

# MASTER SYLLABUS

## Nashville State Community College Interpreting Internship ASL 2600

**Instructor:**

**Times:**

**Classroom:**

**Office/Office Hours:**

**Phone:**

**Email:**

### **Course Description:**

An opportunity for advanced level interpreting students to gain work experience, practical application of the role of professional service providers, and an introduction to the duties and responsibilities of interpreters in the community. The internship will be under the observation and supervision of experienced professional interpreters and addresses specific vocabulary and ethical factors in a variety of interpreting settings. **Prerequisite(s):** ASL 1002, ASL 1003, ASL 1010, ASL 1110, ASL 1120, and ASL 1130

**Credits: 4**

### **Course Outcomes:**

Upon successful completion of this course, students will:

- Interpret or transliterate 8 hours a week for a total of 80 hours a semester under the mentorship of a qualified interpreter.
- Work as a member of a team of interpreters and will dress and behave in a professional manner
- Provide accurate sign-to-voice and voice-to-sign interpretations.
- The student will manage the interpreting process.

### **Required Text:**

*Please see bookstore link for textbook information.*

### **Instructor Goals for Sign to Voice II:**

The internship is to provide you with a means for blending coursework theory and skill with practical experience. The course objective is to provide continued mentoring in various settings, allowing students to select an area of specialization such as education, business and community-based interpreting. Including scheduled meetings with mentor and/or faculty coordinator for discussion of job preparation, business practices, current issues and applications of ethics. Also includes interpreting, individually or as a team, with licensed interpreters or qualified interpreters.

This class is for interpreting students who would like to select an area of specialization. We can arrange a variety of situations that fit the student's needs and desires. The skills you have been working to acquire, or have, will improve as you experience different aspects of the profession. The

types of situations are flexible and selected primarily based on student interests, ability, as well as placement availability.

**Additional Course Expectations:**

1. Demonstrate proper application of COE to each interpreting situation.
2. Determine consumer's language use and produce interpreting or translating that best matches the client or situation
3. Provide accurate sign-to-voice and voice-to-sign interpretations or transliterations.
4. Adapt to proper professional behavior skills commensurate with the environment, including making requests to other professionals with tact.
5. Learn how to work as a team-interpreter/transliterater.
6. Prepare for upcoming assignments.
7. Demonstrate competency in keeping a log with billing statements.

**Grading, Examinations and Papers:**

**Grading criteria:**

- Attendance and promptness are criteria included for grading.
- Blatant violation or disregard of code-of-ethics will result in immediate F.
- Missing or being late to assignments without adequate notification can result in lowering of final grade.
- Adequate notification is:
  - For emergencies: call mentor/contact and instructor immediately
  - For non-emergencies: call mentor/contact and instructor 48 hours prior to assignment
- Assignments must be turned in on-time. A letter grade will be deducted for late work. End of month log sheet and invoice due before the fifth of the following month.
- A professional demeanor and utmost respect will be shown at all times in all dealings with professionals and clients.
- You are to report concerns or problems to your mentor/contact.
- If you are unable to resolve concerns, contact your instructor.

**Workshops:**

Required attendance to 2 monthly NTRID meetings or a weekend workshop. Have an officer or interpreter, who is present, to sign off on your notes, verifying your attendance. Turn in your notes with typed summary.

**Weekly log:**

Create a daily/weekly log sheet that documents your interpreting activities.

The log must include mileage, hours interpreted, date, and the location.

An additional sheet for billing must be created and included. Examples of a rate:\$20/hr & \$0.32/mi.

**Grading Policy:**

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**Grading Scale:**

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**Attendance/Withdrawal Policy:**

Absences in excess of the total number of class hours in one week may result in a drop in a letter grade.

Failure to attend class will result in a final course grade of “FA” or “FN”

- FA – Failure – attendance related (last date of attendance required)
- FN – Failure – never attended class

**It is the student’s responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.**

**Nashville State Community College has implemented an Early Warning System to notify students via e-mail about academic problems such as poor classroom attendance, poor performance on assignments/tests, poor communication skills, late/missing assignments, and/or lack of classroom participation. *Please note that Early Warning Alerts do not affect a student’s academic standing.***

**Accommodations:**

Nashville State complies with the Americans with Disabilities Act. Consult with the office of Student Disability Services. If you need any accommodation(s) for this class, notify the instructor by the second class meeting.

**Classroom Misconduct and Procedures:**

**Nashville State Community College has a zero tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary sanctions.** The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or conduct which violates the general rules and regulations of the College. Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevents concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.). Each student should refer to the current Nashville State Student Handbook for guidelines for student conduct.

**Academic Dishonesty:**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your works" (A Writer's Reference, 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructors' permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "Zero" for the exercise, paper or examination, or to assign an "F" for the course.

If a student believes that he/she has been erroneously accused of academic dishonesty and if his/her final grade has been lowered as a result, the student may appeal the case through the appropriate college grade appeal procedures.

**NOTE:**

*This syllabus is a master syllabus. Specific course requirements are subject to revision at the discretion of the individual instructor. A course syllabus will be provided the first day of class.*