

UBC Certificate in Translation and Interpretation for Business

**Chinese/English
English/Chinese**

Program Handbook



THE UNIVERSITY OF BRITISH COLUMBIA

Extended Learning

Contact Information

UBC Certificate in Translation and Interpretation for Business Chinese/English English/Chinese

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Registration and Student Services

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This program handbook is current as of May 2017. Note that future editions of this program handbook may contain changes to program requirements and policies.

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Contents

Program Overview	1
How will you benefit?	1
Who should take this program?	1
Program Components.....	2
Program Structure	3
Curriculum	3
Course Descriptions.....	4
Program Features	5
Instructors	5
Assessment Methods	5
Completion Criteria	5
Changes to Curriculum	6
Admission and Registration	7
Prerequisites.....	7
Fees	7
Application and Admission Process	7
Program Policies	8
Limited Enrolment	8
Refunds.....	8
Course Cancellation	8
Advisory Committee	9
Application Form	10

Program Overview

China's strong presence in the global marketplace and the importance of Chinese as a worldwide language has resulted in a substantial demand for well-qualified translators and interpreters. According to the 2006 census, Chinese is the most widely spoken non-official language in Canada. Within Metro Vancouver, the high rate of immigration from China and the growth of business with China have resulted in an increased demand for trained translators and interpreters.

Translators and interpreters generally work on a contract basis, fulfilling the translation and interpretation needs of a variety of clientele. The UBC Certificate in Translating and Interpreting for Business (Chinese-English, English-Chinese) addresses the growing need for trained professionals with the skills necessary to work successfully in international and intercultural environments.

The Certificate in Translation and Interpretation for Business (Chinese-English, English-Chinese) is a part-time program that aims to prepare students for professional activities as qualified translators and interpreters. The program provides opportunities to enhance bilingual fluency and cross-cultural communication abilities.

How will you benefit?

Students will be able to apply for Student Membership with STIBC (Society of Translators and Interpreters of British Columbia), the certifying body for translators and interpreters in British Columbia. Upon completing this UBC certificate program, students can apply for Associate Membership.

Who should take this program?

The UBC Certificate in Translation and Interpretation for Business (Chinese-English, English-Chinese) is designed for students who are fluent in both Mandarin and English who wish to apply these skills to pursue a career in translating and interpreting. It will also benefit those who wish to utilize these skills in their current professions:

- Professionals with business and partnerships in China
- Government employees such as immigration officers
- Health and social care professionals
- Social Service professionals working with a Chinese community
- Educators

Program Components

The program format combines practical strategies and theoretical knowledge in face-to-face class work as well as online courses in order to promote shared learning in an environment that is dynamic and experiential. This Certificate program is delivered through a combination of settings such as face to face class work, online learning and practicum. It thus creates flexibility and enhances the holistic learning experience.

Translation and Interpretation courses provide intensive training in written and spoken language skills and contextual meaning, as well as professional aspects such as standards and ethics.

In the writing course, students develop written communication skills in a business and professional context. In the intercultural communications course, students explore cultural nuances and acquire skills necessary for effective interaction across cultures. The practicum provides valuable opportunities for practical application of knowledge and skills gained during the program.

Program Structure

Curriculum

Course title	Format	Hours
Introduction to Chinese Translation and Interpretation	In Class	25
Chinese Translation for Business	Online	25
Advanced Chinese Translation and Interpretation	In Class	27
Introduction to Business Writing	Online or In Class	36
Strategies for Effective Intercultural Communication	Online	50
Practicum	Field/Mentorship/Online	50
Total Hours		213

The curriculum consists of a series of part-time courses presented in a combination of 100% online and face-to-face formats (see above).

The Translation and Interpretation courses are designed to be taken in sequence, while the Intercultural Communications course may be taken at any time during the program. The practicum is the final component of the certificate program after completion of all coursework.

The Introduction to Chinese Translation and Interpretation course may be taken without applying to the certificate program and may be applied retroactively within two years.

Students should normally be able to complete all requirements of the certificate program within two years.

Course Descriptions

Introduction to Chinese Translation and Interpretation

The course will draw on general material from diverse fields such as finance, health and international affairs and will seek to develop students' skills in interpreting between English and Chinese.

Chinese Translation & Interpretation for Business: Advanced Level

The course builds on the introduction course (see above) by focusing on more complex sentence structures and advanced terminology.

Advanced Chinese Translation for Business: Online

In this interactive online course, students learn practical strategies for succeeding as a business translator and practice translating from English into Chinese with an emphasis on business communication.

Introduction to Business Writing: Online or Face-to-face

In this course, students will learn and apply the principles of written communication in business and professional contexts. This course helps students develop strategies for writing quickly, correctly and professionally. Topics include how to write and edit emails, letters and short reports.

Strategies for Effective Intercultural Communication: Online

This course provides a practical introduction to intercultural communication as a field of study and the skills needed for effective communication among culturally diverse people.

Practicum

The practicum component offers a valuable opportunity to gain hands-on experience and to practice the skills and apply the knowledge learned in the certificate program. Possible interpretation scenarios may include business meetings, seminars, presentations or negotiations. During the practicum placement, students are teamed with professional interpreters and translators in the field and supervised by their instructor who will provide guidance and feedback. Time will be divided equally between translation and interpretation.

Program Features

Flexibility

The UBC Certificate in Translation and Interpretation is a part-time program with courses offered in the evenings, on weekends and online to accommodate the needs of busy professionals.

Online Learning

In addition to two 100% online courses, websites are used to encourage online learning and interaction between students outside of class, and to allow access to supplemental teaching materials.

Instructors

Certificate program instructors are university-educated with experience teaching languages, as well as translating and interpreting. Instructors are translators and interpreters with experience working in professional settings and are able to offer insight into the realities of working as a professional in this field.

Assessment Methods

The UBC Certificate in Translation and Interpreting for Business (Chinese-English, English-Chinese) is a competency-based program in which participants will be assessed on accuracy, completeness, clarity and speed.

Skills will be assessed throughout each course using a variety of assessment methods and students will complete a final evaluation at the end of each course.

Completion Criteria

To be awarded the UBC Certificate in Translation and Interpretation for Business (Chinese-English, English-Chinese), students are required to complete the five courses identified in the curriculum, as well as the practicum. Students must achieve a mark of 75% for each component of the program or will be required to repeat that component. Students who are required to repeat components of the program will need to re-register and repeated components will be subject to regular fees.

Changes to Curriculum

The program components may change over time to reflect the needs of students, changes in the Society of Translators and Interpreters of BC (STIBC) policies, or demands of the labour market. The program may also change in duration, number of instruction hours or requirements for completion. As the curriculum is updated, the total cost of the program may also change to reflect the costs of program delivery. To be awarded the UBC Certificate in Translation and Interpretation for Business (Chinese-English, English-Chinese), students must complete the curriculum identified as fulfilling the requirements at the time they are admitted to the program.

Admission and Registration

Prerequisites

Applicants must fulfill the following requirements:

- Fluency in Chinese and English. Interpretation components will take place in Mandarin;
- Advanced reading and writing proficiency in both Chinese and English;
- At least two years post-secondary education; and
- Canadian citizen or landed immigrant or already be in possession of a working or student visa valid for the duration of the program.

Pre-program language level tests will be completed through interviews and written tests administered by program instructors and staff.

Fees

There is a non-refundable \$500 application fee, which includes the pre-program interview and language assessment.

Students register and pay for courses on a course-by-course basis. Based on the current fee structure, it is estimated that total fees will be approximately \$4,600 including the \$500 application fee. Course fees are subject to change.

Application and Admission Process

Participants can apply to the program at any time. Prospective students are required to complete pre-program language testing and an admission interview, which is scheduled on an individual basis.

The application form can be completed online, or can be mailed to:

UBC Certificate in Translation and Interpretation for Business

UBC Extended Learning
Languages, Cultures and Translation
800 Robson Street, Room 1.400
Vancouver, BC V6Z 3B7

or emailed to: languages.exl@ubc.ca

Registration for individual courses is possible with Visa or MasterCard by phone at **604.822.0800** or online at extendedlearning.ubc.ca/study-topic/languages-translation

Program Policies

Limited Enrolment

A limited number of applicants are admitted to each course (e.g. maximum 15 per class). Early registration is advised.

Refunds

Participants who need to withdraw from a course must notify our office in writing 48 hours before the second class. A \$50 administration charge is deducted from refunds for courses. If a course or section is cancelled, a full refund is issued.

Course Cancellation

UBC Continuing Studies reserves the right to cancel any course because of insufficient enrolment or other causes.

Advisory Committee

Dr. Duan Duan Li
Associate Professor
Director, Chinese Language Program, UBC Asian Studies Department

Dr. Ross King
Professor
Head, UBC Asian Studies Department

Elisabeth Kyle
Manager, The Provincial Language Services

Dr. Hyoshin Kim
Former Program Leader, Languages, Cultures & Translation
UBC Continuing Studies

Marc Dupont (Student Representative)
Manager, Government Relations
Methanex Corporation

Lang Sun
Former Director, Languages, Cultures & Translation
UBC Continuing Studies

Application Form

Once you have submitted an application to the UBC Certificate in Translation and Interpretation for Business (Chinese-English, English-Chinese), you will be contacted by the program coordinator to schedule an interview and language proficiency test.

Last Name First Name

Home Address

City/Town Province Postal Code

Company Name Occupation

Phone (Office) (Home) (Cell)

Fax

Email

Please describe any previous language education or experience you have.

Please describe any business related experience you have.

Expected graduation date, if known.

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