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## **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 spoken Language Other Than English (LOTE) who are interested in developing language mediation skills to meet the needs of a globalized world. 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 longer to complete the program or simply take individual courses without committing to the entire certificate in order to meet their needs for continuing education.

### **ENROLLMENT PROCESS:**

To register for the **courses, complete the following steps:**

**Step 1:** Fill out the "New Student Form" on our [webpage](#) by clicking on "[apply](#)." The form will automatically be sent to the certificate director, [Cristiano Mazzei](#). The information you provide in the form will help us identify if you meet the language proficiency requirements for the 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 form.

**Step 2:** Register for courses:

Our online courses in Translation and Interpreting are offered through University Without Walls (UWW) and are listed under the Department of Languages, Literatures, and Cultures (LLC). Visit our [enrollment page](#) and read instructions carefully. It takes about 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 UWW enrollment appointment, which is explained on the same webpage.

### **LANGUAGE PROFICIENCY**

Our courses and certificate do not teach language skills to students. 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 issued by the Certification Commission for Healthcare Interpreters (<http://cchicertification.org/>).

Evidence of English Proficiency	Evidence of LOTE Proficiency
High school diploma, or equivalent, from English speaking country	High school diploma, or equivalent, with classes taught in the LOTE
Successful completion of extensive coursework at post-secondary level, resulting in a degree, with majority of classes conducted in English	Successful completion of extensive coursework at post-secondary level, with majority of classes conducted in the LOTE
Time spent studying and/or working in an English speaking country where applicant was required to perform tasks at a professional level.	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 English language proficiency test (see <i>footnote below</i> ). If you need to take a language proficiency exam, please contact program director, Cristiano Mazzei ( <a href="mailto:cmazzei@umass.edu">cmazzei@umass.edu</a> )	Successfully passing a language proficiency test in your LOTE from a reputable testing organization (See <i>footnote below</i> ). If you need to take a language proficiency exam, please contact program director, Cristiano Mazzei ( <a href="mailto:cmazzei@umass.edu">cmazzei@umass.edu</a> )
Successful passage of an established interpreter/translator certification exam (that includes language-specific performance test)	Successful passage of an established interpreter/translator certification exam (that includes language-specific performance test)
<i>Reputable testing organizations include those who can provide evidence of reliability and validity in test development and administration, and are able to measure language proficiency against well-established scale such as ACTFL, ILR, CEFR, etc. For ACTFL exams, successfully passing means achieving a score of "Advanced High" or "Superior."</i>	<i>Reputable testing organizations include those who can provide evidence of reliability and validity in test development and administration, and are able to measure language proficiency against well-established scale such as ACTFL, ILR, CEFR, etc. For ACTFL exams, successfully passing means achieving a score of "Advanced High" or "Superior."</i>

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 (or higher degree) to the Director of Translator and Interpreter Training, Cristiano Mazzei ([cmazzei@umass.edu](mailto: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, we recommend [Language Testing International](#) for ACTFL exams. Students should schedule and pay for the Writing Proficiency Test (WPT) and the Oral Proficiency Interview (OPI) and email the results to program director Cristiano Mazzei, [cmazzei@umass.edu](mailto:cmazzei@umass.edu).

## OTHER INFORMATION

### **Certificate Award:**

In order 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. After completing all courses (total 15 credits or more), students must fill out the [Certificate Clearance Form](#) and send it to program director via email, who will review the document and forward it to the university's Registrar.

### **Tuition and Payment:**

Each credit at UMass Amherst is \$495 for 400-level classes and \$580 for 500-level classes + fees. If you pursue the certificate, you'll take approximately 5 different classes of 3 credits each (some are 2 and 1 credit) to complete it = an estimated total of \$ 8,000 (*information as of December 2022*). All questions regarding payment should be directed to UMass Amherst's [Office of the Bursar](#).

### **Financial Aid and Payment Plans:**

Please check with the Office of the Bursar for payment options and plans. There is no financial aid available for short certificates at the university. However, UMass Amherst offers a payment plan ([UPay](#) - monthly installments) for courses and short programs.

### **Scholarships:**

UWW offers limited numbers of scholarships to help fund students' education. Please review information on their [webpage](#).

### **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 where you wish to transfer credits to make sure it is aligned with the program of study you are pursuing there. The decision to accept the credits lies with the receiving institution and/or program.

**Accepting credits into our certificate:**

Up to one equivalent course (3-4 credits) taken previously by the student at an accredited higher education institution might be accepted into our Certificate in Professional Translation and Interpreting. If interested, students must discuss the possibility in advance with program director and then follow the instructions set forth by our [Registrar's Office](#).

**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 University Without Walls (UWW), 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 registration process and enroll

## LIST OF COURSES

Total Number of Credits: 15

<b>Suggested Core Courses: 12 credits</b>			
Department	Course Number	Title	Credit#
LLC	401	Introduction to Translation	3
LLC	402	Fundamentals of Interpreting	3
LLC	501	Translation and Interpreting Ethics and Standards	3
LLC	502	Interpreting Skills Development	3
<b>Other courses - 3 credits: students should take courses according to their needs and interests (and availability).</b>			
Department	Course Number	Title	Credit#
COMP-LIT	551	Translation & Technology	3
LLC	512	Simultaneous Interpreting	3
LLC	552	Medical Interpreting	3
LLC	510	Legal Interpreting	3
LLC	511	Interpreting in Mental Health	2
LLC	513	Educational Interpreting	3
LLC	553	Audiovisual Translation	2
LLC	554	CAT Tools for Translators	3
LLC	561	Career Dev. for Translators and Interpreters	1
LLC	562	Technology for Interpreters	1
<i>With the permission from program director, students can take a maximum of 3 credits from any of the university's current offerings (online/UWW courses) to meet their needs to specialize in a certain field of translation and/or interpreting (e.g., medical terminology, social and criminal justice, marketing, engineering, computer technology etc.).</i>			

### Course Descriptions

**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 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.

**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 513 - Educational Interpreting (3 credits):**

This course provides an overview of educational settings and offers students opportunities to develop their interpreting skills in this field. It also provides an overview of current national initiatives working to formalize this interpreting specialization. Coursework includes theoretical knowledge and practical application of interpreting skills, applying existing codes of ethics and standards of practice from other interpreting specialization to educational settings, glossary development, and role-plays / presentation exercises that simulate different kinds of encounters in educational settings.

**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.

**LLC 553 - Audiovisual Translation (2 credits):**

This course introduces students to audiovisual translation (AVT). Coursework includes an overview of the discipline and discussions on its polysemiotic nature, an introduction to different areas of audiovisual translation, such as audio description and dubbing, and a more focused exploration of subtitling.

**LLC554 - CAT Tools for Translators (3 credits):**

This course aims at allowing students to gain firsthand translation practice using different CAT tools, learning translation and terminology software, and troubleshooting in an online environment.

**LLC561 - Career Development for Translators and interpreters (1 credit):**

Coursework includes building experience strategies, overview of major professional organizations, resume writing, networking and creating a professional online presence.

**LLC562 - Technology for Interpreters (1 credit):**

This course aims to introduce students to specialized technological tools for working as a remote interpreter, including preparation, delivery, and teamwork. Coursework includes an introduction to digital notetaking, guidelines on improving incoming and outgoing digital sound, and an exploration of innovative glossary techniques.

## Suggested Certificate Course Sequencing

Below is a suggested course sequencing to help students plan their academic coursework. Our certificate is very flexible so students can start it in any sequence they desire\*. The program does not guarantee that all courses will be available in all semesters.

Semester 1	LLC401	Introduction to Translation	3
	LLC402	Fundamentals of Interpreting	3
Semester 2	LLC501	T&I Ethics and Standards	3
	LLC502	Interpreting Skills Development	3
Semester 3	LLC510	Legal Interpreting	3
	LLC511	Interpreting in Mental Health	2
	LLC512	Simultaneous Interpreting	3
	LLC513	Educational Interpreting	3
	LLC552	Medical interpreting	3
	LLC553	Audiovisual Translation	2
	LLC597C	Career Development for Translators and Interpreters	1
	LLC597R	Technology for Interpreters	1
	LLC597T	CAT Tools for Translators	2

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\* With the permission from program director, students can take a maximum of 3 credits from any of the university's current offerings (online/UWW courses) to meet their needs to specialize in a certain field of translation and/or interpreting.

**University Without Walls (UWW) Interdisciplinary Studies**

The UWW Interdisciplinary Studies degree completion program at the University of Massachusetts Amherst is designed to help adults complete their first bachelor's degrees online at a world-class public university.

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

Learn more about finishing your bachelor's in our [translation and interpreting area of study](#).