

## GRADUATE CERTIFICATE IN SPANISH TRANSLATION HANDBOOK

**Welcome!!**

### **Purpose of the handbook**

The purpose of this handbook is to provide program specific information that is not found in the UNLV Graduate Catalog. Students are responsible for understanding and following the policies and procedures delineated in this document and the UNLV Graduate Catalog, as well as the NSHE Code, UNLV Bylaws, and the UNLV Student Conduct Code. Questions about policies should be directed to the Graduate College: Dr. Valarie Burke at [valarie.burke@unlv.edu](mailto:valarie.burke@unlv.edu) or [gradassociatedean@unlv.edu](mailto:gradassociatedean@unlv.edu).

### **Plan Description**

The post-baccalaureate certificate program provides professional training in translation for both native English speakers with advanced knowledge of Spanish and native Spanish speakers with advanced knowledge of English. Translation and interpretation competence requires understanding the subtleties and nuances of meaning in two languages, and the ability to convey similar meaning from one language to the other. It requires superior command of the full range of registers not only in a first language, but in one or more other languages as well.

### **Learning Objectives:**

Upon the completion of this Certificate, students will:

- Be able to identify, explain, and critically discuss theoretical and practical approaches to translation and/or interpreting, both as disciplines and as professional activities.
- Develop and enhance the linguistic, cultural and technical skills necessary to effectively produce high-quality translations and/or interpretations in various professional settings.
- Demonstrate a complex understanding of the intercultural dimension of translation and/or interpreting to understand the ethical implications and responsibilities of professional translators and/or interpreters.
- Critically analyze and evaluate diverse strategies, resources, and tools in order to successfully apply them to the practice of translation and/or interpreting.

## Career Possibilities

If you are interested in what kind of job a translator does, the following links provide useful information:

- [Interpreters and Translators \(CollegeGrad\)](#)
- [Student Resources](#)
- [Interpreters and Translators \(BIS\)](#)

## Program Information

[Graduate Certificate in Spanish Translation](#)

[Official program requirements are found in the Graduate Catalog.](#)

Please note that students may enroll in certificate programs either as a stand-alone educational experience to earn the credential or as an additional credential earned while also working on a graduate degree. Certificate course credits earned before your graduate or professional degree, or simultaneously, may be approved to be used toward your graduate degree program. **Students enrolled in a graduate or professional degree may still be awarded certificates as long as the certificate course credits were taken prior to the completion of the graduate or professional degree.** Thus, 3 courses first used to fulfill requirements for the certificate may be used later toward the M.A. in Hispanic Studies. However, courses used first to fulfill requirements toward a previously-conferred degree may not be used to fulfill requirements for the certificate. The degree and certificate may be earned simultaneously.

## Certificate Requirements

- Students must complete a final assessment given in the context of the final course, SPAN 799. The final assessment will take into account three different components – linguistic, technical, and cultural – and each component will be equally weighted.
- For the duration of the certificate program, each student will build an Assessment Portfolio. The Assessment Portfolio will comprise all relevant courses taken at UNLV or at another institution, language tests in the source language and target language, translation projects completed within the UNLV program or specific training in interpretation.
- The Assessment portfolio will perform a diagnostic function, allowing the instructor(s) to assess strengths and weaknesses of the student. The portfolio will be used to provide constructive feedback to those students who have weak areas and need additional work before they can successfully complete the program. This portfolio will be part of the final assessment (SPAN 799).
- Once the student has met all required conditions for the certificate – number of credits, core courses, and language proficiency – he or she will be required to enroll in a one-credit final course, SPAN 799. This course will have two components: the assessment portfolio and an exit exam.
- The exam will duplicate as closely as possible the conditions in which translators and interpreters work in the professional world. The exit exam will be performed under specific time constraints, appropriate to the task. Each candidate will be able to utilize the necessary tools typical for these situations (dictionaries, glossaries, terminology databases; laptops/computers; Internet resources, etc.).

- Students will choose which of the two exit exams (translation or interpretation) they will sit for, based on their individual preparation and experience. Once the exit examination is selected, it may not be changed.
- To complete the Graduate Certificate, the candidate needs a grade of B or above in SPAN 799, combining the portfolio and the test grade, which should be a minimum of 80 percent. Should a student fail to achieve 80 percent on the exit exam, s/he may take an incomplete in the course. Following standard practice of the Graduate College, that incomplete allows for up to one year for the student to re-take the exam and score a passing grade of 80 percent or better.
- The criteria used at the final exam for interpreters and translators vary, as the two disciplines require partly different skills:
  - Assessment for Interpreters includes: language quality, appropriate cultural decoding, grammar, pronunciation/enunciation, timing/rate, register, style, accuracy, eloquence, and general effectiveness.
  - Assessment for Translators includes: language quality, appropriate cultural decoding, grammar, spelling, punctuation, recognition of textual levels, style, and general effectiveness.

### **Plan Certificate Completion Requirements**

Students must maintain a GPA of 3.0 in all course work completed. Students are strongly encouraged to complete the program within three semesters, given the rotation of courses.

### **Program Timeline**

The timeline varies, according to the number of classes taken each semester.

### **Department Graduate Faculty**

A current listing of the graduate faculty can be found in the UNLV Graduate Catalog. Faculty must hold either associate or full graduate faculty status to be involved in graduate education at UNLV. For up-to-date information regarding graduate faculty status in your department, visit the [Graduate Faculty status web page](#).

### **How do I apply for Graduate School?**

The Graduate College provides a lot of information about all processes in different webpages. You can start [here](#).

### **Contact Information**

[Department website](#)

Department Chair: Dr. Alicia Rico

Office: BEH 362

Email: [alicia.rico@unlv.edu](mailto:alicia.rico@unlv.edu)

Graduate Coordinator: Dr. Alicia Rico

Office BEH 362

Email: [alicia.rico@unlv.edu](mailto:alicia.rico@unlv.edu)

Department Main Office

Frank and Estella Beam Hall Building (BEH), room number 342

Address: 4505 Maryland Parkway Box 5047, Las Vegas, NV 89154-5047

Phone Number: (702) 895-3431.

## University Resources

- [The Grad Academy](#)

The goal of the Graduate Academy is to serve as a virtual resource providing support and many professional opportunities to UNLV graduate students. The Academy offers information about events and services such as graduate certificate programs, workshops, training sessions and career services. You can follow Academy activities via social media or look for regular updates on the website.

- [Academic Success Center](#)

The goal of the Academic Success Center is to help students do well academically and complete their studies on time. They offer or will refer you to such programs and resources as tutoring, advising, skills testing, career exploration and more. They guide students every step of the way to the many established resources created to ensure they complete their educational goals. Learn more about the programs and services the center currently offers.

- [Alumni Association](#)

With an alumni base 140,000 strong, the UNLV Alumni Association offers a variety of services and opportunities in support of alumni and their families. UNLV alumni are encouraged to support the values of higher learning through advocacy, involvement, and giving.

- [Commencement Office](#)

Located in the UNLV Office of the Registrar, the commencement office is the last step in the graduation process. Please check with the commencement office for information on the commencement ceremony and your diploma; for all other information about graduate student degree completion and graduation, including thesis/dissertation requirements and doctoral hooding, please contact the Graduate College. It is the students' responsibility to ensure they apply for graduation on time and submit all required forms to the Graduate College. Questions regarding thesis/dissertation should be directed to the Graduate College Student Services Team and questions regarding required forms should be directed to the Graduate College RPC Team

- [Office of Diversity Initiatives](#)

The vision of the Office of Diversity Initiatives is to advocate, promote, and support the advancement of equity, inclusiveness, and empowerment of a continuously changing collegiate and global community. The mission of the Office of Diversity Initiatives is to provide leadership and support for UNLV's diversity mission: to nurture equity, diversity, and inclusiveness that promotes respect, support, and empowerment. This Office also handles UNLV Title IX questions, inquiries, and reporting.

- [Disability Resource Center \(DRC\)](#)

The DRC is committed to supporting students with disabilities at UNLV through the appropriate use of advocacy, accommodations, and supportive services to ensure access to campus courses, services, and activities. The DRC is the university-designated office that determines and facilitates reasonable accommodations in compliance with the Americans with Disabilities Act (ADA) and

Section 504 of the Rehabilitation Act of 1973. Graduate students with disabilities must disclose to the DRC in order to receive appropriate accommodations.

- [Office of International Student and Scholars](#)

International Students and Scholars (ISS) ensures compliance with both SEVIS (Student and Exchange Visitor Information System) and federal law, so that the university can continue to be authorized by the U.S. federal government to enroll international students; host and hire international scholars; assist and advise employment eligibility and authorization relating to international students and scholars, and visa, travel, and immigration issues; provide critical and specialized services to the international students and scholars of the UNLV community; and facilitate their transition to the campus and the U.S.

- [The Care Center](#)

The Jean Nidetch Care Center aims to end various forms of power-based personal violence by engaging the campus community in education, programming, and transformative action. The Care Center's long-term goals include establishing the Care Center as a national leader in providing access to holistic healing from trauma and engaging in individual, community, and systemic anti-violence advocacy through an anti-oppression lens.

- [The Intersection](#)

The Intersection is a one-stop resource for UNLV's highly diverse student body — a comprehensive multicultural center grounded in the academic life of our students. As an intersecting campus resource, the Intersection helps ensure students, particularly first-generation and students of color, successfully navigate their academic careers. Here, all members of campus can discuss their differences, discover their similarities, and build a shared sense of belonging.

- [UNLV Libraries](#)

UNLV Libraries has always been more than books; they are about encouraging students and creating quality programs that elevate growth and learning. Please visit their website for important information about the services they offer to graduate students.

- [Graduate & Professional Student Association \(GPSA\)](#)

The Graduate & Professional Student Association serves all currently enrolled University of Nevada, Las Vegas graduate and professional students. The GPSA maintains the Graduate Student Commons located in the Lied Library room 2141 and Gateway Building PDAC Room. The facility a working office equipped with a copier, fax, flatbed scanners, color laser printer, office supplies, and computers with printers and a small kitchen area. The GPSA is the graduate student governance body at UNLV; the GPSA Council consists of one graduate student representative from each graduate department, and they meet monthly. The GPSA also provides volunteer opportunities, sponsors social events, and supports graduate student research through the graduate research and travel grants program.

- [Office of Student Conduct](#)

The Office of Student Conduct is a student-centered, service-oriented office located within the Division of Student Affairs. The Office of Student Conduct collaborates with the UNLV community to provide an inclusive system through enforcement of the UNLV Student Code of Conduct by:

- Promoting awareness of student rights and responsibilities.
- Establishing accountability for student choices.
- Creating opportunities for involvement in the process; and
- Striving to uphold the values and ethics that advance the common good.

- [Military and Veteran Services Center](#)

The Military and Veteran Service Center is staffed with veterans and GI Bill-experienced staff to assist more than 1,000 veterans, dependents, active-duty service members, National Guard members, and reservists. Their mission is to develop a welcoming, veteran-friendly campus environment that fosters academic and personal success.

- [The Financial Aid & Scholarships Office](#)

The Financial Aid & Scholarships Office supports higher-education access and persistence by providing financial aid to eligible students. The office partners with student organizations, the UNLV Foundation, the Graduate College, and other external constituents to provide financial aid learning opportunities and scholarship support for graduate students.

- [Writing Center](#)

This is a free service to UNLV students to help you with any writing project, from papers to creative writing, to resumes, and we can work with you at any stage of the writing process. The center can help you brainstorm, make an outline, work on your drafts, or just be a soundboard for your ideas. The center staff can assist you in person, or via the Online Writing Lab (OWL) page.

## University Policies and Procedures

Graduate students are responsible for knowing and acting in accordance with UNLV Policies and Procedures. To view the most commonly referenced campus policies and procedures, you can refer to the [Graduate Student Handbook](#), and following websites:

- [Academic Integrity](#)
- [Activation for Military Service](#)
- [Change of Address](#)
- [FERPA/Privacy Rights](#)
- [Health Insurance - Mandatory](#)
- [Jean Clery Campus Safety and Security Report](#)
- [Proof of Immunization](#)
- [Policies and Procedures on the Protection of Research Subjects](#)
- [Rebelmail Policy](#)
- [Student Conduct Code](#)
- [Student Computer Use Policy](#)
- [Title IX](#)

UNLV does not discriminate in its employment practices or in its educational programs or activities, including admissions, on the basis of sex/gender pursuant to Title IX, or on the basis of any other legally protected category as is set forth in NSHE Handbook Title 4, Chapter 8, Section 13. Reports of discriminatory misconduct, questions regarding Title IX, and/or concerns about noncompliance with Title IX or any other anti-discrimination laws or policies should be directed to UNLV's Title IX Coordinator.

The Title IX Coordinator can be reached through the online reporting form at [Title IX Reporting Form](#), by email at [titleixcoordinator@unlv.edu](mailto:titleixcoordinator@unlv.edu), by phone at (702) 895-4055, by mail at 4505 S. Maryland Parkway, Box 451062, Las Vegas, NV, 89154-1062, or in person at Frank and Estella Beam Hall (BEH), Room 555.

In addition, the Graduate College website contains additional information regarding policies and procedures.

*Nothing in this handbook supersedes any NSHE, UNLV, or Graduate College policy.*

### **Handbook Information**

Last revised	Revised by	Department Vote Tally: Yes/No/Abs. (date of vote)	Changes summary
Spring 2023	Alicia Rico	6/0/0	Edits made; clarification of some processes