

**University of Puerto Rico**  
Río Piedras Campus  
College of Humanities – English Department – Undergraduate Program  
Fall Semester, Academic Year 2020–2021

**I.** Translation: Basic Principles (Spanish > English)

**II.** ENGL 3235 Section 0U1

**III.** 45 hours/3 credit hours. Meeting on Mondays and Wednesdays, 1:00–2:20 pm. **THIS CLASS WILL BE TAUGHT ENTIRELY IN REMOTE MODE.** In general, we will meet synchronously via Google Meet or other platform(s), as needed. On occasion, students may be assigned work to do alone or in small groups in lieu of a class meeting; the professor will announce schedules via email or Moodle.

**IV. Prerequisites:** ENGL 3101 - 3102

**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. Students will work with one or more partners on a semester project for which they will choose their own text to translate. Each project will be presented in class for group discussion; 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 exam with at least 85% in order to complete this course. Failure to do so will result in a grade of Incomplete.** Multiple opportunities will be offered.
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)**

August and September will be devoted to punctuation lessons and the class discussion of one or two texts chosen by the professor. Professor will send punctuation lessons via email and/or upload them to Moodle for students to study on their own. Lessons will also be discussed in class meetings. The exam will be distributed digitally and students will have AT LEAST 48 hours to complete and return it. Those who do not pass with at least 85% MUST meet privately with the professor for further discussion. A second version of the exam will then be distributed to those who need to take it.

The latter portion of the semester, beginning in late October, will consist of presentations of students' projects. Students will work on projects in groups of two or three, communicating digitally among themselves. A final exam will be given at the end of the semester.

**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 Moodle, *preferably in Microsoft Word*. Student's institutional email address will be shared with the professor and classmates.

## **X. Methods of Evaluation:**

Discussion of translation assignments represents the chief learning method in this course; therefore, attendance, punctuality, and participation are vital for the best learning experience. However, allowances will be made for our shared power and connectivity issues.

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

IMPORTANT: See Appendix 2 for 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 (Acomodo razonable)**

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. Si un alumno tiene una discapacidad documentada (ya sea física, psicológica, de aprendizaje o de otro tipo, que afecte su desempeño académico) y le gustaría solicitar disposiciones académicas especiales, éste debe comunicarse con la Oficina de Servicios a Estudiantes con Impedimentos (OSEI) del Decanato de Estudiantes, a fin de fijar una cita para dar inicio a los servicios pertinentes.

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. Any student with a documented disability (physical, psychological, learning, or other, that affects the student's academic performance) who wishes to request special academic accommodations should contact the Office of Services for Students with Disabilities (OSEI, Spanish acronym) of the Office of the Dean of Students to request an appointment to arrange for the applicable services.

### **Sexual harassment policy (Certification Num. 130, 2014-2015)**

La Universidad de Puerto Rico prohíbe el discrimen par razón de sexo y género en todas sus modalidades, incluyendo el hostigamiento sexual. Según la Política institucional contra el Hostigamiento Sexual en la Universidad de Puerto Rico, Certificación Núm. 130, 2014-2015 de la Junta de Gobierno, si un estudiante está siendo o fue afectado por conductas relacionadas a hostigamiento sexual, puede acudir ante la Oficina de la Procuraduría Estudiantil, el Decanato de Estudiantes o la Coordinadora de Cumplimiento con Título IX para orientación y/o presentar una queja.

The University of Puerto Rico prohibits discrimination based on sex, sexual orientation, and gender identity in any of its forms, including that of sexual harassment. According to the Institutional Policy Against Sexual Harassment at the University of Puerto Rico, Certification Num. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment may visit the Office of the Student Ombudsperson, the

Office of the Dean of Students, and/or the Coordinator of the Office of Compliance with Title IX for information and/or to file a formal complaint.

### **Integridad académica**

La Universidad de Puerto Rico promueve los más altos estándares de integridad académica y científica. El Artículo 6.2 del Reglamento General de Estudiantes de la UPR (Certificación Núm. 13, 2009-2010, de la Junta de Síndicos) establece que “la deshonestidad académica incluye, pero no se limita a: acciones fraudulentas, la obtención de notas o grados académicos valiéndose de falsas o fraudulentas simulaciones, copiar total o parcialmente la labor académica de otra persona, plagiar total o parcialmente el trabajo de otra persona, copiar total o parcialmente las respuestas de otra persona a las preguntas de un examen, haciendo o consiguiendo que otro tome en su nombre cualquier prueba o examen oral o escrito, así como la ayuda o facilitación para que otra persona incurra en la referida conducta”. Cualquiera de estas acciones estará sujeta a sanciones disciplinarias en conformidad con el procedimiento disciplinario establecido en el Reglamento General de Estudiantes de la UPR vigente.

### **XII. Selected Bibliography**

Recommended Resources:

- 1) *Merriam-Webster's Collegiate Dictionary: Eleventh Edition*. 2009. Springfield, Mass.: Merriam-Webster.
- 2) *Roget's International Thesaurus (Eighth 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. May be available online. Example: *Ostenta grados > holds degrees*
- 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](http://www.wordreference.com)
- 9) Power Thesaurus: [www.powerthesaurus.org](http://www.powerthesaurus.org)
- 10) Pronunciation: [www.forvo.com](http://www.forvo.com)

Professor: Jane Ramírez (Helen Jane Barnes Slown de Ramírez). M.A. Lincoln Christian Seminary, Lincoln, IL, 1996; M.A. UPRRP (Translation) 2003. Available for online, text, or email consultation any day, by arrangement. Please email or text to request an appointment. Email: [janetranslates@gmail.com](mailto:janetranslates@gmail.com) or [helen.barnesslown@upr.edu](mailto:helen.barnesslown@upr.edu). Phone: 787 632-3912.

For faster response, please use my gmail address or text me at the number above. I don't have access to my UPR address on my phone.

## **APPENDIX 1: Attendance Policy**

While teaching remotely, I will not be as strict about attendance as I am when teaching face-to-face. I will, however, take attendance at each meeting, and I will be aware of those who are frequently absent or who do not participate in discussion. If you miss a meeting for any reason, please contact me (or a classmate) and ask what you missed.

## **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. You will be part of a team of two or three members. Make sure that you have correct contact information for your partners, the professor, and all of your classmates.
2. With your team, 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 325–375 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 team, 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: [TeamXProjectENGL3235Fall2021](#). (Change "X" 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; if you do not finish, there will be a chance to complete it later.

8. One week—7 days—before the day of your presentation, email your source text and the translation to the professor and your classmates. You may send an extended source text, if you wish, to provide us with more context. You, the professor, or a volunteer classmate will display your project using the “present” option.
9. Your team 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 display your work on her 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 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 different versions, or the team may work together and 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: [JaneFINALProjENGL3235Fall2021](#). 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. A few days before each scheduled presentation, you will receive, via email or Moodle, 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.
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 previous students and I have in the past.