CERTIFICATE IN PROFESSIONAL TRANSLATION AND INTERPRETING

The Online Certificate in Professional Translation and Interpreting is designed for students with high proficiency in English and at least one Language Other Than English (LOTE) who are interested in developing language mediation skills to meet the needs of a globalized world and increased migration. The demand for translation and interpreting is high and takes place in many different settings, including business, diplomacy, government, legal, healthcare, public service, schools, and many more.

Our online certificate is 15 credits (5 courses or more) and may be completed in one year. However, students can take individual courses without committing to the entire certificate in order to meet their individuals needs for continuing education.

ENROLLMENT PROCESS:
To register for the courses, complete the following steps:

Step 1: Fill out the “New Student Form” our webpage (umass.edu/onlineT) by clicking on “apply.” The form will automatically be sent to the Director of Translator and Interpreter Training, Cristiano Mazzei (cmazzei@umass.edu). The information you provide in the form will help us identify if you meet the language proficiency requirements for our certificate. So, please provide as many details as possible. You will receive an answer about your readiness to start the program after the director has reviewed your “New Student Form.”

Step 2: Register for courses:
Our online certificate and courses in Translation and Interpreting are offered through Continuing and Professional Education (CPE) and are listed under the Department of Languages, Literatures, and Cultures (LLC). Visit their “enroll” page (https://www.umass.edu/cpe/enroll) and read instructions carefully. It takes about 2 days to receive your student ID and access UMass Amherst’s course management system (SPIRE) after you fill out their forms. You also need to request a CPE enrollment appointment, which is explained on the same webpage.

LANGUAGE PROFICIENCY

Our courses and certificate do not teach students language skills. At the time they start our courses and certificate students must display high proficiency in English and a Language Other Than English (LOTE). Make sure you fill out the New Student form with detailed information about your linguistic knowledge and educational background information.

For evidence of language proficiency in English and Language Other than English (LOTE), please refer to table below. The information comes from the candidates’ handbook from the Certification Commission for Healthcare Interpreters (http://cchicertification.org).
Evidence of English Proficiency

- High school diploma, or equivalent, from English speaking country
- Successful completion of extensive coursework at post-secondary level, resulting in a degree, with majority of classes conducted in English
- Time spent studying and/or working in an English speaking country where applicant was required to perform tasks at a professional level.
- Successfully passing English language proficiency test (see footnote below). If you need to take a language proficiency exam, please contact program director, Cristiano Mazzei (cmazzei@umass.edu)

Evidence of LOTE Proficiency

- High school diploma, or equivalent, with classes taught in the LOTE
- Successful completion of extensive coursework at post-secondary level, with majority of classes conducted in the LOTE
- Time spent studying and/or working in a country where applicant was required to perform tasks at a professional level in the LOTE.
- Successfully passing a language proficiency test in your LOTE from a reputable testing organization (See footnote below). If you need to take a language proficiency exam, please contact program director, Cristiano Mazzei (cmazzei@umass.edu)

Since this is an undergraduate certificate, the U.S. educational prerequisite is a high school diploma (or GED). If you are an international student, please make sure you forward a copy of your high school diploma to the Director of Translator and Interpreter Training, Cristiano Mazzei (cmazzei@umass.edu).

If you’re not sure about your language proficiency, either in English or LOTE, or if you don’t fit any of the categories above and need to take a language test, please contact the Director of Translator and Interpreter Training, Cristiano Mazzei (cmazzei@umass.edu).

OTHER INFORMATION:

Certificate Award:
To receive the Certificate in Professional Translation and Interpreting students must have taken 15 or more credits from the list of courses indicated in the certificate and must pass with a grade of C or higher in all courses.

Tuition and Payment:
Each credit at UMass Amherst is $402 for 400-level classes and $474 for 500-level classes + fees. If you pursue the certificate, you'll take 5 different classes of 3 credits each to complete it = an estimated total of $ 6,678 (information as of October 2018). All questions regarding payment should be directed to UMass Amherst’s Bursar’s Office.

Financial Aid and Payment Plans:
Please check with UMass’s Bursar’s Office for payment options and plans. There is no financial aid available for short certificates at the university. However, UMass Amherst offers a payment plan (monthly installments) for courses and short programs: https://www.umass.edu/bursar/upay-payment-plan
CPE offers limited numbers of scholarships to help fund students’ education. Here are the links to the ones available at the moment: https://www.umass.edu/cpe/form/miriam-williford-scholarship
https://www.umass.edu/cpe/form/david-cole-scholarship

Credit Transfers:
Our online certificate and courses in Translation and Interpreting are offered as credit for degree and non-degree seeking students. If you are interested in transferring credits from UMass Amherst to another program of study, contact the institution to which you wish to transfer credits to make sure it is aligned with the program of study you are pursuing there.
International Students:
International students taking our online courses from their countries of residence (whose official language is not English) need to provide evidence of English proficiency and at least high school education, which can be included in the New Student Form (available on our webpage). Since courses are offered through Continuing and Professional Education (CPE), students register and enroll directly online.

**ONLINE CERTIFICATE IN TRANSLATING AND INTERPRETING CHECKLIST**

Make sure you have followed all the necessary steps.

- [ ] Review this document carefully (especially regarding language proficiency)
- [ ] Fill out New Student Form
- [ ] Completed enrollment and registration
# Online Certificate in Professional Translation and Interpreting

**Total Number of Credits: 15**

## Core Requirements: 12 credits

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Number</th>
<th>Title</th>
<th>Credit#</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLC</td>
<td>401</td>
<td>Introduction to Translation</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>402</td>
<td>Fundamentals of Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>501</td>
<td>Translation and Interpreting Ethics and Standards</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>502</td>
<td>Interpreting Skills Development</td>
<td>3</td>
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</tbody>
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## Electives 3 credits: students should choose courses according to their needs and interests (and availability).

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>COMP-LT</td>
<td>551</td>
<td>Translation &amp; Technology</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>512</td>
<td>Simultaneous Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>552</td>
<td>Medical Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>510</td>
<td>Legal Interpreting</td>
<td>3</td>
</tr>
<tr>
<td>LLC</td>
<td>511</td>
<td>Interpreting in Mental Health</td>
<td>2</td>
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</tbody>
</table>
LLC 401 – Introduction to Translation (3 credits):
This course introduces students to translation history, theories, and practice. Coursework includes glossary development, applied translation strategies and techniques, translation of texts in different fields, reflection on translation performance, and exploration of different online and traditional research methods for source and target language terms. Course content also encompasses discussions of equivalence, linguistic and cultural considerations, an understanding of the translator as a social being, and translation as cultural mediation in a globalized world. By the end of the course, students will build a translation portfolio.

LLC 402 – Fundamentals of Interpreting (3 credits):
This course introduces the complex task of spoken language interpreting, with a focus on developing critical-thinking, decision-making, cognitive skills related to interpreting, and basic interpreting skills. Coursework includes a historical overview of interpreting, typical settings, legal framework in different countries, codes of ethics and standards of practice in different subdomains, professional organizations, various theories and research in the field, role-play practice, and self-assessment.

LLC 501 – Translation and Interpreting Ethics and Standards (3 credits):
This course introduces ethical considerations as it applies to the human activity of translation and interpreting. Coursework includes an overview of ethical behavior and morality, discussions of accountability, professional translator and interpreter professional codes of ethics and standards of practice. Content also includes case studies involving controversial translation and interpreting practices, activism, translators and interpreters in conflict, and the advent of technologies and their impact.

LLC 502 – Interpreting Skills Development (3 credits):
This course focuses on development of the skills of sight translation, consecutive interpreting, note taking, and introducing simultaneous interpretation. Coursework includes relevant interpreting theoretical frameworks and practice exercises in different settings with self-assessment. It also covers topic preparation skills, review of ethics and standards of practice in classroom activities, and application of available technologies, including telephonic and video remote interpreting.

LLC 512 – Simultaneous Interpreting (3 credits):
This course focuses on refinement of simultaneous interpreting skills and presents increasingly complex and specialized scenarios. Coursework includes simultaneous interpretation strategies, application of interpreter codes of ethics and standards of practice, discussion of theoretical frameworks of interpreting studies as a field of research, and technologies available to simultaneous interpreting.

LLC 510 – Legal Interpreting (3 credits):
This course introduces students to interpreting in the legal setting and offers an overview of the requirements for certification. Coursework covers discussions regarding different types of courts and cases tried in courts. The course also introduces students to legal vocabulary and legal settings outside the courtroom.

LLC 511 – Interpreting in Mental Health (2 credits):
Spoken language interpreters in mental health often make use of simultaneous interpreting as a mode that best provides language mediation in settings such as group therapy. Like other common modes of interpreting, simultaneous has a specific set of skills and strategies that interpreters need to develop. Coursework includes theoretical discussions of simultaneous interpreting and strategies, mental health diagnosis/treatment terminology, and practice.
Comp-Lit 551 – Translation & Technology (3 credits):
The course covers a range of technologies that are useful for students of all languages, helping them expand their international communication skills. Technologies covered include multilingual word processing, desktop publishing, proofing tools, CAT tools, web translation, and subtitling.

LLC 552 – Medical Interpreting (3 credits):
This course provides an overview of healthcare settings and offers students opportunities to develop their interpreting skills in this field. It also provides an overview of current national certification exams for medical interpreters. Coursework includes theoretical knowledge and practical application of interpreting skills, medical terminology, glossary development, and role-plays in different medical settings.

### Sample Certificate Course Sequencing

Below is a sample course sequencing to help students plan their academic coursework. The program does not guarantee that all courses will be available in all semesters.

#### Semester 1
- LLC 401 Introduction to Translation 3
- LLC 402 Fundamentals of Interpreting 3

#### Semester 2
- LLC 501 T&I Ethics and Standards 3
- LLC 502 Interpreting Skills Development 3

#### Semester 3
- LLC 512 Simultaneous Interpreting 3
- LLC 510 Legal Interpreting 3
- LLC 511 Interpreting in Mental Health 2
- LLC 552 Medical Interpreting 3
- Comp-Lit 551 Translation & Technology 3
The University Without Walls (UWW) is an academic major at the University of Massachusetts Amherst designed to help adults complete their **first bachelor's degrees** online at a world-class public university.

At UMass UWW, you can design your own program of study in translation and interpreting, bring in or earn up to 105 credits for your prior coursework, prior learning, and work & life experience, and finish your bachelor’s degree online without ever having to come to campus. Moreover, if you have taken translation and/or interpreting classes or workshops, or are a certified interpreter or translator, there’s the possibility that some of our translation and/or interpreting courses could be waived as you work towards your bachelor’s degree.

For more information, please visit [https://www.umass.edu/uww/areas-study/translation-and-interpreting](https://www.umass.edu/uww/areas-study/translation-and-interpreting)