Course Syllabus

Imam Muhammed bin Saud University
College of Languages & Translation
English Department

Vision:
The college of Languages and Translation aspires to:
• Develop students’ language skills and equip them with cognitive and scientific experiences.
• Develop students understanding of literary and cultural concepts that are relevant to the English language, which in turn will establish a firm base of knowledge and create cognitive networking with other English speaking nations.
• Allow students to be acquainted with an adequate knowledge of the traditions and cultures of these nations.
• Provide the community with specialists in English language and Literature through presenting academic programs.
• Contribute in preparing educated individuals that are trained academically and practically for the work field.

Mission:
The college of Languages and Translation is to achieve its mission through:
Presenting high quality academic programs that contribute to graduate qualified young Saudis. These programs are various and include specialized subjects in theoretical and applied linguistics, literature and translation. These programs also vary in the teaching methods applied, such as in their use of technology and modern educational means. Further, the comprehensive but flexible curriculum strongly reflects the needs of the society that are parallel to the changes in the labor market and the requirements of the continual progress.

Course
Instructor
Insert Course Prefix, Number, Section and Title Here
Insert Professor’s Name Here
Term
Insert Beginning & Ending Dates OR Semester & Year Here
Meetings
Insert Times, Days of Week. Location Optional

Instructor’s Contact Information
Office Location
Office or Other Meeting Location for Consultation
Email Address

General Course Information
Pre-requisites
Translation level 7 – ENG 328
Mention what this course aims at, its importance, and idea about the subject.
The Course aims at training students to apply the skills they acquired in written and oral translation to translation of a text of their choice.

The translation project should reflect the students’ level throughout the previous years of study. It is considered as a crucial subject, for it holds four credits of their total average. The student has to present an acceptable and well-bound translation file to her supervisor at the end of the semester (13th week), and it will be evaluated and graded by the supervisor according agreed upon criteria.

Learning Objectives /Outcomes

1- Training the students to practical translation;
2- Enhancing the students’ translation skills to be prepared for the requirements of the job market;
3- Developing the students’ linguistic abilities.

Required Texts & Materials

- The student can choose any field she wishes as long as it is not contradictory with the Islamic law or traditions, and not considered taboo.
- The translation can be in either English or Arabic. If the students opt for translating from English into Arabic.
- The student must choose one whole unit of at least 15 pages to translate (4000-5000 words), from a book, article, novel…etc, as long as it has a beginning and an end to it, and not extracted from the middle of a text.
- The student who opts for translating a text from English into Arabic has to translate at least 6000.
- In choosing the book, the student should take into consideration the benefits of the book, and not waste her precious time and effort on something superficial or useless. (Children’s stories and self development books are not

Suggested Texts, Readings, & Materials

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allowed)

- The chosen book should not be translated before (not more than six years).

Links to online resources

<table>
<thead>
<tr>
<th>Academic Calendar</th>
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<tbody>
<tr>
<td><strong>Week number</strong></td>
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<tr>
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<td>4-13</td>
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<td>7</td>
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<td>14</td>
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Course Policies

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<th>Grading Criteria</th>
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<tr>
<td>- Commitment and punctuality: 5 marks;</td>
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<tr>
<td>- Format of the project: 5 marks</td>
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<td>- Introduction to the project in English: 20 marks;</td>
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<td>- The translation project: 60 marks (15 for the first draft and 45 for the final draft)</td>
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<td>- A unified assessment card will be filled in by all supervisors of project and submitted to the translation co-coordinator on the 14th or 15th week;</td>
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The instructor assigned to supervise, assess and grade the project should be a Ph D holder or a staff member who holds an MA degree in translation and has a 2 year-experience at least in teaching translation courses inside the department, so that he/she would be able to judge the practical problems involved in the process of translation.

A committee formed by the Dean or Vice dean can be responsible for reviewing all the projects and assessment cards as well as registering the students’ marks and revising them. The members of the committee who might be the translation coordinators should make sure the standards and criteria of assessment are validly applied, especially in the students’ introduction.

<table>
<thead>
<tr>
<th>Writing standards</th>
<th>(Optional)</th>
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<tr>
<td>Instructional activities</td>
<td>Group work, lectures, presentations,</td>
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<tr>
<td>Instructional materials</td>
<td>Power Point presentations (visual aids) Books Articles Language lab Materials for project development Discussions</td>
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<tr>
<td>Make-up Exams</td>
<td>Detail your rules and mention that this exam is not to be performed on the expense of other classes</td>
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<tr>
<td>Extra Credit</td>
<td>• A weekly meeting with the supervisor (either personally or via email) should be arranged to discuss updates on the translation, and give comments. The student must commit to these meetings and to handing in the drafts on time to avoid deduction of marks.</td>
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<tr>
<td>Guidelines for Assignments</td>
<td>• The drafts given to the supervisor should be computer printed by the student, for handwritten work is not accepted academically.</td>
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<td></td>
<td>• The supervisor has the choice to grade the project according to what she sees best, and can ask the student to take an exam or give a presentation, if needed, to be certain that there has been no cheating involved in the translation.</td>
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</table>
The required format is as follows:

The Project Format: (Ask students to use the latest MLA [or APA] style format)

- A header page is included at the beginning of the project containing the translated title, the name of the student, the year of translation, and the name of the supervisor. On the top left, you should write the name of the university, the college, and the department. The form of the header page should be standardized as follows:

  A- It should clearly include the information of the department, college and University on the upper right side of the page and in English;

  B- No header should be placed on the cover page; it starts on the first page of the project;

  C- Students should mention the title of the translated book in addition to the chosen chapter and the name of the original author;

  D- Titles of books have to be underlined, while titles of chapters be placed between inverted commas;

  E- The name of the student should be preceded by “Translated by” while the name of the supervisor should be preceded by “Supervised by”;

  F- The year of submitting the project should also be mentioned.

  G- Information on the cover page should be in English except for the Arabic translated titles.

- The family name of the student and the page numbers should be included in the header on the upper right side of the pages, starting from the second page. No commas or hyphens are placed between name and page number, which is not preceded by ‘p.’
• Font size in both Arabic and English texts should be 14, font type: New times Roman for English, and Traditional Arabic for Arabic texts.

• Titles and subtitles are required to be in size 14 bold print, and underlined.

• The lines should be double spaced.

• Margins should be one and a half inch for all sides.

• Footnotes must be translated, and are typed in size 12. Also, any pictures or diagrams included within the source text should be included in the target text.

• The page number position should be on the top right corner, along with the translators’ name.

• The title of the translated book is preferably mentioned in the ‘Sources’. Only quoted books or articles can be included in that section.

• Names of supervisors should not be underlined.

**Division and arrangement of the project file:**

1. Header page.
2. Table of Contents
3. Acknowledgement [Dedication]
4. The students’ introduction in English
5. The translation (the body)
6. The source translation
7. References [Bibliography]

**(You can add your own guidelines):**

**Necessary requirements:**
A dedication or an Acknowledgements section may be included if desired. Nowhere else in the project should the student mention the name of his/her supervisor.

**The requirements, content and division introduction:**

A- The student must write an **introduction** to her project in **English**, describing the problems faced in the text, and their solutions, along with a short description of the text, and the reason for choosing the book.

B- The introduction should not be less than 400 words, and it should describe in detail and with examples in both languages the difficulties and strategies used by the student during the process of translation.

C- The introduction is marked out of 20, and the mark is divided between content and grammar.

D- Sample introductions will be provided by the translation coordinator for the students.

E- No mention of the supervisor should be made in the introduction which has to be as objective as possible. If the student wishes to thank or pay tribute to her supervisor, she should do that in the ‘Acknowledgements’ section.

F- Students should be warned against using general and empty expressions in their introductions. They generally tend to make simple statements like ‘I did my best to transfer …’, ‘I faced many problems’, or ‘I tried my best to make the translation clear’ without any attempt at illustrating what they say.

G- **If the student fails to provide any examples in the introduction, she will not be given a passing mark.**

**Final binding:**

- The final copy should be printed after the final grading and correction to avoid any mistakes or misprints.
- Students have to submit a properly bound hard copy at the end of the semester. The project should not be placed in a file or folder. Any such projects will not be accepted.

**For the female section:**

- Two copies should be handed in by the student: a hard copy for the supervisor, and a soft copy of the project for the department to be sent to translationproject2010@gmail.com.

- Please ask students to provide her name and her supervisor’s in the ‘Subject’ box. [INSTRUCTORS are now responsible for sending the students’ completed files to the abovementioned email]

<table>
<thead>
<tr>
<th>Class Attendance</th>
<th>Attendance is taken in every class. <strong>Do not miss class</strong> because at least half of the class meetings depend on your active participation in discussions, or doing an in-class writing assignment, so your attendance is noted: that is, you don’t earn the points for participation or assignments. Thus, your missing a class seriously affects your grade. In addition, Imam University’s policy is that a student’s attendance should not be less than 80% or else he/she would be forbidden entry in the finals. Mobile phones must be turned off in the classroom; violating this rule will result in not taking the attendance of the student.</th>
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<tbody>
<tr>
<td>Student Conduct and Discipline</td>
<td>Optional</td>
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<tr>
<td>Academic Integrity</td>
<td>The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in her scholastic work.</td>
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Scholastic Dishonesty: any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with accordingly.

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<th>Withdrawal from Class</th>
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The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are announced in the department. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

_These descriptions and timelines are subject to change at the discretion of the instructor._