



Course Specification of Simultaneous Interpretation

I. Course Identification and General Information:						
1	Course Title:	Simultaneous Interpretation				
2	Course Number & Code:	DR 83				
3	Credit hours: 3	C.H				Total
		Theoretical	Seminar	Practice	Field Training	
		3	-	-	-	
4	Study level/ semester at which this course is offered:	Level 4, Semester 2				
5	Pre –requisite (if any):	DR 14; DR 24; DR 31; DR 35; DR 65; DR 75				
6	Co –requisite (if any):	None				
7	Program (s) in which the course is offered:	BA in Translation				
8	Language of teaching the course:	English and Arabic				
9	Location of teaching the course:	Faculty of Languages				
10	Prepared by:	Mohamed Naif				
11	Date of approval:					
II. Course description:						
This course focuses on simultaneous interpreting between English and Arabic. Students are guided through regular interpreting practice and discussions of relevant readings and videos to help them acquire some theoretical and practical background information about interpreting strategies and skills so as to interpret accurately, appropriately, and professionally.						
III. Intended learning outcomes (ILOs) of the course:						
(A) Knowledge and Understanding:						
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Knowledge and Understanding.						
Program Intended Learning Outcomes (Sub-PILOs) in: Knowledge and Understanding			Course Intended Learning Outcomes (CILOs) in: Knowledge and Understanding			
After completing this program, students will be able to:			After participating in the course, students will be able to			
A6	Explain with an informed knowledge the history and development of translation and interpreting studies and practices.	a1	Recognize the most effective skills and strategies utilized in simultaneous interpreting.			
		a2	Demonstrate understanding of performing quality simultaneous interpreting in different contexts and situations.			

عميد مركز التطوير
أ.م.د/ هدى العماد
رئيس الجامعة
أ.د/ القاسم عباس

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي



Teaching and Assessment Methods for Achieving Learning Outcomes:		
Alignment Learning Outcomes of Knowledge and Understanding to Teaching and Assessment Methods:		
Course Intended Learning Outcomes (CILOs) in Knowledge and Understanding	Teaching strategies/methods to be used	Methods of assessment
<p>After participating in the course, students will be able to:</p> <p>a1 Recognize the most effective skills and strategies utilized in simultaneous interpreting.</p> <p>a2 Demonstrate understanding of performing quality simultaneous interpreting in different contexts and situations.</p>	<ul style="list-style-type: none"> Interactive Lectures Presentations Discussions Group activities to build knowledge of various topics Showing interpreting training videos related to the concepts discussed Practice of the interpreting concepts and ideas presented in each class session. Simultaneous interpreting simulations 	<ul style="list-style-type: none"> Formative evaluation: <ul style="list-style-type: none"> - Performing several interpreting sessions from English into Arabic and vice versa - Doing mini-research Projects - Home assignments to prepare oral texts for interpreting sessions Summative evaluation: <ul style="list-style-type: none"> - Each student shall perform a ten to fifteen-minute consecutive interpreting from English into Arabic and vice versa.

(B) Intellectual Skills:			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Intellectual skills			
Program Intended Learning Outcomes (Sub-PILOs) in Intellectual skills		Course Intended Learning Outcomes (CILOs) of Intellectual Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
B4	Identify and assess core concepts relevant to translation and interpreting studies and theory.	b1	Analyze the ideas being heard to render a communicative and functional rather than literal simultaneous interpretation.
B5	Compare and contrast competing translation methods, strategies and techniques of translation and interpretation.	b2	Perform a variety of tasks at the same time.

رئيس الجامعة
أ.د/ القاسم عباس

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي



Teaching and Assessment Methods for Achieving Learning Outcomes:		
Alignment Learning Outcomes of Intellectual Skills to Teaching Methods and Assessment Methods:		
Course Intended Learning Outcomes (CILOs) in Intellectual Skills.	Teaching strategies/methods to be used.	Methods of assessment
After participating in the course, students will be able to:	<ul style="list-style-type: none"> Classroom discussions Group and pair work activities Interpreting skills Exercises Problem solving activities Simulations (performing speakers' and interpreters' roles) 	<ul style="list-style-type: none"> Oral examinations Active participation Oral Quizzes Oral assessment plus oral feedback Classroom graded practical sessions
b1 Analyze the ideas being heard to render a communicative and functional rather than literal simultaneous interpretation.		
b2 Perform a variety of tasks at the same time.		

(C) Professional and Practical Skills.			
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: Professional and Practical Skills			
Program Intended Learning Outcomes (Sub- PILOs) in Professional and Practical Skills		Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills	
After completing this program, students will be able to:		After participating in the course, students will be able to:	
C2 C5	Critically analyze a variety of texts including literary, journalistic, historical and other types of texts for the purpose of translation and interpretation.	c1	Perform simultaneous interpreting in a variety of contexts and situations to apply what is learned throughout the semester.
	Successfully apply translation and interpretation strategies to translate and interpret diverse forms of discourse.	c2	Behave professionally and ethically so as to render speakers' utterances as they are intended.



Teaching and Assessment Methods for Achieving Learning Outcomes:				
Alignment Learning Outcomes of Professional and Practical Skills to Teaching and Assessment Methods:				
Course Intended Learning Outcomes (CILOs) in Professional and Practical Skills		Teaching strategies/methods to be used	Methods of assessment	
After participating in the course, students will be able to:		<ul style="list-style-type: none">▪ Classroom discussions of assigned homework interpreting readings▪ Group and pair work interpreting skills activities▪ Interpreting exercises of specific interpreting skills▪ Problem solving Activities▪ Simultaneous interpreting Simulations	<ul style="list-style-type: none">▪ Oral examinations▪ Active participation▪ Formative Oral assessment plus oral feedback throughout the semester▪ Classroom graded practical sessions	
c1	Perform simultaneous interpreting in a variety of contexts and situations to apply what is learned throughout the semester.			
c2	Behave professionally and ethically so as to render speakers' utterances as they are intended.			
(D) General / Transferable Skills:				
Alignment Course Intended Learning Outcomes (CILOs) to Program Intended Learning Outcomes (PILOs) in: General and Transferable skills				
Program Intended Learning Outcomes (PILOs) in General / Transferable skills		Course Intended Learning Outcomes (CILOs) in General / Transferable skills		
After completing this program, students will be able to:		After participating in the course, students will be able to:		
D1	Engage in a life-long self-learning, time management and effective leadership.	d1	Engage in self- and professional development by joining professional interpreters' groups, reading, observing professional interpreters, attending conferences, and participating training sessions.	
Teaching and Assessment Methods for Achieving Learning Outcomes:				
Alignment Learning Outcomes of General and Transferable skills to Teaching and Assessment Methods.				
Course Intended Learning Outcomes (CILOs) in General and Transferable Skills		Teaching strategies/methods to be used.	Methods of assessment	
After participating in the course, students will be able to:		<ul style="list-style-type: none">• Problem solving Activities• Simultaneous interpreting Simulations• Team work (i.e. students work in groups to conduct a guided mini-research	<ul style="list-style-type: none">• Formative oral assessment plus oral feedback throughout the semester• Classroom graded practical sessions	
d1	Engage in self- and professional development by joining professional interpreters' groups, reading, observing professional interpreters, attending			

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي

رئيس الجامعة
أ.د/ القاسم عباس



	conferences, and participating training sessions.	project).	<ul style="list-style-type: none"> Graded team work mini-research project Simultaneous interpreting video of a speech (demo.)
--	---	-----------	---

IV. Course Content:					
1 – Course Topics/Items:					
a – Theoretical Aspect					
Nr	Topic List / Units	CILOs (symbol s)	Sub-topic List	Number of weeks	Contact hours
1	Introduction	a1; a2	Giving an overview of the course; introducing simultaneous vs. consecutive interpreting by showing videos; discussing the skills and personal qualities required for such an interpreting mode.	1	3
2	Shadowing/parroting training plus preparation for simultaneous interpreting	a1; a2; b1; c1; d1	Practicing shadowing exercises using the topics prepared to foster concentration, lag time and pace; showing videos on shadowing and parroting; discussing assigned reading on preparing for simultaneous interpreting.	1	3
3	Simultaneous interpreting equipment (booth, headphones, mic; etc.); discussing assigned reading on analysis exercises and techniques	a1; a2; b1; b2; c1; d1	Showing a video to display all pieces of equipment/devices required for simultaneous interpreting; discussing the assigned reading on analysis exercises; doing some shadowing/parroting exercises; doing some basic simultaneous interpreting.	1	3
4	Coping techniques (video); assigned reading on predicting skills; showing some professional interpreter's videos	a2; a2; b2; c1; d1	Showing a short video on coping techniques with unexpected situations; discussing assigned reading on prediction; doing basic simultaneous interpreting; showing some professional interpreters in action performing simultaneous interpreting.	1	3

عميد مركز التطوير
أ.م.د/ هدى العماد
رئيس الجامعة
أ.د/ القاسم عباس

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

رئيس القسم
د/ محمد العقيلي



5	Working in teams of two or more simultaneous interpreters; discussing the role and both manners of each member of the team	b2; c1; c2; d1; d1;	Showing videos of two or more simultaneous interpreters in the booth; discussing the assigned reading homework on the same topic; conducting simultaneous interpreting exercises.	1	3
6	Conference interpreting and the common type of interpreting mode used in such context	b2; c1; c2; d1; d1	Showing a video or two of conferences where simultaneous interpreting is used to give Ss an idea of such interpreting domain; discussing the assigned reading homework on the same topic; getting Ss to do simultaneous interpreting sessions.	1	3
7	Dealing with humor and culturally-bound phrases and words	a1; a2; b1; b2; c1; c2; d1; d1	Showing a short video on dealing with humor and culturally-bound phrases and words; reviewing the assigned reading homework; conducting simultaneous interpreting from English into Arabic and vice versa.	1	3
8	Television interpreting	a1; a2; b1; b2; c1; c2; d1	Showing videos of famous Arab television simultaneous interpreters;; discussing television interpreting in the assigned reading homework; conducting simultaneous interpreting from Arabic into English and vice versa.	1	3
9	Evaluated Simultaneous Interpreting Sessions	a1; a2; b1; b2; c1; c2; d1; d2	Performing simultaneous interpreting sessions; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	2	6
10	Evaluated Simultaneous Interpreting Sessions	a1; a2; b1; b2; c1; c2; d1	Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	2	6
11	Evaluated Simultaneous	a1; a2; b1; b2;	Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving	2	6

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي

رئيس الجامعة
أ.د/ القاسم عباس



Interpreting Sessions Plus Talking about the Final Consecutive Interpretation Exam	c1; c2; d1	detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.		
Number of Weeks /and Units Per Semester			14	42

b- Training Aspect:				
Order	Training Tasks	CILOs (symbols)	Number of weeks	Contact hours
Number of Weeks /and Units Per Semester			14	18

V. Teaching strategies of the course:	
<ul style="list-style-type: none"> Interactive lectures/discussions Presentations Role plays to do simultaneous interpreting exercises Group and pair work activities Problem solving Cooperative learning (students work in groups and teams to learn from each other) 	<ul style="list-style-type: none"> Classroom discussions of assigned readings Showing selective professionally-designed videos, discussing them and practicing the simultaneous ideas and skills learned from them group research/simultaneous interpreting projects
3-Assessment Methods:	
<ul style="list-style-type: none"> Formative assessment - evaluated simultaneous interpreting sessions from Arabic into English and vice versa Attendance and participation (i.e. reading assigned course material, preparing selective consecutive interpreting topics for class interpreting sessions) 	<ul style="list-style-type: none"> Summative Assessment – simultaneous interpreting examinations from Arabic into English and vice versa Students carry out group mini research or prepare simultaneous interpreting videos

رئيس الجامعة
أ.د/ القاسم عباس

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي



VI. Schedule of Assessment Tasks for Students During the Semester:					
No.	Assessment Method	Week Due	Mark	Proportion of Final Assessment	Aligned Course Learning Outcomes (CILOs symbols)
1	Participation and class reading quizzes	1-14	20	20%	a1; a2; b1; b2; c1; c2;
2	Group mini research project or simultaneous interpreting videos	5-12	10	10%	a1; a2; b1; b2; c1; c2; d1;
3	Mid-semester exam	7	30	30%	a1; a2; b1; b2; c1; c2; d1
5	Final Exam	16	40	40%	a1; a2; b1; b2; c1; c2; d1
Total			100	100%	

VII. Learning Resource (MLA style or APA style)s:	
1- Required Textbook(s) (maximum two)	
	1. An in-house compiled booklet of simultaneous interpreting readings and exercises or separate handouts given to students each week 2. Phelan, M. (2001). <i>The Interpreter's Resource</i> . Multilingual Matters LTD: Clevedon • Buffalo • Toronto • Sydney
2- Recommended Readings and Reference Materials	
	Biagini, M., Boyd, M.S. and Monacell, C. (editors) (2017). <i>The Changing Role of the Interpreter: Contextualising Norms, Ethics and Quality Standards</i> . Routledge Taylor and Francis Group
3- Essential References	
	Nolan, J. (2012). <i>Interpretation Techniques and Exercises</i> , 2 nd ed. Multilingual Matters LTD: Bristol • Buffalo • Toronto • Sydney
4- Electronic Materials and Web Sites etc.	
	5- www.arabtranslators.org 6- www.atida.org 7- http://aiic.net/ 8- www.trans-int.org/index.php/trans/
5- Other Learning Material.	
	- Supplementary worksheets, reading materials and simultaneous interpreting videos provided by the instructor when necessary



IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.

اللجنة الإشرافية:			
م	الاسم	الصفة الوظيفية	التوقيع
1	د/ عباس مطهر	نائب العميد للدراسات العليا	
2	أ.م.د/ أحمد مجاهد	نائب عميد مركز التطوير وضمان الجودة	
3	أ.د/ إبراهيم المطاع	نائب رئيس الجامعة للشؤون الأكاديمية	

رئيس القسم
د/ محمد العقيلي

نائب العميد لشؤون الجودة
أ.م.د/ عبد الحميد الشجاع

عميد الكلية
د/ محمد الناصر

عميد مركز التطوير
أ.م.د/ هدى العماد

رئيس الجامعة
أ.د/ القاسم عباس



Course Plan of Simultaneous Interpretation

I. - Information about Faculty Member Responsible for the Course:							
Name of Faculty Member		Office Hours					
Location & Telephone No.		SAT	SUN	MON	TUE	WED	THU
E-mail			-	-	-	-	-

II. Course Identification and General Information:					
1-	Course Title:	Simultaneous Interpretation			
2-	Course Number & Code:	DR 83			
3-	Credit hours:	C.H			
		Th.	Seminar	Pr.	F. Tr.
		3	-	-	
4-	Study level/year at which this course is offered:	Level 4, Semester 2			
5-	Pre –requisite (if any):	DR 14; DR 24; DR 31; DR 35; DR 65; DR 75			
6-	Co –requisite (if any):	None			
7-	Program (s) in which the course is offered	BA in Translation			
8-	Language of teaching the course:	English and Arabic			
9-	System of Study:	Regular			
10-	Mode of delivery:	Interactive lectures, presentations, discussions and interpreting training videos			
11-	Location of teaching the course:	Faculty of Languages			

III. Course Description:

This course focuses on simultaneous interpreting between English and Arabic. Students are guided through regular interpreting practice and discussions of relevant readings and videos to help them acquire some theoretical and practical background information about interpreting strategies and skills so as to interpret accurately, appropriately, and professionally.

IV. Intended learning outcomes (ILOs) of the course:

After completing this course, students will be able to:

1. Recognize the most effective skills and strategies utilized in simultaneous interpreting.
2. Demonstrate understanding of performing quality simultaneous interpreting in different contexts and situations.
3. Analyze the ideas being heard to render a communicative and functional rather than literal simultaneous interpretation.

رئيس الجامعة
أ.د/ القاسم عباس
عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي



4. Perform a variety of tasks at the same time.
5. Perform simultaneous interpreting in a variety of contexts and situations to apply what is learned throughout the semester.
6. Perform simultaneous interpreting in a variety of contexts and situations to apply what is learned throughout the semester.
7. Engage in self- and professional development by joining professional interpreters' groups, reading, observing professional interpreters, attending conferences, and participating training sessions.

V. Course Content:

A – Theoretical Aspect:

Nr	Topics List	Week Due	Contact Hours
1	Giving an overview of the course; introducing simultaneous vs. consecutive interpreting by showing videos; discussing the skills and personal qualities required for such an interpreting mode.	1 st	3
2	Practicing shadowing exercises using the topics prepared to foster concentration, lag time and pace; showing videos on shadowing and parroting; discussing assigned reading on preparing for simultaneous interpreting.	2 nd	3
3	Showing a video to display all pieces of equipment/devices required for simultaneous interpreting; discussing the assigned reading on analysis exercises; doing some shadowing/parroting exercises; doing some basic simultaneous interpreting.	3 rd	3
4	Showing a short video on coping techniques with unexpected situations; discussing assigned reading on prediction; doing basic simultaneous interpreting; showing some professional interpreters in action performing simultaneous interpreting.	4 th	3
5	Showing videos of two or more simultaneous interpreters in the booth; discussing the assigned reading homework on the same topic; conducting simultaneous interpreting exercises.	5 th	3
6	Showing a video or two of conferences where simultaneous interpreting is used to give Ss an idea of such interpreting domain; discussing the assigned reading homework on the same topic; getting Ss to do simultaneous interpreting sessions.	6 th	3
7	Mid-Term Test	7 th	

رئيس الجامعة
أ.د/ القاسم عباس

عميد مركز التطوير
أ.م.د/ هدى العماد

عميد الكلية
د/ محمد الناصر

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

رئيس القسم
د/ محمد العقيلي



8	Showing a short video on dealing with humor and culturally-bound phrases and words; reviewing the assigned reading homework; conducting simultaneous interpreting from English into Arabic and vice versa.	8 th	3
9	Showing videos of famous Arab television simultaneous interpreters;; discussing television interpreting in the assigned reading homework; conducting simultaneous interpreting from Arabic into English and vice versa.	9 th	3
10	(1) Performing simultaneous interpreting sessions; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	10 th	3
11	(2) Performing simultaneous interpreting sessions; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	11 th	3
12	(1) Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	12 th	3
13	(2) Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	13 th	3
14	(1) Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	14 th	3
15	(2) Performing simultaneous interpreting sessions from Arabic into English and vice versa; giving detailed feedback on oral fluency, accuracy, interpreting skills and delivery; going over the language and expressions used in each interpreting session.	15 th	3
16	Final Exam	16 th	
Number of Weeks /and Units Per Semester		16	42

b- Training Aspect:			
Order	Training Tasks	Week Due	Contact hours
Number of Weeks /and Units Per Semester			

رئيس القسم
د/ محمد العقيلي

نائب العميد لشؤون الجودة
أ.م.د/ عبدالحميد الشجاع

عميد الكلية
د/ محمد الناصر

عميد مركز التطوير
أ.م.د/ هدى العماد

رئيس الجامعة
أ.د/ القاسم عباس



VI. Teaching strategies of the course:

- | | |
|---|---|
| <ul style="list-style-type: none"> Interactive lectures/discussions/ presentations Role plays to do simultaneous interpreting exercises Group and pair work activities Problem solving Cooperative learning (students work in groups and teams to learn from each other) | <ul style="list-style-type: none"> Classroom discussions of assigned readings Showing selective professionally-designed videos, discussing them and practicing the simultaneous ideas and skills learned from them group research/simultaneous interpreting projects group research projects Presentations |
|---|---|

VII. Assessment Methods:

- | | |
|--|---|
| <ul style="list-style-type: none"> Formative assessment - evaluated simultaneous interpreting sessions from Arabic into English and vice versa Attendance and participation (i.e. reading assigned course material, preparing selective consecutive interpreting topics for class interpreting sessions) | <ul style="list-style-type: none"> Summative Assessment – simultaneous interpreting examinations from Arabic into English and vice versa Students carry out group mini research or prepare simultaneous interpreting videos |
|--|---|

No.	Type of Assessment Tasks	Week Due	Mark	Proportion of Final Assessment
1	Participation, terminology and class reading quizzes	1-14	20	20%
2	Group mini research projects or simultaneous interpreting videos	5-12	10	10%
3	Mid-semester exam	7	30	30%
5	Final Exam	16	40	40%
Total				100

VIII. Learning Resource (MLA style or APA style)s:

1- Required Textbook(s) (maximum two)

- An in-house compiled booklet of simultaneous interpreting readings and exercises or separate handouts given to students each week
- Phelan, M. (2001). *The Interpreter's Resource*. Multilingual Matters LTD: Clevedon • Buffalo • Toronto • Sydney

2- Recommended Readings and Reference Materials

Biagini, M., Boyd, M.S. and Monacell, C. (editors) (2017). *The Changing Role of the Interpreter: Contextualising Norms, Ethics and Quality Standards*. Routledge Taylor and Francis Group



3- Essential References	
	Nolan, J. (2012). <i>Interpretation Techniques and Exercises</i> , 2 nd ed. Multilingual Matters LTD: Bristol • B • Toronto • Sydney
4- Electronic Materials and Web Sites etc.	
	<ol style="list-style-type: none"> 1. www.arabtranslators.org 2. www.atida.org 3. http://aiic.net/ 4. www.trans-int.org/index.php/trans/
5- Other Learning Material.	
	- Supplementary worksheets, reading materials and simultaneous interpreting videos provided by the instructor when necessary

IX. Course Policies: (Based on the Uniform Students' Bylaw (2007))	
1	Class Attendance: Class Attendance is mandatory. A student is considered absent and shall be banned from taking the final exam if his/her absence exceeds 25% of total classes.
2	Tardiness: A student will be considered late if he/she is not in class after 10 minutes of the start time of class.
3	Exam Attendance/Punctuality: No student shall be allowed to the exam hall after 30 minutes of the start time, and shall not leave the hall before half of the exam time has passed.
4	Assignments & Projects: Assignments and projects must be submitted on time. Students who delay their assignments or projects shall lose the allocated mark.
5	Cheating: Cheating is an act of fraud that results in the cancelation of the student's exam or assignment. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
6	Forgery and Impersonation: Forgery/Impersonation is an act of fraud that results in the cancelation of the student's exam, assignment or project. If it takes place in a final exam, the Uniform Students' Bylaw (2007) shall apply.
7	Other policies: The University official regulations in force will be strictly observed and students shall comply with all rules and regulations of the examination set by the Department, Faculty and University Administration.