HANDBOOK
FOR THE MINOR IN
TRANSLATION STUDIES
2018-2019

Department of Comparative Literature
University of Michigan
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LSA COMPARATIVE LITERATURE
UNIVERSITY OF MICHIGAN
WELCOME

In an age of growing global interconnection, knowing how to translate requires more than just language skills. Successful translation is the very condition of possibility when it comes to addressing global, national, and regional challenges. The Department of Comparative Literature is involved in a wide range of translation initiatives at the University of Michigan. We collaborate with departments and programs across campus to promote new work in translation studies, integrating various theories and practices of translation. The Minor in Translation Studies prepares students to enter into this world and engage with the many possibilities it offers.

To learn more about curricular and extracurricular activities, go to our website for Translation at Michigan: sites.lsa.umich.edu/translation

ABOUT THE MINOR IN TRANSLATION STUDIES

The minor is intended for students who would like to put their budding or advanced foreign language skills to work. You might want to build on the skills you learned while fulfilling the LSA language requirement, or you might already be bi-lingual, or nearly fluent in another language. Not all minors translate between natural languages, however: we have designed the program with enough flexibility to allow students to explore the concept of translation more broadly as an interaction between cultures, media, discourses, and disciplines. This flexibility makes it easy to integrate the minor into diverse programs of studies and many different majors: there are hardly any disciplines to which translation is not important.

A final capstone project gives students an opportunity to pursue individual interests in literary, legal, medical, technical, film, or business translation. You may choose to translate across media, to pursue interdisciplinary projects, to develop a creative project related to translation, or to pursue your translation studies as part of an internship or a community engagement project, either on or off campus.

While the Minor in Translation Studies is not intended to certify students as professional translators or interpreters, the minor may prepare students to pursue certification or other professional credentials in translation after graduation.

The goals of the minor are:

• to make students realize how central translation is, be it in their coursework, their communities, or the world at large
• to promote critical and creative reflection on translation, and encourage students to pursue various translation activities
• to introduce students to a wide range of academic, creative, and career opportunities related to translation
REQUIREMENTS

The Minor in Translation Studies requires a minimum of 15 credits of courses. At least two courses have to be taken in Comparative Literature, and a minimum of 12 credits must be upper-level courses.

There are no prerequisites to the minor.

No course will count towards the academic minor in Translation Studies unless the student receives a grade of C- or better.

Coursework must be approved by the Translation Studies Advisor, according to the following plan:

- **3 credits**: either COMPLIT 200: Translation Across Disciplines or COMPLIT 322: Translating World Literatures

- **3 credits**: An upper-level course (taught at the University of Michigan or taken for credit during Study Abroad) that develops skills in a language that the student will use for the capstone translation project. As a rule, an approved course plan for the Minor in Translation Studies will include at least one upper-level course in a second language. However, students interested in translating across different media, technologies, or disciplines may petition for exception to the language rule, by proposing an upper-level course that develops other skills relevant to the capstone translation project.

- **6 credits**: two upper-level courses with a central component on translation (taught in any department at the University of Michigan, or taken for credit during Study Abroad). Students may select courses from a pre-approved list, or propose courses for approval. In the latter case, students should identify the translation component and explain the relevance of the course to the Minor.

- **3 credits**: A capstone translation project. In most cases, Minors will design their capstone project together with the translation advisor and/or a faculty member who works in the field and register for COMPLIT 498: Independent Study. Students can also choose to register for COMPLIT 495: Senior Seminar, which is offered every fall. In that case, they will have to complete all coursework required for the seminar and develop a final translation-related paper or project for CompLit 495.
FREQUENTLY ASKED QUESTIONS

Do I have to specialize in a foreign language?
Most approved course plans for the Minor will include at least one upper-level course in a second language. However, students interested in translating across different media, technologies, disciplines, or communities and cultures may petition for an exception to the language rule by proposing an upper-level course that develops other skills relevant to the capstone translation project.

Do I have to specialize in literary studies?
No. The Minor is designed with flexibility for students to explore and engage translation in many disciplinary and interdisciplinary contexts. Our minors pursue the relationship between text and dance, they work towards social justice by helping immigrants navigate the complex cultural and legal challenges of living in the US, they think about the relationship between translation and artificial intelligence – the possibilities are endless!

Can I work on the Minor during study abroad?
Yes! In fact, our students are strongly encouraged to pursue language training and translation activities during study abroad. Some courses can even be counted toward your requirements for the Minor. You can also consult with the adviser about working on your capstone project during study abroad.

Are there internship opportunities?
Students are encouraged to integrate internships into the Minor, and they can register to receive academic credit for internships completed as part of the capstone project. The Department of Comparative Literature may be able to assist with leads for internships in academic or professional settings.

How do I plan for my capstone project?
Students consult with the Translation Studies Advisor to submit a proposal for the capstone project. You will usually register for either an independent study or for CompLit 495 during your senior year. You and your advisor will track each phase of your progress on a checklist.

What can I do with a Minor in Translation Studies?
Our minor gives students the opportunity to develop original work and the flexibility to set them apart in a competitive market. Expertise in the theory and practice of translation is valuable in countless career paths: many employers who approach the University stress that they are particularly interested in graduates with superior writing skills and intercultural competence. While the Minor is not intended to certify students as professional translators or interpreters, it may prepare students to pursue certification or other professional credentials in translation after graduation. According to the Department of Labor, translators and interpreters are expected to be one of the 15 fastest growing occupations in the nation. Fortune 500 companies are desperately seeking to hire employees with excellent foreign language skills – as are a growing number of federal and state government agencies.
TRANSLATION ADVISING

The Chair of the Department of Comparative Literature designates a faculty member to serve as Translation Studies Advisor. The role of the advisor is:

1. to provide information for students who are interested in pursuing the minor and assist in the completion of the planning form required for declaring the minor.
2. to meet at least once a term with students who are accepted to the minor to discuss progress on their approved course plan.
3. to review changes and petitions for approval in individual course plans to help coordinate plans for capstone translation projects.
4. to approve completion of all minor requirements in final audit before graduation.

Scheduling Advising Appointments

Students interested in pursuing the minor should first make an appointment to meet with the Translation Studies Advisor. During their first meeting, the student and the Translation Studies Advisor will devise a plan to satisfy the requirements. The student will submit the planning form and the minor declaration form at the time of declaring the minor. Any changes to the plan must be approved by the Translation Studies advisor, who will provide ongoing advising regarding course selection and planning for the capstone project. To schedule an advising appointment, send an email to complit.info@umich.edu that includes your availability and the purpose for the appointment.

Approval of Upper-Level Courses

Below is a list of pre-approved upper-level courses that will count toward the Minor in Translation Studies. Please note, this is not a comprehensive list, and many of the courses listed below are not offered every term of even every year. Students are free to propose other courses (taken at UM or during study abroad) that include a central component on translation and are offered across a wide range of departments. All courses counted toward minor requirement must be reviewed and approved by the Translation Studies Advisor.

ANTHRCLUL 374/LING 374: Language and Culture
ASIANLAN 441: Practicum in Japanese Translation
COMPLIT 200: Translation Across Disciplines
COMPLIT 222: Great Books in World Literatures
COMPLIT 322: Translating World Literatures
COMPLIT 382: Literature and the Other Arts
COMPLIT 490: Comparative Cultural Studies
ENGLISH 375: World Literatures in English
REGISTERING FOR THE CAPSTONE PROJECT

Students pursuing the undergraduate Minor in Translation Studies have two options to receive credit for the capstone project. The first and preferred option is to design and complete your capstone project as an independent study, either in the fall or winter term (we allow registration for spring/summer term only in special circumstances). You may register for COMPLIT 498 (Independent Study with the faculty member serving as Translation Studies Advisor), or you may propose an independent study with another faculty member who has agreed to supervise the project. All students who take COMPLIT 498 must complete a project proposal, progress report, and summary in addition to their project. See Capstone Project Checklist on p. 11 for details.

The second option is to register for COMPLIT 495 (Senior Seminar in Comparative Literature, offered only in the fall semester). As a student in this class, you will have an opportunity to develop and complete your capstone translation project as part of your coursework, in regular consultation with the faculty member teaching the course. But it is important to understand that the Senior Seminar is not necessarily devoted to translation studies, and you will be responsible for all the coursework. Students must submit an abstract of their final paper or project for the class the Wednesday after fall break.

SAMPLE OF PREVIOUS CAPSTONE PROJECTS

Descriptions of recently completed capstone projects are listed below. A full list of past capstone projects can be found on the Translation at Michigan website.

Olivia Alge ’17 (BS, Informatics) found a way to integrate her studies in computer science with her passion for language. Her capstone project was a paid internship through Lakeside Software Company, where she translated software strings from English to Spanish. As she developed skills in technical translation and technical writing in Spanish, she was able to apply what she had learned in her translation classes to her methods of translating. Throughout her undergraduate studies Olivia also enjoyed participating in the annual U-M Translate-a-thon, and she plans to continue working on literary and technical translations while pursuing her Master’s Degree in Bioinformatics at Michigan.
Sara Cusack ’17 (BA, Asian Studies-Chinese and Cognitive Science-Language and Cognition; Minor in Community Action and Social Change) dedicated her capstone project to volunteering as a law clerk at the Michigan Immigrant Rights Center (MIRC). She worked with Spanish and also with Chinese in translating client declarations and correspondence, and interpreting for client meetings. As she practiced literary, legal, and technical translation, her internship also provided a platform to engage with translation as civil service and social justice, and to reflect on the ethics of translation. Sara will continue this work as Engelhard Social Justice Fellow, supported by the U-M Center for Engaged Academic Learning.

Thomas Degroat ’17 (BS, Neuroscience) approached his capstone project as a translation between media. He adapted an excerpt from George Orwell’s novel, Nineteen Eighty-Four, into a script designed as pilot episode for a television mini-series. Using concepts from translation theory to describe adaption from literary to film, he found new and exciting ways to think about his experience of translating. He expects that translation will become even more important as he continues, especially in the science field.

Haley Schafer ’17 (BA, French and International Studies) translated selected interviews from the movie HUMAN: Le Film, by Yann Arthus-Bertrand. By transcribing audio into text, and translating from French into English, she was able to refine her listening language skills and to recreate compelling testimonies from around the world. Haley continues to work on translation projects through the Virtual Student Foreign Service, and is interested in becoming a professional translator.

Marine Barjol ’18 (BA, Political Science) developed a capstone project out of her internship at the Washington Institute for Near East Policy, where she worked with a visiting fellow to translate his book about the Syrian conflict. Translating from French into English, she had a chance to work directly with the author to clarify questions for American readers. As an international student, she found that minoring in Translation Studies helped her become more comfortable in moving between languages. She hopes to pursue a Master’s Degree or Certificate in Translation in the future.

Quynh Kieu ’18 (BS, Neuroscience) drew on her native language and culture to create a capstone project entitled “Translating Vietnamese Women.” She contributed English translations to Women in War: Wartime Posters from the Democratic Republic of Vietnam 1955-1975, and was invited to participate in a panel discussion about this U-M special exhibit at Hatcher Graduate Library. In addition Quynh translated a short story by Mai Thuy Tran, with a reflection on the role of women in Vietnam, her own role as a translator, and the expansion of her cultural knowledge through translation.

PLAGIARISM IN TRANSLATION

Please read the following statement carefully, to make sure you understand what constitutes plagiarism in a translation assignment. You may find it difficult to distinguish between your own translation and that of other translators. Plagiarism is often the result of ignorance rather than of an intent to cheat; once you know what the rules are, you are much less likely to break them by mistake.
There are multiple resources that you may use in preparing your translation, such as dictionaries (online or in books), online translation tools (e.g. Google Translate, Babelfish), translation software (e.g. Trados), community-source assistance (e.g. listservs, online forums, discussion groups), and existing translations (online or in print). While you are encouraged to use these helpful tools where relevant, it is important to acknowledge the sources you have used, and to recognize that they cannot replace your own work.

If you are confused or uncertain about how to acknowledge your sources, please consult first with the faculty member who gave you the assignment. For further questions or concerns, you can also make an appointment in the Department of Comparative Literature (2021 Tisch) to see the Translation Advisor.

If there is reason to believe that a passage in a translation assignment has been adopted verbatim from another source, you may be asked to complete a new translation of the same passage in your own words, or to translate another paragraph from the same text in the presence of an instructor.

If a translation assignment has been completely or substantially adopted from another source, you will receive a failing grade on your assignment and the instructor will follow LSA procedures for academic misconduct. For more information about plagiarism, consult the following links:

[LSA Policies on Academic Integrity and Misconduct](#)

[UM Library Resources for Understanding Academic Integrity](#)

[LSA Student Honor Council on Academic Misconduct](#)

[Sweetland Center for Writing: Beyond Plagiarism](#)

Please understand that, in the intellectual community of the University, plagiarism is a form of theft. If you are ever unsure if any part of your work *might* be plagiarism, there is a simple rule of thumb: if in doubt, acknowledge your sources!
Student’s Name ___________________________ Date ___________________

Unique Name ___________________________ UMID# ___________________

☐ I am pursuing a BGS degree ☐ I am in Honors
☐ I am pursuing a BA degree ☐ I am in the RC
☐ I am pursuing a BS degree ☐ I am not in LSA... My school/college is _____________
☐ I am pursuing a BS-chem degree

ADD THIS NEW DECLARATION:
Major ___________________________ Advisor’s Signature ___________________
Sub-major (if any) ___________________________ ☐ Honors ☐ Non-Honors
Minor ___________________________ Advisor’s Signature ___________________

KEEP THIS EXISTING DECLARATION:
Major ___________________________ (for students who are pursuing a double major)
Sub-major (if any) ___________________________ ☐ Honors ☐ Non-Honors
Minor ___________________________

DELETE THIS EXISTING DECLARATION:
Major ___________________________
Sub-major (if any) ___________________________
Minor ___________________________

Student’s Signature ___________________________ Expected Date of Graduation ________

March 2013/SAA-cbb
The goals of the minor are:
1. to make translation more visible to students in their courses, their communities, and in the world at large;
2. to promote critical and creative reflection on translation, and encourage students to pursue various translation activities;
3. to introduce students to a wide range of academic, creative, and career opportunities related to translation.

While the Minor in Translation Studies is not intended to certify students as professional translators or interpreters, the minor may prepare students to pursue certification or other professional credentials in translation after graduation. **Double Count w/major

**COMPLIT TRANSLATION STUDIES CORE**
A minimum of 15 credits of courses, at least two courses in Comparative Literature, and a minimum of 12 credits in upper-level courses.

3 CREDITS: Complit 200: *Translation Across Disciplines* or Complit 322: *Translating World Literatures*

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<th>Term</th>
<th>Course #</th>
<th>Description/Topic</th>
<th>Sec#</th>
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3 CREDITS: Upper-Level course at University of Michigan or Study Abroad that develops skills in a language to be used for the capstone translation project.*

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6 CREDITS: Two upper-level courses with a central component on translation (at U-M or study abroad). Select from pre-approved list, or propose courses for approval.

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<th>Course #</th>
<th>Description/Topic</th>
<th>Sec#</th>
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3 CREDITS: Complit 495 or Complit 498 - CAPSTONE PROJECT

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<td>COMPLIT</td>
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<td>Capstone Translation Project</td>
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The student and the Translation Studies Advisor will devise a plan to satisfy the requirements. All plans and any changes must be approved by the Translation Studies Advisor who will provide ongoing advising regarding course selection and planning for the capstone project.

* Students interested in translating across different media, technologies, or disciplines may petition for exception to the language rule, by proposing an upper-level course that develops other skills relevant to the capstone translation project.

☐ In Progress Checklist    ☐ Final Audit

TRANSLATION STUDIES ADVISOR: ___________________________ Date: ____________
MINOR IN TRANSLATION STUDIES
Checklist for Capstone Project

Students pursuing the undergraduate Minor in Translation Studies have two options to receive credit for the capstone project. The first option is to register for COMPLIT 495 (Senior Seminar in Comparative Literature, offered only in the fall semester). As a student in this class, you will have an opportunity to develop and complete your capstone translation project, in regular consultation with the faculty member teaching the course.

The second option is to design and complete your capstone project as an independent study, either in the fall or winter term (registration for spring/summer term only in special circumstances). You may register for COMPLIT 498 (Independent Study with the faculty member serving as Translation Studies Advisor), or you may propose an independent study with another faculty member who has agreed to supervise the project.

To do the capstone as Independent Study you will need to complete the following steps.

☐ At least one semester before you start your capstone project, meet with the faculty member serving as Translation Studies Advisor, to discuss your plans for a preliminary proposal.

☐ Fill out the form for Preliminary Proposal for Capstone Project, with signature from the Translation Studies Advisor (and, where relevant, signature of a faculty member who has agreed to supervise the project).

☐ Deliver the signed form for Preliminary Proposal for Capstone Project to the Academic Program Specialist in the Comparative Literature office, 2021 Tisch, and request a permission to enroll in the appropriate independent study section.

☐ At least one week before the semester begins, register for COMPLIT 498 (or other Independent Study number).

☐ During the first week of the semester, meet with the faculty member supervising your project to discuss a schedule for regular meetings and a timeline for completing the steps of the project.

☐ No later than week 6 of the semester, complete the form for Progress Report for Capstone Project, and deliver to the Academic Program Specialist in the Comparative Literature office in 2021 Tisch.

☐ No later than the last day of the semester, when you have completed your capstone project and received final approval from the faculty member supervising the project, complete the form for Summary of Capstone Project. Please deliver this form to the Academic Program Specialist in the Comparative Literature office in 2021 Tisch.
MINOR IN TRANSLATION STUDIES
Preliminary Proposal for Capstone Project

Before you can register for an Independent Study, this form must be submitted to the Academic Program Specialist in the Department of Comparative Literature (2021 Tisch). The signature of faculty member(s) below is notification that he or she has approved the preliminary proposal and agreed to supervise the project.

Student Name: _________________________________________________________________

Student Email: _________________________________________________________________

Student ID: __________________________________________________________________

Please attach a 1-2 page description of the following:

1. Explain your translation project.
   (Will you translate a literary text, or other kinds of documents? Will you do an internship? Will you engage in a community translation project? Will you pursue research on histories and theories of translation? Are you proposing an interdisciplinary project, across media or disciplines? Are you preparing a performance or presenting a creative project? Other?)

2. Describe the skills you will need to work on this project.
   (What is your background in the languages or media you will use for your project? Will you draw on experience during study abroad, or work experience? Do you need to develop any new skills?)

3. Articulate your goals.
   (What do you hope to learn from this project? How will you document your work for the project? What kind of feedback will you need from your capstone advisor? How will you incorporate critical reflection into your project?)

4. Clarify your timeline.
   (What are the steps for working on this project, how long will each step will take, what is your tentative timeline for each step, when is the final deadline for completing the project?)

Approval from Translation Studies Advisor (name and date): _________________________________

Approval from faculty member supervising the Capstone Project (if relevant):
I have discussed this preliminary proposal with the student and I agree to supervise the Capstone Project for the Minor Translation Studies, described in the attached proposal.

Faculty signature and date: ____________________________________________________________

Faculty name and email: _____________________________________________________________

Title and department: _______________________________________________________________
MINOR IN TRANSLATION STUDIES
Progress Report for Capstone Project

No later than week 6 of the semester, please complete this form and submit to the Academic Program Specialist in the Department of Comparative Literature (2021 Tisch)

Student Name: _________________________________________________________________

Student ID: _________________________________________________________________

Please attach 1-2 page description of the following:

1. The working title of your capstone project
2. Progress made in relation to your preliminary proposal
3. What work remains to be done
4. Timeline for completion, including due dates for drafts

Approval from faculty member supervising capstone project
I have discussed this progress report with the student and approved the timeline for completion of the capstone project.

Faculty Signature: _____________________________________________________________

Name:  _______________________________________________________________________

Title:  _______________________________________________________________________

Department: ___________________________________________________________________

Date:  _______________________________________________________________________


MINOR IN TRANSLATION STUDIES
Summary of Capstone Project

Congratulations on finishing your Capstone Project for the Minor in Translation Studies! Now that you have successfully completed your project and submitted it for evaluation by the faculty member supervising your work, we would like to know your thoughts.

This form should be submitted before the end of the semester by all students who have completed a Capstone Project in Translation Studies.

Please complete and sign this form, and deliver to the Academic Program Specialist in the Department of Comparative Literature (2021 Tisch). We also encourage you to submit a hard copy of your Capstone Project, to place on reserve in the Comp Lit Library.

Please attach a brief description of the following: What did you do for your Capstone Project? What skills did you develop in working on this project? What are you especially proud of in completing this project? How did the Capstone Project help you to explore translation in new ways? Did your thinking about translation change in working on this project? Do you expect to continue working with translation in some way in the future? Do you have advice to pass along to other students minoring in Translation Studies? Do you have any other comments about the Minor in Translation Studies?

Approval from student to quote from Summary and place Capstone Project on reserve:
In publicizing the Minor in Translation Studies, we may quote from comments you have provided with this form. In addition, if you have submitted a hard copy of your Capstone Project, we will place it on reserve in the Comp Lit Library. Please sign below to give your consent.

Student Signature: ______________________________________________________________

Student Name: _________________________________________________________________

Student ID: ___________________________________________________________________

Date: _________________________________________________________________________