

DEPARTMENT OF MODERN LANGUAGES  
AND CULTURAL STUDIES

<https://uofa.ualberta.ca/modern-languages-and-cultural-studies>

2016-2017 *Germ 342 B1: Introduction to Translation: German and English*  
(Winter Term)

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Time: MWF 2-3  
Place: Arts 550  
Office Hours: Tues 9-9:30 /M W 11-12  
*or by appointment*

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**Course Prerequisite:** German 303 or consent of department. Students considered overqualified will be re-assigned to an alternate class. If you have questions or doubts about your language skills, consult with the instructor. Not open to students with credit in German 441 or 443.

**Course-based Ethics Approval** in place regarding all research projects that involve human testing, questionnaires, etc.?

Yes  No, not needed, no such projects approved.

**Community Service Learning** component

Required  Optional  None

**Past or Representative Evaluative Course Material Available**

- Exam registry – Students' Union  
<http://www.su.ualberta.ca/services/infolink/exam/>
- See explanations below
- Document distributed in class
- Other (please specify)
- NA

**Additional mandatory Instructional fees (approved by Board of Governors)**

Yes  No

**Course Description and Objectives:**

GERM 342 is an introductory course in translation from German into English and English into German. Working, both individually and in groups, on texts in a variety of genres, students will develop methodology and strategies to deepen and refine German language skills in grammar, style, vocabulary, and idiomatic usage. Upon successful completion of the course, students will be able to correctly translate a variety of documents, utilizing the appropriate tone and vocabulary to suit the purpose of the translation. They will differentiate between casual and professional language use and select these appropriately for translation tasks.

This course can be applied to the MLCS Certificate in Translation Studies.

**Texts:**

**Required:**

Students should have a good, comprehensive, German-English + English-German Dictionary. The Collins is recommended; others are also suitable. Access to a useful dictionary is **mandatory**, since ***in-class exams allow only hard-copy, printed reference works to be used***—not electronic or on-line resources. (see below: “**Explanatory Notes on Assignments**”)

There is no required Textbook for this course. However, material will be distributed in class as well as posted on E-Class. Students will be required to PRINT OUT some material and bring it to class.

### Grade Distribution (see “Explanatory Notes”):

Attendance and Participation	10%
Test I <i>tentative date: February 1</i>	15%
Test II <i>tentative date: March 6</i>	20%
Test III <i>tentative date: April 10</i>	25%
Homework <i>assigned on a regular basis—oral and written</i>	30%

### Explanatory Notes on Assignments:

The **Homework assignments** will allow students to develop and practice their skills in using **both printed and electronic reference materials**, and class work will involve sharing information in the use of on-line and library resources.

For the in-class **Tests, I, II and III**, students will *not be allowed to use any electronic devices*. The use of printed resources of the student’s choice is allowed and encouraged, but **access to on-line resources is prohibited**. In this matter, the course follows the practices and rules applied by associations and agencies that test and certify professional translators.

Attendance and Participation: see notes on *Attendance, Absences, and Missed Grade Components* below.

### Required Notes:

“Policy about course outlines can be found in the [Evaluation Procedures and Grading System](#) of the University Calendar.”

### Academic Integrity:

“The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at <http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>) and avoid any behaviour that could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

### Learning and Working Environment:

The Faculty of Arts is committed to ensuring all students; faculty and staff are able to study and work in an environment that is safe and free from discrimination and harassment. It does not tolerate behaviour that undermines that environment. The Department urges anyone who feels that this policy is being violated to:

- Discuss the matter with the person whose behaviour is causing concern; or
- If that discussion is unsatisfactory, or there is concern that direct discussion is inappropriate or threatening, discuss it with the Chair of the Department.

For additional advice or assistance regarding this policy you may contact the [Office of the Student Ombuds](#). Information about the [University of Alberta Discrimination and Harassment Policy and Procedures](#) is described in [UAPPOL](#).

### Academic Honesty:

**All students** should consult the information provided by the [Office of Judicial Affairs](#) regarding avoiding cheating and plagiarism in particular and academic dishonesty in general (see the [Academic Integrity Undergraduate Handbook](#) and [Information for Students](#)). If in doubt about what is permitted in this class, ask the instructor.

**Students involved in language** courses and **translation** courses should be aware that on-line “translation engines” produce very dubious and unreliable “translations.” **Students in languages courses** should be aware that, while seeking the advice of native or expert speakers is often helpful, **excessive editorial and creative help** in assignments is considered a form of “cheating” that violates the code of student conduct with dire consequences.

An instructor or coordinator who is convinced that a student has handed in work that he or she could not possibly reproduce without outside assistance is obliged, out of consideration of fairness to other students, to report the case to the Associate Dean of the Faculty. See the [Academic Discipline Process](#).

### ***Recording of Lectures:***

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the content author(s) or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the content author(s).

### ***Attendance, Absences, and Missed Grade Components:***

Regular attendance is essential for optimal performance in any course. In cases of potentially excusable absences due to illness or domestic affliction, notify your instructor by e-mail within two days. Regarding absences that may be excusable and procedures for addressing course components missed as a result, consult sections [Attendance](#) and [Examinations](#) of the University Calendar. Be aware that unexcused absences will result in partial or total loss of the grade for the “attendance and participation” component(s) of a course, as well as for any assignments that are not handed-in or completed as a result.

**In this course, German 342**, the Attendance and Participation portion comprises 10% of the final grade and will be determined by the effort made to contribute to class by adequate preparation of texts and drills assigned for oral work—a component upon which extensive unexcused absence will, of course, have a negative impact.

### ***Policy for Late Assignments:***

Students who *consult in advance* with the instructor regarding contingencies preventing the timely completion of an assignment may, at the *discretion of the instructor*, be granted an extension. Otherwise, late assignments will have a **5%-per-class-day penalty** assessed for each *calendar day* of lateness.

**However:** Any assignments submitted *after* the remainder of the class has had their marked assignments returned will be *assigned a mark of 0* and be *marked for feedback only*.

### ***Student Accessibility Services:***

If you have special needs that could affect your performance in this class, please let me know during the first week of the term so that appropriate arrangements can be made. If you are not already registered with [Student Accessibility Services](#), contact their office immediately (1-80 SUB; Email [sasrec@ualberta.ca](mailto:sasrec@ualberta.ca); Email; phone 780-492-3381).

### ***Grading:***

Assessment of the individual course components may be in the form of numerical marks or letter grades. The final letter grade will be based on "a combination of absolute achievement and relative performance in a class" (University Calendar, [Evaluation Procedures and Grading System](#)). The University Grading Procedure mandates that "a student's level of achievement

of the goals/outcomes of a course, their grade, and the descriptor of that grade must be aligned" (<https://policiesonline.ualberta.ca/>). The following guidelines have been adopted by the Department of Modern Languages and Cultural Studies:

### “MLCS Undergraduate Grading Scale”

Descriptor	Letter Grade	Grade Point Value	%
<b>Excellent.</b> A+, A or A- is earned by work which is superior in content and form and demonstrates an exceptional grasp of the subject matter. The grade of A+ designates work that far exceeds course expectations. Grades in the A range are normally achieved by a small number of students.	<b>A+</b>	4.0	<b>97-100</b>
	<b>A</b>	4.0	<b>93-96</b>
	<b>A-</b>	3.7	<b>90-92</b>
<b>Good.</b> B+, B or B- is earned by work that demonstrates a thorough comprehension of the course material and a good command of relevant skills. Grades in the B range are normally achieved by the largest number of students.	<b>B+</b>	3.3	<b>87-89</b>
	<b>B</b>	3.0	<b>83-86</b>
	<b>B-</b>	2.7	<b>80-82</b>
<b>Satisfactory.</b> C+, C or C- is earned by work that demonstrates an adequate grasp of the course material and relevant skills. Grades in the C range designate work that has met the basic requirements of the course.	<b>C+</b>	2.3	<b>77-79</b>
	<b>C</b>	2.0	<b>73-76</b>
	<b>C-</b>	1.7	<b>70-72</b>
<b>Poor/Minimal Pass.</b> D+ or D is earned by work that demonstrates minimal familiarity with the course material. Grades in the D range generally indicate insufficient preparation for subsequent courses in the subject matter.	<b>D+</b>	1.3	<b>65-69</b>
	<b>D</b>	1.0	<b>60-64</b>
<b>Failure.</b>	<b>F</b>	0.0	<b>0-59</b>