

## Workfloor Experience for Translators (A703607)

**Course size** *(nominal values; actual values may depend on programme)*

**Credits 7.0**

**Study time 210 h**

### Course offerings and teaching methods in academic year 2025-2026

A (Year)

Dutch

Gent

work placement

seminar

excursion

independent work

### Lecturers in academic year 2025-2026

Baeyens, An

LW22

staff member

Wybraeke, Christophe

LW22

lecturer-in-charge

Claeys, An-Sofie

LW22

co-lecturer

Lybaert, Chloé

LW22

co-lecturer

Van Liefferinge, Joeri

LW22

co-lecturer

### Offered in the following programmes in 2025-2026

**crdts**

**offering**

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, French)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, German)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, Italian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, Russian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, Spanish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, English, Turkish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French, German)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French, Italian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French, Russian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French, Spanish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, French, Turkish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, German)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, German, Italian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, German, Russian)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, German, Spanish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, German, Turkish)

7

A

Master of Arts in Translation: a combination of at least two languages(main subject Dutch, Italian)	7	A
Master of Arts in Translation: a combination of at least two languages(main subject Dutch, Russian)	7	A
Master of Arts in Translation: a combination of at least two languages(main subject Dutch, Spanish)	7	A
Master of Arts in Translation: a combination of at least two languages(main subject Dutch, Turkish)	7	A

### Teaching languages

Dutch

### Keywords

Work placement for translators

### Position of the course

The study unit Work Experience consists of three main components.

The first component deals with the job application process, the recruitment process and in a broader sense the entrance to the labour market. The second component consists of the module *deontology of sworn translators*. The placement is the third component.

Component 1: A number of lectures cover the job application process and are complemented by a three-day seminar which focuses on the various techniques required when applying for a job, applied HR-insights and testimonials by former students who are working in very diverse professional sectors. The job application process is studied within the context of strategic communication.

Component 2: The second component focusses on the deontology of sworn translators. The module, which is offered in two evening sessions, covers the administrative, substantive, formal and ethical aspects of sworn translation.

Component 3: is the actual work placement, which is meant as a first introduction to the labour market. The work students undertake must be related to the curriculum of the MA Translation degree and aim at reaching its predetermined learning outcomes. Students practise and improve their Dutch and foreign language skills while at the same time gaining other substantial competencies and social skills.

The students will undertake a work placement with a minimum duration of one month, during the work placement windows which have been foreseen within the academic calendar of the master programme.

### Contents

Component 1, 'Job application and career guidance', consists of two parts: a job application module (1st semester) and a three-day seminar (with compulsory attendance). This component provides students with insights into the different skills and processes which are an important part of the job application process. Students learn to analyse and write application letters and are introduced to company recruitment procedures.

Special attention is paid to the preparation of applications (finding job advertisements, analyzing profiles, recruitment platforms) and to the actual job application itself (application letter and cv, job interview, recruitment tests, etc.). Various presentations provide the students with insights into HR, professional competencies clusters and recruitment techniques. Testimonials by former students are integrated in order to give the students a comprehensive overview of their career options and job prospects.

Component 2: This component focusses on the deontology of the sworn translator. It covers the administrative (deontological code, taking the oath, entry in national register, duty of acceptance...), content (linguistic and professional knowledge), formal (affidavit clause) and ethical (confidentiality, impartiality, reliability, integrity...) aspects. These aspects are illustrated using practical examples. This module is organised in two evening sessions in the second semester.

Component 3, the actual work placement: the students are expected to find their own placement. They will also receive an overview of the work placements of the previous academic year as a source of inspiration. They submit a work placement proposal, which has to be approved by the university work placement supervisor. They also prepare a pre-placement portfolio containing information about the

employment sector, the position of the company or organization in the market sector concerned. The portfolio also needs to include a detailed description of the student's motivation for his choice of work placement and a description of how the student will use his specialized competences on the job and how he thinks these competences will improve.

The students can opt for a traditional work placement as a translator in a translation agency, in the translation department of an organization or in the non-profit sector or as a subtitler at a film festival (e.g. Film Fest Gent, Ostend Film Festival). Alternatively, they can gain experience by starting their own translation agency in a team (small business project or SBP).

Students will work in a professional environment and take part in the development and execution of different tasks (e.g. translation, revision, terminological research). They can also carry out more specific tasks for which they bear the final responsibility (e.g. subtitling). Students who want to do a placement as subtitlers during Film Fest Gent and/or the Ostend Film Festival need to have taken the subtitling course in the third year of the bachelor programme.

Students who choose to start their own translation agency (SBP) work in a team and go through all the stages needed to start and run a translation business (e.g. writing a business plan, sourcing customers and maintaining customer relations, respecting deadlines); they work on a translation project keeping a log, using a translation memory etc. They are also expected to give a presentation on their project and business at the conclusion of the work experience period.

### **Initial competences**

The general competences that may be expected from an academic bachelor, preferably in a discipline related to the course of studies

### **Final competences**

- 1 Judging and acting with the necessary dose of critical self-reflection in unpredictable, complex and specialist contexts, with special attention to the job application process and labour market orientation [MV.3.3; assessed]
- 2 As a translator, functioning effectively in a multidisciplinary and international environment, both independently and in a team, with due attention for the context of the job application process and career guidance [MV.4.1; assessed]
- 3 Translating texts on general and specialist subjects from two foreign languages into Dutch (and vice versa) and revising translations. [MV.6.1; not assessed]
- 4 During the translation process, making adequate use of an advanced level of encyclopedic, topical and cultural expertise and of an advanced understanding of intercultural aspects [MV.6.2; not assessed]
- 5 During the translation process, making adequate use of traditional and electronic resources, as well as specific technological tools [MV.6.3; not assessed]
- 6 As a translator applying the acquired knowledge of the translation market and the translator's deontology. [MV.6.4; not assessed]

### **Conditions for credit contract**

Access to this course unit via a credit contract is determined after successful competences assessment

### **Conditions for exam contract**

This course unit cannot be taken via an exam contract

### **Teaching methods**

Seminar, Excursion, Independent work, Work placement

### **Extra information on the teaching methods**

Guidance by the mentor at the work placement provider and by the university work placement supervisor.

SBP: project work in teams, alongside 4 group meetings.

A three-day seminar which focuses on the various techniques required when applying for a job, applied HR-insights and testimonials complements the lectures on the job application process. Participation: 120 euro.

### **Study material**

Type: Slides

Name: Slides

Indicative price: Free or paid by faculty

Optional: no

Available on Ufora : Yes

Type: Handouts

Name: Handouts

Indicative price: Free or paid by faculty

Optional: no

Available on Ufora : Yes

Type: Excursion

Name: Seminar - location: Destelheide Dworp

Indicative price: € 120

Optional: no

## References

### Course content-related study coaching

By the university work placement supervisor

Consultation: the students can ask for feedback and guidance from the university work placement supervisor and from the lecturer who is in charge of the component 'Job application and labour market guidance'.

General preparatory information session for the students of Bachelor 3, complemented with master-specific information sessions.

### Assessment moments

continuous assessment

### Examination methods in case of periodic assessment during the first examination period

### Examination methods in case of periodic assessment during the second examination period

### Examination methods in case of permanent assessment

Written assessment, Assignment

### Possibilities of retake in case of permanent assessment

examination during the second examination period is possible

### Extra information on the examination methods

Component 1: assignment (20%); participation in the job application seminar is compulsory. Upon motivated request a student can get a replacement assignment.

Component 2 - Deontology: written examen (5%)

Component 3 - Work placement: assignment (75%)

When assessing the student's work placement the following documents are taken into account:

(1) the work placement evaluation by the work placement provider (50%);

(2) the evaluation of the work placement report by the Ghent University work placement supervisor (50%), including: the quality and contents of the pre-research portfolio containing information about the work placement provider and a detailed motivation for choosing this specific work placement, the contents and quality of the work placement report, the student's professional attitude in respecting deadlines, following guidelines etc., the completeness and timely composition of the work placement report, an interview with the faculty supervisor – if deemed useful, any further information gleaned by the faculty supervisor from the contacts at the placement provider.

The successful marks from the non-period evaluation will be carried over to the second exam session. If the student does not participate in the evaluation of or has less than 10/20 for any of the components, she/he/they cannot pass the entire course unit. If the average final score is nevertheless a mark of 10 or more out of 20, this will be reduced to the highest unsuccessful mark (9/20).

Second session: idem.

A student who failed the work placement can submit a new work placement report (possibly after carrying out a new work placement).

### Calculation of the examination mark

See heading 'Extra information on the examination methods'

### Facilities for Working Students

Can be requested from the learning track consellor.

- Possibility to do the work placement at another time during the academic year, provided this does not interfere with other study units
- Possibility for feedback via e-mail or by appointment

#### **Addendum**

A4ST