

Advanced Interpreting Techniques in Civil and Criminal Matters

Course Syllabus

Spring 2011

First Week

- Presentation of the course.
- Differences in terminology between civil and criminal courts (interpretation of plaintiff, defendant, petitioner, etc.)
- Main differences between civil and criminal cases heard in the State and Federal jurisdictions (parties to the action, prosecuting entities, etc.)
- Consecutive practices

Second Week

- Consecutive interpreting techniques, Part I (single and multiple clauses in note taking techniques)
- Introduction to Bankruptcy Court – Translation of key terms
- Differences in the transfer of terms used in criminal and civil matters (complaint, answer to the complaint, etc.)

Third Week

- Consecutive practices – Suitable for the techniques explained in the prior week.
- Contract law – Translation of key terms.

Fourth Week

- Consecutive interpreting techniques, Part II (the concept of domains and linking clauses)
- Contract Law (continued) – Translation of key terms.
- Typical crimes prosecuted in the federal jurisdiction.
- Consecutive practices.

Fifth Week

- Midterm – Oral and written

Sixth Week

- RICO Act – Translation of key terms.
- Family Law Terminology – Translation of key terms.
- Simultaneous practices

Seventh Week

- Simultaneous techniques – Speed increase exercises.
- Consecutive practices – Suitable for the techniques explained in the fourth week.
- Corporations and Trading – Translation of key terms.

Eighth Week

- Criminal terminology used in both state and federal jurisdictions.
- Sight Translation techniques – Localization principles.
- High register legal terminology used in sample documents in Latin America (Spanish > English).

Ninth Week

- Sight Translations (Spanish > English).
- Sight Translation techniques (contrastive grammar).
- Consecutive practices.
- Simultaneous practices.

Tenth Week

- Sight translations from English into Spanish.
- Probate proceedings – Translation of key terms.
- Mock Examinations (Consecutive, sight and simultaneous).

Eleventh Week

- Final examination – Oral and written.

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Book required: Class manual prepared by the instructor.

Grading policy

One midterm -----	1000 points
One final exam -----	2000 points
TOTAL -----	3000 points

A: 2700 + points

B: 2400-2699 points

C: 2100-2399 points

D: 1800 to 1099 points

F: Below 1799 points.