion of student translations by both instructor and classmates will introduce students to the complexities of the translation process and to methods of problem solving. Writing skills in English, particularly punctuation, will be emphasized. All translations will use Spanish as the source language and English as the target or receptor language. Some assigned texts may be excerpted and adapted from actual professional translation jobs. Students will choose their own texts for their individual semester projects; this will enable all students to work directly or indirectly with a wide variety of genres, formats, and topics.

VI. Course Objectives: Students completing this course will:

1. Become acquainted with basic tools for translation and translation research.
2. Read critically and analyze a variety of texts, identifying factors of style, register, and purpose that will affect the translation process.
3. Improve their writing skills in English, with emphasis on differences in punctuation conventions between English and Spanish. **NOTE: All students must pass a punctuation quiz with at least 85% in order to complete this course. Failure to do so will result in a grade of Incomplete.**
4. Begin to develop skills in translation research.
5. Learn to give, receive, and profit from constructive criticism in order to produce at least one excellent translation during the semester.

VII. Content and Time Distribution (45 hours)

This is a fifteen-week course. A calendar will be provided once class enrollment is fixed and any revisions to the UPR-RP academic calendar are published by the Administration.

August and September will be devoted to punctuation lessons and the class discussion of one or two texts chosen by the professor. The latter portion of the semester, beginning in late October, will consist of presentations of students' projects. A punctuation quiz will be given sometime in late September or early October, and a final exam will be given at the end of the semester. All quizzes and exams will be administered via email.

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 alternative methods not requiring physical class meetings. Exams administered by email and, if necessary, one or more of the student presentations will make up this 25%. It is *strongly* preferable that projects be presented in person, in the classroom; the email method will be used only in exigent situations.

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 will need access to computers and dictionaries (paper or online) at home while completing assignments. All assignments and exams are to be submitted via email, *preferably in Word*. All students are asked 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 essential. Non-compliance **will** result in a lower grade. Students with a legitimate excuse should notify the professor (in advance, when possible) via text to 787-632-3912 or email to helen.barnesslown@upr.edu.

Punctual class attendance and participation in discussions	20%
Satisfactory completion of assigned weekly translations	20%
Semester Project	30%
Exams	30%

IMPORTANT: See appendixes on attendance policy and description of the Semester Project.

XI. Grading System:

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

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

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 impedimentos (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 Impedimentos* (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)*. 2010. New York: Harper Collins. **NOT AVAILABLE ONLINE; purchase of paper copy highly recommended.**
- 3) *The BBI Combinatory Dictionary of English: Your Guide to Collocations and Grammar*. Revised Edition. Morton Benson, Evelyn Benson and Robert Ilson. 2010. Amsterdam/Philadelphia: John Benjamins. Not available online.
- 4) *Diccionario de la Lengua Española, vigésima tercera edición*. 2014. Madrid: Espasa.

WEB SOURCES:

- 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) Google Books Ngram Viewer: <https://books.google.com/ngrams>
- 6) Acronym and Abbreviation Dictionary: <http://www.acronymfinder.com/>
- 7) Linguee: <http://www.linguee.es/espanol-ingles/search>
- 8) Word Reference: www.wordreference.com
- 9) Power Thesaurus: www.powerthesaurus.org
- 10) Pronunciation: www.forvo.com

Instructor: Jane Ramírez (Helen Jane Barnes Slown de Ramírez). M.A. Lincoln Christian Seminary, Lincoln, IL, 1996; M.A. UPR-RP (Translation) 2003. Available for consultation before or after class session from 12:00 noon until 5:00 pm on Mondays and Wednesdays; also on Tuesdays, by arrangement.

Please send all class-related work to helen.barnesslown@upr.edu. Be aware, however, that I do not receive notifications of this account on my phone. If your query requires a quick answer, COPY your email to me at janetranslates@gmail.com or text me at 787 632-3912. (Be sure to identify yourself if you text me—remember that if I don't have your phone number on my phone, I won't know who you are.)

You may also phone me for anything urgent (e.g., the exam is due in an hour and you have a question, or you just found out that the campus has been shut down and want to let me know).

APPENDIX 1: Attendance Policy

Discussion of translation assignments represents the chief learning method in this course; therefore, attendance, punctuality, and participation are 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 try to be generous in excusing absences, but I do 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 early in the semester; sign next to that number. **DON'T FORGET TO SIGN IN!** 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 275–325 words. **Do NOT submit a project without doing a word count of the source text and ensuring that it falls within the limits!**
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: [Team1ProjectENGL3235Fall2016](#). (Change “Team 1” to your team number.)
7. You will choose or be assigned a date for your presentation. You will have one entire class meeting to present your project.
8. One week—7 days—before your presentation begins, 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 tables or text boxes); in interlinear fashion; in alternating paragraphs between English and Spanish; or in any other format, including PowerPoint. The professor will project your work onto the big screen.
10. On the days 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 DAYS 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, as you choose. Send your final version to me; do NOT send it to your classmates.
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: [JaneFINALProjENGL3235Fall2016](#). 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 December. The due date is the same for everyone, regardless of order of presentation, but you may send your final version before that date if you wish.

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, 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.

APPENDIX 3: Filename Format

Please use this format whenever you email me any assignment, exam, project, etc. **THE MOST IMPORTANT PART** is to put your first name **FIRST** in every filename. (By “first name,” I mean the name by which I call you in class.)

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:

JaneSolarENGL3235Fall2018
Jane Solar TRAD 6430 Spring 2018
Team3ProjectENGL3245Spring 2019
Jane FINAL Exam TRAD 6800 Fall 2018

Keywords

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

Exams: I will give you a format to follow in the exam instructions.

Semester Project (1st draft): Project

Semester Project (any interim versions): ProjVer2

Semester Project (final version): FINALProj

Notice: The FINAL version of your project must have “FINAL” in capital letters in the filename.