

Workfloor Experience for Interpreters (A704086)

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

Credits 5.0

Study time 150 h

Course offerings and teaching methods in academic year 2023-2024

A (Year)

Dutch, English

Gent

work placement

seminar

excursion

independent work

Lecturers in academic year 2023-2024

Wybraeke, Christophe

LW22

lecturer-in-charge

Claeys, An-Sofie

LW22

co-lecturer

Defrancq, Bart

LW22

co-lecturer

Lybaert, Chloé

LW22

co-lecturer

Offered in the following programmes in 2023-2024

crdts

offering

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

5

A

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

5

A

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

5

A

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

5

A

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

5

A

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

5

A

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

5

A

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

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A

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

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

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

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

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

5

A

Teaching languages

English, Dutch

Keywords

Work experience; interpreting assignment; audio description

Position of the course

This study unit consists of two 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 job application process is studied within the context of strategic communication. This component is programmed during the first semester. The second component is the actual work placement which consists of ten working days. Students undertake a work placement which is related to the curriculum of the MA Interpreting. During the placement they can practise their oral skills in Dutch and in the foreign language(s) they study. The work placement consists of a number of interpreting activities organised by the department itself, during which students observe actors in the judicial field, carry out simulated interpreting exercises under the supervision of their teachers in the hospital, court or police academy and act as interpreters for foreign medical students in the University Hospital. They also take part in role plays in the *permanent training of sworn interpreters*.

Peer feedback moments are organised for the students to exchange their experiences. Since interpreting invariably involves short-time assignments, students are allowed to combine several smaller work placements in Belgium or abroad.

Contents

The study unit 'Job application and career guidance' provides the students with insights into the different skills and processes which are an important part of the job application process. They learn how to analyse and use application letters and are introduced to company recruitment procedures.

Special attention is paid to the preparation of an application (look for job advertisements, analyze 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 professional possibilities and perspectives after graduating.

As far as the actual work placement is concerned, the students take part in work placements organized by the department. The package of observation and interpreting exercises for each student is determined by the coordinators.

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 [MT.3.3; assessed]
- 2 As an interpreter, functioning effectively in a multidisciplinary and international environment, both independently and in a team, with due attention for process management, cultural sensitivity and respect for diversity . [M.T. 4.1. and M.T. 5.2. ; assessed]
- 3 Identifying deontological and ethical aspects of the interpreting profession and acting accordingly. [M.T. 5.1. and M.T. 6.7. ; assessed]
- 4 Applying intra- or inter-semiotic interpreting and translation techniques from a variety of professional environments; applying relevant problem-solving strategies, e.g. preparation of an assignment, monitoring of the interpreting task with a view to improving their own effectiveness. [M.T. 6.1. and 6.5. ; assessed]
- 5 During the interpreting process, adequately applying advanced encyclopaedic, theme-based, cultural and intercultural knowledge; being able to make use of technological tools [M.T. 6.2. and M.T. 6.6. ; assessed]
- 6 During the interpreting process, helping manage the interaction between the interlocutors and steering the communication process in an effective manner [M.T. 6.4. ; 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 coordinator at the work placement and by the university work placement supervisor.

Learning materials and price

Syllabus for the component 'Job application and career guidance'

The guidelines for the report about the participation in the activities within the framework of the *permanent training of sworn interpreters* are made available via Ufora.

Students who would like to submit a proposal of their own for a work placement in the summer period - in addition to the placement activities organized by the department - have to follow the guidelines described in the step-by-step guide which is available on Ufora:

- Step-by-step guide national and international work placements
- 'Job description' form
- 'Pre-research portfolio' form
- Work placement contract (via web application) with attachments: risk analysis, document rights & obligations
- Work placement report brochure
- Work placement evaluation form

Estimated price 3-day seminar (excursion): 120 € (transport, accommodation, meals, workshops).

Travel and accommodation costs for work placement in Belgium or abroad are at the student's expense.

References

Course content-related study coaching

Guidance 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 career 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

Professional practice, Assignment

Possibilities of retake in case of permanent assessment

examination during the second examination period is possible

Extra information on the examination methods

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

Work placement: assignment (80%)

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

(1) the evaluation by the coordinators of the work placement organised in the department (75%)

(2) the evaluation of the work placement report (*permanent training of sworn interpreters*) by the Ghent University work placement supervisor (25%)

Second session: idem.

A student who failed for 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 traject counsellor.

Addendum

A4ST