



EFFECTIVE: SEPTEMBER, 2007
CURRICULUM GUIDELINES

A. Division: **Education** Effective Date: **September 2007**

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

If Revision, Section(s) Revised: **G,H,J,M, N, O, Q**

Date of Previous Revision: **16 February 2004**

Date of Current Revision: **15 May 2007**

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

Subject & Course No.	Descriptive Title	Semester Credits						
<p>F: Calendar Description:</p> <p style="text-align: center;">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.</p>								
<p>G: Allocation of Contact Hours to Type of Instruction / Learning Settings</p> <p>Primary Methods of Instructional Delivery and/or Learning Settings:</p> <p style="text-align: center;">Lecture/Seminar</p> <p>Number of Contact Hours: (per semester for each descriptor)</p> <p style="text-align: center;">60 hours</p> <p>Number of Weeks per Semester:</p> <p style="text-align: center;">Flexible delivery ranging over 2 to 15 weeks</p>	<p>H: Course Prerequisites:</p> <p style="text-align: center;">INTR 1241 and INTR 1225 and INTR 1275 with a B or better</p>							
	<p>I: Course Corequisites:</p> <p style="text-align: center;">None</p>							
	<p>J: Course for which this Course is a Prerequisite</p> <p style="text-align: center;">INTR 2420</p>							
	<p>K: Maximum Class Size:</p> <p style="text-align: center;">16</p>							
<p>L: PLEASE INDICATE:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td>Non-Credit</td> </tr> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>College Credit Transfer:</td> </tr> </table> <p style="text-align: center;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (www.bctransferguide.ca)</p>			<input type="checkbox"/>	Non-Credit	<input checked="" type="checkbox"/>	College Credit Non-Transfer	<input type="checkbox"/>	College Credit Transfer:
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M: Course Objectives / Learning Outcomes

Upon successful completion of this course, the student will be able to:

1. **Business management**
 - **Generate professional relationships with colleagues and consumers of interpretation services**
 - **Demonstrate the ability to negotiate contracts and fees when accepting an assignment**
 - **Demonstrate effective organizational, time and stress management skills**
 - **Design effective and appropriate marketing materials, including business cards and a field-appropriate resume**
 - **Implement an effective record-keeping system appropriate for a person in private practice which will comply with Canadian income tax requirements**
2. **Professional landscape**
 - **Compare North American professional interpreter associations and recognize their contribution to one's work**
 - **Apply the AVLIC Code of Ethics and Guidelines for Professional Conduct when faced with ethical dilemmas**
 - **Develop a comprehensive professional development plan specific to the areas of practice in which you require further development**
3. **Research and Evaluation**
 - **Research and evaluate information sources within the context of acquiring knowledge in sign language interpretation and related areas.**

N: Course Content: The following global ideas guide the design and delivery of this course:

- **Interpreters need to understand the significance of developing business relationships in a culturally sensitive manner appropriate to Deaf and non-deaf individuals.**
- **An understanding of the *Code of Ethics and Guidelines for Professional Conduct* and its impact on interpreters' decision-making is an integral component of an interpreter's work. Interpreters must be aware of the impact their decisions have on people and organizations involved as well as on their colleagues.**
- **Competent practitioners need an understanding of the market value of their work and are able to negotiate contracts appropriately.**
- **As a self-employed individual, interpreters are aware of the importance of time management when accepting interpreting assignments. They must also be organized in their invoicing, and accepting of work appropriate to their skill.**
- **Understanding stress and its impact on interpreters is essential to continued work in the field.**
- **Marketing is integral to successful interpreting. Interpreters need to have a marketing strategy, including a resume and business card that is suitable to both Deaf and majority culture.**
- **Interpreters are required to comply with the Canadian Income Tax requirements which require them establishing an effective record keeping system.**
- **Practitioners' awareness of their strengths and weakness increases their effectiveness in developing a professional development plan.**
- **Information literacy is required for independent learning and critical thinking.**
- **To stay current in the field, interpreters must know how to research and evaluate information sources.**

O: Methods of Instruction:

- **Lecture/discussion**
- **Guest speakers**
- **Course readings**

P: Textbooks and Materials to be Purchased by Students:

T.B.A.

Q: Means of Assessment: This course will conform to Douglas College policy regarding the number and weighting of evaluations. Typical means of evaluation would include a combination of:

- **Written assignments**
- **Group presentations**
- **Videotaped assignments**
- **Quizzes**
- **Class participation**

R: Prior Learning Assessment and Recognition: specify whether course is open for PLAR. If not available for PLAR, please provide rationale.

This course is available for PLAR.

Course Designer(s): Cheryl Palmer

Education Council / Curriculum Committee Representative

Dean: Jan K. Carrie

Registrar