

MAPLE WOODS COMMUNITY COLLEGE  
SYLLABUS  
LEGAL INTERPRETING – 3 CREDIT HOURS

This course is an exploration of interpreting and sight translation as it applies to the legal arenas. Coursework will focus on the role of the interpreter in various legal settings such as Courts at all levels and other law enforcement settings. Special emphasis will be placed on competency in the performance of interpreting that would be used in these settings. Resources will emphasize vocabulary, skill-building and application of the various modes of interpretation. This class is web-enhanced. Throughout the semester students will be required to log on where they will access the course home page. Assignments and other information pertinent to the course can be found on this page. It is imperative students go to the website in order to access a student tutorial and browser setting information about using blackboard. The login page to blackboard is also located within this site.

Class Time: 6:30pm-9:15pm Tuesday and Thursday for eight weeks

OSCA Orientation scheduled for the fifth week of the course from 5:30 p.m. - 9:30 p.m.

Text: Dueñas González, Vásquez and Mikkelson, “Fundamentals of Court Interpretation, Theory, Policy and Practice” and Practical Manual for the Interpreter in legal settings

Other required materials: 6x9 steno notepad (with a divided line), any language/English dictionary (specific to each individual’s language skills), Recent edition of Webster’s Collegiate Dictionary, 3 ring binder with 3 tab dividers and notebook paper for binder for handouts provided in class.

**Assignments:**

- Students will be required to be familiar with notes taken from class lectures and assigned readings, participate in class discussions, answer quiz questions, and participate in interpreting role plays and other performance activities.
- Students will be required to read assigned text **prior** to each class.
- Students will be required to create a legal vocabulary notebook with glossary terms and provide definitions and translation from the source language to their target language.
- Students’ language and interpreting skills will be assessed through audio recordings at the 4th and 8th week of class.

**Course Objectives:**

1. The student will be able to select the appropriate mode for interpretation in a variety of legal settings.
2. The student will be able to demonstrate proficiency in simultaneous, consecutive and sight translation via audio recording.
3. The student will be able to demonstrate a thorough knowledge of legal terminology.
4. The student will be able to demonstrate knowledge of courtroom policies and procedures within the various divisions of the court system.
5. The student will be able to identify and create a plan to address ethical and/or professional dilemmas.
6. The student will be able to demonstrate an awareness of ethics and professional obligations within the legal system.

## **Week One**

- a. Introductions, Expectations, Syllabus, Basic Terms, Homework;
- b. Background/Dilemmas/Goals of Court Interpreting;
- c. Introduce 20 most common words used in legal settings – start vocabulary glossary
- d. Group activity - Glossary jeopardy;
- e. Homework – read chapters 1 – 2 Fundamentals Book;
- f. Review last week’s vocabulary terms; add 20 more words for glossary;
- g. Roles/Responsibilities/Procedures for Interpreters in State/Federal Courts;
- h. Group activity - glossary crossword puzzle;
- i. Homework – Read Chapters 9-10 – Fundamentals Book.

## **Week Two**

- a. Review last week’s glossary terms; add 20 more words for glossary;
- b. Roles/Responsibilities/Procedures for Interpreters in Juvenile/Municipal/Workers Comp/Immigration Courts/non-courtroom settings;
- c. Group Activity;
- d. Homework – Read Chapters Chapters 12 and 13 of Fundamentals Book;
- e. Review last week’s vocabulary words; Add 20 more words to glossary;
- f. Outline of courtroom hearings for criminal and civil cases;
- g. Group Activity;
- h. Homework – Read Chapter 25 – Fundamentals Book.

## **Week Three**

- a. Review last week’s vocabulary words; add 20 more words to glossary;
- b. Introduction to Simultaneous and Consecutive Modes/overview Chapters 26 – 27 of Fundamentals Book;
- c. Simultaneous/Consecutive self-recording;
- d. Homework – Read Chapters 26 – 27 of Fundamentals Book;
- e. Review last class’ glossary terms; add 20 more words;
- f. Introduction to Sight Translation;
- g. Homework – Read Chapter 28 of Fundamentals Book.

## **Week Four**

- a. VOCABULARY QUIZ;
- b. Role play – simultaneous/consecutive/sight;
- c. INTERPRETING ASSESSMENTS.

## **Week Five**

- a. Introductions/overview/goals for MO Court Interpretation Orientation Workshop;
- b. Overview/knowledge/skills/abilities/process for court interpretation;
- c. Role of the Interpreter, ethics, protocol and procedure.

- d. Ethics/cannons;
- e. Small group discussions on ethical dilemmas;
- f. Introduction to Simultaneous/Consecutive Interpretation – when/how used in court;
- g. Note-taking skills;
- h. Role Play – simultaneous exercises.
- i. Introduction to Sight Translation;
- j. Role Play – Sight Translation exercises;
- k. Criminal Procedures in local/state/federal courts;
- l. Qualifications/Self-Assessment for Court Interpreting Certification Exams;
- m. Testing procedures for state/federal certification;
- n. Other fields of interpreting/translation - Conference, tape transcription, document translation;

### **Week Six**

- a. Review glossary terms; add 20 more words to glossary;
- b. How to look up words; Resources for legal/slang/idiomatic expressions;
- c. Drug slang;
- d. Gun slang;
- e. More on colloquialisms and idiomatic expressions;
- a. Law enforcement terminology;
- b. Latin terms;
- c. Role Play – simultaneous/consecutive recordings;
- f. Homework – Read Chapter 26 of Fundamentals Book;
- g. In depth on Transcription/Translation;
- h. Guest speaker – ATF Agent specializing in wiretaps;
- i. Homework – read Chapter 27 of Fundamentals Book.

### **Week Seven**

- a. VOCABULARY QUIZ;
- b. Role play – simultaneous/consecutive/sight translation;
- c. Homework – Read Chapter 28 of Fundamentals Book;
- d. Oral Presentations;
- e. Group Critique;
- f. How to start your own business/career goals.

### **Week Eight**

- a. Group Activities – sight/consecutive/simultaneous practice recordings;
- b. RECORDING ASSESSMENTS.