

Documentation applied to translation and interpreting

Code: 101485
ECTS Credits: 3

Degree	Type	Year	Semester
2500249 Translation and Interpreting	OB	2	0

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

Contact

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Use of Languages

Principal working language: catalan (cat)
Some groups entirely in English: No
Some groups entirely in Catalan: Yes
Some groups entirely in Spanish: Yes

Teachers

María Pilar Cid Leal

Prerequisites

None

Objectives and Contextualisation

The aim of this subject is to provide knowledge about information and documentation resources necessary for translation and interpreting.

On successfully completing this subject, students will be able to:

- Demonstrate knowledge of the most appropriate information and documentation resources for translation and interpreting.
- Use such resources efficiently and assess their reliability.

Competences

- Using documentation resources in order to interpret.
- Using documentation resources in order to translate.

Learning Outcomes

1. Applying the documentation resources in order to solve interpretation problems: Applying the documentation resources in order to solve interpretation problems.

2. Applying the documentation resources in order to solve translation problems: Applying the documentation resources in order to solve translation problems.
3. Assessing the amount of information sources: Assessing the amount of information sources.
4. Assessing the obtained results in the information retrieval process in order to interpret: Assessing the obtained results in the information retrieval process in order to interpret.
5. Assessing the obtained results in the information retrieval process in order to translate: Assessing the obtained results in the information retrieval process in order to translate.
6. Assessing the obtained results in the information retrieval process in order to translate: Assessing the quality of the information sources.
7. Formulating the appropriate informative needs in order to interpret: Formulating the appropriate informative needs in order to interpret.
8. Formulating the appropriate informative needs in order to translate: Formulating the appropriate informative needs in order to translate.
9. Identifying the existing (digital and analogue) information sources in order to interpret: Knowing and identifying the existing (digital and analogue) information sources in order to interpret.
10. Successfully interrogating the documentation sources in order to interpret: Successfully interrogating the documentation sources in order to interpret.
11. Successfully interrogating the documentation sources in order to translate: Successfully interrogating the documentation sources in order to translate.

Content

Part 1. Translation and Information Science: basic concepts

Topic 1. Information and documents

Topic 2. How to document a translation

Topic 3. Information sources: concept, typology and evaluation

Part 2. Searching for information

Topic 4. Information retrieval

Topic 5. Bibliographic search

Topic 6. Searching on the internet: general and specialised search engines

Part 3. Information resources for translators and interpreters

Topic 7. Reference works

Topic 8. Linguistic sources

Topic 9. Bibliographical sources

Topic 10. Press sources (current and historical) and documentary heritage

Topic 11. Social networks

Part 4. Bibliography management

Topic 12. Citations and bibliographical references

Methodology

To achieve the established objectives, this subject involves both lectures and practical activities.

Students must keep abreast of the news and information published on the Virtual Campus / Moodle.

The work students carry out mainly consists of: lectures, debates and discussions (in class or online), reading assignments, written assignments, exercises and exams.

Activities

Title	Hours	ECTS	Learning Outcomes
Type: Directed			
Lectures, debates and discussions in class	16	0.64	1, 2, 4, 5, 6, 3, 7, 8, 9, 10, 11
Type: Supervised			
Exercises to be performed in class and outside class	15	0.6	1, 2, 4, 5, 6, 3, 7, 8, 9, 10, 11
Type: Autonomous			
Reading assignments	13	0.52	1, 4, 3, 7, 9, 10
Reading materials published on the Virtual Campus	12	0.48	1, 4, 3, 7, 9, 10
Written assignments	13	0.52	1, 2, 4, 5, 6, 3, 7, 8, 9, 10, 11

Assessment

Assessment is continuous. Students must provide evidence of their progress by completing 3 tasks. Task deadlines will be indicated in the course schedule on the first day of class. The above information on assessment, assessment activities and their weighting is merely a guide. The subject's lecturer will provide full information when teaching begins.

Review

When publishing final marks prior to recording them on students' transcripts, the lecturer will provide written notification of a date and time for reviewing assessment activities. Students must arrange reviews in agreement with the lecturer.

Missed/failed assessment activities

Students may retake assessment activities they have failed or compensate for any they have missed, provided that those they have actually performed account for a minimum of 66.6% (two thirds) of the subject's final mark and that they have a weighted average mark of at least 3.5. Under no circumstances may an assessment activity worth 100% of the final mark be retaken or compensated for. In the case of retaking or compensating for an activity, the highest mark that can be obtained is 5.

The lecturer will inform students of the procedure involved, in writing, when publishing final marks prior to recording them on transcripts. The lecturer may set one assignment per failed or missed assessment activity or a single assignment to cover a number of such activities.

Classification as "not assessable"

In the event of the assessment activities a student has performed accounting for just 25% or less of the subject's final mark, their work will be classified as "not assessable" on their transcript.

Misconduct in assessment activities

Students who engage in misconduct (plagiarism, copying, personation, etc.) in an assessment activity will receive a mark of "0" for the activity in question. In the case of misconduct in more than one assessment activity, the students involved will be given a final mark of "0" for the subject.

Students may not retake assessment activities in which they are found to have engaged in misconduct. Plagiarism is considered to mean presenting all or part of an author's work, whether published in print or in digital format, as one's own, i.e. without citing it. Copying is considered to mean reproducing all or a substantial part of another student's work. In cases of copying in which it is impossible to determine which of two students has copied the work of the other, both will be penalised.

Assessment Activities

Title	Weighting	Hours	ECTS	Learning Outcomes
Coursework assignment	30%	2	0.08	1, 2, 4, 5, 6, 3, 7, 8, 9, 10, 11
Exam 1 (theory and practice)	35%	2	0.08	4, 5, 7, 8, 9, 10, 11
Exam 2 (theory and practice)	35%	2	0.08	1, 4, 6, 3

Bibliography

Basic literature

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Kozlova, I. (2014). *De la búsqueda a la consulta. Resolución de problemas léxicos en la producción textual en lengua extranjera*. Berlín: Frank and Timme.

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Juncà, M. (2009). *Fuentes de información*. UOC: Barcelona. [módulo 3, Tipología documental]

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