

UNIVERSITY FACULTY SENATE FORMS

Academic Program Approval

This form is a routing document for the approval of new and revised academic programs. Proposing department should complete this form. For more information, call the Faculty Senate Office at 831-2921.

Submitted by: Jianguo Chen phone number 831-2183

Department: Foreign Languages and Literatures email address chenjia@udel.edu

Date: February 6, 2011 / Revised April 25, 2011

Action: Request to establish a Masters program in Technical Chinese Translation

(Example: add major/minor/concentration, delete major/minor/concentration, revise major/minor/concentration, academic unit name change, request for permanent status, policy change, etc.)

Effective term 12S
(use format 04F, 05W)

Current degree No current BA program exists. This is a brand new graduate program. (Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed change leads to the degree of:
MA
(Example: BA, BACH, BACJ, HBA, EDD, MA, MBA, etc.)

Proposed name: Master of Arts in Technical Chinese Translation
Proposed new name for revised or new major / minor / concentration / academic unit (if applicable)

Revising or Deleting:

Undergraduate major / Concentration: _____
(Example: Applied Music – Instrumental degree BMAS)

Undergraduate minor: _____
(Example: African Studies, Business Administration, English, Leadership, etc.)

Graduate Program Policy statement change: See the attached statement
(Must attach your Graduate Program Policy Statement)

Graduate Program of Study: MA Technical Chinese Translation
(Example: Animal Science: MS Animal Science: PHD Economics: MA Economics: PHD)

Graduate minor / concentration: _____

Note: all graduate studies proposals must include an electronic copy of the Graduate Program Policy Document, highlighting the changes made to the original policy document.

List new courses required for the new or revised curriculum. How do they support the

overall program objectives of the major/minor/concentrations)?

(Be aware that approval of the curriculum is dependent upon these courses successfully passing through the Course Challenge list. If there are no new courses enter “None”)

The following graduate-level courses will be offered in this program:

| | |
|--------------------------------------------------|-------------|
| FLLT 677 Theory of Translation | (3 credits) |
| CHIN 612 Translation Practicum I | (3 credits) |
| CHIN 610 Issues in Contemporary China | (3 credits) |
| CHIN 613 Translation Practicum II | (3 credits) |
| CHIN 615 Technical Translation and Communication | (3 credits) |
| FLLT 680 Comparative Linguistics | (3 credits) |
| CHIN 617 Legal and Medical Translation | (3 credits) |
| CHIN 619 Computer-Assisted Translation | (3 credits) |
| FLLT 678 Technical Communication and Writing | (3 credits) |
| CHIN 620 Practice and Internship I & II | (6 credits) |

The design and sequencing of these courses is determined by the very nature of the Graduate Program (M.A.) in Technical Chinese Translation. The program is focused on translation from Chinese into English. As such, the program is designed to provide bilingual students with a professional training in technical translation/interpretation, both theory and practice, as well as in other related areas of scholarly importance. The rigorous graduate program curriculum offers quality instruction from experienced translation professionals/experts who ensure that students, upon the completion of the program, will possess a high-level bilingual proficiency, practical techniques and skills of translation, specialized knowledge and credibility, a familiarity of theories and professional aspects of translation, and cultural understanding that will give them a competitive edge in the job market.

In the program, emphasis will be placed on professional translation. Students will be trained in relevant areas including theory of translation, translation practicum, technical translation, journalistic writing, comparative linguistics, scientific and medical translation, computer-assisted translation, and will be expected to satisfactorily perform as professionals in related translation situations. The offering of the proposed new courses supports the overall program objectives of the major concentration.

Explain, when appropriate, how this new/revised curriculum supports the 10 goals of undergraduate education: <http://www.ugs.udel.edu/gened/>

1 Attain effective skills in (a) oral and (b) written communication, (c) quantitative reasoning, and (d) the use of information technology

2 Learn to think critically to solve problems.

- 3** Be able to work and learn both independently and collaboratively.
- 4** Engage questions of ethics and recognize responsibilities to self, community, and society at large.
- 5** Understand the diverse ways of thinking that underlie the search for knowledge in the arts, humanities, sciences and social sciences.
- 6** Develop the intellectual curiosity, confidence, and engagement that will lead to lifelong learning.
- 7** Develop the ability to integrate academic knowledge with experiences that extend the boundaries of the classroom.
- 8** Expand understanding and appreciation of human creativity and diverse forms of aesthetic and intellectual expression.
- 9** Understand the foundations of United States society including the significance of its cultural diversity.

Identify other units affected by the proposed changes:

(Attach permission from the affected units. If no other unit is affected, enter "None")

None

Describe the rationale for the proposed program change(s):

(Explain your reasons for creating, revising, or deleting the curriculum or program.)

Translation has become one of the quickest-growing professions in today's globalized world. The speedy rise of transnational businesses between China and the United States and the entire world, in particular, has necessitated translation of vast volumes of trans-national texts, particularly industrial and business texts from Chinese into English. The demand for such professional translation is increasingly on the rise, especially in technical, scientific and medical communities. Hence the rapidly expanding translation/interpretation job market.

The Graduate Program (M.A.) in Technical Chinese Translation is focused on translation from Chinese into English. The program is designed to provide bilingual students with a professional training in technical translation/interpretation, both theory and practice, as well as in other related areas of scholarly importance. The rigorous graduate program curriculum offers quality instruction from experienced translation professionals/experts who ensure that students, upon the completion of the program, will possess a high-level bilingual proficiency, practical techniques and

skills of translation, specialized knowledge and credibility, a familiarity of theories and professional aspects of translation, and cultural understanding that will give them a competitive edge in the job market.

In the program, emphasis will be placed on professional translation. Students will be trained in relevant areas including theory of translation, translation practicum, technical translation, journalistic writing, comparative linguistics, scientific and medical translation, computer-assisted translation, and will be expected to satisfactorily perform as professionals in related translation situations.

Program Requirements:

(Show the new or revised curriculum as it should appear in the Course Catalog. If this is a revision, be sure to indicate the changes being made to the current curriculum and **include a side-by-side comparison** of the credit distribution before and after the proposed change.)

The Graduate Program in Technical Chinese Translation consists of an eleven-course sequence. Upon completion of a total of 33 graduate credit hours of course work according to the required sequence and completion of a comprehensive examination by a professional panel, students will receive a Master's of Arts Degree in Technical Chinese Translation.

The Masters' Degree requires a minimum of four semesters (two years) and the following courses:

| | |
|---------------------------------------------------|-------------|
| FLLT 677 Theory of Translation | (3 credits) |
| CHIN 612 Translation Practicum I | (3 credits) |
| CHIN 610 Issues in Contemporary China | (3 credits) |
| CHIN 613 Translation Practicum II | (3 credits) |
| CHIN 615 Technical Translation and Communication | (3 credits) |
| FLLT 680 Comparative Study of Chinese and English | (3 credits) |
| CHIN 617 Legal and Medical Translation | (3 credits) |
| CHIN 619 Computer-Assisted Translation | (3 credits) |
| FLLT 678 Technical Communication and Writing | (3 credits) |
| CHIN 620 Practice and Internship I & II | (6 credits) |

Students must have an overall 3.00 grade point average in the required courses and must successfully complete a final comprehensive examination in order to be awarded a Master's Degree.

ROUTING AND AUTHORIZATION: (Please do not remove supporting documentation.)

Department Chairperson _____ Date _____

Dean of College _____ Date _____

Chairperson, College Curriculum Committee _____ Date _____

Chairperson, Senate Com. on UG or GR Studies _____ Date _____

Chairperson, Senate Coordinating Com. _____ Date _____

Secretary, Faculty Senate _____ Date _____

Date of Senate Resolution _____ Date to be Effective _____

Registrar _____ Program Code _____ Date _____

Vice Provost for Academic Affairs & International Programs _____ Date _____

Provost _____ Date _____

Board of Trustee Notification _____ Date _____

Master's Program in Technical Chinese Translation

Department of Foreign Languages and Literatures

College of Arts & Sciences

(Proposal—revised 4/24/11)

Part I. Program History

A. Statement of purpose and expectation of graduate study in the program

Translation has become one of the quickest-growing professions in today's globalized world. The speedy rise of transnational businesses between China and the United States and the entire world has necessitated translation of vast volumes of trans-national texts, particularly industrial and business texts from Chinese into English. The demand for such professional translation is increasingly on the rise, especially in technical, scientific and medical communities. Hence the rapidly expanding translation/interpretation job market.

The Graduate Program (M.A.) in Technical Chinese Translation is focused on translation from Chinese into English. The program is designed to provide bilingual students with professional training in technical translation/interpretation, both theory and practice, as well as in other related areas of scholarly importance. The rigorous graduate program curriculum offers quality instruction from experienced translation professionals/experts who ensure that students, upon the completion of the program, will possess a high-level bilingual proficiency, practical techniques and skills of translation, specialized knowledge and credibility, familiarity with theories and professional aspects of translation, and cultural understanding that will give them a competitive edge in the job market.

In the Master's program, emphasis will be placed on professional translation. Students will be trained in relevant areas including theory of translation, translation practicum, technical translation, technical communication and writing, comparative study of Chinese and English, legal and medical translation, and computer-assisted translation; and will be expected to satisfactorily perform as professionals in related translation situations.

The Master's program has no competing programs in the area, as it is a unique translation program in technical Chinese. As of the time of this writing (4/22/11), we have had approximately thirty-five inquiries from prospective students (about half of them are from outside the University), which indicates a strong potential market for the program.

The Master's program will have a positive impact on the existing undergraduate majors in Chinese Studies, as it provides the opportunity for Chinese Majors to pursue a graduate study in Chinese translation, providing them with a competitive edge in an increasingly globalized job market. In addition to a new full-time faculty member in Chinese, the FLL Department will use

the existing faculty resources to cover the courses. This will not affect the staffing of undergraduate offerings in Chinese, as any FLL faculty who teach in the MA program will either be replaced by S-contract teaching or paid for overload teaching.

B. Date of Permanent Status (or current status)

The anticipated start date of the proposed graduate program is February 2012.

C. Degrees offered (include a brief description of concentrations, fields, etc.)

The Graduate Program will offer a Master of Arts Degree in Technical Chinese Translation. The program is focused on translation from Chinese into English. It is designed to provide bilingual students with professional training in technical translation/interpretation, both theory and practice, as well as in other related areas of scholarly importance. In the program, emphasis will be placed on professional translation. Students will be trained in relevant areas including theory of translation, translation practicum, technical translation, technical communication and writing, comparative study of Chinese and English, legal and medical translation, computer-assisted translation, and will be expected to satisfactorily perform as professionals in related translation situations. Students will also study contemporary Chinese society in terms of cultural, sociopolitical, and socioeconomic reforms and institutional transformation, as well as modernization drives, administrative structure and political system, industrial and financial management, etc., the knowledge of which is complementary to technical Chinese translation.

Part II. Admission

A. Admission Requirements

(1) Prospective applicants (international students) should have a minimum TOEFL score of at least 600 (TOEFL paper-based), 250 computer-based, or 100 (TOEFL IBT), of which scores for Reading and Writing should be over 80% of the 600 *TOEFL paper-based*, 23 each in TOEFL *computer-based* and 23 each in *TOEFL IBT*. Other applicants should present the following minimum GRE scores:

- Verbal: 650
- Quantitative: 500
- Analytical Writing: 4.0

(2) Prospective applicants should submit a statement of purpose.

(3) Prospective applicants will take a translation placement test.

(4) Size of the program. A maximum of 10 students will be admitted to the program each year.

B. Prior degree requirements

Prospective applicants should possess a BA degree or equivalent.

C. Application deadlines.

- Spring Semester: December 1
- Fall Semester: July 1

D. Special skills needed

Prospective applicants should possess relatively high-level bilingual proficiency in Chinese and English.

E. Admission categories

All students will be admitted as full time.

F. Other documents required

Prospective students are required to submit, as part of their application, a statement of purpose, translation portfolios, three letters of recommendation, interviews (for those who are not in the area, an in-person or phone interview will be conducted.), and a translation placement test.

G. University statement: Admission to the graduate program is competitive. Those who meet stated requirements are not guaranteed admission, nor are those who fail to meet all of these requirements necessarily precluded from admission if they offer other appropriate strengths.

Part III. Academic

A. Degree Requirements

1. The Graduate Program in Technical Chinese Translation consists of an eleven-course sequence. Upon completion of a total of 33 graduate credit hours of course work following the required sequence and completion of a comprehensive examination administered by a professional panel, students will receive a Master of Arts Degree in Technical Chinese Translation.

2. The Program requires full-time residence at the University.

The Masters' Degree requires a minimum of four semesters (two years) and the following courses, taken in the sequence indicated below.

Semester One:

| | |
|---------------------------------------|-------------|
| FLLT 677 Theory of Translation | (3 credits) |
| CHIN 612 Translation Practicum I | (3 credits) |
| CHIN 610 Issues in Contemporary China | (3 credits) |

Semester Two:

| | |
|---------------------------------------------------|-------------|
| CHIN 613 Translation Practicum II | (3 credits) |
| CHIN 615 Technical Translation and Communication | (3 credits) |
| FLLT 680 Comparative Study of Chinese and English | (3 credits) |

Semester Three

| | |
|----------------------------------------------|-------------|
| CHIN 617 Legal and Medical Translation | (3 credits) |
| CHIN 619 Computer-Assisted Translation | (3 credits) |
| FLLT 678 Technical Communication and Writing | (3 credits) |

Semester Four

| | |
|-----------------------------------------|-------------|
| CHIN 620 Practice and Internship I & II | (6 credits) |
|-----------------------------------------|-------------|

Course description and logic of sequencing:

- FLLT 677 *Theory of Translation* – This course is an introduction to translation theory. It explores the history, philosophy, theory, institution, and practice of translation both as a trans-linguistic art and as a profession. The course also examines the assessment of the quality of translation, the development of translation tools (including computer translation techniques), the role of translation in curriculum design, and the role of applied linguistics in translation training. The course also studies the relation between language proficiency, subject knowledge, knowledge about culture, translational skills, translation curricula, and teaching materials. **This course provides an important theoretical framework for other courses in the program, particularly the courses on translation practicum, technical translation and communication, legal and medical translation, and computer-assisted translation.**
- CHIN 610 *Issues in Contemporary China* – This course provides students with an overall picture of contemporary China in its complexity and diversity. The course focuses on important aspects of contemporary Chinese society such as socioeconomic reforms, societal transformation, modernization drives, administrative structure and political system, industrial and financial management, banking system and foreign trade, migrant

workers, urbanization, population policy, diplomatic relations with the outside world, privatization, as well as the impact of China's modernization on the world. The objective of the course is to familiarize students with the backdrop of contemporary China against which technical translation of Chinese into English is done.

- CHIN 612 & 613 *Translation Practicum I & II*– These two courses need to be taken as a sequence. Focused on Chinese/English translation, they are designed to help students obtain real world experiences in the translation industry by providing them with the opportunity to work with professionals in the industry. Students will learn about the way in which translators and/or interpreters operate and more importantly about the criteria and skills involved in a real working environment. Students will learn to apply the principles of translation acquired in their study and demonstrate their translation skills to prospective employers. One of the major features of these courses are case studies and hands-on training in professional translation, in which useful translational skills are practiced and reinforced. The Translation Practicum courses comprise several important components that include translation of a diverse range of text types such as: industrial and technical materials and information on China's social economics, newsletters, weeklies, and general information on specific industrial issues. Also included in the courses' coverage is translation of other materials, e.g. website related information, information on contemporary Chinese society, etc. The courses use theory of translation as their guiding principle.
- CHIN 615 *Technical Translation and Communication* -- This course trains students how to translate technically complex texts from the domains of finance, business, and industries. These texts may include extracts from industry information reports and papers, popular texts in finance, financial management, banking, and business, and foreign trade. The course will combine translation work with use of a diverse range of utilities for exploiting and managing linguistic resources for the purposes of technical translation. The course is designed to help students develop a basic proficiency in technical translation and become skilled in clear expression and sensitive to stylistic issues often involved in specialized translation.
- FLLT 680 *Comparative Study of Chinese and English* -- This course is designed to introduce students to a systematic comparison of the Chinese and English languages both from the macro and the micro points of view. The objective of the course is to help students better understand the syntactic and semantic structures of the two languages so that they are able to handle more competently and effectively problems often encountered in the process of translation, particularly technical translation. In this course, the two languages will be studied and compared systematically in terms of vocabulary and grammar, word formations, sentence structures, set phrases, and linguistic habits. Other topics include, but not limited to, the origins and developments of the two languages, their varieties, integration and variations, rhetoric in the Chinese and English languages, their structural characteristics, and other unique features of the

Chinese language such as cultural commonality and cultural differences and their applications in translation.

- *FLLT 678 Technical Communication and Writing* -- This course will help students develop technical writing skills that draw on a variety of styles, and for a number of purposes. With practice, students will develop several techniques for evaluating and presenting data. They will write, research, and edit, create effective letters and technical proposals, and develop team plans. The course will stress: 1) correct standard American English writing (homework), 2) the sociology, psychology, and technical aspects of business writing (the textbook), and 3) a real business project (proposal). It uses crisis communications and simulation to help develop technical writing skills. Students will also explore the ethical and legal elements of writing, reviewing the basics of effective oral presentations, and the use of multimedia. By the time students finish this course, they will be proud of their ability to develop good ideas and of their techniques to execute them.
- *CHIN 617 Legal and Medical Translation* – The course is designed to provide students with an overview of the field of legal and medical translation from English to Chinese via a wide range of selected materials, including legal documents, various court procedures that have different expectations, protocol, and vocabulary requirements, medical journal articles, medico-legal documents, and information on pharmaceutical industry. The course focuses on particular problem areas in legal and medical translation such as specialized terminology and abbreviations, proper register, and medical communications via chemical and structural names or generic or non-proprietary names, as well as the professional ethics of legal translation and interpretation. The course also provides information on sources available to legal and medical translators in book form and on the Internet. In the course students will also improve their computer skills related to legal and medical document manipulation and formatting in practical translation. The course is divided into two parts: the first part in on legal translation, the second part focuses on medical translation.
- *CHIN 619 Computer- Assisted Translation* – This course provides students with an overall view of computer-assisted translation that utilizes computer software and applications to facilitate translation projects and process. Computer-assisted translation not only supports and enhances the overall task of translating a written text from one language to another; it also facilitates a diverse range of translation activities that would include project management, editing, proofreading, terminology management, etc. In this course students will learn how to put into translation practice computer applications such as machine translation, terminology management, database repository, translation memory, digital and online dictionaries, language identifiers, and source text assessment. They will acquire some fundamental knowledge of the computer-assisted translation process and the tools available in the market. Students who enroll in this course are expected to have good proficiency in electronic communication that is

important to acquiring translation-specific computer skills in technical translation and project management.

- CHIN 620 *Practice and Internship I & II* – This course is designed to immerse students in the real-life world of translation where they will be engaged in a wide array of projects that involve technical translation, legal and medical translation, or computer-assisted translation. Under the supervision of the instructors and professional translators, students will be assigned translation projects which will be done either individually or in a group. The result of translation will be evaluated and assessed in case study sessions. The end-of-semester project consists of a translation assignment where students are expected to demonstrate their ability to apply all translation skills they have learned throughout the program. Students will also submit a translation project report.

3. Those students who fail the comprehensive examination will have, per consensus of the graduate committee, a chance to retake the comprehensive examination provided that they meet the completion deadlines set by the graduate committee within a year. But they may retake it only once. In some cases, where the student fails a portion of the exam that represents less than 50% of the whole, the faculty may require the student to retake only the section(s) failed. Students have the opportunity to do so only once.

3. All grade minimums in courses are the same as those specified by University policy.

4. All courses are used towards the degree.

B. Committees for exams, thesis, or dissertations

1. This program follows the existing rules and procedures for advisor and advisement set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures.

2. This program follows the existing rules and procedures for selecting committee members, dates of comprehensive examinations, grading of committee examinations, and retake options set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures.

The comprehensive examinations have a written, an oral, and a translation portion. The examinations are based on coursework and on reading lists available online. Admission to the oral examination will be granted only to those students who have passed the written examination

3. The deadlines for establishing and preparation requirements for comprehensive examinations are set at the beginning of the third semester of the graduate program.

4. Not applicable.
5. This program follows the existing rules and procedures for thesis approval set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures.
6. This program follows the existing policies and procedures set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures regarding departmental and student obligations for finding committee members.
7. This program follows the existing policies and procedures set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures regarding departmental and student obligations procedures for changes in committee members.
8. The program director and the program committee will work with supervising professionals in translation institutions which provide internships to determine levels of student performance as interns.

C. Timetable and definition of satisfactory progress towards the degree

1. Academic load expectations

A full-time graduate student in the program is expected to take three courses each semester in the first three semesters and two courses in the fourth semester. The program follows the existing policies set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures regarding review procedures for evaluation of normal progress and evaluation of performance.

2. Grade requirements.

This program follows the existing policies and procedures set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures for minimum grades in the required courses towards the degree.

3. Thesis progress timetable guidelines.

The thesis must be completed in the second year of the program (the third and fourth semesters).

4. This program follows the existing policies and procedures set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures regarding thesis defense guidelines.

5. Forms required

This program follows the existing policies and procedures set by the Graduate Studies Committee of the Department of Foreign Languages and Literatures FLL for all the required forms.

6. Students who fail to make satisfactory progress (i.e. fail to maintain a minimum GPA of 3.0) will receive a warning. If their grades do not improve, they will be asked to drop the program.

7. This program follows the same grievance procedure set up by the University and the FLL Department if the student has been recommended for termination due to failure to make satisfactory progress.

Part IV. Assessment Plan

There are three ways to assess the outcome of the program:

- a. direct measurement of students' learning outcome by their real ability in technical Chinese translation
- b. measurement of students' learning outcome against the program's stated objectives
- c. measurement of students' learning outcome against the criteria set up by the translation industry

In consultation with the Center for Education Effectiveness, the program, like the other graduate programs in FLL, will develop assessment criteria to measure its success.

Part V. Financial aid

A. Financial Awards

Students either will self-fund or have their tuition scholarships funded by an external source (e.g., an employer).

B. Responsibilities of students on contract

Students who receive financial award will be asked to state their responsibilities on contract.

C. Each semester the program will evaluate each student's progress according to the contract.

D. Summer Internships

Summer Internships (up to six) will be available for selected students. Such internships carry a monthly stipend.

Part VI. Departmental Operations A. General student responsibilities

1. Up-to-date addresses, etc.
 2. Research equipment
 3. Not-applicable
 4. Not-applicable
 5. Students are responsible for the keys, offices, mail, telephone, copy machine, computer terminals, etc. they use.
- B. Students should follow University policies regarding student government and organizations.
- C. Travel for professional meetings or presentations.

The program follows the FLL Departmental policies regarding travel for professional meetings or presentations.