

# RESOURCES FOR THE PROFESSIONAL DEVELOPMENT OF SPANISH COURT INTERPRETERS

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NOTE: If anyone is aware of other resources that become available, please send us an e-mail with the information so we can include them in future editions.

For specific information about what courses are available during a specific term or session, check with the college or university's website or contact the school directly.

# SELF-HELP TRAINING RESOURCES

## ACEBO

P.O. Box 7485  
Spreckels, CA 93962  
831-455-1507  
FAX 831-455-1541  
[acebo@acebo.com](mailto:acebo@acebo.com)  
<http://www.acebo.com/>

### 1. Court Interpreting Products:

#### *Edge 21: Consecutive Interpreting; Edge 21: Simultaneous Interpreting; and Edge 21 Sight Translation*

Each of the three component products addresses one of the three modes of interpreting used in court interpretation and tested in major court interpretation certification exams. Together, these three products provide a complete set of materials to practice the techniques of Spanish-English court interpreting.

#### *The Interpreter's Companion, 4th edition*

Contains six separate Spanish-English/English-Spanish glossaries (Legal Terms, Traffic & Automotive Terms, Drug Terms, Weapons Terms, Medical Terms, and Slang Terms).

#### *The Interpreter's Edge, 3rd edition*

This complete set of Spanish-English interpreter-training self-study materials includes a set of eight one-hour audio CDs and a book of texts to interpret and sight translate. Notes, comments, and suggested translations are included. Materials provide a total of 62 lessons: Simultaneous interpretation, 20 lessons; Consecutive interpretation, 18 lessons; Sight translation, 24 lessons.

#### *The Interpreter's Edge Turbo Supplement*

This package of advanced Spanish-English interpreter-training materials is an extension of The Interpreter's Edge. It provides advanced interpreters with more challenging material: CDs and printed materials for four simultaneous interpretation lessons, four consecutive interpretation lessons, and six sight translation lessons.

#### *The Interpreter's Companion on CD-ROM*

The Interpreter's Companion on CD-ROM contains two distinct versions of The Interpreter's Companion, Fourth Edition: The Interpreter's Companion/PDF and the Interpreter's Companion for Palm. The Interpreter's Companion/PDF is a CDRom-based version of The Interpreter's Companion, Fourth Edition. It is a Portable Document Format (PDF) file that contains all the text and graphics of The Interpreter's Companion, Fourth Edition. Also included in the PDF folder of the CD-ROM is Adobe's Acrobat Reader software, which allows you to display, navigate, search, and print The Interpreter's Companion/PDF.

#### *Two-Tone CDs, Vol. 1: English-Spanish Simultaneous Practice*

Each stereo Two-Tone CD contains both source material for the student to practice interpreting and a model interpretation of that same material by an expert interpreter. The source material is on the left channel of the CD and the interpretation is on the right channel. The CD contains ten

passages including various types of jury instructions, opening and closing statements in criminal trials, and testimony.

*Two-Tone CDs, Vol. 2: Administrative Hearings*

Includes passages excerpted from various types of administrative hearings, including social services and worker's compensation.

2. Video Products:

*The Interpreter's Code of Ethics and the Role of the Interpreter in the Courtroom*  
*Consecutive Interpreting and Note Taking*  
*Criminal Procedure for Court Interpreters*

**AGNESE HAURY INSTITUTE FOR COURT INTERPRETATION**

National Center for Interpretation  
University of Arizona  
Geronimo Building, 2nd Floor  
P.O. Box 210432  
Tucson, AZ 85721-0432  
(520) 621-0432  
FAX: (520) 624-8130  
[nictip@u.arizona.edu](mailto:nictip@u.arizona.edu)  
<http://nci.arizona.edu>

*Interpretapes.*

The Legal Interpretapes© are Spanish-English practice materials developed to provide individuals an opportunity to enhance their interpreting skills and have language lab-type practice at home. They are sold as a complete 3-volume set.

- Volume I is an introductory set that includes six lessons providing practice in the simultaneous and consecutive modes as well as sight translation.
- Volume II is dedicated to expert witness testimony. It includes six authentic texts for simultaneous practice and two written texts for sight translation.
- Volume III is dedicated to the formulaic language of the courts. The exercises for practice in simultaneous interpreting include initial appearances and arraignments, plea agreement hearings, sentencing and jury instructions.

Each volume consists of a source sound file and a key sound file. The source file is used for practice, while the key file contains interpreted renditions by federally certified court interpreters of all of the practice exercises. Spoken and printed glossaries are also included.

*The Spanish Talking Manual*

The Talking Manual was developed to provide students with an opportunity to take a simulated oral interpreting exam and to study examples of acceptable and unacceptable renditions of English and Spanish simultaneous and consecutive interpretations and sight translations. It is a simulation of the Federal Court interpreter Certification Oral Exam. The scripts and subject matter are adapted from authentic test items, and the word count and time limit reflect the Federal oral testing experience.

## **ALICIA ERNAND PRODUCTIONS**

P.O. Box 802382  
Santa Clarita, CA 91380-2382  
661-296-4682  
FAX 661-296-5864  
<http://www.aliciaernand.com>

### *From Arraignment to Sentencing*

This product provides a step-by-step analysis of the process of a defendant in the criminal justice system. This lesson is ideal for interpreters who are in the process of preparing for the oral component of either the state court interpreting exam, or the exam of the Consortium for Language Access in the Courts. There are six practice exercises to be done in the simultaneous mode taken from actual cases. Before each exercise, there is a very clear explanation regarding the interpreter's role in each type of proceeding.

### *A Comparison of Civil and Criminal Law*

This product is designed to instruct interpreters on the basic fundamental differences between civil and criminal law. This guide is clear and concise. Its focus is to provide interpreters who cross over from civil to criminal proceedings with an understanding of the key contrasting elements.

### *Anatomy of a Deposition*

This product explains the philosophy, the process, the interpreter challenges and the federal rules of civil procedure, as they relate to the interpreter. The most commonly used sample admonition and closing stipulation taken from actual cases are provided. This step-by-step comprehensive guide sheds light on all the unanswered questions regarding the role of the interpreter at depositions.

### *Sexual Harassment Proceedings*

This product is an invaluable guide for interpreters who want to understand the meaning behind the words! Sexual harassment cases can be extremely taxing for the interpreter because of the nature of the topic. This presentation provides an excellent overview on labor laws.

### *Medical Proceedings*

This product provides the interpreter with a solid foundation regarding three very important types of cases: medical malpractice, personal injury and wrongful death. Although all three fall under Personal Injury Law, each type of case has different characteristics that differentiate one from the other.

### *Check Interpreter*

This product examines the controversial issue of the use of "check interpreters" in the private sector. It provides workable solutions so that both the plaintiff and defense side interpreter can work effectively within the parameters set forth in the Interpreter Code of Ethics. The following areas are addressed: minimal qualifications, duties of the check interpreter, the foundational voir dire, the expert witness, and legal terms of art.

### *Premises Liability/Loss of Consortium*

This product examines the correlation between the filing of a Premises Liability lawsuit in conjunction with a Loss of Consortium claim. The major emphasis is on the following areas: description of range of cases, demand for production of documents, sample loss of consortium line of questioning, examination of the differences between civil and workers compensation

cases, simultaneous interpretation exercise of sample language used in medical findings, and footwear terminology used in slip and fall cases.

*Exercise Workbook: The Crime, The Code, The Interpretation: An Exercise Workbook for Interpreters of All Languages*

State laws consist of codes covering various subject areas, the state constitution and statutes. Interpreters are faced with the challenge of interpreting the crime charged, and the corresponding name and number that has been violated, at an average speed of between 140 to 180 words per minute. Although at first glance this appears to be a simple task, in reality, it is not.

Interpreters trying to pass either the state or federal certification exam often struggle with this component of the test. During the simultaneous mode portion, once they drop either the crime charged or part of the code, they are not able to stay on track.

For this workbook, I selected The Health and Safety Code, The Penal Code, and The Vehicle Code, because in my experience in criminal law, they are the ones most often cited. In this study guide, blank lines are provided after each crime listed, so that interpreters from all languages can write out the translation. In doing so, the memorization process is facilitated.

Interpreters who work in states other than California will receive the same benefits from this workbook. Although the code numbers may differ from state to state, the names of the crimes charged will be the same in most cases. The goal for the interpreter is to interpret with accuracy. It is not the responsibility of the interpreter to memorize the code name and number.

## **DE LA MORA INTERPRETER TRAINING**

This company sells practice CDs for aspiring and current interpreters. The CD-ROM offers you Articles, Information, Links, Practical Exercises and the complete scripts for the Sight, Consecutive and Simultaneous exercises, a total of eight scripts, designed to help you improve your vocabulary and interpreting skills. The CD will afford you the opportunity to listen to seven professionally recorded passages: two question and answer sessions in English and Spanish, to practice your consecutive and two passages in English recorded at different speeds to challenge you during simultaneous; all four of these exercises were developed from actual court proceedings' transcripts. The other three passages are in Spanish, also recorded at different speeds, so you can practice shadowing and dual task. Online and on-site training courses are also available. For more information or to order call toll free: 1-866-821-3529 or contact us: <http://www.interpreter-training.com/index.html>

## **FEDERAL COURT INTERPRETER CERTIFICATION EXAMINATION PROGRAM (FCICE)**

The FCICE has issued samples of both its written and oral examinations. Both practice exams are available via the FCICE website: <http://www.ncsc.org/fcice>. See Part 7, "Practice Written Examination and Key," starting at page 57 for the sample written test (<http://www.ncsc.org/sitecore/content/microsites/fcice/home/About-the-program/Examinee-Handbook/7-Practice-exams.aspx>) and Part 8, "Practice Oral Examination Online," starting at page 101, for the sample oral exam (<http://www.ncsc.org/sitecore/content/microsites/fcice/home/About-the-program/8-Oral-Practice-Exam.aspx>). Printed copies of the Handbook are also available for \$27.50 (see website for ordering details).

## **NCSC SPANISH PRACTICE EXAMINATION KIT**

The Spanish Practice Examination Kit is now available. The kit includes the following:

- Instruction Manual
- CD with audio files containing the practice exam and a passing performance on the examination
- Hard copies of the test scripts

### **Background**

The Kit is designed to provide purchasers with a step-by-step process to increase their understanding of four basic things:

- *What a real Consortium performance examination looks like*, including the “scoring units.” Practicing with the kit before taking an operational examination will give the individual an opportunity to take a practice examination and score it in much the same way that trained raters do for the actual examinations.
- *The scoring methodology used by the Consortium to score oral examinations* in a fair and consistent way. Purchasers will create their own scoring dictionaries and in the process, learn how to research words and phrases like the trained raters do and make decisions about what should be acceptable or not and why.
- *What a passing performance is really like*. A certified interpreter took the practice examination as a favor to the Committee and staff recorded that performance. Listening to the passing performance will give the purchaser a feel for what actual raters will do when one takes an operational examination.
- *Self-assessment of one’s own level of skill and readiness to take a Consortium exam*. The purchaser will have the opportunity to take the practice examination in a way that closely replicates the actual test environment and to fairly and objectively assess his or her current level of skill. Candidates should be able to recognize strengths, identify weaknesses, and learn what additional training or practice is needed to improve performance.

If one completes all of the assignments in a step-by-step manner and in the order provided, users should gain a better understanding of what a real exam is like. More importantly, users should gain a more realistic view of their own level of performance.

Sales price of the kit: \$39.95 ea. + shipping and handling.

You may order your Kit online at: <https://apps.ncsc.org/examkit/CIPEK-ORDER.asp>.

## **NEW JERSEY ADMINISTRATIVE OFFICE OF THE COURTS SIMULTANEOUS INTERPRETING PRACTICE TAPE AND MANUAL**

The Administrative Office of the New Jersey Courts has produced a simultaneous practice tape and manual in order to help aspiring and practicing interpreters (1) evaluate their current level of skill and the prospects for succeeding in passing the simultaneous interpreting examinations and (2) improve their simultaneous interpreting skills through practice before taking a simultaneous interpreting examination.

The kit consists of a tape with four exercises and a manual that explains how to use the tape and the exercises. The first exercise is intended to help identify readiness for simultaneous

interpreting. The second and third exercises are specifically aimed at helping prepare for the simultaneous test. The last exercise provides practice interpreting at a faster speed.

The kit is no longer available for distribution to individuals and it cannot be sold. In order to make this kit accessible to the largest possible number of prospective interpreters, it has been placed online at the New Jersey Judiciary web site:

<http://www.judiciary.state.nj.us/interpreters/resources.htm>.

### **THE NCRA STORE**

The National Court Reporters Association

8224 Old Courthouse Road

Vienna, VA 22182-3808

800-272-6272; FAX 703-556-6291

<http://www.ncraonline.org>

This association has issued numerous tapes at differing speeds to help build transcription skills for court reporters. Some are also helpful tools for simultaneous interpreting practice into any language. We recommend the following for beginners: Special Student Series A, 3 tapes; Speed Development Series, SD 120 Jury Charge and SD 120 Testimony. For the more advanced student, we recommend Special Student Series B. Get a current catalog directly from the association.

# COLLEGES & UNIVERSITIES THAT OFFER COURSES AND CERTIFICATES

## LOCAL COLLEGES & UNIVERSITIES

### LA SALLE UNIVERSITY

The Hispanic Institute at La Salle University  
Carmen Lamas, Ph.D., Director  
Assistant Professor of Spanish  
Department of Foreign Languages and Literatures  
1900 West Olney Avenue  
Philadelphia, PA 19141 USA  
Phone: 215.951.1209  
Fax: 215.991.3506  
E-mail: [lamas@lasalle.edu](mailto:lamas@lasalle.edu)

[http://www.lasalle.edu/admiss/grad/hispanic/hispanic\\_cii\\_home.php](http://www.lasalle.edu/admiss/grad/hispanic/hispanic_cii_home.php)

#### **Certificate in Interpretation - English/Spanish (CII)**

The curriculum for the CII (Certificate in Interpretation) is designed to address three of the principal environments where interpretation (English-Spanish and Spanish-English) is currently needed, and will be more intensely needed in the future: that is, legal, healthcare and business environments. In addition, governing interpretation principles are also studied for application to language environments covered and not covered by the program. The program consists of 7 (3 credits each) courses to be taken in a predetermined fashion. Therefore, a total of 21 credits are required to complete the certificate. All courses are offered in the evenings with varied starting times from 5:30 pm to 6:15 pm. All courses (fall and spring) require a minimum of 3 hours of classroom exposure/week. The fall and spring semesters have a 14 week duration. Summer sessions have a 6+ week duration and require a min. of 6 hours of classroom exposure per week.

#### Core Course Requirements

There are seven courses, 3 credits each, and all are required, for a total of 21 credits. The minimum grade point average required for certification is 3.0, and the time limit for completion of all courses is 4 years. The recommended pace is 1-2 courses per semester/summer session so as to finish in 4-6 semesters/summer sessions, but the actual pace may be individually driven within the limits set.

The required courses are as follows:

- BLS 610: Comparative Analysis English/Spanish
- BLS 611: Fundamentals of Interpretation
- BLS 612: Consecutive Interpretation and Sight Translation
- BLS 613: Simultaneous Interpretation
- BLS 614: Legal Interpretation
- BLS 615: Healthcare Interpretation
- BLS 616: Business Interpretation



The successful completion of BLS 610 and BLS 611 is a requirement to continue with the program. The first four courses (BLS 610, 611, 612 and 613) must be taken sequentially or simultaneously in pairs: BLS 610-611& BLS 612-613, the remaining three courses (BLS 614, 615 and 616) can be taken in any order.

The rationale for the sequence is that basic interpreting skills and a theoretical base in interpreting should be acquired in order to further develop skills in the specific areas of legal, healthcare and business interpreting. All courses focus on the language combination English-Spanish.

#### Retention, Completion and Certificate Requirements

Every student in La Salle University's Graduate programs is required to maintain a cumulative GPA of "B" (3.0). Therefore, a minimum cumulative GPA of 3.0 is required to earn the CII. A student who, at any time, falls under this standard is automatically in academic jeopardy, and is subject to academic review by the Director of the program. In order to earn the CII, students must successfully complete all 7 required courses (21 credits in total). There are no electives in this program.

An accepted student to the CII program will have a total of 4 academic years to complete the program. Only in extreme circumstances is a "leave of absence" granted. No leave of absence will be granted for more than one year. When a leave of absence is granted, the time period encompassing the leave of absence will not count toward the 4 years candidacy max.

#### **Course Descriptions**

##### **BLS 610 Comparative Analysis English/Spanish**

This course studies the comparative/contrastive grammar in the English- Spanish language pair. The course includes intensive practice in reading comprehension skim, scan, main idea, key words, sequence of events, usage, error detection, synonyms, and most common translation problems in terms of grammar, vocabulary, idioms, slang. Explore register.

##### **BLS 611 Fundamentals of Interpretation**

This course is designed to introduce the basic skills of interpretation: public-speaking, memory work, and text analysis, as well as the theoretical foundations of interpretation. In addition, the students will learn terminology research and professional skills: general business practices and ethics. Practicum emphasis is on public-speaking skills, as well as the ability to understand and analyze a message in the source language (SL) and convey it in the target language (TL) in a straightforward and clear manner.

##### **BLS 612 Consecutive Interpretation and Sight Translation**

This course builds on the practical and theoretical foundation laid in Fundamentals of Interpretation. In consecutive interpreting, students learn to identify the implicit structural organization of an extemporaneous speech by presenting and interpreting speeches of this type. Reinforces ability to perceive essential meaning and introduces note-taking techniques. Emphasizes clarity of expression, correct style and grammar, proper diction, and polished presentation. Note taking and sight translation are introduced in the latter part of the course.

##### **BLS 613 Simultaneous Interpretation**

In simultaneous interpreting, students are introduced to basic strategies of interpreting in this mode. The course begins with a general introduction and follows up with a series of preparatory exercises helping students develop the concentration necessary for listening and speaking at

the same time, mastering voice management, and acquiring smooth delivery techniques. Students learn to analyze discourse for meaning while rendering a coherent version in the TL with correct grammar, diction and style.

#### **BLS 614      Legal Interpretation**

This one-term course seeks to further develop skills in consecutive with note-taking, sight translation, and simultaneous interpreting. Students are expected to apply the knowledge and skills acquired during the introductory courses, and produce interpretations that would be of acceptable quality in a professional setting. Students will be introduced to the procedures in criminal and civil law, legal language, the courtroom, and the Interpreter's Code of Ethics. Practice in the classroom will strive to recreate the most common scenarios in which legal interpreting takes place while developing the interpreting skills needed to work as a court interpreter. Students will refine their note-taking skills and special attention will be given to develop stamina and maintain concentration while under stress in the courtroom. Assessment will take into account both accuracy and fluency in delivery.

#### **BLS 615      Healthcare Interpretation**

This course will provide information on the healthcare system in the United States, medical terminology, code of ethics for medical interpreters, and the use of interpreters in healthcare situations. In consecutive interpreting, students will continue to enhance their memory and note-taking skills. They will work on detecting and correcting problems from the listening stage to the delivery stage. In simultaneous interpreting, students will work in polishing their delivery and language register. In sight translation, students will get familiar with the different forms used in hospitals and healthcare centers. Peer-assessment and self-assessment will be encouraged in order to bring awareness of the importance of self-monitoring in interpreting. Furthermore, this course will discuss current issues in healthcare interpreting and will provide information for further developing in the profession.

#### **BLS 616      Business Interpretation**

In this one-semester course, students will be introduced to simultaneous interpreting with text, so that they will learn to use appropriately any visual or written material to enhance their accuracy and completeness when interpreting. Conference interpreting will be practiced in class, with students carrying on research and preparation for "conferences", including compilation of glossaries and topic research. A code of ethics for conference interpreters will be discussed as well as booth etiquette. In consecutive interpreting, students will strive to continue developing their note-taking and interpreting longer utterances without interruption. Speech production aspects such as voice, fluency and pacing will be assessed as well. Material for practice will come from diverse business areas such as banking, finance, world economic issues and insurance, among others. Students are expected to read and research topics, make presentations, practice, grade their peer exercises and provide self-assessment. The purpose of all these aspects is to develop confidence, assertiveness and resources in students so that they will be able to deal with nuances of meaning and accuracy in interpretation while delivering smoothly and naturally in their target language.

#### **Certificate in Translation: English/Spanish- Spanish/English (CIT)**

The curriculum for the CIT (Certificate in Translation) is designed to address three of the principal environments in which Spanish/English translations are currently needed: legal, medical, and business environments. In addition, governing translation principles are also studied for application to language environments not covered by the program. The program is flexible. A total of six graduate courses (18 credits) are required to earn the Certificate. The

order of the courses is prescribed only at the beginning and the end of the program. The additional courses may be taken in the order desired by the student.

Goals and Objectives of the Program:

- To familiarize students with the concept of Translation Studies by reading informed criticism in the theoretical field, thereby contextualizing the discipline in general terms.
- To enhance the student's knowledge of Spanish.
- To provide limited training in consecutive and simultaneous interpreting, as these skills are required in most fields using translators in the United States.
- To develop the specialized vocabulary and concepts needed to work bilingually in law, business, and medicine.
- To gain an inside and outside perspective of the Hispanic and Anglo cultures, so as to grasp the translator's place in a professional setting.
- To assist in the training of students in multi-competencies for employment purposes.
- To keep pace with the need for linguistic specialists.
- To offer graduate credits, representing academic achievement, to our students for the marketing of their translating skills.

**WIDENER UNIVERSITY**

Legal Education Institute

Nicole Ballenger, Esq.

Delaware Campus

4601 Concord Pike

P.O. Box 7474

Wilmington, DE 19803

Phone 302.477.2205

Email: [LEI@law.widener.edu](mailto:LEI@law.widener.edu)

<http://law.widener.edu/ParalegalLNC/CourtInterpreterProgram.aspx>

**Court Interpreter Program**

The Widener University Law Center, Legal Education Institute, has developed a program to assist students in becoming certified court interpreters. Workshops will specialize in various spoken languages, as well as American Sign Language and are developed in response to the needs of the court systems for knowledgeable and approved court interpreters. The programs include hands-on practice of the various interpretation skills through work in the language lab that allows students to practice oral interpretation.

Workshops and classes are held on weekends and can last from two days (for a one time training course) to up to eight weeks. Students will receive certificates of completion for their attendance. The program is designed to enhance the skills tested in state-administered court interpreter exams.

Curriculum will consist of topics like court terminology, courtroom protocol, ethics, court structures in various states—particularly Delaware, Pennsylvania, New Jersey and Maryland—and simultaneous and consecutive legal interpretation, as well as sight translation.

Check the web site or contact the program for current offerings.

## **DREXEL UNIVERSITY**

Goodwin College  
School of Technology and Professional Studies  
Judiciary Interpreting Program  
One Drexel Plaza  
3001 Market Street, Suite 100  
Philadelphia, PA 19104  
Phone: 215-895-2159  
Email: [goodwin@drexel.edu](mailto:goodwin@drexel.edu)  
For info contact: Rosalie Guzofsky, Ph.D.  
Email: [Guzofsky@drexel.edu](mailto:Guzofsky@drexel.edu)  
Phone: 215-895-3922

Drexel University's Judiciary Interpreting Program prepares individuals who are proficient in both Spanish and English for the Pennsylvania State Court Interpreter Certification exams. Students will be prepared to enter the courtroom or any other judicial environment confident in their ability to interpret skillfully. The curriculum covers judicial procedure, the role interpreters play, the modes of interpretation and the ethical issues related to the responsibility of this critical position.

The Judiciary Interpreting Program is for those individuals who have an interest in the American legal system, who are thoroughly proficient in Spanish and English, and who wish to start or enhance their careers as judiciary interpreters.

Upon completion of the program, students will be prepared for the Pennsylvania state exams, will receive a Drexel University Professional Development Certificate of Completion and will earn 6.4 continuing education units (CEUs).

The program consists of 8 modules that are taught during consecutive Saturdays, providing a consistent curriculum on which to build expertise. In-class instruction is intensive with plenty of time designated for practice. The faculty consists of dedicated practicing interpreters who thoroughly understand what students require to be successful in this highly-regarded and important field.

### Registration Requirements

Individuals interested in the Judiciary Interpreting Program must be fully proficient in both Spanish and English and are required to submit an application. When your application is received, you will be contacted to set up a phone interview as part of the admissions process. Upon acceptance into the program, registration information will be made available.

Throughout the course, students will work with different instructors on specific modes of interpretation and translation in order to acquire the skills and knowledge to pass the Pennsylvania State Court Interpreter Certification exams. Students are expected to spend at least as many hours practicing at home each week as they spend in-class.

Eight modules are presented in eight consecutive Saturdays from 9:00am-5:00pm. Each day has specific outcomes which prepares students for the written and oral exams required by the state of Pennsylvania. The Judiciary Interpreting course tuition cost is \$1546.00.

### Module Descriptions

**Modules 1 & 2      Judicial Procedure**

- Understanding of the PA court system
- Differences between civil and criminal law and the proceedings of each

**Module 3      Introduction to Court Interpreting**

- Theoretical principles that govern the modes of interpretation
- Code of ethics and professional standards

**Module 4      Sight Translation**

- Learn to recognize the mechanics of written language
- Acquire basic legal terminology
- Sight-translate documents from Spanish to English and English to Spanish

**Module 5      Consecutive Interpretation**

- Interpret consecutively and convey meaning accurately
- Basic note taking techniques in consecutive practice
- Improve memory retention

**Module 6      Simultaneous Interpretation**

- Practice dual tasks to become accustomed to listening and speaking at the same time

**Module 7      Consecutive/ Simultaneous Interpretation**

- Understanding of the application and purposes of both modes of interpretation
- Ability to decide when to use each
- Practice using equipment for simultaneous interpretation

**Module 8      Professional Practice and Overview of the Certification Exam**

## **NATIONAL COLLEGES & UNIVERSITIES**

### **BINGHAMTON UNIVERSITY**

Translation Research & Instruction Program

Michael Pettid, Director

Library Tower 1503

P.O. Box 6000

Binghamton, NY 13902

(607) 777-2891

<http://www2.binghamton.edu/comparative-literature/graduate/trip/>

[mpettid@binghamton.edu](mailto:mpettid@binghamton.edu)

The Translation Research and Instruction Program is the pedagogical division of the Center for Research in Translation (CRIT). It administers the interdisciplinary curriculum and examination that lead to translator certification. Although most students in the program are matriculated in one of the University degree programs, the translation study courses may be taken as a separate track.

## **Certificate Program**

### I. Program of Courses: Literary

- Trip 572. Translation Workshop: Literary (2 semesters) 8 credits
- One graduate course in linguistics, language theory, or language history 4 credits
- One graduate course in source literature 4 credits

### II. Program of Courses: Nonliterary

- Trip 573. Translation Workshop: Nonliterary (2 semesters) 8 credits
- One graduate course in linguistics, language theory, or language history 4 credits
- One graduate course in subject area 4 credits

## **Certificate Program for Legal Interpreters**

This program is for multilingual professionals who are able to speak, read, and write English and Spanish fluently. In this program, we give you the attention you need to bring your linguistic competence in both languages up to professional levels. You also learn the computer skills needed to do coursework, search the Internet, and undertake written translations. As the courses progress, you will learn the technical vocabulary and professional ethics needed to work in legal settings and, most importantly, the techniques you will need to perform the various types of interpretation competently.

## **Stand-alone Ph.D. in Translation Studies**

The CRIT/TRIP doctoral degree is the first Ph.D. in translation studies in the U.S. It prepares students both for the professoriate and for scholarly research – including research-informed translation – and offers individualized interdisciplinary tracks to accommodate the anticipated variety of backgrounds. This newly approved Ph.D. program is built on the premise that translation studies integrate several disciplines. It is intended to insure that candidates are familiar with the source disciplines and cultures as well as scholarship in translation studies per se – assuming that candidates enter with adequate practice.

## **BOSTON UNIVERISTY**

Center for Professional Education  
808 Commonwealth Avenue, Suite 270  
Boston, MA 02215

Phone: 1-866-633-9370 or 617-353-4497

<http://professional.bu.edu/cpe/interpreter-translator-ovrview.asp>  
[cpe@bu.edu](mailto:cpe@bu.edu)

## **Legal Interpreting Certificate Program**

The Certificate Program for Legal Interpreters is for multilingual professionals who are able to speak, read, and write English and Spanish fluently. This program acquaints students with the various courts and other forums where legal interpreting most often takes place. Each forum and each type of legal procedure is governed by different expectations, protocol, and vocabulary requirements for the interpreter. Students study the professional ethics of legal interpreting. They learn to apply formal rules and standards to specific situations, learn about the specialized tools and skills of legal interpreting, and start working on their prospects.

Core Courses:

### **Course Descriptions**

### **INT 101S      INTRODUCTION TO COMMUNICATION AND WRITTEN TRANSLATION**

This course has two main components: communication and translation. The communication portion of the course focuses on the technical study of oral and written language, linguistics, communication theory, and trans-lingual, intercultural communication. The translation portion of the course consists of practical instruction in the theoretical and technical aspects of translation. This is done by means of short theoretical presentations and practical exercises in the production of finished, proofread, and edited translated texts using word processors. Students will learn how to select and use generalized and specialized dictionaries, and how to compile customized glossaries. They will learn the best approaches to document preparation and output, and will have ample opportunities to interact and present material in class.

### **INT 102S      INTERPRETING I**

Interpreting I lays the foundation necessary for the students to take full advantage of the terminology intensive courses to come. Students focus on the practical fundamentals of interpreting. The primary mode of learning is role-play practice under the scrutiny of the instructor. In addition to learning three standard modes of interpreting (simultaneous, consecutive, and sight translation), students will learn and practice note taking, perform memory- and vocabulary-building exercises, and begin developing personal glossaries.

### **INT 106S      COMMUNITY PUBLIC SERVICE INTERPRETING**

This course addresses the broadest and most flexible of interpreter specialties: community interpreting. Community interpreters deal with problems involving education, the workplace, and public welfare agencies, as well as a variety of settings, clients, and ethical considerations. Students study real-life situations involving speakers of different languages who must communicate and reach agreement on a host of issues involving living conditions, work, medical treatment, social services, and legal obligation, or any combination of scenarios. Coursework focuses on case studies, role-plays, and cultural comparisons.

### **INT 103S      INTERPRETING II**

This course returns to the intensive skills-training approach of Interpreting I, but now at a much higher level. After taking several courses, students are ready to tackle much more complex and technical subjects and scenarios. While the practice-intensive methodology is the same as in Interpreting I, the level of proficiency, complexity, and speed are all higher.

### **INT 104S      LEGAL INTERPRETING**

This course presents the full range of legal scenarios that commonly employ interpreters, including criminal court sessions, depositions, financial and housing scenarios, and immigration issues. It is imperative that interpreters working in this area understand the fundamentals of legal processes and master legal terminology, so there is an emphasis on acquiring this knowledge. Students must also be aware of the strict ethical standards and responsibilities by which legal interpreters are bound. This course covers these fundamentals through lectures and focused discussion.

### **INT 105      MEDICAL INTERPRETING**

This course provides tools to develop and master the art and skills of medical interpreting and to understand the role, responsibilities, and boundaries of the interpreter as an active team player in medical interviews and procedures involving provider and patient. The course also considers the interpreter's role as linguistic and cultural mediator in multidisciplinary settings and provides an introduction to anatomy, physiology, medical terminology, medical procedures, and the roles of various medical providers.

## **INT 400 INTERPRETER INTERNSHIP**

The optional Interpreter Internship places students in an active interpreting environment within an organization. This is an opportunity for students to strengthen their vocabulary and technique, while making the transition from classroom to workplace. (100 hours)

## **CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

Legal Interpretation and Translation Certificate Program (English/Spanish)

Division of Extended Education

5151 State University Drive

Golden Eagle, West, Room 211

Los Angeles, CA 90032-8619

(323) 343-4922

<http://www.calstatela.edu/extension/sub/professional/legalInter.htm>

[LIT\\_Info@calstatela.edu](mailto:LIT_Info@calstatela.edu)

### **Legal Interpretation and Translation, English/Spanish – Spanish/English**

This certificate program, sponsored by the Division of Extended Education, trains you for county, state, and federal examinations required for employment as certified interpreters and translators. It also prepares you for positions in which Spanish/English interpreters are used by government agencies and private businesses in today's bilingual, bicultural world, including positions as telephone interpreters with Language Line Services. This program consists of seven courses. The program instructs students in how to sight translate, interpreter consecutively as well as simultaneously, and how to correctly translate legal, medical, business, and literary documents. The final program course also consists of intensive preparation and mock test session for the state or federal certification written and oral exams that are necessary to work as an interpreter for the courts.

Required courses:

### **Course Descriptions**

#### **ML 790A LEGAL TRANSLATION: CONTRASTIVE ANALYSIS OF ENGLISH-SPANISH GRAMMATICAL STRUCTURES**

An extensive study of the grammatical contrasts between English and Spanish

#### **ML 790B LEGAL TRANSLATION: ELEMENTS, FOUNDATION AND STYLE**

A comprehensive study of the processes and problems of translation and interpretation.

#### **ML 791A TRANSLATING AND INTERPRETING FOR CRIMINAL/PENAL PROCEEDINGS**

The acquisition and use of legal terminology related to criminal proceedings, plus training in consecutive and simultaneous interpreting.

#### **ML 791B TRANSLATING AND INTERPRETING FOR CRIMINAL/PENAL PROCEEDINGS**

An advanced course on the acquisition and use of legal terminology related to criminal proceedings, plus training in consecutive and simultaneous interpreting.

#### **ML 792A TRANSLATING AND INTERPRETING FOR CIVIL PROCEEDINGS AND ADMINISTRATIVE HEARINGS**



This course applies consecutive and simultaneous interpretation skills to family law, real estate, probated, and other civil cases.

**ML 792B      TRANSLATING AND INTERPRETING FOR CIVIL PROCEEDINGS AND ADMINISTRATIVE HEARINGS**

Continuing expansion and development of legal vocabulary and terminology in civil proceedings and administrative hearings as well as continued development of consecutive and simultaneous interpretation techniques. Practical classroom and language laboratory exercises include memory enhancement and concentration techniques.

**ML 793      LEGAL INTERPRETATION AND TRANSLATION LABORATORY PRACTICUM**

Comprehensive review of criminal proceedings, civil proceedings, and state administrative hearings, plus intensive interpretation practice.

Optional (Preparatory) Courses:

**ML 700A      BEGINNING GRAMMAR FOR LEGAL INTERPRETERS AND TRANSLATORS**

**ML 700B      INTERMEDIATE GRAMMAR FOR LEGAL INTERPRETERS AND TRANSLATORS**

**ML 700C      ADVANCED GRAMMAR FOR LEGAL INTERPRETERS AND TRANSLATORS**

Optional (Medical) Courses:

**ML 898/50      INTRODUCTION TO MEDICAL INTERPRETATION AND TRANSLATION**

**ML 898/51      FUNDAMENTALS OF MEDICAL INTERPRETATION**

**FLORIDA INTERNATIONAL UNIVERSITY**

Court interpreting Certificate Program

Deuxième Maison, Room 480

11200 SW 8th Street

Miami, FL 33199

Phone: 305-348-2851

Fax: 305-348-1085

Email: [modlang@fiu.edu](mailto:modlang@fiu.edu)

<http://w3.fiu.edu/translation/images/T&Ihome.htm>

**Certificate in Court & General Interpretation**

**Prerequisites:**

- Bilingual proficiency or remedial courses
- 60 credits or equivalent work experience

Core Courses:

**Course Descriptions**

**SPT 3800      FOUNDATIONS OF TRANSLATION**

This is an introductory course in Spanish/English translation, covering a variety of registers: commercial, journalistic, legal, literary, medical, technical, etc. The course will cover the different aspects of translation as a profession, including the training needed, job opportunities and

sources of work, standard business practices, free-lance versus staff employment, and other issues. It will also cover aspects of linguistics, vocabulary and terminology, translation theory, and the professional code of ethics. Extensive practice in translation will be provided in class and at home.

### **SPT 3812 FOUNDATIONS OF INTERPRETING**

This is an introductory course in Spanish/English interpretation, oriented toward a variety of settings—legal, medical, business, and immigration— with emphasis on court interpreting. The course will cover the different aspects of interpreting as a profession, including the training needed, job opportunities and sources of work, standard business practices, free-lance versus staff interpreting, and other issues. It will also cover aspects of linguistics, vocabulary and terminology, the different modes of interpretation, and the professional code of ethics. Extensive practice in interpretation will be provided in class and in the language laboratory.

Required Program Courses (Choose five):

### **SPT 4803 LEGAL TRANSLATION**

This is an upper-level course in Legal Translation (Spanish/English). It provides review and reinforcement of translation theory and its particular application to the legal field, through ample practice in the translation of a variety of legal documents in both languages. The readings and lectures will provide a basic understanding of the theory of law and its comparative application in Common and Roman law countries, as a background to inform the practice of legal translation.

### **SPT 4804 LEGAL INTERPRETING**

This is an advanced course in Legal Interpretation (Spanish/English). It provides an in-depth look into the practice of court interpreting in the criminal procedure, in civil litigation, and in immigration hearings. Linguistic and cognitive processes during interpretation will be studied and analyzed with emphasis on identifying strategies for memory, accuracy, and speed development. Intensive practice in all modes of interpretation will be conducted with authentic materials. Political and historical issues affecting the profession will be discussed and the interpreter's code of ethics will be examined in detail.

### **SPT 4806 ORAL SKILLS FOR INTERPRETERS**

This course focuses on the development of oral skills necessary for professional interpreting, including phonation or sound production; relaxation and breathing techniques; proper articulation, diction, and phrase elocution; oratory and rhetoric; as well as principles of argumentation, logic, evidence, and reasoning. The objective is to enhance comprehension, concentration, memory, formulation, delivery, and endurance in both English and Spanish.

### **SPT 4814 CONFERENCE INTERPRETING**

### **SPT 4940/1 JUDICIAL/PROFESSIONAL TRANSLATION/INTERPRETATION INTERNSHIP**

### **SPT 4942 MEDICAL INTERPRETING**

**GENERAL ELECTIVES** (two) — each certificate also requires two (2) approved upper-level courses in related fields (Business, Social Sciences, Legal Studies, etc.). Credit for previous university work may apply

Electives: (6)

- BUL 5105 Legal Environment of Business

- BUL 4111 Business Law I
- CCJ 3011 The Nature and Causes of Crime
- CCJ 3020 An Overview of Criminal Justice
- CCJ 3101 Law Enforcement System
- CCJ 3290 Judicial Policy Making
- CCJ 4280 Law and Criminal Justice
- CCJ 4331 Probation, Parole and Community Program
- CCJ 4662 Criminal Justice and the Minority Community
- INR 3403 International Law
- POS 3283 The Judicial Process

## **HUNTER COLLEGE**

Continuing Education at Hunter College  
 10th Floor East, Room E1022  
 695 Park Avenue  
 New York, NY 10065  
 Phone: (212) 650-3850  
 Fax: (212) 772-4302  
 E-mail: [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu)

<http://www.hunter.cuny.edu/ce/certificates/translation-interpretation>

This program provides you with up to 120 hours of professional training in translation and interpretation techniques. Our skilled instructors have the educational background and the real-world experience to best prepare you for work in this exciting and growing field. The courses run at night from our convenient Manhattan location and the program can be completed in a year. This is a non-credit certificate program.

### Admission Requirements:

Fluency in both English and Spanish is needed, including strong writing skills in both languages. Students must take a placement test and pass an oral interview. Tuition payment plans are available. To apply and take the admissions test, please attend one of the scheduled open houses.

### To Register:

Please attend our Open House for information on the program, an English & Spanish evaluation, and to register. For information on registration, registration after the Open Houses, schedules and fees call 212-650-3850 or email [ce@hunter.cuny.edu](mailto:ce@hunter.cuny.edu).

### Course Requirements for the Certificate in Interpretation Studies:

This is ideal for Spanish - English bilingual students. The certificate concentrates on the two major fields for employment in today's world: legal and medical settings. Students will be prepared to understand the many settings that require interpretation such as courts, law firms, hospitals and clinics.

- Introduction to Translation Studies (English to Spanish)
- Fundamentals of Interpretation (Emphasis on Medical and Legal Settings)
- Interpreting in Medical Settings
- Interpreting in Legal Settings
- Elective

- Elective

Course requirements for the Combined Certificate in Translation and Interpretation Studies:

This is ideal for students that want to explore the worlds of translation and interpretation. The students will receive instruction on both fields that can expand and/or combine their work opportunities, including translation agencies, newspapers, magazines, law firms, financial institutional and publishing companies. Also, students will be prepared to understand the many settings that require interpretation such as courts, law firms, hospitals and clinics.

- Introduction to Translation Studies (English to Spanish or Spanish to English)
- Fundamentals of Interpretation Studies (Emphasis on Medical and Legal Settings)
- Translation Studies I (English to Spanish or Spanish to English)
- Translation Studies II (English to Spanish or Spanish to English)
- Interpretation in Medical Settings
- Interpretation in a Legal Settings
- Elective
- Elective

## **JOHN JAY COLLEGE OF CRIMINAL JUSTICE**

Foreign Languages and Literatures Department

Silvia Dapia, Chairperson

524 West 59th Street, Room 7.65.03, New York, NY 10019

Phone: 646.557.4415

Email: [sdapia@jjay.cuny.edu](mailto:sdapia@jjay.cuny.edu)

### **Course Descriptions:**

#### **SPA 230 Theory and Practice of Written Translation**

A basic course on the process of translation and the strategies that translators use to transform a text from one language into another. Extensive practice with a variety of representative passages from general, technical and literary language. Prerequisite: ENG 101

#### **SPA 250 Spanish for Criminal Investigation**

An intermediate Spanish course for bilingual students who wish to incorporate the content and vocabulary of criminal justice and police science courses in order to develop their language skills in Spanish. They will accomplish this by reading the text and other materials provided, as well as translating them. There will be extensive practice in the interview process through role-play from English to Spanish. Prerequisite: ENG 101

#### **SPA 340 Court Interpreting and Translation**

The course is designed to teach simultaneous and consecutive interpretation of Spanish into English and vice versa at arraignments, preliminary hearings, pretrial motions, trials, and other court proceeding; transcription of oral taped records, and translation of technical, medical, and legal documents and correspondence. The class will attend appropriate civil, criminal, and family court proceedings and will practice interpretation and translation in a simulated courtroom setting. May be taken after Spanish 341. Prerequisite: ENG 102 and SPA 212; or permission of the section instructor.

### **SPA 341 Interpretation Techniques: Criminal and Civil Cases**

This course will focus on specific offenses dealt with in federal, state, and local courts and the particular problems that legal discourse and courtroom situations pose for the interpreter. The concept of cultural fluency will be discussed and analyzed. May be taken before Spanish 340. Prerequisite: ENG 102 and SPA 212; or permission of the section instructor.

## **MONTEREY INSTITUTE OF INTERNATIONAL STUDIES**

460 Pierce Street  
Monterey, CA 93940  
831-647-4123  
[www.miis.edu/](http://www.miis.edu/)

### **Degrees Offered**

MA in Translation

MA in Conference Interpretation

MA in Translation & Interpretation

MA in Translation & Localization Management

### **Course Descriptions**

#### **INTRODUCTION TO INTERPRETATION**

Introduces students to conference interpretation in general and consecutive interpretation in particular. Lays a foundation for the development of professional skills in consecutive interpretation, emphasizing the ability to understand and analyze a message in the source language (SL) and convey it in the target language (TL0 in a straightforward and clear manner. Develops students' ability to identify, analyze, and paraphrase the meaning in the SL and establish logical relations between its components. Emphasis is placed on active listening and concentration skills, memory the ability to abstract information for subsequent recall, and basic elements of note-taking. At the end of the course, students are able to interpret extemporaneous passages that are on topics familiar to them and are between three and five minutes in length. In language-specific sessions and joint sessions with other language programs, students are introduced to the skill of consecutive interpreting in both theory and practice. They practice listening to and repeating the content of passages of increasing length and difficulty. Students hone their public-speaking skills by developing and delivering speeches. Content is interpreted on topics from daily life, current events and the media, and general areas of personal interest to students.

#### **INTERMEDIATE INTERPRETATION – CONSECUTIVE AND SIMULTANEOUS**

Builds on the practical and theoretical foundation laid in Introduction to Interpretation. In consecutive, students learn to identify the implicit structural organization of an extemporaneous speech by presenting and interpreting speeches of this type. Reinforces ability to perceive essential meaning and further develops note-taking techniques. Emphasizes clarity of expression, correct style and grammar, proper diction, and polished presentation. Students also expand their active vocabulary to include the terms and idioms that frequently occur in extemporaneous speeches. At the end of the course, students are able to interpret passages that are delivered extemporaneously, are of moderate difficulty, and are derived from professional settings. These passages vary from one to several paragraphs in length depending upon language combination, direction, and source content. In simultaneous, students are introduced to basic strategies of interpreting in this mode in the booth. Begins with a general introduction and follows up with a series of preparatory exercises helping students develop the concentration necessary for listening and speaking at the same time, mastering voice

management, and Acquiring smooth delivery techniques. Students learn to analyze discourse for meaning while rendering a coherent version in the TL with correct grammar, diction and style. At the end of the course, students are able to interpret passages that are between eight and ten minutes in length. Content on a wide range of topics and current events is interpreted, with some emphasis placed on business and economics. Course assignments include readings and research on class topics, presentations, practice, graded exercises, and peer and self-assessment. The frequency, nature, and structure of course assignments and examinations are at the discretion of the instructors of record.

### ADVANCED INTERPRETATION II – CONSECUTIVE AND SIMULTANEOUS

This course is the counterpart to Advanced Interpretation I. Students are expected to interpret speeches of considerable difficulty and complexity and to cope with the types of challenges that are likely to be encountered in professional settings. Provides final preparation for the Professional Examinations. In consecutive interpretation, emphasis is placed on both science and technology and political rhetoric, requiring particular attention to nuance and tone. Students learn the vernacular of political speeches and other challenging material while sharpening listening, processing, and note-taking functions. In simultaneous interpretation, advanced instruction is given for difficult speeches. Emphasizes following the logic of complex scientific and technical discourse, and remaining faithful to the style and tone of persuasive political discourse. Students are also introduced to simultaneous interpretation with text. They learn how to draw upon outlines, transcripts, slides and transparencies, and other written materials to enhance the accuracy and completeness of their interpretation. Emphasis is placed on text preparation strategies and efficient use of textual materials while on the air. Content on a wide range of topics and current events is interpreted, with emphasis placed on topics congruent with current market demand for interpretation in the relevant language combination(s). Course assignments include readings and research on class topics, presentations, practice, graded exercises, and peer and self-assessment. At the end of the course, students are expected to interpret difficult speeches in professional settings. In consecutive, students are called upon to interpret passages that are several paragraphs in length. In simultaneous, students are able to interpret passages that are between fifteen and twenty minutes in length. The frequency, nature, and structure of course assignments and examinations are at the discretion of the instructor(s) of record.

### COURT INTERPRETING

Familiarizes students with the techniques and terminology of consecutive and simultaneous interpreting and the practical considerations particular to judicial and quasi-judicial settings. Builds on the foundation established in the Legal Translation course. Attention is given to the registers of speech encountered in typical legal proceedings, including street slang, police jargon, legal terms, and technical testimony. Students learn courtroom protocol, witness control techniques, and review the practical implications of the court interpreter code of ethics.

### PRACTICUM IN INTERPRETATION

Facilitates the transition from the classroom to the first professional assignment by offering students a wide range of interpretation experiences. Advanced interpreting students become comfortable with working in settings in which different modes of interpretation are called for and where relay interpretation is the norm. Students provide simultaneous and consecutive interpretation at Monterey Institute public events and taped conferences, for Institute interdisciplinary courses, and as part of community outreach; they also work intensively together in multilingual practice groups during the semester. Reinforces the concept of reflective practice, requiring students to evaluate their own performance as well as that of their peers. Students are expected to complete an interpretation portfolio.

### ACTION RESEARCH IN INTERPRETATION STUDIES/PRACTICUM

Establishes a theoretical foundation for a career in interpreting through enculturation in the community of professional practice. Introduces students to the interdisciplinary field of Interpretation Studies through multiple perspectives, including readings, classroom discussions, and interactive lectures by professors and guest speakers. Gives a general overview of past and present research and discusses why and how theory can be leveraged to enhance professional practice. Provides a multilingual forum for cognitive apprenticeship grounded in Schon's concept of the reflective practitioner. Creates an environment in which students can reflect on their learning experience and thus develop the skills required for consecutive and simultaneous interpretation more efficiently and effectively. Drawing on the Practicum in Interpretation and language-specific interpretation classes, students identify salient areas of emphasis in their own interpreting, and design and conduct action research projects aimed at developing their expertise. Research results are presented in class for peer discussion and feedback. Students are expected to complete an action research proposal project that includes a 10-page paper.

### PUBLIC SPEAKING FOR INTERPRETERS

Increases flexibility of students' expression while they learn to speak before an audience. In the first four weeks students read texts as written, varying their presentations as appropriate to the subject matter; in the second four weeks they paraphrase from English to English, transmitting the complete message of the original text through changes in vocabulary and structure. Throughout the course students complete projects in vocabulary study and text analysis.

### TRANSLATION AND INTERPRETATION AS A PROFESSION

This course is designed as a series of interactive workshops and presentations by guest speakers/presenters facilitated by the instructors. It also avails itself of workshops offered by GSTI Career Development. The goals for the course are: Enhance professional identity as interpreter and/or translator; Build practical knowledge of professional practices, organizations, institutions in the industry; Identify and pursue professional opportunities and trends; Become familiar with the community of professional interpreters through interaction with members of the profession, professional organizations and institutions in the language industry; Devise and execute a Career Management Action Plan (CMAP) and develop related tools (e.g. resume, invoice form, job-lead tracking system, network strategy).

## **NEW YORK UNIVERSITY**

School of Continuing and Professional Studies  
Milena Savova, Director  
Foreign Languages, Translation, and Interpreting  
10 Astor Place, Suite 505  
New York, NY 10003  
212-98-7030, -7028  
To register: 212-998-7171

Information: 212-998-7200; 888-998-7204

<http://www.scps.nyu.edu/areas-of-study/foreign-languages/professional-certificates/court-interpreting.html>

[scps.foreignlanguages@nyu.edu](mailto:scps.foreignlanguages@nyu.edu)

### **Certificate in Court Interpreting (Spanish/English)**

This program is designed for individuals with a mastery of both languages. As a prerequisite to entering the program, all prospective students must pass an oral proficiency test both in Spanish and English to determine their linguistic competence and general cultural preparation.

Certificates are awarded to students who successfully complete the following courses with an average grade of B or better:

Fundamentals of Court Interpreting  
Court Procedures  
Translation for Interpreters

Consecutive Interpreting  
Simultaneous Interpreting I  
Simultaneous Interpreting II

### **Course Descriptions**

#### **X27.9601 FUNDAMENTALS OF COURT INTERPRETING**

This course addresses the role and function of the court interpreter, ethical issues, the identification of reference materials, and approaches, sight translation, note-taking skills, consecutive interpreting, simultaneous interpreting, translation for interpreters, tape transcription, and other topics.

#### **X27.9602 COURT PROCEDURES**

#### **X27.9607 CONSECUTIVE INTERPRETING**

Carefully monitored weekly assignments cover the fundamentals of consecutive interpreting. Using taped material of simulations and actual court case trials, students gain valuable hands-on experience. The class may be taken as part of the Certificate in Court Interpreting Program or as a stand-alone course with prior approval by the Translation Studies coordinator.

#### **X27.9608 SIMULTANEOUS INTERPRETING II**

This course provides advanced training in simultaneous interpreting. Classes are held in the Language Laboratory where, with the help of an instructor, students master the techniques of fluent and accurate simultaneous interpreting. Using criminal court and civil court proceedings, you expand your vocabulary and improve your comprehension and speed.

#### **X27.9610 SIMULTANEOUS INTERPRETING I**

This course provides an introduction to a variety of simultaneous interpreting techniques and skills including shadowing, paraphrasing, décalage, queuing, dual-task training, voice control, and note-taking.

#### **X27.9611 TRANSLATION FOR INTERPRETERS**

This course covers both the translation of standard legal documents and the transcription and translation of court-related audiotapes. The instructor reviews classic translation techniques, resources, and the principles and skills required for transcription/translation.



## RUTGERS UNIVERSITY

Department of Spanish & Portuguese  
Translation & Interpreter Program  
Carpender House/Douglass Campus  
105 George Street  
New Brunswick, NJ 08901-1414  
732-932-9323  
FAX: 732-932-9837

<http://span-port.rutgers.edu/>

E-mail: [Tlprogram@spanport.rutgers.edu](mailto:Tlprogram@spanport.rutgers.edu)

For course descriptions; [http://span-port.rutgers.edu/index.php?option=com\\_content&task=view&id=200&Itemid=145](http://span-port.rutgers.edu/index.php?option=com_content&task=view&id=200&Itemid=145)

For schedule of courses: <http://www.acs.rutgers.edu/soc>

1. Choose bottom half of screen
2. Select New Brunswick for Campus Location
3. Select Graduate or Undergraduate for Level of Study, and
4. Select the term desired of Semester Term
5. When next page comes up, select "Spanish" as subject area

NOTE: Some courses are available at both the undergraduate and graduate levels, so check both listings.

### Certificate in Spanish-English and English-Spanish Translation and Certificate in Spanish-English Translation/Interpreting

OBJECTIVE: To provide students the opportunity to gain competence in Spanish-English and English-Spanish translation. This program will train students in a skill which can be applied to future employment in connection with such major fields as Business, Health, Journalism and Legal Services. This certificate is offered to students who complete 19-21 credits in the courses listed below; a 3.5 or better grade point average for the entire sequence is required, with a minimum of B in all courses (except 01:940:401 and 402, which require B+ or better). For the Certificate Translation/Interpreting, the three courses in interpreting (475, 477, 487) are required. Prerequisite Course: 01:940:401 Advanced Translation I; 3 credits

#### Core Courses:

01:940:402	Advanced Translation II	3 credits
01:940:471*	Internship in Trans/Inter 1	3 credits
01:940:475	Interpreting	3 credits
01:940:476**	Legal Translation	1.5 credits
01:940:477**	Court Interpreting	1.5 credits
01:940:478	Theory & Practice of Trans.	3 credits
01:940:479	Translation Workshop	
01:940:486**	Medical/Technical Trans.	1.5 credits
01:940:487**	Hospital/Community Inter.	1.5 credits

### Linguistics Courses:

01:940:363	Hispanic Bilingualism	3 credits
01:940:364	Structure of Modern Spanish	3 credits
01:940:419	Hispanic Dialectology	3 credits

Total Credits: 19-21

\*Flexible assignment based on individual student background. May be waived for practicing translator/interpreter.

\*\*Courses offered in summer session. With prior approval may be counted in lieu of core course.

### **Course Descriptions**

#### **01:940:326 ADVANCED COMPOSITION & INTRODUCTION TO TRANSLATION STUDIES**

Continued development of reading and writing skills and oral proficiency. Detailed rhetorical analysis and discussion of writing techniques using texts taken from various fields. Introduction to basic principles of translation studies and practice in translation. Prerequisite: p1:940:325 or equivalent or permission of department.

#### **01:940:401 ADVANCED TRANSLATION I (3)**

Introduction of the theory of translation and guidance in the use of materials essential to the translation process. Intensive practice in the translation of short texts in various fields from Spanish into English and English into Spanish. Not open to freshmen and sophomores. Prerequisites: with grade of B+ or better, 01:940:325, 326 and 01:355:101, or equivalent.

#### **01:940:402 ADVANCED TRANSLATION II (3)**

Intensive practice in the translation of short texts in various fields from Spanish into English and English into Spanish. Prerequisite: 01:940:401 or equivalent.

#### **01:940:471 INTERNSHIP IN TRANSLATION/INTERPRETATION**

Supervised training in a business firm, court, social service agency, or government office. Weekly discussions of specific texts and problems arising from the fieldwork experience. Supplementary written and laboratory assignments. Rec. 1 hr., field work 2 hrs. per credit. Maximum of 3cr. Prerequisite: Spanish 401 with a grade of B+ or better. Pre- or co-requisite, Spanish 402 or Spanish 475 and permission of department. (Applications available in department office).

#### **01:940:475 INTERPRETING (3)**

Introduction of theory and practice of liaison, consecutive and simultaneous interpretation. Spanish-English and English-Spanish. Intensive classroom and language laboratory exercises. Prerequisites: 01:940:401 and 402. With permission of department Spanish 402 may be taken as co-requisite.

#### **01:940:476 LEGAL TRANSLATION (1.5)**

Practice sight and written translation of legal documents, court records, and language of courtroom procedures. Spanish-English and English-Spanish. Pre- or co-requisite: 01:940:401.

**01:940:477 COURT INTERPRETING (3)**

Intensive practice in interpretation of courtroom and other legal procedures. Development of bilingual legal glossary. Review of New Jersey and federal standards for interpreters. Pre- or co-requisite: 01:940:475.

**01:940:478 THEORY AND PRACTICE OF TRANSLATION (3)**

Introduction to translation studies. Application of linguistic theory and computer technology of translation. Intensive practice in non-literary and literary translation, including narrative and theater. Prerequisites: 01:940:401, 402 with a grade of B+ or better. With permission of department Spanish 402 may be taken as a co-requisite.

**01:940:479 TRANSLATION WORKSHOP (3)**

Intensive practice in advanced translation, Spanish to English and English to Spanish. Non-literary and literary texts. Individual and group projects, with emphasis on translation into the native language. Prerequisites: Spanish 401, 402 with a grade of B+ or better. With permission of department, Spanish 402 may be taken as co-requisite.

**01:940:486 MEDICAL/TECHNICAL TRANSLATION (1.5)**

Practice in translation in such areas as medical, pharmaceutical, communications, computers and science textbooks. Development of specialized glossaries. Spanish-English and English-Spanish. Pre- or co-requisite: 01:940:401 or permission of department.

**01:940:487 HOSPITAL/COMMUNITY INTERPRETING (1.5)**

Theory and practice of hospital, medical and other sensitive community interpreting roles. Development of specialized glossaries. Field assignments in area hospital and clinics. Prerequisites: 01:940:402 or 475 or 486, or permission of department.

**01:940:502 ADVANCED TRANSLATION (3)**

Intensive practice in the translation of short texts in various fields from Spanish into English and English into Spanish, with emphasis on technical, legal, and literary translation. Discussion of translation theory and research methods, including use of the Internet. Introduction to use of computer-aided translation software (SDL-Trados).

MA in Spanish: Option in Translation/Interpreting

**Purpose:** This program provides advanced training for translators and interpreters who are or will be employed in a variety of fields. Includes practice in non-literary and literary translation, with emphasis on Spanish to English or English to Spanish.

The MA in Spanish (Option in Translation) is considered to be a terminal degree, in that it does not automatically lead to a consideration for the PhD. For the student who wishes to seek admission to the PhD program in **literature or linguistics** after having completed the MA (Option in Translation), s/he must apply to the PhD program through the normal application process. If the student wants to switch programs before completing the MA (Option in Translation), s/he must re-apply to the new program through the normal application process.

**Admission Requirements:** Students are admitted on the basis of undergraduate records, letters of recommendation, appropriate score on the Graduate Record Examination (native speakers of English and Spanish) and TOEFL (native Spanish speakers from abroad), and demonstrated competency in both English and Spanish. Applicants should have the fluency of an educated native speaker of their first language and a competency approaching near-native in

the language from which they will translate. The undergraduate major need not be Spanish (or English, for foreign students from Spanish-speaking countries) but should be related to the intended field of translation. Applicants must submit a personal statement of approximately 500 words in both Spanish and English in which they outline their relevant background and their reasons for pursuing the masters option in translation.

**Degree Requirements:** Students must complete twenty-four credits of course work and an additional six credits of either a translation thesis or practicum. Course work may include twelve credits of undergraduate courses at the 300-400 level (generally numbered no lower than 400), subject to approval by the Graduate Director.

**01:940:401 Advanced Translation I (3 cr.)** (This course will not be counted in the degree but may be required of some students as a prerequisite).

**Core Courses:**

**Translation/Interpreting**

12 cr. - 18 cr., of which at least 3 cr. must be interpreting. (This latter requirement is waived for practicing interpreters)

01:940:471 Internship in Translation/Interpreting (BA)

(This 1-3 credit option will be required of degree candidates who do not have experience as practicing translators or interpreters.)

01:940:476 Legal Translation (1.5 cr.)

01:940:477 or 16:617:535 Court Interpreting (3 cr.)

01:940:486 Medical/Technical Translation (1.5 cr.)

01:940:487 Hospital/Community Interpretation (1.5 cr.)

16:940:502 Advanced Translation (3 cr.)

16:617:531, 532 Computer-Assisted Translation (1.5 cr., 1.5 cr.)

16:940:563 Theory and Practice of Translation (3 cr.)

16:940:575 or 16:617:533 Interpreting (3 cr.)

16:940:579 Translation Workshop (3 cr.)

**Linguistics/Literary Theory (minimum of 3 cr.)**

16:940:584 Spanish Syntax (3 cr.)

or

16:940:612 Literary Theory (3 cr.)

or

Other appropriate linguistics/literary theory courses, taught within or outside the Spanish program, are subject to approval by the Graduate Director. (Students who have had a substantial concentration of linguistics courses as an undergraduate may waive this requirement).

**Literature/Culture/Specialized Field (maximum of 6 cr.)**

All degree candidates must have some study abroad or life experience in both English-speaking and Spanish-speaking countries. For native speakers of English, this requirement may be met through six credits taken in the Department's Summer Study in Spain Program or other appropriate program.

For foreign students coming from Spanish-speaking countries, this requirement may be met through appropriate English-language coursework within Rutgers University. (Possibilities include American Studies as well as offerings in the English Department).

Degree candidates who have already met the study abroad requirement may fulfill their literature/culture component through 400-level or graduate courses in Hispanic literature/culture or British/American literature/culture, subject to approval by the Graduate Director. Degree candidates who already have a substantial concentration in the relevant literature/culture area may choose additional translation/interpreting/linguistics or courses in a specialized field with approval of the Graduate Director.

**Elective in Field of Specialization (3 cr.)**

This is a flexible option, depending upon individual student need. The course may be outside the Graduate Program in Spanish, subject to approval by the graduate director.

**Language Requirement:** The foreign language requirement may be completed by taking two semesters of an approved foreign language (in addition to the twenty-four credits of required coursework), one semester of an appropriate intensive course, or by passing a reading examination in the foreign language. The requirement will be waived for candidates who completed an undergraduate major in or are native speakers of a third language, or who had extensive study abroad experience in a relevant country. Approval of the Graduate Director is required.

**Examination:** The comprehensive examination for the translation option will be based on coursework and will include translation. The exam must be taken before beginning the thesis. The exam lasts six hours and is administered in two parts on a single day with the following format:

Morning

- a. Theory of Translation or Interpreting: Choice of one of two questions.
- b. Choice of one of two questions based on other coursework.

Afternoon

- a. Translation - Literary. Spanish to English or English to Spanish. (Language B to Language A).
- b. Translation - Non-literary. Spanish to English or English to Spanish. (Language A to Language B).

**Grading Policy:** Each question is graded independently by three faculty members appointed by the graduate director. If a faculty member assigns a failing grade (i.e., below 70%) on any question, the faculty member will submit an explanation in writing. All scores are averaged. If any one grade deviates ten points or more from the other two grades on any one question, it will be eliminated.

- In order for the exam to be judged passing, the candidate's answers must average 80% (i.e., be of B quality) or better.
- If the examination average falls between 75% and 79%, the Graduate Director will call a meeting to discuss the examination and the Graduate Faculty will make a recommendation.
- If the examination average falls below 75%, the examination is considered an automatic failure.
- Faculty members will normally grade questions within thirty working days of the completion of the examination. The Graduate Director will then convey the results to the candidate in writing.
- In the case of a failure, the candidate may meet with the Director, the Chair, or other appropriate faculty to discuss the examination.

### **Guidelines for Translation Projects and Thesis**

The source text of individual projects will be selected by the student in consultation with the course instructor or thesis director. In general, texts chosen for projects should not be ones previously translated to the target language. (There are bibliographies in the library and on Internet to assist in verifying what works have previously been translated).

In the case of the Master's thesis in translation, the project will include an introduction to the source text. If the text selected is under copyright, the thesis should include written authorization for its translation or evidence of efforts to obtain such authorization. Translation projects should be prepared on a word processor to facilitate revision from first draft through final version. The text of the translation should coincide, page by page, with the source text. Both texts must be submitted for evaluation. Like other Master's theses, a translation thesis will be evaluated by a faculty committee. Whenever possible, the committee will include someone with particular expertise in the subject of the source text (e.g., a professor of Economics for a text in that field).

### **Guidelines for the Practicum (940:669-670)**

Students receive letter grades for Practicum credits. That grade is assigned by the faculty member directing the individual work. In this respect, work in progress is treated as independent study.

Master candidates, who wish to use Practicum credits (minimum of six) in lieu of a thesis, must file the relevant application form in the Department and submit a final project to the Graduate Director. The project should be reviewed by a reader in addition to the faculty member who directs the work; the reader may be Rutgers faculty or may be a qualified professional from outside the university. The reader will be invited by the candidate and director to offer suggestions/corrections related to the project and will be asked to submit a signed/dated note for the student's file indicating that he or she has reviewed the work. No formal defense of the practicum project is required.

### **Course Descriptions**

#### **16:617:531 INTRODUCTION TO COMPUTER ASSISTED TRANSLATION**

Discussion of translation memory, storage of term bases, and file maintenance for CAT tools. Introduction to major CAT software. Hands-on practice in computer lab. Students may work in the second language of their choice. Conducted in English.

#### **16:617:533 INTRODUCTION TO THEORY AND PRACTICE OF INTERPRETING**

Discussion of variant modes of interpreting (consecutive, simultaneous, liaison) and specific fields (medical, legal). Shadowing, note taking, public speaking; consecutive, liaison and simultaneous interpreting. Principal target language is Spanish; other languages to be offered based on student demand and availability of qualified instructors. Credit is not given for this course and 16:940:575. Pre-requisite: Prior study or experience in translating and/or interpreting, or permission of WLI.

#### **16:617:535 COURT INTERPRETING**

Code of ethics. Review of court procedures and basic English legal terminology. Development of terminology in target languages. Presentation of mock trials. Intensive practice in consecutive interpretation from target language to English, simultaneous interpretation from English to target language, sight translation and bilateral translation. Pre-requisite: 16:617:533, or special permission. Credit not given for 01:940:477 and 16:617:535. Principal target language is

Spanish; other languages to be offered based on student demand and availability of qualified instructors.

**16:940:502 ADVANCED TRANSLATION**

Intensive practice in the translation of short texts in various fields from Spanish into English and English into Spanish, with emphasis on technical, legal, and literary translation. Discussion of translation theory and research methods, including use of the Internet. Introduction to use of computer-aided translation software (SDL-Trados).

**SAN FRANCISCO STATE UNIVERSITY**

Eric Bishop, Program Director  
College of Extended Learning  
835 Market Street, 6th Floor  
San Francisco, CA 94103-1901

415-817-4223

FAX 415-817-4299

[brahman@sfsu.edu](mailto:brahman@sfsu.edu)

<http://www.cel.sfsu.edu/interpretation/>

Spanish/English Interpretation Certificate Curriculum, Legal/Court

The Spanish/English Interpretation Certificate Program is designed to develop the interpreting skills necessary for performance as a Spanish/English interpreter in the courts, in state agencies, and in the medical evaluation system of workers' compensation. It is specifically designed to prepare participants to pass the State of California Court Interpreter Certification Exam. The program faculty are state-certified court interpreters.

Required Courses:

**FL 400 INTRODUCTION TO INTERPRETING**

This intensive introductory course is designed for students who want to develop their English/Spanish skills in the field of legal/court interpretation and the medical evaluation system of workers' compensation. Following exercises to enhance memory and mental agility, students will learn interpreting theory. The fundamentals of simultaneous, consecutive and sight interpretation will be introduced with an emphasis on the criminal justice system and vocabulary development. This course is a comprehensive introduction to the language skills required to pass the state interpreter examinations

**FL 401 SIGHT TRANSLATION**

This course is designed to assist students in understanding legal and other written documents commonly used in civil and criminal courts and to translate these documents orally in the target language in a public situation. The emphasis is on legal vocabulary development in both Spanish and English using legal documents from a variety of Spanish-speaking countries. Literary and current events are also used when appropriate. Tone, proper register, delivery and accuracy are stressed.

**FL 403 CONSECUTIVE INTERPRETATION I**

This course emphasizes the acquisition of skills in the consecutive mode of interpretation in legal proceedings such as arraignments, pretrial hearings, depositions, trials and administrative hearings. In class practice sessions and assignment are used to develop memory, acquire

relevant courtroom terminology, develop familiarity with idiomatic expressions and slang likely to be used by Spanish speaking witnesses and defendants, and to discuss ethical issues and courtroom protocol Material will include courtroom scripts and tapes.

**FL405 CONSECUTIVE INTERPRETATION II**

This course provides advanced practice in the consecutive mode of interpretation in legal proceedings including pretrial hearings, preliminary examinations, motions and trials in state and federal courts, as well as depositions, medical/psychiatric examinations and Administrative hearings. Material is more complex than in FL 403. Emphasis is on extended recall, communicating nuances, maintaining register and equanimity in more demanding situations. In-class practice sessions are designed to improve memory, learn note-taking when appropriate and Acquire relevant terminology.

**FL 407 SIMULTANEOUS INTERPRETATION I**

This course emphasizes the development of simultaneous interpretation skills from English to Spanish as practiced in legal proceedings. Students will practice with tape-recorded legal texts at a slow to medium rate of speech; develop skills in shadowing and simultaneous interpretation of legal texts (English to Spanish), increasing from 100 to 140 words per minutes. Continued acquisition of general legal vocabulary and ways to cope with unknown terms, memory lapses and loss of concentration are emphasized. Intensive laboratory practice sessions are included.

**FI 409 SIMULTANEOUS INTERPRETATION II**

This course provides practice in simultaneous interpretation skills from English into Spanish in more complex legal proceedings than in FL 407. Students practice with tape recorded legal texts at a moderate to fast rate of speech (140 words per minute and faster). Material used contains testimony of expert witnesses, legal motions, jury instructions, and other more complex material, and requires acquisition of specialized terminology such as forensic pathology.

Other courses:

**FL 9914 ADVANCED INTERPRETING & ORAL EXAM PREP**

This course is designed to prepare students to take the oral portion of the California Court Interpreter Examination for Spanish and English. This course is for students who possess the necessary expertise and proficiency in sight translation, consecutive interpretation, and simultaneous interpretation. Students will grapple with more difficult and technical texts. All three modes of court interpretation will be practiced during each class. Students will be tested every class to prepare for the oral exam.

**SPAN 365 MEDICAL INTERPRETATION**

**UNION COUNTY COLLEGE**

Interpreting Spoken Language Certificate Program

Professor John DiFiore, Coordinator

Elizabeth Campus E-706

12 West Jersey Street

Elizabeth, NJ 07201

908-965-2345

[difiore@ucc.edu](mailto:difiore@ucc.edu)

<http://faculty.ucc.edu/fineart-difiore>



The Interpreting Spoken Language Program trains bilingual individuals in the basic skills needed for professional work in interpreting and translating. Union County College offers three courses as part of a certificate program. Students from all language backgrounds may study in the program.

### **Course Descriptions**

#### **INT 101 INTERPRETING I**

Focuses on the skills necessary for consecutive interpreting, the mode in which the student waits for the speaker to finish talking before interpreting into the target language. This is a slow and accurate form of interpreting that allows the class a chance to start to appreciate all the complexities of the interpreting process. Students become comfortable with their basic abilities as well. This mode of interpreting is also an important skill for working in certain court situations. The course is a prerequisite for continuing to study in the remaining two courses.

#### **INT 102 INTERPRETING II**

Offers training in simultaneous interpreting and sight translation. Students gain at least a basic level of competence in simultaneously interpreting from one language to another, i.e. listening to one language while saying the same thing in the target language. Sight translation refers to the rendering of written text in the source language into spoken language in the target.

#### **INT 105 THE ROLE OF THE INTERPRETER**

Provides students with valuable information about professional issues related to employment in the field of interpreting and translating. Students learn the ancillary skills for building a career as a free lance language professional.

#### **TRN 101 INTRODUCTION TO TRANSLATION**

Gives students training and experience in translating written documents from a source language into a target language. Students learn to use dictionaries, and other reference tools in order to create accurate and faithful texts. Most work is done from other languages into English. Language consultants are used to evaluate texts the students produce in other languages. This course is worth three credits and is taken entirely online.

*EDITOR'S NOTE:* The interpreting courses are language neutral, i.e., they are taught in English and do not provide specific instruction in other languages. Students are ordinarily grouped by language so that language-specific activity in languages other than English is a function of a group process and does not include specific guidance from faculty. The Language Services Section strongly recommends that Spanish interpreters take courses offered specifically for Spanish interpreters at other institutions.

## **UNIVERSITY OF CALIFORNIA, RIVERSIDE**

UCR Extension

[http://www.extension.ucr.edu/academics/certificates/professional\\_interpretation.html](http://www.extension.ucr.edu/academics/certificates/professional_interpretation.html)

### **Professional Interpretation and Translation—Spanish/English Certificate**

Interpreters/translators are language specialists who relay concepts and ideas between languages. They must also understand the subjects in which they work in order to accurately convey information. This program was designed in response to the increasing demand for certified interpreters in the fields of law, medicine, business, education, immigration and

conference interpreting. The program provides the necessary educational preparation to enter the professional field of interpreting and formal translation. This program focuses on the acquisition of specialized terminology, Spanish to English and English to Spanish vocabulary, and translation skills used in criminal and civil court matters. Besides learning all modes of interpretation, the program and courses provide training in the development of listening and memory skills, as well as note-taking techniques, public speaking and building a wide range of vocabulary. The program provides preparation for examinations required for federal and state court interpretation and county agencies, as well as professional organizations. To earn this certificate, all five required courses must be completed with a grade of B- or better and the sequence indicated for a total of 17 units.

## **Course Descriptions**

### Required Courses:

#### **LAW X443 THE U.S. COURT SYSTEM: AN OVERVIEW FOR LEGAL INTERPRETERS**

A general survey of criminal and civil courts and the various jurisdictions in which they operate. Explores basic legal concepts such as constitutional rights and search and seizure. Includes statutes and codes that court interpreters often encounter and discussion of related systems such as the probation departments and law enforcement agencies.

#### **SPN X404 SIGHT TRANSLATION: ENGLISH TO SPANISH**

This course emphasizes the acquisition of appropriate Spanish to English vocabulary and translation skills used in criminal and civil court matters. Sight translation is stressed. Materials are drawn from areas that include constitutional rights, workers' compensation, depositions and other civil proceedings. Students are required to learn glossaries.

#### **SPN X405 CONSECUTIVE INTERPRETATION**

Emphasizes consecutive interpretation as practiced in courts and adjudicatory hearings. Tapes, court transcripts and other legal documents will be used to teach the technique, and note-taking skills will be developed employing principally an adaptation of the Rozan Method. Materials include specialized glossaries.

#### **SPN X404.5 SIMULTANEOUS INTERPRETATION**

Emphasizes simultaneous interpretation, a technique used in judicial proceedings. Shadowing, décalage and other memory retention techniques will be covered to help the student acquire the flow, register, target language grammar and vocabulary necessary for a professional level of interpreting. Lab work will be stressed.

#### **SPN X404.3 PROFESSIONAL INTERPRETING: PROTOCOL AND ETHICS**

Focuses on ethical principles and standards in the interpreting profession. Complete and accurate interpretation, impartiality, confidentiality, dress code, preparedness, conflicts of interest, and the interpreters' code of professional ethics will be covered. Methods of instruction will include discussion, role playing, text readings and courtroom observations.

### Also of interest:

#### **SPN X403.2 SPANISH READING AND WRITING SKILLS FOR BILINGUAL INTERPRETERS**

This course assists Spanish language speakers, who are at a high-intermediate proficiency level, in developing their reading comprehension, written and oral abilities. Instruction includes an emphasis on writing Spanish using appropriate vocabulary, syntax, stylistic patterns and

grammar tenses. In-class activities include discussion of writing assignments and vocabulary development. The course should also benefit individuals who are pursuing interpreting and translation professions and want to strengthen their writing and translation skills.

**SPN 851.1 CALIFORNIA CERTIFIED COURT INTERPRETER WRITTEN EXAM PREPARATION**

This course provides an intensive language literacy overview of Spanish grammatical structures, legal terminology, and general Spanish vocabulary in preparation for the written exam. The exam preparation should benefit individuals who possess a certificate or expertise in professional interpretation and translation, or need improvement in written Spanish skills (including reading ability). Course activities include practice exams, a review of test-taking techniques and in-class reading analysis. Attention is given to the sight translation portion of the oral exam.

**SPN X404.4 INTERMEDIATE SPANISH GRAMMAR FOR INTERPRETERS AND TRANSLATORS**

Intended for bilingual students preparing to develop language skills for use in professions that require bilingual fluency, such as court interpreting and professional translation. A study of the basic rules of Spanish grammar. Topics include Greek and Latin prefixes as they pertain to Spanish words, parts of speech, sentence and paragraph structure and translation units.

**SPN X403 A PRACTICAL APPROACH TO SPANISH GRAMMAR FOR INTERPRETERS AND TRANSLATORS**

This course is intended primarily for native Spanish speakers with little or no formal education in the language and for bilingual students. Students develop language skills for use in professions requiring bilingual skills such as court interpreting and professional translation. This comprehensive program consists of the study and review of parts of speech, orthography, sentence structure and verbs.

**UNIVERSITY OF MASSACHUSETTS, AMHERST**

UMass Translation Center  
19 Herter Hall  
Amherst, MA 01003-9312  
413-545-2203  
Toll free: 877-77U-MASS  
FAX: 413-577-3400

[Umass.translation@umasstranslation.com](mailto:Umass.translation@umasstranslation.com)  
<http://www.umasstranslation.com>

Interpreter Studies Certificate

<http://www.umasstranslation.com/academics/interpreting-certificates/>

This program is intended for UMass undergraduates, although graduate students and non-students are welcome to apply as well. It is an introduction to the theory and practice of language interpreting, and open to any language pair. Students will learn about the history of interpreting, modes and theoretical models, ethics and standards, as well as skills & techniques to work as interpreters in a variety of settings. This program is not a certification (no such thing exists in the United States except for court interpreters in a few languages and ASL interpreters), but serves as basic preparation for future students and work in the field. Requirements are the two interpreting courses below, plus two 300+ level language courses

and two 300+level courses focusing on non-American culture, politics, economics and/or business.

### **Course Descriptions**

#### **ComLit 481 INTERPRETING RESEARCH AND PRACTICE I**

This is an introductory course in consecutive interpreting, particularly in the areas of medical, legal and conference interpreting. No prior experience in interpreting is necessary, but students must have a very strong command of English and at least one other language. During the first part of the semester we will focus on medical and legal interpreting as practiced in everyday settings (hospitals, clinics, courtrooms, lawyers' offices), and will begin to study note-taking. "Afterwards we will work almost exclusively with conference interpreting, using extensive note-taking. A single topic will be chosen by the class, and source recordings and texts will be related to this topic. We will also practice sight translation and public speaking, and will discuss ethics and standards of practice.

Students will learn and practice the basic tools for improving their interpreting skills, such as memory and concentration enhancement exercises, summarizing, clear enunciation, and strategies for dealing with cultural and linguistic problems. In the medical and legal sections, students will interpreter dialogues in role-play group formats and individually, and practice sight interpreting. In the conference interpreting section, students will interpret oral speeches from public lectures, radio addresses, news reports, and other sources related to the chosen topic.

#### **ComLit 482 INTERPRETING RESEARCH AND PRACTICE II**

This is an introductory course in simultaneous interpreting. No prior experience in interpreting is necessary but students must have a very strong command of English and at least one other language. The class will focus mostly on practice, and students will also learn about the field of interpreting through several readings. Students who have never practiced interpreting before will work from their "weaker" language into their strongest; students with more practice can work both ways. We will also practice sight translation and public speaking, and will discuss ethics and standards of practice.

Students will learn and practice the basic tools for improving their interpreting skills, such as memory and concentration enhancement exercises, "chunking," summarizing, increasing lag time, clear enunciation, and strategies for dealing with cultural and linguistic problems. Students will interpret oral speeches from public lectures, radio addresses, interviews, news reports, and more. Students will also learn about the field in general, and how and when simultaneous interpreting takes place. Extensive use of interpreting equipment (booth and wireless) is included.

### **UNIVERSITY OF MINNESOTA**

Program in Translation and Interpreting

160 McNamara Alumni Center

200 Oak Street S.E.

Minneapolis, MN 55455

Phone: 612-625-0591

E-mail: [ccepti@umn.edu](mailto:ccepti@umn.edu)

<http://cce.umn.edu/Program-in-Translation-and-Interpreting/index.html>

Undergraduate Certificate in Interpreting, Specializations in Legal Interpreting and Health Care

## Interpreting

Required Core Courses: 9 credits

### **TrIn 3001 INTRODUCTION TO TRANSLATION**

A bilingual introductory course oriented toward the translation of documents written in English or another language. The course includes both theory and supervised practice. Taking this course also provides you with a solid basis for training in interpreting, as well as translation.

### **TrIn 3101 INTRODUCTION TO INTERPRETING**

A practical and theoretical introduction to interpreting in community settings (health care, human services, and legal settings). The course emphasizes the unique role of the interpreter, current models and modes of interpreting, ethical issues and ethical decision making, professional standards of practice, and developing pre-interpreting skills. Classes are taught in English with some bilingual activities.

### **TrIn 3102 CONSECUTIVE INTERPRETING**

This is a practical bilingual course, aimed at developing interpreting proficiency for health care, human services, education, and legal settings. Topics covered include consecutive interpreting and sight translation skills, vocabulary research/storage, intercultural issues, situational ethics, analysis of the interpreting process, and assessment of interpreting performance.

Legal Interpreting Specialization Core Courses: 6 credits

### **TrIn 1301 LEGAL TERMS AND CONCEPTS FOR INTERPRETERS**

This is an introduction to the American legal system, taught in English, to provide students of legal interpreting with a general understanding of the court system they plan to work in, as well as specific technical vocabulary used in courts and other legal settings. The course also studies legal discourse. It is taught by legal practitioners, with time for class discussion and exercises for review/practice. Students are expected to develop a bilingual glossary of legal terms for use in subsequent course work.

### **TrIn 4301 INTERPRETING IN LEGAL SETTINGS**

This bilingual capstone course focuses on the principles and practice of interpreting in legal settings. The majority of class time is spent on increasing accuracy in the simultaneous and consecutive modes as well as practicing typical courtroom sight translation tasks. The challenge of maintaining the appropriate register in both languages is emphasized. Other topics include ethical considerations, courtroom conduct, and observation of actual court proceedings.

Health Care Interpreting Specialization Core Courses: 6 credits

### **TrIn 1201 HEALTH CARE FOR INTERPRETERS**

This is an introduction to the terms, concepts, and processes used by health care providers when they talk to patients. The concepts are presented primarily through lectures and guest presentations, with each session dedicated to a particular specialism. This course is specifically designed for students of interpreting and working interpreters rather than a general audience. All classes are taught in English, but students are expected to develop a bilingual glossary of medical terms for use in later interpreting courses.

### **TrIn 4201 INTERPRETING IN HEALTH CARE SETTINGS**

This bilingual capstone course builds on the skills and knowledge acquired in TrIn 3102 *Consecutive Interpreting*. The focus of this course is practice in interpreting simulated clinical

encounters. Students will improve the accuracy of their consecutive and simultaneous interpreting as well as sight translation. Ethical considerations and terminology research are also discussed.

Additional courses:

**TRIN 3002 — INTERMEDIATE TRANSLATION**

This course is aimed at strengthening and further developing the linguistic concepts and translation strategies acquired in the Introduction to Translation course (TRIN 3001). Students tackle the exegesis (semantic analysis) and translation of challenging texts, both general and specialized. Some principles of comparative stylistics are presented and applied to actual texts. The course is focused mostly on medical texts, but students' interests are considered for the final choice of some texts. Students have the opportunity to practice the different types of work translators can do: translation, editing, proofreading, project management, quality control, localization, document review, and cultural analysis.

**TRIN 3005 — PRINCIPLES of TRANSLATION**

This course is designed to make students aware of the nature of the translation industry in the 21st century, to provide a forum for learning about and discussing key theories and models that relate to translation, and to give opportunities for translation practice that are both challenging and fun. It is a highly interactive course that derives much of its momentum from student interest and initiative.

**TRIN 3900 — TOPICS in TRANSLATION and INTERPRETING**

Topics specified in Class Schedule, for example interpreting internship.

**TRIN 5993 — DIRECTED STUDY**

Directed study in translation/interpreting.

# OTHER TRAINING RESOURCES

## **National Center for Interpretation**

The University of Arizona  
National Center for Interpretation  
PO Box 210432  
Tucson AZ 85721-0432  
800 E University Blvd, Suite 200  
Tucson, AZ 85719  
(520)-621-3615  
Fax: (520)-624-8130  
[ncitrp@email.arizona.edu](mailto:ncitrp@email.arizona.edu)  
<http://nci.arizona.edu>

NCI understands that interpretation is both an art and a science, requiring very specialized training. Our federally certified and highly experienced instructors, combined with our extensive curriculum, offer a level of quality not easily matched.

The CITI is committed to providing students with individual attention. Much of the institute is spent in the language laboratory and small group workshops, working closely with instructors and fellow students on simultaneous and consecutive interpretation and sight translation techniques and strategies. Lab work is combined with lecture, maximizing the impact of both. Lecture topics run the gamut of areas essential to working interpreters, from legal procedure, drugs, weaponry, ethics and protocol, to memory development techniques, note-taking skills, and test preparation.

The objective of the CITI curricula is to provide maximum time-on-task to increase the benefit gained from practice sessions and critiques with faculty members. Additionally, comprehensive diagnostic testing is performed at the start and end of each institute, to give you a detailed analysis of how your language and interpreting skills have improved during the institute.

## **Agnese Haury Institutes**

The Agnese Haury Institutes for Interpretation (AHI) are the longest-running intensive Spanish-English interpreter training programs in the United States. Created in 1983 to prepare interpreters for the rigors of the newly created Federal Court Interpreter Exam, The AHI has been setting the standard in intensive career preparation for interpreters for 30 years.

The 3-Week Court Interpreter Training Institute (CITI) and the 2-Week Medical Interpreter Training Institute (MITI) give you the option to focus your practice and studies depending on your goals as a professional interpreter.

These courses are available onsite in Tucson, AZ each June. There are opportunities to apply for tuition assistance.

## **Rutgers University, Faculty of Arts And Sciences Continuing Education (FASCE)**

PALS (Program in American Language Studies)

Rutgers, The State University of New Jersey

Livingston Campus – Tillett Hall 107

53 Avenue E

Piscataway, NJ 08854-8040

Tel: 848/445-7422

Fax: 848/445-1279

E-mail: [eslpals@rci.rutgers.edu](mailto:eslpals@rci.rutgers.edu)

<http://pals.rutgers.edu/>

Courses such as the following ones have been available in the past. To determine what's available in Spring/Summer, call the program directly.

FASCE may offer courses in **accent improvement** for persons who have a strong command and fluency in English, but who wish to increase their intelligibility in English. Courses historically have been scheduled BY ARRANGEMENT and registrations are accepted at any time.

### *American English Accent Improvement, FAS-470*

Class for individuals with an average command of English pronunciation. Twelve two-hour weekly classes and one private tutoring session.

### *American English Accent Improvement Tutorial, FAS-471*

Tutorial for individuals with strong foreign accents or those who wish to work on specific projects or goals. 13 one-hour classes, flexible scheduling.

### *American English Accent Improvement Tutorial, FAS-472*

Tutorial for individuals with very mild foreign accents. 7 one-hour weekly classes, flexible scheduling.

FASCE has also offered other courses for professional development in spoken English as a second language:

### *Speaking English Professionally, FAS-420*

Designed for advanced nonnative speakers of English, this course helps participants improve their usage of English in professional contexts. Topics include strategies for self-improvement, how to compensate for errors, audience monitoring, cultural appropriateness, and pronunciation practice. Participants practice speaking tasks such as giving presentations or leading discussions, followed by peer review, instructor feedback, and self critique. Before registering, call FASCE Corporate Program 732-445-8464 for a placement interview. A customized version of this course is available on site for corporate clients; call for information.

### *Vocabulary and Grammar for Effective Speech, FAS-422*

For those very advanced nonnative speakers of English who frequently find themselves searching for the "right" way to express ideas, this course focuses on strategies for strengthening two foundations of fluency: immediately accessible vocabulary and accurate grammar. The goal is to achieve maximum effectiveness in those patterns most



appropriate for spoken English. The workshop style of this course makes it perfect for highly motivated persons who learn best by doing. Also available on site for corporate clients. For information call FASCE Corporate Program 732-445-8464.

*Presentation Skills for Nonnative Speakers of English, FAS-465*

The essentials of effective formal presentations, whether in a committee, classroom, conference, or other setting, can be practiced and mastered. This workshop-style course focuses on effective oral delivery skills such as organization, content, pace, volume, and voice quality as well as nonverbal delivery techniques such as use of eye contact and gestures. Participants prepare and deliver several short formal presentations, which are videotaped for review and feedback. A placement interview is required before registration; call the Coordinator at 732-445-8464 to schedule your telephone interview.

*Speech and Accent Assessment, FAS-499*

Want to speak English more confidently and with less accent, but don't know what to do to improve your speech? We can help. An ESL speech expert will work with you to collect an extensive language sample, analyze your speech, and prepare a detailed report identifying areas that need improvement and recommending courses and independent study activities.

## **Southern California School Of Interpretation**

10012 Norwalk Boulevard  
Santa Fe Springs, CA 90670  
800-625-6222  
562-906-9787

Email: [scsinter@ix.netcom.com](mailto:scsinter@ix.netcom.com)  
[www.interpreting.com](http://www.interpreting.com)

This program offers several courses in court interpretation aimed at preparing candidates for taking and passing state and Federal court interpreter certification exams. The program is not an academic program and the courses will not result in academic credit.

The Southern California School of Interpretation founded in 1993, specializes in preparing fully bilingual individuals in Spanish and English for state court interpreter certification examinations. Currently, over 85% of the candidates who become certified interpreters in the state of California are graduates of our programs. We also prepare students for the oral component of the Federal Court Interpreter examination.

### **Admission Requirements**

To begin training with the Southern California School of Interpretation prospective students must meet the following 3 requirements:

I. Pursuant to section 71770 of the California Educational Code, Admission Standards require that every student submit proof of completion of high school or GED equivalency at the time of requesting admission to any of our programs. A copy of said proof must remain on file with the school. This ONLY applies to students training on-campus, students training via distance learning DO NOT need to submit proof of completion of a high school diploma or GED. If you have any questions or concerns please contact the school's Administrator via e-mail at

[scsinter@ix.netcom.com](mailto:scsinter@ix.netcom.com) or the Bureau for Private Postsecondary Education (BPPE) at [www.bppe.ca.gov](http://www.bppe.ca.gov) (888) 370-7589.

II. Students must be fluent in Spanish and English and should be proficient with written skills in both languages at high school level or above.

III. All students must take and pass our online admission test.

### **Court Interpreter Program**

This 9-month program will provide you with the legal terminology and interpreting skills required to work as a state court interpreter. The following 4 courses must be successfully completed with a grade of 70% or better in order to receive a Certificate of Completion in the Court Interpreter Program.

#### **Interpreting Criminal Proceedings I**

Pre-requisite: All students who take this course have to pass our Admission Test.

This course introduces the general criminal terminology, in Spanish and English, used in criminal court. Typical proceedings, such as arraignments, pre-trial hearings, preliminary hearings, and trials are also introduced. The concept of register in the transfer along with colloquialisms and slangs are part of this course. Typical legal and non-legal false cognates are also presented in this course. Consecutive techniques leading to a maximum of 40 terms per segment are presented during this course. Simultaneous techniques leading to a maximum of 140 words per minute are introduced. This course consists of 27 hours of instruction, five quizzes, one midterm, and one final exam. It also includes access to our Online Interpreting Laboratory.

#### **Interpreting Criminal Proceedings II**

Pre-requisite: Successful completion of the Interpreting Criminal Proceedings I course with a grade of 70% or better.

This is a continuation of the Interpreting Criminal Proceedings I course. This course covers all the proceedings available in Criminal Court including the forms used in each proceeding. Some of the forms covered in this course include: misdemeanor plea forms, misdemeanor sentencing forms, probation and sentencing memorandum, and felony plea forms. All the forms are translated into Spanish. The proceedings included in this course include: change of plea, probation violations, plea in misdemeanor and felony cases, progress reports, readiness conferences, and time waivers. Juvenile and family law proceedings are also presented. Specialized vocabulary in drugs, fingerprints, gang terminology, jury instructions, and weapons is introduced. Consecutive techniques leading to a maximum of 90 terms per segment are presented. Simultaneous techniques leading to a maximum speed of 200 words per minute are also part of this course. This course consists of 27 hours of instruction, two quizzes, one midterm, and one final examination. It also includes access to our Online Interpreting Laboratory.

#### **Sight Translation for Court Interpreters**

Pre-requisites: Successful completion of the Interpreting Criminal Proceedings I course with a grade of 70% or better.

This course discusses the translation principles of localization/normalization, re-structuring, stability in the transfer and interferences. Techniques to stabilize the transfer and to properly re-

structure the rendition into the target language are presented. Sight translations into both directions – Spanish and English are part of this course. Sight readings include police reports, probation reports, custody matters, family law disputes, birth and death certificates, letters written by attorneys, court orders, sworn statements, and original documents from Mexico and Central America. This course consists of 27 hours of instruction, one midterm, and one final examination. It also includes access to our Online Interpreting Laboratory.

### **Advanced Criminal Proceedings II**

Pre-requisites: Successful completion of the Sight Translation for Court Interpreters course with a grade of 70% or better.

This course emphasizes mock examinations similar to the format and level of difficulty one encounters in the Consortium Examination for Court Interpreters. Every lecture includes practices suitable for the interpreting exam. The practices in the consecutive mode of interpreting include segments that vary between 1 and 90 terms. The practices in the simultaneous mode of interpreting have a speed that varies between 120 and 200 words per minute. Exam taking techniques are discussed in this course. This course includes 27 hours of instruction. It also includes access to our Online Interpreting Laboratory. There is no midterm or final exam.

# SOURCES FOR OBTAINING PERTINENT PUBLICATIONS

## **Amazon.com**

[www.amazon.com](http://www.amazon.com)

## **InTrans Book Service**

P.O. Box 467

44 Allen Circle

Kinderhook, New York 12106

518-758-1755; 800-343-3531

FAX 518-758-6700

[www.intransbooks.com](http://www.intransbooks.com)

[lankhof@intransbooks.com](mailto:lankhof@intransbooks.com)

## **John Benjamins North America, Inc.**

P.O. Box 27519

Philadelphia, PA 19118-0519

215-836-1200

FAX 215-836-1204

[www.benjamins.com](http://www.benjamins.com)

[service@Benjamins.com](mailto:service@Benjamins.com)