



Handbook for the Graduate
Certificate in Critical Translation
Studies

Table of Contents

ABOUT THE GRADUATE CERTIFICATE IN CRITICAL TRANSLATION STUDIES	2
REQUIREMENTS	2
CAPSTONE PROJECT	3
ADVISING.....	3
ADVISORY COMMITTEE.....	3
SCHEDULING ADVISING APPOINTMENTS	3
ADMISSIONS.....	4
COURSE SELECTION.....	4
DOUBLE-COUNTING CREDITS.....	4
CERTIFICATE COMPLETION	5
FORMS	
Graduate Certificate in Critical Translation Studies Application Cover Page	6
Requirements for the Graduate Certificate in Critical Translation Studies	7
Checklist for Capstone Project	8
Preliminary Proposal for Capstone Project.....	9
Summary of Capstone Project	10

Department Information

Translation Studies Advisor: Silke-Maria Weineck, smwei@umich.edu
Academic Program Specialist: Katie Colman, kmhorne@umich.edu

Department of Comparative Literature Main Office: 2021 Tisch Hall
Telephone: 734-763-2351
Department Email: complit.info@umich.edu

ABOUT THE GRADUATE CERTIFICATE IN CRITICAL TRANSLATION STUDIES

In the Department of Comparative Literature at the University of Michigan, we are interested in both the practice and the critical reflection on translation, a term we construe broadly. We believe that translation is

- an ancient liberal art
- a set of practices with complex aesthetic, historical, economic, ethical, and philosophical dimensions all worthy of in-depth critical exploration
- a core concept underlying the acquisition and dissemination of knowledge, across disciplines within and beyond the humanities
- a vital skill for professional development of graduate students
- indispensable to the future of community and communities, academic and beyond

The Certificate in Critical Translation Studies is designed to invite graduate students from a wide array of disciplines to contribute to this shared project. Requirements are designed to provide students an introduction to various modes of translation, historical and contemporary ones, and to explore disciplinary, institutional, cultural, and historical frameworks for shifting concepts and practices. More broadly, the program affords future practitioners and scholars of translation a critical and theoretical understanding of the variety of principles and traditions from which various theories and practices of translation emerge.

This program does not certify students as practitioners of textual translation or real-time interpreting. Such credentialing is governed by specific professional organizations, depending on the field and the kind(s) of translation involved. We can, however, advise students interested in such credentials, and we may be able in the future to contribute funding to certificate graduates who want to pursue certification.

REQUIREMENTS

Designed for students already enrolled in a terminal degree program at the University of Michigan, the Graduate Certificate in Critical Translation Studies (GCCTS) consists of graduate course work totaling 12 credit hours, a portion of which may be double-counted with coursework undertaken in the student's primary field of study, in accordance with Rackham guidelines. The certificate provides students with flexibility for integrating Critical Translation Studies into their program of study.

The 12 credit hours are distributed as follows:

- At least one graduate course (**3 credits**) in translation studies regularly offered by Comparative Literature (COMPLIT 580: Translation Workshop and/or COMPLIT 780: Seminar in Translation)
- Other graduate courses (adding up to **6 credits**) in any department, contributing to the student's critical understanding of translation and/or culminating in a seminar paper specifically exploring a question in translation studies
- Capstone Project (**3 credits**) taken as an Independent Study (COMPLIT 680), with a supervising faculty member

CAPSTONE PROJECT

The Capstone Project may consist of one of the following:

- A work in translation (e.g. a literary or scholarly translation, an artistic creation or performance engaged with translation, the subtitling of a film, a collaborative translation across disciplines or media)
- A professional practicum related to translation (e.g. editorial work for a translation journal or online publication, development and teaching of an undergraduate translation course, engagement in community service translation projects; internship in a medical, legal, business, or other professional setting)
- An applied project that takes up a concept or problem in the field of translation studies
- A significantly redeveloped/expanded/revise dissertation chapter, master's thesis, or independent study paper focused on some aspect of the history, theory or practice of translation

To complete and submit the final Capstone Project, the student should also include:

- A 250-word abstract of the project
- A framing statement that addresses the following questions: How does this project draw on critical perspectives in translation studies? How has this project been informed by coursework completed for the graduate certificate? How does this project contribute to the larger field of translation studies?
- A description of how the student intends to circulate the work to its intended disciplinary audience.

ADVISING

The Translation Studies Advisor is available for general academic advising of graduate students pursuing the certificate. Students interested in pursuing the graduate certificate should make an appointment to meet with the Translation Advisor prior to applying to the certificate program. During this meeting the advisor will work with the prospective student to create a preliminary plan for coursework that will satisfy the certificate requirements as well as the student's individual goals and interests. This course plan should be included in the student's application to the graduate certificate program.

ADVISORY COMMITTEE

The Advisory Committee for the GCCTS is chaired by the Translation Studies Advisor, and consists of at least three other rotating members from various departments. The committee provides oversight on administrative and policy matters pertaining to the Graduate Certificate in Critical Translation Studies, and is responsible for review of petitions to count graduate courses toward requirements. The Advisory Committee also approves preliminary proposals for Capstone Projects. Supervision and evaluation of the Capstone Project is conducted by the faculty member with whom the student has registered for a 3-credit Independent Study.

SCHEDULING ADVISING APPOINTMENTS

To schedule an advising appointment, send an email to complit.info@umich.edu that includes your availability and the purpose for the appointment.

ADMISSIONS

Admission to the Certificate program is granted on a rolling basis; students can apply at any time. However, students who plan to pursue the certificate are encouraged to apply as early in their programs as possible. Applicants must already be enrolled in a degree-granting program at the University of Michigan. (One term of U-M graduate study must be completed prior to the applicant's designated term of admission.) They must be in good standing with their program and have consent of their graduate advisor as well as consent of the Translation Studies Advisor in Comparative Literature.

Applications are first submitted to the Translation Studies Advisor via email (complit.info@umich.edu).

At the time of application, students must submit the following materials:

- Application cover page for Graduate Certificate in Critical Translation Studies (See Forms)
- A 300-500 word statement of purpose explaining interest in the Certificate Program
- A preliminary plan of coursework that will count towards the certificate based on consultation with the Translation Studies Advisor
- A brief letter of support from the student's faculty advisor (DGS or committee chair)

The application submitted by the student must be approved by the translation advisor and will be kept on file in the department.

If accepted, students then apply to the certificate program via Rackham by submitting one of the two Rackham applications:

- Students who are already enrolled in a Rackham Graduate Program must complete the Dual Admission Application, which [is available on Rackham's website](#).
- Students enrolled in non-Rackham graduate programs (e.g., Law, Business, etc.) must complete a [Rackham online application](#), submit Rackham's required materials/transcripts, and pay the application fee. Graduate Certificate applicants do not need to submit new test scores, but a final official copy of undergraduate transcripts/credentials must be submitted to Rackham.

COURSE SELECTION

A course plan may be developed in advance or retroactively in consultation with the Translation Studies Advisor for approval. We encourage selection of graduate courses across departments, according to your particular areas of interest and expertise. We maintain a list of faculty with interests in translation studies, and can provide information about graduate courses offered from year to year. Please consult with the Translation Studies Advisor to select courses that will meet requirements for the Certificate. In case questions arise about whether to count a course, students may submit a petition for review by the Advisory Committee.

Comp Lit Translation Courses

COMPLIT 580. Translation Workshop

COMPLIT 680. Capstone in Critical Translation Studies

COMPLIT 780. Seminar in Translation

DOUBLE-COUNTING CREDITS

The Department of Comparative Literature adheres to the rules outlined in [Section 7](#) of Rackham Graduate School's Academic Policies re double counting credits:

- Not more than one-sixth of the credits required for a master's degree may be double-counted with a certificate.
- Not more than half of the credits necessary for a certificate that requires 10 or more credits of coursework may be double-counted with a master's. If a certificate requires 9 credits of coursework, only 3 credits can be double-counted. Double-counted credits may not be used to fulfill requirements of other degrees or certificates.

CERTIFICATE COMPLETION

Once all requirements have been fulfilled for the GCCTS, all students must apply for graduation with the certificate via Wolverine Access, by Rackham's term-specific deadlines. [Instructions and deadlines for applying for graduation](#) are detailed on the Rackham Graduate School website.

Note:

- Students can apply up until the last day of classes.
- Students must have a cumulative grade point average of 3.0 or better.
- All coursework must be approved for Rackham graduate credit.
 - Must not be "VI"/audit, 990/995, NFC or any course with Doc, Dissertation or Prelim in the title.
- Double-counting is not allowed between certificates.
- Please confirm which courses will be counted toward the certificate with the department.

If a certificate student is in a Master's degree program or has received an embedded Master's along the way to their PhD, they must also complete a Dual Degree Course Election Form to verify that Rackham's double-counting rules have been followed.

Please contact the Department of Comparative Literature with questions or concerns.
complit.info@umich.edu

Graduate Certificate in Critical Translation Studies Application Cover Page

Date _____

Phone number _____

UMID _____

Email address _____

Name _____

I am currently enrolled in the following University of Michigan graduate degree program:

Name of Program _____

Advisor in current degree program _____

Program Level (check one):

Master's

Do you plan to continue for a Doctoral program? Yes No Undecided

Doctoral Program

ACADEMIC DEGREES

Bachelor's Degree Institution _____

Major _____ Minor (if applicable) _____

OTHER ACADEMIC DEGREES

Institution _____

Degree _____ Field _____

A complete application to the Graduate Certificate in Critical Translation Studies will contain the following:

1. Application cover page for Graduate Certificate in Critical Translation Studies
2. A 300-500 word statement of purpose explaining interest in the Certificate Program
3. A brief letter of support from the student's faculty advisor (DGS or committee chair)
4. A preliminary plan of courses that will count towards the certificate based on consultation with the Translation Studies Advisor

If accepted, students then apply for the certificate via Rackham by submitting one of the two Rackham applications:

- For current Rackham students: [Complete the Dual Admission Application](#).
- For non-Rackham U-M students (e.g. MSW or MPH students): Rackham's [online application](#). Submit Rackham's required materials/transcripts, and pay the application fee. Graduate Certificate applicants do not need to submit new test scores, but a final official copy of undergraduate transcripts/credentials must be submitted to Rackham. (Note that courses taken to complete certificate requirements should be registered for under Rackham. Dual-enrollment is allowed.)

Submit completed applications materials to: complit.info@umich.edu

Requirements for the Graduate Certificate in Critical Translation Studies

Designed for students already enrolled in a terminal degree program at the University of Michigan, the Certificate in Critical Translation Studies consists of graduate course work totaling 12 credit hours, a portion of which may be double-counted with coursework undertaken in the student's primary field of study, in accordance with Rackham guidelines.

The 12 credit hours are distributed as follows:

- At least one graduate course (**3 credits**) in translation studies regularly offered by Comparative Literature (COMPLIT 580: Translation Workshop and/or COMPLIT 780: Seminar in Translation)

COMPLIT 580 OR COMPLIT 780

- Other graduate courses (adding up to **6 credits**) in any department, contributing to the student's critical understanding of translation and/or culminating in a seminar paper specifically exploring a question in translation studies

Course # Topic Title

Course # Topic Title

- Capstone Project (**3 credits**) taken as an Independent Study, with a supervising faculty member

COMPLIT 680

The Capstone Project may consist of one of the following:

- A work in translation (e.g. a literary or scholarly translation, an artistic creation or performance engaged with translation, the subtitling of a film, a collaborative translation across disciplines or media)
- A professional practicum related to translation (e.g. editorial work for a translation journal or online publication, development and teaching of an undergraduate translation course, engagement in community service translation projects; internship in a medical, legal, business, or other professional setting)
- An applied project that takes up a concept or problem in the field of translation studies
- A significantly redeveloped/expanded/revised dissertation chapter, master's thesis, or independent study focused on some aspect of the history, theory or practice translation

To complete and submit the final Capstone Project, the student should also include:

- A 250-word abstract of the project
- A framing statement that addresses the following questions: How does this project draw on critical perspectives in translation studies? How has this project been informed by coursework completed for the graduate certificate? How does this project contribute to the larger field of translation studies?
- A description of how the student intends to circulate the work to its intended disciplinary audience.

Graduate Certificate in Critical Translation Studies

Checklist for Capstone Project

Students pursuing the Graduate Certificate in Critical Translation Studies must design and complete their capstone project as a 3-credit independent study, either in the fall or winter term. You may register for COMPLIT 680 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 **Preliminary Proposal for Capstone Project** form, and submit your proposal to the Academic Program Specialist in the Comparative Literature office, 2021 Tisch Hall. The proposal will be forwarded to Critical Translation Studies Advisory Committee for approval and a signature from the Translation Studies Advisor.
- Once your project has received approval, ask a faculty member who has agreed to supervise the project to sign the **Preliminary Proposal for Capstone Project** form.
- Deliver the signed form for **Preliminary Proposal for Capstone Project** to the translation advisor and the Academic Program Specialist and request a permission to enroll in the appropriate independent study section.
- At least one week before the semester begins, register for COMPLIT 680.
- 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 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.

Graduate Certificate in Critical Translation Studies

Preliminary Proposal for Capstone Project

Before you can register for COMPLIT 680, this form must be submitted to the translation advisor and to the Academic Program Specialist in the Department of Comparative Literature (2021 Tisch). The signature of faculty member(s) below is notification that the preliminary proposal has been approved and a faculty member has agreed to supervise the project.

Student Name: _____

Student: Email: _____

Student ID: _____

Please include the following information in the capstone proposal:

1. A description of the proposed project
2. A framing statement that addresses the following questions: How does this project draw on critical perspectives in translation studies? How has this project been informed by coursework completed for the graduate certificate? How does this project contribute to the larger field of translation studies?
3. A description of how the student intends to circulate the work to its intended disciplinary audience.

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

Approval from faculty member supervising the Capstone Project (if not the Translation Studies Advisor):

I have discussed this preliminary proposal with the student and I agree to supervise the Capstone Project for the Graduate Certificate in Critical Translation Studies, described in the attached proposal.

Faculty signature: _____

Faculty name and email: _____

Title and department: _____

Graduate Certificate in Critical Translation Studies

Summary of Capstone Project

Congratulations on finishing your Capstone Project for the Graduate Certificate in Critical 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.

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 the following:

- A 250-word abstract of the project.
- A revised framing statement.
- Do you have advice to pass along to other students pursuing the Graduate Certificate in Critical Translation Studies?
- Do you have any other comments about the Graduate Certificate in Critical Translation Studies?

Approval from student to quote from Summary and place Capstone Project on reserve:

In publicizing the Graduate Certificate in Critical 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: _____