

## Interpretation & Translation-Generalist 2009-2010

### What is a Specialist Certificate?

It is a short-term credit program intended to provide you with the latest information and skills needed to function more effectively in your job or to update your skills for employment possibilities. It will provide you and an employer with evidence of your continued education in a specific occupational area. The education you gain will increase your ability to function in a given area and broaden your skills.

The Interpretation & Translation Generalist certificate is a vocational credential for preparing functionally bilingual students for entry-level employment as general, nonspecialized interpreters or translators. Upon completion, students should be able to provide basic interpreting and translation services between English and their other languages(s) in nonspecialized contexts. The program is designed for students who wish to add general interpreting and translation skills to their current set of job skills.

Certificate students complete basic courses in interpretation and translation, as well as ethics. All students complete an internship under the supervision of a professional interpreter/translator, during which time they use the skills and apply the knowledge gained in the classroom. Some credits earned for the Interpretation & Translation Generalist certificate can also be applied to the Judiciary Interpretation & Translation AS & certificate programs, or to the Healthcare Interpretation & Translation AS and certificate programs.

A program chairperson and a program counselor are available to assist students with education and career planning.

Employment opportunities for general Interpretation and Translation interpreters and translators are currently found in all industries and businesses where nonspecialized interpretation and translation services are needed. There are also many volunteer opportunities.

*Note: Interpretation and translation employment in specialized areas, including legal, medical, social services, education fields and many businesses require additional specialized training and/or certification. Students interested in those fields should consider the Judiciary Interpretation & Translation AS or certificate programs or the Healthcare Interpretation & Translation certificate programs.*

### Location: Urban

### Program Entry Requirements

1. Complete an application for admission.
2. Attend any required information/orientation or a program conference.

3. Provide evidence of proficiency in English with one of the following:
  - a. ACT score on the English subtest of 19 or above
  - b. Minimum COMPASS score of 70
  - c. Completion of ENG 105 with grade of "C" or better
  - d. TOEFL score of 173 on the computer test or 500 on the paper test
  - e. Completion of two years of college study with a minimum GPA of 2.0 (or equivalent) at an institution where English is the medium of instruction
  - f. Other evidence demonstrating English proficiency may be approved by the program chair
4. Show proficiency in a second language with one of the following:
  - a. Evidence of completion of high school in a country where the second language is spoken
  - b. Two years of college study with a minimum GPA of 2.0 (or equivalent) at an institution in a country where the second language is spoken
  - c. Completion of a college minor in the second language with a minimum grade of "C" for all courses taken in the second language
  - d. Proficiency may be demonstrated with other evidence, but must be approved by the program chair
  - e. Students will need computer skills to be successful in the program. If students do not have these skills, completion of BCA 212 or CSC 110 is strongly recommended, but the course will be an extra course and will not apply toward program requirements.

**Students may start any term; however, students should contact an academic advisor for planning, as many courses are only offered once per year.**

PROGRAM INFORMATION BRIEF (CONT.)

**Required Courses**

ITR 101	Intro to Interpretation & Translation	3
ITR 102	Tools for the Interpreter & Translator	3
ITR 111	Fundamentals of Interpretation	3
ITR 115	Fundamentals of Translation	3
ITR 120	Ethics for the Interpreter/Translator	1
ITR 805	Generalist I/T Internship	2

**Total credits required to complete this certificate 15**

These credits (except ITR 805) are applicable to the AS degree in Interpretation & Translation.

**Fixed Costs**

Tuition ..... \$ 115.00 per credit

The costs for each program are estimates and subject to change.

**Varied Costs**

Costs for books, supplies, etc., will be determined by course

**What Kind of Work Will You Do?**

- Provide interpretation services in general business and volunteer settings
- Provide translation services in general business and volunteer settings

**What Skills and Abilities Will You Need?**

- Communicate effectively in English and your other language, both verbally and in writing
- Have a good command of general college-level concepts and be able to interpret and translate them accurately between English and your other language
- Be familiar with the codes of professional conduct for interpreters/translators in order to act ethically in all general professional settings
- Be able to accurately self-assess your ability to handle assignments and act accordingly
- Demonstrate strong reading skills in both languages
- Demonstrate strong writing skills in both languages
- Be able to analyze and synthesize source texts
- Be able to work independently with a minimum of supervision
- Possess interpersonal communication skills in both languages
- Be able to maintain professional impartiality

**What Else Should I Consider about this Specialist Certificate?**

- The Interpretation & Translation Generalist certificate prepares you for general business and volunteer settings; it does not qualify you to interpret or translate for specialized fields (judiciary or healthcare). Students interested in judiciary or healthcare interpretation and translation should pursue the AS degree or the Judiciary and Healthcare certificates
- Advancement in the field may require further academic training and/or certification
- This program requires that you already be functionally bilingual in English and your other language(s); therefore, you may need to improve your English or your other language(s) before you can enter or continue in the program
- Average starting salary \$18,000-\$30,000

**Interpretation and Translation-Generalist Certificate (2009-2010)**

Des Moines Area Community College shall not engage in or allow discrimination covered by law. This includes harassment based on race, color, national origin, creed, religion, gender, sexual orientation, age, and disability. Veteran status in educational programs, activities, employment practices, or admission procedures is also included to the extent covered by law. Individuals who believe they have been discriminated against may file a complaint through the College Discrimination Complaint Procedure. Complaint forms may be obtained from the Human Resources Department, the campus Provost's Office, or the EEO/AA Officer. Persons who wish additional information or assistance may contact the EEO/AA Officer, Human Resources, Bldg. 1, 515-964-6301. For requests for accommodations, the Accommodation/Section 504/ADA Coordinator can be contacted at 515-964-6857.