

University of Puerto Rico
Río Piedras Campus
College of Humanities – English Department – Undergraduate Program
Spring Semester 2023; Academic Year 2022–2023

I. Course Title, Section, Code, Mode, Meetings

- a. Translation: Advanced Techniques (Spanish > English). Three (3) credits.
- b. ENGL 3245 Section 0U1
- c. Online and mostly synchronous. Exams will be posted on Moodle and taken at student's convenience, within limits. Each exam will count as one asynchronous class meeting.
- d. At professor's discretion, students may occasionally be assigned work to do alone or in small groups in lieu of a class meeting; professor will inform students of any such changes via email and/or Moodle.
- e. Class will meet 1:00–2:20 pm on Mondays and Wednesdays via Google Meet. Students may access the meeting using this link: <https://meet.google.com/kix-zpyh-gpb>
- f. Prerequisites: ENGL 3101 – 3102

II. Course Description

Study of more advanced techniques of translation, ESP > ENG. Aimed at students who have already mastered the basics, but open to students at any level. The course is intended to begin to prepare students to deal with the challenges of translating in the real world. Brief academic or technical texts may be included. Emphasis on the necessary writing skills in English, especially punctuation. Students will work in groups of three 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.

III. Course Objectives

Students completing this course will:

- a. Practice using online tools for translation and translation research.
- b. Read critically and analyze a variety of texts, identifying factors of style, register, and purpose that will affect the translation process.
- c. Master the differences in punctuation conventions between Spanish and English.
- d. Become aware of the need for using a style manual; become acquainted with some of the best-known manuals.
- e. Learn to give, receive, and profit from constructive criticism in order to produce at least one excellent translation during the semester.

IV. Requirements for Completion of the Course with a Passing Grade

- a. Regular and punctual class attendance and participation in class discussions. Habitual tardiness and excessive absences (more than 4 absences without justification), as well as failure to take part in class discussions, will result in a reduced grade. This grade counts as 20% of the midterm and final grades. (NOTE: Discussion of translation assignments constitutes the primary 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.)

- b. Satisfactory completion of 2–4 translation assignments during the early weeks of the semester. This grade counts as 30% of the midterm grade and 20% of the final grade.
- c. A score of at least 85% on the punctuation exam. There will be a thorough review of the exam and opportunities to retake (using a different version of the exam) if needed. Failure to achieve 85% will result in a grade of Incomplete. The student’s highest score counts as 50% of the midterm grade and 15% of the final grade.
- d. Successful completion of the semester project during the latter portion of the semester. This grade counts as 30% of the final grade.
- e. Final exam. This grade counts as 15% of the final grade.

V. Content and Time Distribution (45 hours)

January through March will be devoted to punctuation lessons and the class discussion of one or two texts chosen by the professor. Professor will post the punctuation lessons on Moodle; lessons will also be discussed during class time. A punctuation (midterm) exam will be posted on Moodle and students will have AT LEAST 48 hours to complete and return it. Those who do not pass with at least 85% MUST contact the professor to set up a private meeting. A second version of the exam will then be emailed to those who need to take it.

April and May will consist of presentations of students’ projects. Detailed information about the projects will be provided in an Appendix to this syllabus.

A final exam will be given at the end of the semester.

VI. Teaching Strategies

The course will consist of approximately 10% lecture, 30% guided group discussion, 30% translation practice, and 30% practice in analyzing and critiquing classmates’ translations.

VII. Required Resources and Equipment

All students will need access to computers or other devices and the internet in order to attend class and complete 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.

VIII. Grading System

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

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

IX. Professor: Jane Ramírez (Helen Jane Barnes Slown de Ramírez). M.A. Lincoln Christian Seminary, 1996; M.A. UPRR (Translation), 2003. Available for online meeting or consultation by phone, text, or email any day of the week. Best days are Tuesdays, Wednesdays, and Thursdays from 2:20 to 10:00 pm. Please email or text to request an appointment.

Email: janetranslates@gmail.com. For faster response, please DO NOT use my institutional email (helen.barnesslown@upr.edu), since I access that account ONLY on my computer, NOT my cell phone.

Phone: 787 632-3912

X. NOTIFICATIONS OF INSTITUTIONAL POLICIES

SPANISH

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 el/la profesor/a.

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.

NORMATIVA SOBRE DISCRIMEN POR SEXO Y GÉNERO EN MODALIDAD DE VIOLENCIA SEXUAL

La Universidad de Puerto Rico prohíbe el discrimen por 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 Procuraduría Estudiantil, el Decanato de Estudiantes o la Coordinadora de Cumplimiento con Título IX para orientación y/o presentar una queja.

PLAN DE CONTINGENCIA EN CASO DE UNA EMERGENCIA

En caso de surgir una emergencia o interrupción de clases, el profesor continuará ofreciendo el curso utilizando la modalidad a distancia o en línea, según establecidas en este prontuario oficial. De acuerdo a la información oficial y las directrices institucionales, el profesor realizará esfuerzos para comunicarse con los estudiantes vía correo electrónico institucional u otros medios alternos disponibles para coordinar la continuidad del ofrecimiento.

ENGLISH

REASONABLE ACCOMMODATION

In accordance with the recommendation of the Office of the Dean of Students (Division for Persons with Disabilities), students who are clients of the Office of Vocational Rehabilitation must contact the professor at the beginning of the semester in order to make arrangements for reasonable accommodations and any necessary auxiliary equipment. Other students with special needs who require any kind of assistance or reasonable accommodations should also contact the professor. Alternative evaluation methods will be provided to students with identified special needs.

ACADEMIC INTEGRITY

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR General Student Bylaws (Certification No. 13, 2009-2010, of the UPR Board of Trustees) establishes that “academic dishonesty includes but is not limited to: fraudulent actions, obtaining grades or academic degrees using false or fraudulent pretexts, entirely or partially copying academic work from another person, entirely or partially plagiarizing the work of another person, entirely or partially copying responses from another person to examination questions, having another person take any test, oral or written examination on the student’s behalf, as well as assisting or facilitating any person to incur in the aforementioned conduct.” Any of these actions shall be subject to disciplinary sanctions in accordance with the respective disciplinary procedure, as stated in the current UPR Student Bylaws.

DISCRIMINATION / SEXUAL HARASSMENT

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 No. 130, 2014-2015 from the Board of Governors, any student subjected to acts constituting sexual harassment must turn to 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 orientation and/or to file a formal complaint.

CONTINGENCY PLAN IN CASE OF EMERGENCY

If an emergency or interruption of courses occurs, course offerings will take place with the support of distance learning modalities, as established in the official syllabus. In compliance with official communications and institutional guidelines, the professor will make efforts to communicate with students via institutional email or other available communication outlets to coordinate the continuity of the course work.

XI. Recommended Web Resources

Library of Congress Online Catalog: <http://catalog.loc.gov/>

Merriam-Webster Online Dictionaries and Thesaurus: <http://www.merriam-webster.com>

Appendix A to ENGL 3245 syllabus spring 2023

- ProZ.com Term Search: <http://www.proz.com/search/>
- Real Academia Española: <http://www.rae.es/>
- Google Books Ngram Viewer: <https://books.google.com/ngrams>
- Acronym and Abbreviation Dictionary: <http://www.acronymfinder.com/>
- Linguee: <http://www.linguee.es/espanol-ingles/search>
- Word Reference: www.wordreference.com
- Power Thesaurus: www.powerthesaurus.org
- Forvo (for pronunciation): www.forvo.com

XII. Selected Bibliography

Recommended Resources

- *Merriam-Webster’s Collegiate Dictionary: Eleventh Edition*. 2020. Springfield, Mass.: Merriam-Webster.
- *Roget’s International Thesaurus (Eighth Edition)*. 2022. New York: Harper Collins. **Not available online; purchase of paper copy highly recommended.**
- *The BBI Combinatory Dictionary of English: Your Guide to Collocations and Grammar*. Revised Edition. Morton Benson, Evelyn Benson, and Robert Ilson. 2010: Philadelphia: John Benjamins. May be available online. (Usage example: **Ostenta** grados > **holds** degrees.)

Works Consultad

- Real Academia Española. *Diccionario de la Lengua Española, vigésima tercera edición*. 2014. Madrid: Espasa.
- Jiménez Jiménez, Antonio F. *Introducción a la Traducción: Inglés/Español*. 2018. New York: Routledge.
- Mossop, Brian, et al. *Revising and Editing for Translators*. Fourth Edition. 2019. New York: Routledge.
- Polizzotti, Mark. *Sympathy for the Traitor: A Translation Manifesto*. 2018. Cambridge: The MIT Press.
- Chicago Manual of Style*. Seventeenth Edition. 2017. Chicago: U of C Press.
- Garner, Bryan A. *Garner’s Modern English Usage*. Fourth Edition. 2016. Oxford UP.
- The Associated Press Stylebook*. Fifty-fifth Edition for 2020. 2020. New York: AP.

PRELIMINARY CALENDAR ENGL 3245 SPRING 2023

MONTH	MONDAY	WEDNESDAY
January		25: Initial roll call and intro to course
	30: Review of syllabus	

February		1: Discussion of <i>Prólogo</i> text
	6: Punctuation lessons & <i>Prólogo</i>	8: Discussion of <i>Prólogo</i> text
	13: Punctuation lessons	15: Discussion of <i>Prólogo</i> text
	20: Holiday: Presidents & Próceres	22: Punctuation lessons
	27: Finish <i>Prólogo</i>	
March		1: Finish punctuation lessons
	6: Discuss date for punctuation exam; discuss details of semester project	8: Start Text 2
	13: Choose teams for project	15: Discuss text 2
	20: Discuss text 2	22: Holiday: PR Emancipation Day
	27: Discuss text 2	29: Discuss text 2; Team 1 sends
April (Easter weekend 6–9)	3: Finish text 2; Team 2 sends	5: Team 1 presents
	10: Team 2 presents; Team 3 sends	12: Catch-up day or grammar lessons; Team 4 sends
	17: Team 3 presents	19: Team 4 presents; Team 5 sends
	24: Catch-up day or lessons; #6 sends	26: Team 5 presents
May	1: Team 6 presents; Team 7 sends	3: Catch-up day or lessons
	8: Team 7 presents	10: Catch-up day or lessons
	15: Final catch-up day; discussion of final exam and due date.	Last day of classes Tuesday 16
This calendar is approximate. It may be adjusted occasionally; the time needed to discuss translation work and punctuation lessons cannot be predicted with pinpoint accuracy. Grammar or syntax lessons may be added as needed.		

Midterm grades are due Thursday 23 March. The due date for the midterm (punctuation) exam is TBD (no later than Monday 20 March). The exam will be posted on Moodle at least 48 hours before the due date. The midterm exam will count as 1 asynchronous class day.

Final grades are due Thursday 1 June. The due date for the final exam is TBD (no later than Wednesday 24 May). The exam will be posted on Moodle at least 48 hours before the due date. The final exam will count as 1 asynchronous class day.

The final version of semester projects will be due 48 hours after the final exam is due.

Late work will be accepted with penalties until Saturday 27 May. No work will be accepted after that date.

Candidates for graduation this semester must apply by 1 March 2023.