



EFFECTIVE: SEPTEMBER 2004
CURRICULUM GUIDELINES

A. Division: **Instruction** Effective Date: **September 2004**

B. Department / Program Area: **Faculty of Child, Family and Community Studies
Program of Sign Language Interpretation** Revision New Course

If Revision, Section(s) Revised: **C,H**
Date of Previous Revision: **24 July 2002**
Date of Current Revision: **16 February 2004**

C: INTR 2310 **D: Professional & Business Practices** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits
F: Calendar Description: This course will give students additional opportunities to explore the roles and responsibilities of the interpreter as a professional. Focus will be on employment preparation and business skills for the freelance interpreter.		
G: Allocation of Contact Hours to Type of Instruction / Learning Settings Primary Methods of Instructional Delivery and/or Learning Settings: Lecture/Practice Number of Contact Hours: (per week / semester for each descriptor) 45 hours 15 hours Number of Weeks per Semester: Flexible delivery ranging over 2 to 15 weeks	H: Course Prerequisites: INTR 1225 B+ or better	
	I: Course Corequisites: None	
	J: Course for which this Course is a Prerequisite	
	K: Maximum Class Size: 16	
L: PLEASE INDICATE: <input type="checkbox"/> Non-Credit <input checked="" type="checkbox"/> College Credit Non-Transfer <input type="checkbox"/> College Credit Transfer: SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bccat.bc.ca)		

<p>M: Course Objectives / Learning Outcomes Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> 1. Generate professional relationships with colleagues and consumers of interpretation service. 2. Adhere to Association of Visual Language Interpreters of Canada’s Code of Ethics when faced with ethical dilemmas. 3. Demonstrate the ability to negotiate working conditions and fees when accepting a job. 4. Demonstrate effective organizational, time and stress management skills. 5. Design effective and appropriate business cards, advertisements and a field appropriate resume. 6. Implement an effective record keeping system appropriate for a person in private practice. 		
<p>N: Course Content: The following global ideas guide the design and delivery of this course:</p> <ol style="list-style-type: none"> 1. Professional Skills <ul style="list-style-type: none"> • Understand and use English and ASL • Bicultural knowledge • Personal limitations • Cross cultural communication • Critical thinking • Specialized interpreting knowledge • Commitment to professionalism • Ethical decision making • Accounting system(s) • Reimbursement for services • Business practices 2. Personal management <ul style="list-style-type: none"> • Self-knowledge • Personal ethics • Diversity • Self-care • Boundaries • Relationships 3. Teamwork <ul style="list-style-type: none"> • Decision-making • Roles and responsibilities • Leadership 		
<p>O: Methods of Instruction Lecture/discussion Demonstration</p>		
<p>P: Textbooks and Materials to be Purchased by Students T.B.A.</p>		
<p>Q: Means of Assessment: This course will conform to Douglas College policy regarding the number and weighting of evaluations. This will include but not be limited to: written assignments, group presentations, and analysis of skill development. This is a graded course.</p>		
<p>R: Prior Learning Assessment and Recognition: This course is open for PLAR</p>		
Course Designer(s): David Still		Education Council / Curriculum Committee Representative
Dean: Jan Lindsay		Registrar