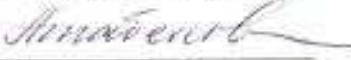# FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PEOPLES' FRIENDSHIP UNIVERSITY OF RUSSIA
LAW INSTITUTE
DEPARTMENT OF FOREIGN LANGUAGES

SYLLABUS
OF PRE-THESIS INTERNSHIPS

Field of Studies
45.04.02 «Linguistics»

Degree:
Master

Specialization:
«Legal Translation and Interpreting»

MOSCOW 2018

CONTENTS

PART I. GENERAL PROVISIONS

1.1. The Programme of the pre-thesis internship (hereinafter - the Programme) determines its requirements and procedure for the internship in the filed of "Linguistics, code 45.04.02, specialization in "Legal Translation and Interpreting".

1.2. The Programme has been developed in accordance with

– the Federal Law "On Education in the Russian Federation" dated December 29, 2012 No. 273-F3,

– the Labor Code of the Russian Federation,

– the Regulation on the Students' Internships as part of Major Higher Education Programs, approved by order of the Russian Ministry of Education and Science November 27, 2015, No. 1383,

– the Charter of the RUDN University, the Federal State Educational Standard of Higher Education and the RUDN University educational standard for the field 45.04.02 "Linguistics", the RUDN University Regulations on the Internships Procedure.

1.3. The internship is a mandatory component of the major educational program of higher education and represents a type of educational activities aimed at developing practical skills and abilities related to the chosen field of training and future professional activities.

1.4. The internship aims to train students in applying the previously acquired knowledge, skills and abilities within the educational programme in the chosen field.

1.5. The Programme specifies the procedure for the internship implementation, stages, contents, assessment criteria, and requirements for the learning outcomes and reporting documentation.

1.6. In the course of the Internship, the student is expected to enhance a certain set of competencies in accordance with the areas of future professional activities, specified within the curriculum of the master's programme in Legal Translation and Interpreting, filed of studies "Linguistics, code 45.04.02.

1.7. In the course of the Internship the set of documents is arranged under the procedure established at RUDN University and specified in the RUDN University Regulations on the Internships Procedure.

1.7.A student who has not completed the internship programme with no reasonable grounds, got negative feedback or an unsatisfactory evaluation of the internship report may be reassigned the internship for the second time or become subject for expulsion as having failed to meet the Master's Programme curriculum, by the decision of the dean's office, in agreement with the relevant department.

1.8.Students who have not completed the internship for a good reason, undergoes the internship according to an individual plan.

1.9.For persons with disabilities internships are established taking into account the characteristics of psychophysical development, individual capabilities, and health status.

PART II. INTERNSHIP SYLLABUS

2.1.Pre-thesis Internship Goals and Tasks

The pre-thesis internship is aimed at consolidating and deepening students' theoretical knowledge, boosting their practical skills and competencies, helping students to enhance the experience of independent activities in the field of future profession.

The tasks of pre-thesis internship are determined by the stated goals and include the assignments to enhance students' competences in the areas of graduate professional activities that are specified in the Master's Programme Curriculum and cover primarily the field of translation and interpreting activities

With regard to the area of translation and interpreting activities the internship aims

- to enhance student's practical skills in interpreting and translation activities in the settings, specified by the master's Programme specialisation

- to foster student's abilities to act as an intermediary in the field of intercultural communication

- to provide further training in applying translation and interpreting techniques in line with the nature of the text being translated and the context settings to achieve the maximum communicative effect;

- to enhance the student's abilities to conduct an interdisciplinary analysis of oral and written texts that are subject to interpreting and translation;

- to advance the student's awareness of and abilities to search and integrate information support tools for Translation and Interpreting purposes

- to foster the student's skills in compiling glossaries and reference database

The list of competences that are subject to mandatory supervision and control follows in section 2.5.

However, it should be mentioned that in the course of the internship the activities also aim to enhance the student's knowledge, skills and abilities in the other two areas, that are considered as part of the professional activities after the Master's programme completion.

With regard to the area of Language, Translation and Interpreting Skills Training the internship aims:

- to shape student's awareness of the didactic purposes of the internship as a form of translation and interpreting skills training

- to make student's identify the internship significance and potential from the angle of the State educational system for translator and interpreter training in the Russian Federation

- to form student's abilities to prepare the documentation on the internship as the educational activity under study

- to shape student's understanding of possible ways to process and use materials obtained through translation and interpreting activities, for the translation and interpreting skills training.

With regard to the consultative- communicative activities the internship aims:

- to enhance student's practical skills in the field of interpersonal and intercultural communication

- to advance the student's abilities to conduct information search, analysis and processing with the view to improve cross cultural communication quality that takes place in the course of translation and interpreting

- to foster the student's skills in compiling glossaries, drafting commentaries and guidelines in specialized translation and interpreting settings that are subject to training under the Master's Programme.

2.2. Pre-thesis Internship in the Curriculum Structure of the Master's Degree Programme

The pre-thesis internship is a mandatory type of educational activities, the internship is included in the section "Internships and research work" of Educational Standards of Higher Education and RUDN University Educational Standards for the field 45.04.02 Linguistics.

The internship as a part of the Master's Programme is the final stage of training and is carried out after the students have mastered all the theoretical and practical training disciplines of the Master's Programme curriculum.

The study of the mentioned disciplines provides a comprehensive theoretical and methodological basis for the pre-thesis internship activities that engage students in the Translation and Interpreting Industry activities.

The pre-thesis translation and/or interpreting internship is coordinated with other preceding modules of the Master's Programme and its disciplines in terms of the formation of general professional and specialized professional competencies required for the field of professional activities that are subject to the Master's Programme.

2.3. Formats of Pre-thesis Internship

The internship includes the following formats of educational and professional activities of the student: classroom, independent work and practice assignment.

The content of pre-thesis internship should be related to the topic and problems of the Master Thesis, and provide for various types of educational and professional activities in the field of theory and practice of translation.

The identification of particular activities is specified under the procedure set out at the RUDN University, and is officially approved by Foreign Languages Department of the Law Institute.

2.4. Pre-thesis Internship Venue

Pre-thesis internship is carried out in structural divisions of the RUDN University or at enterprises (in institutions, organizations) located in Moscow. The place of practical training is determined taking into account the topic of the student's final qualification paper, his /her plans with regard to future professional activities.

2.5. Competences and Learning Outcomes within Pre-thesis Internship

As a result of pre-thesis translation/interpreting internship, the student is expected to enhance the following competencies:

General Professional competencies (GPC):

can analyse the phenomena and processes data that are necessary for illustrations and confirmations of theoretical conclusions of the conducted research (GPC-19);

can apply innovative technologies for collecting, processing and interpreting the obtained experimental data (GPC-20);

can adapt to new conditions of professional activity, creatively use the acquired knowledge, skills and competencies beyond the specific professional sphere (GPC -21);

masters techniques of writing and processing scientific documentation (thesis/dissertations, reports, reviews, abstracts, annotations, reports, articles), bibliography and references (GPC-22);

can independently acquire and use new knowledge and skills in research and practice, perfection his/her own scientific competence (GPC -23);

can master innovative areas and new research methods (GPC-24);

can use knowledge of theoretical basics and practical techniques for solving professional problems in cognitive and research activities (GPC -25);

can develop independently topical problems of theoretical and practical importance (GPC -26);

is prepared for postgraduate study in subject and related scientific areas (GPC-27);

masters profound knowledge in the field of professional and corporate ethics, protects confidential information (GPC-29);

Specialized Professional Competencies (SPC)

knows pre-translation text analysis methods, leading to the original utterance accurate perception, and its translation, including information search in reference books, specific literature and computer networks (SPC-16);

knows approaches to achieve equivalence and adequacy in translation (SPC-17);

knows how to produce written translation based on lexical, grammatical, syntactical and stylistic norms (SPC-18);

has translation stylistic revising & editing skills, as well as that of fiction (SPC-19);

can perform consecutive and sight interpreting based on lexical, grammatical, syntactical and stylistic norms of translation and temporal characteristics of the source text (SPC-20);

has good skills of note-taking in consecutive interpreting (SPC-21);

has good skills of simultaneous interpreting from foreign languages into the state language of the Russian Federation and from Russian into a foreign language and is familiar with the principles of conference interpreting in international organizations (SPC-22);

is aware of interpreting ethics (SPC-23);

is aware of international etiquette and norms of conduct in different interpreting services (guide group services, business negotiations, official delegations negotiations) (SPC-24).

It should be noted that besides the above list of competences, the internship provides grounds to enhance students' knowledge skills and abilities related to the other two areas of professional activities that are subject to training under the Master's Programme.

The brief outline thereof is provided in section 2.1.

The completion of the pre-thesis internship is expected to lead to the following *learning outcomes*
The student is expected to know

rules of professional and corporate ethics, issues related to confidential information protection
the scope of pre-translation activities, their essence, and context dependent specifics
approaches to achieve equivalence and adequacy in translation
practical specifics of consecutive and/or simultaneous interpreting in various domains and settings
basic principles of consecutive and/or conference interpreting in international settings

The student is expected to be able to

acquire and use new knowledge and skills in analytical research and practice

use theoretical knowledge and practical techniques for professional problems solutions in the course of cognitive and research activities

analyse the phenomena and process the data that are necessary for illustrations and confirmations of theoretical conclusions of the implemented research (or research under implementation)

apply innovative technologies for collecting, processing and interpreting the obtained data

develop independently topical problems of theoretical and practical importance

adapt to new professional environment, creatively use the acquired knowledge, skills and abilities beyond the standard professional settings

transfer to postgraduate studies in line with the Master's Programme field and related scientific areas

produce written translation based on lexical, grammatical, syntactical and stylistic norms

evaluate the translation results, to identify the proper needs in terms of revising & editing

tailor consecutive and /or simultaneous interpreting to specialized domains and settings

The student is expected to master

innovative areas and new research methods in line with particular context and settings specifics

techniques of writing and processing analytical/scientific documentation

strategies, tactics, and tools for pre-translation activities, and that of translation itself, bearing in mind the context and settings specifics

revising & editing tools to enhance translation quality with regard to context and settings

strategies, tactics, and tools for consecutive and sight interpreting, conference interpreting with regard to context and settings

note-taking in consecutive interpreting

interpreting ethics, etiquette and norms of conduct in different interpreting services

2.6. The Pre-thesis Internship Workload, Stages, and Contents

The total load of the pre-thesis internship is 9 credit units 324 hours.

№	Internship stages	Types of internship activities, including student's independent work and load (in hours)				Monitoring tools
		In-class (on translati on site) work	Independ ent	In-class tutorial	Assessment	
1	Introductory conference. Information about the internship procedure, requirements, safety instructions, etc. Definition of goal, tasks, assignments, procedure and contents for the internship individual track	4		–		Participation in the introductory conference, Goals and tasks, specification of assignments, schedule for their performance in the diary
2.1	Main stage: analytical Analysis of theoretical and methodological material in accordance with the internship assignment		80	10		Brief annotation on the processed information, materials of analytical/ theoretical nature in accordance with the internship tasks
2.2	Main stage: empirical and experimental activities Performing various types of translation/interpreting activities	162		20		Translation of written texts/oral interpreting. Analytical note on the performance of translation/interpreti ng
3.1	Final stage: Processing and analysing obtained information, preparation of internship report.		36	8		Text of report including Appendices Internship Diary
3.1.	Final stage:			4		Oral presentation of the report

					Conference on the Internship outcomes Public presentation of the report						Multimedia presentation Internship Diary The review from the internship supervisor

2.7. Education and Research Technologies to Run Internship

To achieve the planned results during the internship, the following educational technologies are used:
- Project-based training
- Task-based training
- Context-based training
- Case-studies
- Flipped-classroom
- Communication / Translation Training Technologies
- CAT, and ICT tools
- Mendeley, Google scholar, Research Gate, Academia.edu, etc. databases.

2.8. Didactic and Methodological Support for Student's Individual Learning during the Pre-thesis Internship:

In the process of internship, the student performs oral and /or written forms of translation under the supervision of the internship supervisor and teaching staff of the department, participates in the translation, interpreting, and applied research activities that the department staff engages in.

The activities are to be described in the pre-thesis internship diary.

Based on the results of the internship, the student should prepare a detailed written report.

The requirements for the above mentioned activities are specified in the Toolkit for Internship Activities Assessment and Evaluation

2.9. Sources for Pre-thesis Internship.

Main readings

Елагина, Ю.С. Практикум по устному переводу : учебное пособие / Ю.С. Елагина ; Министерство образования и науки Российской Федерации, Оренбургский Государственный Университет. - Оренбург : ОГУ, 2017. - 107 с. - Библиогр.: с. 95-98. - ISBN 978-5-7410-1648-0 ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=481754.

Атабекова А. А. и др.Практикум по устному переводу в правовой сфере [Электронный ресурс] : Учебное пособие / А.А. Атабекова, Р.Г. Горбатенко, Т.В. Шустикова. - Электронные текстовые данные. - М. : Изд-во РУДН, 2018. - 92 с. - ISBN 978-5-209-08946-9.

Прокоичев, Г.И. Тренинг будущего переводчика : английский язык: учебное пособие для вузов / Г.И. Прокоичев, Е.Ф. Нечаева. - Москва : Владос, 2017. - 145 с. ; ил. - (Библиотека переводчика). - Библиогр. в кн. - ISBN 978-5-906992-02-4 ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=486124.

Практикум устной речи (английский язык) : учебное пособие / авт.-сост. П.В. Пантюхова, И.С. Решетова ; Министерство образования и науки Российской Федерации, Федеральное государственное автономное образовательное учреждение высшего профессионального образования «Северо-Кавказский федеральный университет». - Ставрополь : СКФУ, 2016. - 214 с. : табл. - Библиогр.: с. 208-209. ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=459228).

Supplementary readings

Василенко Л.Ю. Translation and interpreting in public services (Legal, Medical and Educational Settings) [Текст/электронный ресурс] = Устный и письменный перевод в системе государственных служб и учреждений : Education and Methodical Complex / Л.Ю. Василенко. - Книга на английском языке; Электронные текстовые данные. - М. : PFUR, 2013. - 121 с. - ISBN 978-5-209-05075-9 : 278.76.

Перевод в сфере договорного права. Английский язык для юристов: элективный курс : учебное пособие / авт.-сост. Е.Б. Попов. - 3-е изд., стер. - Москва ; Берлин : Директ-Медиа, 2018. - 163 с. - (Переводчик в сфере профессиональной коммуникации). - Библиогр. в кн. - ISBN 978-5-4475-2796-9 ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=494757.

Вильданова, Г.А. Теория и практика перевода: (на материале английского языка) : учебное пособие / Г.А.Вильданова. - Москва ; Берлин : Директ-Медиа, 2015. - 111 с. - Библиогр. в кн. - ISBN 978-5-4475-4569-7 ; То же [Электронный ресурс]. - URL: http://biblioclub.ru/index.php?page=book&id=362968.

Electronic resources

EU Interinstitutional Style Guide. URL..http://publications.europa.eu/code/en/en-000500.htm

EU Training modules for interpreting students

https://ec.europa.eu/info/education/skills-and-qualifications/develop-your-skills/language-skills/interpretation-training-toolbox/scictrain-training-modules-interpreting-students_en

2.10. Infrastructure for Pre-thesis Internship:

Multimedia classes, a class for educational simultaneous translation, a system with Trados software for automation of translation,

The implementation of the practice program is ensured by each student's access to information resources - the RUDN University Institute Library Fund and Internet network resources. For the use of ICT in the educational process, software is available that allows you to search for information on the Internet, systematize, analyze and present information, and export information to digital media.

Personnel facilities comply with current sanitary and fire safety standards, as well as safety requirements.

PART III TOOLKIT FOR INTERNSHIP ASSESSMENT AND EVALUATION

The Toolkit is designed to conduct ongoing monitoring and assessment of students during their internship. The toolkit includes

- list of competencies enhanced in the course of internship stages and modules
- description of stages, tools, and scores to assess activities at each stage of the internship course
- description of Academic Progress Assessment System
- description of parameters, criteria and scales for assessment marks
- criteria and scales for assessment of written and oral translation as part of internship activities
- guidelines for the requirements to draft internship report, diary and oral presentation of the internship outcomes

3.1. Competences, Stages, Tools and Scores for Assessment and Evaluation

Competence Code	Stages and Modules	Participation in the introductory conference	Setting goals and tasks, specification of assignments and their schedule in the diary	Brief annotation on the processed information, materials of analytical/ theoretical nature in accordance with the internship tasks	Translation of written texts/oral interpreting.	Analytical note on the performance of translation/interpreting	Text of report including Appendices	Internship Diary	Oral presentation of the report	Multimedia presentation	The review from the internship supervisor	Final Scores
		1	4									
GPC 19, GPC-24	PREPARATORY STAGE. Introductory conference. Information about the internship procedure, requirements, safety instructions, etc. Definition of goal, tasks, assignments, procedure and contents for the internship individual track	1	4									5 / 5
GPC-20-21; GPC-25-26, GPC-29; SPC-16-24	MAIN STAGE			15	35	15						65

Code	Activity										Total
GPC-20, 21; GPC-25, 26; GPC-29;	**Analytical activities** Brief annotation on the processed information, materials of analytical/ theoretical nature in accordance with the internship tasks Analytical note on the performance of translation/interpreting					15				15	30
SPC-16-24	**Empirical and experimental activities** Performing various types of translation/interpreting activities						35	35			350
GPC-22-23;	**FINAL STAGE**		10	5	5	5	5				30
	Processing and analysing obtained information, preparation of internship reporting documents package		10	5			5				20
GPC-27	Conference on the internship outcomes Public presentation of the report				5	5					10
	Total	1	4	15		35	15	10	5	5	5	5	100

The internship each stage is assessed, the results are fixed and further summed up.

The results of internship are specified in the course of assessment with the ranking scores, grades "excellent", "good", "satisfactory", "unsatisfactory" and the ECTS system (A, B, C, D, E, FX, F).

The system to balance the scores under Russian traditional system of marks, ranking scores system and ECTS scores is specified in paragraph 3.2.

3.2. Academic Progress Assessment System

Correspondence of grading systems (previously used grades of final academic performance, ECTS grades and score -ranking system of grades:

Scores for Academic Progress Ranking	Russian Education Marks	Scores	Marks	ECTS Scores
86 - 100	5 (excellent)	95 -	5+	A
		86 - 94	5	B
69 - 85	4 (good)	69 - 85	4	C
51 - 68	3 (satisfactory)	61 - 68	3+	D
		51 - 60	3	E
0 - 50	2 (unsatisfactory)	31 - 50	2+	FX
		0 - 30	2	F
51-100				

3.3 Parameters and Scales for Assessment and Evaluation of Internship Outcomes

The Internship Outcomes are evaluated through *the following Parameters*

- Participation in the introductory conference
- Setting goals and tasks, specification of assignments and their schedule in the diary
- Brief annotation on the processed information, materials of analytical/ theoretical nature in accordance with the internship tasks
- Translation of written texts/oral interpreting.
- Analytical note on the performance of translation/interpreting
- Text of report, including Appendices
- Internship Diary
- Oral presentation of the report
- Multimedia presentation
- The review from the internship supervisor.

The above mentioned parameters are evaluated according to the following scales

The excellent mark is awarded to students who

- participate in the conference in an interactive form, specify independently the phenomena and data for further processing that are necessary for illustrations and confirmations of theoretical conclusions of the research under implementation within Master's thesis;

- set individual goals and tasks independently, search for internship materials and select methods that bear professional relevance and novelty, show the ability to independently identify the assignments in line with the Master's thesis goals and scope;

- systemically and independently apply up-to-date innovative technologies for collecting, processing and interpreting the experimental data

-consistently adapt to new conditions of activity, use the acquired knowledge, skills and competencies to specific goal and tasks of the internship assignment in a creative, innovative way

- balance theoretical knowledge and practical techniques for solving professional problems in the course of internship activities

- identify and develop independently topical problems of theoretical and practical importance

- fully and consistently comply with professional and corporate ethics, protect confidential information in the course of internship activities

- produce translation /interpreting in line with the criteria for relevant mark (see paragraph 3.3.2)

- produce mid-term analytical assignments, the text of report, and the internship diary that fully comply with the respective requirements

- produce a solid oral presentation of the report, specify results and challenges in a clear and consistent way within interdisciplinary approach, reveals the translation/interpreting internship outcomes with regard to the areas of language, translation and interpreting skills training, and that of consultative – communicative activities

-show the ability to balance the information of oral report and that in multimedia presentation

- get the review from the internship supervisor who argues for an excellent mark for the performed activities.

The good mark is awarded to students who

- participate in the conference in an interactive form, can fully implement the supervisor's recommendations with regard to the phenomena and data for further processing that are necessary for illustrations and confirmations of theoretical conclusions of the research under implementation within Master's thesis;

- implement the supervisor's recommendations with regard to goals and tasks, fulfill the supervisor's recommendations with regard to internship materials search and selections of methods that bear professional relevance and novelty, perform the assignments in line with the supervisor's recommendation and the Master's thesis goals and scope;

- follow the supervisor's recommendations with regard to up-to-date technologies for collecting, processing and interpreting the experimental data

-show ability to use the acquired knowledge, skills and competencies to specific goal and tasks of the internship assignment in a internship environment

- balance theoretical knowledge and practical techniques for solving professional problems in the course of internship activities

- follow the supervisor's recommendations with regard to identification of topical problems of theoretical and practical importance

- follow the supervisor's recommendations with regard to professional and corporate ethics, protect confidential information in the course of internship activities

- produce translation /interpreting in line with the criteria for relevant mark (see paragraph 3.3.2.

- produce mid-term analytical assignments, the text of report, and the internship diary that generally comply with the respective requirements

- produce a solid oral presentation of the report, specify results and challenges in a clear and consistent way, reveals the translation/interpreting internship outcomes with regard to the areas of language, translation and interpreting skills training, and that of consultative –communicative activities

-show the general ability to balance the information of oral report and that in multimedia presentation

- get the review from the internship supervisor who argues for a positive mark for the performed activities.

The satisfactory mark is awarded to students who

- participate in the conference in an passive form(or do not attend it at all), fail to identify the phenomena and data that are necessary for illustrations and confirmations of theoretical conclusions of the research under implementation within Master's thesis;

- fail to balance the internship goals and tasks, materials and methods that bear professional relevance and novelty, perform the assignments in line with the supervisor's recommendation and the Master's thesis goals and scope;

- fail to use up-to-date technologies for collecting, processing and interpreting the experimental data

-can not adapt the acquired knowledge, skills and competencies to specific goal and tasks of the internship assignment in a internship environment

- can not balance theoretical knowledge and practical techniques for solving professional problems in the course of internship activities

- identify topical problems of theoretical and practical importance within the internship activities in a fragmented or generalized way

- fail to comply with professional and corporate ethics, protect confidential information in the course of internship activities

- produce translation /interpreting in line with the criteria for relevant mark (see paragraph

- produce mid-term analytical assignments, the text of report, and the internship diary that do not comply with the respective requirements , submit the documents after the deadline

- produce a very generalized oral presentation of the report, show results and challenges in a fragmented way, fails to balance the translation/interpreting internship outcomes with regard to the areas of language, translation and interpreting skills training, and that of consultative –communicative activities

-fails to balance the information of oral report and that in multimedia presentation

- get the review from the internship supervisor who argues for a satisfactory mark for the performed activities.

The unsatisfactory mark is awarded to students who

- do not attend the introductory conference, fails to communicate with the internship supervisor in due time with regard to the internship goals, tasks, materials and methods for the assignment

- fail to balance the internship goals and tasks, materials and methods that bear professional relevance and novelty, perform the assignments in line with the supervisor's recommendation and the Master's thesis goals and scope;

- show no awareness of the up-to-date technologies for collecting, processing and interpreting the experimental data

- produce translation /interpreting in line with the criteria for relevant mark (see paragraph 3.3.2)

- produce mid-term analytical assignments/the text of report. / the internship diary that do not comply with the respective requirements, submit the documents after the deadline

- can not produce the oral presentation of the report in line with the requirements in terms of the scope, show results and challenges, do not mention the required points and items, fail to show how the translation/interpreting internship outcomes matter with regard to the areas of language, translation and interpreting skills training, and that of consultative –communicative activities

-fails to balance the information of oral report and that in multimedia presentation

- get the review from the internship supervisor who argues for an unsatisfactory mark for the performed activities.

3.3.1.Guidelines for the requirements to draft internship report, diary and oral presentation of the internship outcomes.

The trainee's diary should include clear and concise description of goals, tasks, methods and tools for their implementation. The diary should be processed daily according to the internship schedule. The diary is expected to include the following descriptions made on a regular day-specified basis

– description of the assignments performed by sections of the internship program

– description of the practical tasks that the student solves during the internship

– specification of difficulties that arose during the internship and solutions that were applied

The report provides general information (surname, first name, middle name of the undergraduate; type of practice; period of internship), provides information on the work performed by the undergraduate during the internship, provides the results of the internship taking into account the acquired knowledge, skills and abilities, notes problems encountered during all stages of internship.

The text of the report is expected to confirm that the student independently acquires and uses new knowledge and skills in research and practice, perfection his/her own analytical research competence.

The report on the pre-thesis internship must be approved by the supervisor and after that the undergraduate can receive a mark for the internship.

The pre-thesis internship report should contain:

1. Title page;
2. Contents;
3. Introduction;
4. The main part;
5. Conclusion;
6. References;
7. Appendices

The report should be at least of 10 pages (without attachments) (font - Times New Roman, font size - 14, line spacing - one and a half, all fields - 2 cm, indentation - 1 cm, alignment - width, tables and diagrams are arranged along the text and are numbered in sections). The number of applications is not limited and is not included in the specified volume.

The Appendices should include written translation, a timer and a reference on the types and topics of interpretation, collected methodological materials on internship translation activities

The Introduction should contain:

– purpose, place and time of internship (term, duration in weeks / working days);

– the sequence of internship activities, a list of work performed in the practice process.

The main part of the report must include:

– description of the organization of work in the pre-thesis internship;

– description of the assignments performed by sections of the internship program;

– description of the practical tasks that the student solves during the internship;

- indication of difficulties that arose during the internship;
- indication of controversial issues that arose on specific issues, and their solution;

The Conclusion should contain:
- description of knowledge, abilities, skills (competencies) acquired by the trainee during the period of practice;
- characterization of information and software products required for internships;
- student's suggestions and recommendations made during practice.

The report also includes:
- individual assignment of the trainee (if necessary);
- trainee's diary;
- review of the internship supervisor from the enterprise (from the University) about the work of a trainee student.

The list of references used is made in the order the links appear in the text.

The internship diary, signed by the student and the supervisor, as well as documents containing information on the results of the student's work during the internship, are mandatory to be attached to the report.

The Internship report, approved by the internship supervisor, should be submitted to the department's internship supervisor no more than two weeks after internship termination.

The oral presentation of the internship report is expected

-to briefly, logically and consistently introduce the report contents mentioned above, focus on interaction of internship applied results and their relevance for further translation/interpreting studies, for the translation/interpreting labour market and industry

-to reveal the translation/interpreting internship outcomes with regard to the areas of language, translation and interpreting skills training, and that of consultative –communicative activities

- to show the trainee's mastery of English-base specialized discourse convention regarding academic and professional communication in the field of translation and interpreting.

The multimedia presentation is expected to cover the report main parts and visualize the compliance with the requirements to the oral presentation

The review of the internship supervisor is expected to clarify the level of professional competences that the trainee has improved during the internship.

3.3.2.Criteria for Assessment of Translation and Interpreting in the Framework of the Pre-thesis Internship

Criteria for written translation evaluation includes error analysis and takes into account aspects such as accuracy, search for equivalent solutions, compliance with the requirements of the source language and the target language.

The following parameters are taken into account:

Accuracy of Information Transfer in translation

Excellent: no problems with the transfer of meaning, omissions or additions are possible without changing the meaning and amount of the factual information, no more than 5% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Good: information is transmitted with some distortions, omissions or irrelevant additions due to problems in translator's understanding of some parts of the original message; no more than 6-8% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Satisfactory: system problems with the understanding of the original test, no more than 15% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Unsatisfactory: serious problems with the transmission of the original message; over 16% of inaccurate language units in the target text are used in the wrong way relative to the semantic accuracy per number of words in the source text.

Language equivalence in translation

Excellent: All Language units are use correctly, the translation does not need to be improved from the lexical, grammatical and stylistic points of view, although there may be 1-2 stylistic errors.

Good: correct use of language units; a specialized language presents some problems with inappropriate equivalents (1-2 errors); there are 1-2 stylistic, terminology, grammar inconveniences that do not affect the overall content.

Satisfactory: use of language units creates noticeable gaps within the understanding of the information meaning; the translator failed to cope with specialized vocabulary (3-4 errors), with grammatical conventions (up to 3 errors) and style features (up to 3 errors).

Unsatisfactory: misuse of vocabulary (5 or more errors); the understanding of the original text is seriously hampered even within the use of grammar and stylistics of the general literary language (5 or more errors, respectively).

Socio-cultural and institutional adaptation of the text in translation

Excellent: All nuances of the meaning are specified, institutional / sociocultural registers are accurately and sensitively reflected and transferred; systemic understanding of the institutional / cultural context is verbally visible, 1-2 inaccuracies are permissible (neutral translation was used, failure to convey the specifics of the unit of the source language in the target language took place).

Good: 80% of the nuances of the meaning are specified; the institutional / socio-cultural registers are accurately and sensitively reflected and transferred; systemic understanding of the institutional / cultural context is verbally visible; 3-4 inaccuracies are permissible (neutral translation was used, failure to convey the specifics of the unit of the source language in the target language took place).

Satisfactory: There is no constant attention to the specificity of the concepts "institutional / sociocultural contexts", there is no systematic understanding of the institutional / cultural context, the translated text contains up to 3 errors or 5-6 inaccuracies, related to socio-cultural or institutional realties.

Unsatisfactory: the translation does not reflect the specific concepts of "institutional / sociocultural contexts".

The translated text contains 4-5 errors or 7-8 inaccuracies, related to socio-cultural or institutional realties.

Criteria for Interpreting evaluation includes the following parameters:

Accuracy of information transfer in interpreting

Excellent: no problems with the transfer of meaning, omissions or additions are possible without changing the meaning and amount of the factual information, no more than 10% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Good: Information is transmitted with some distortions, omissions or irrelevant additions due to problems in translator's understanding of some parts of the original message; no more than 15% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Satisfactory: system problems with the understanding of the original test, no more than 20% of language units use in the target text may be of too general meaning regarding semantic accuracy in relation to the number of words in the source text.

Unsatisfactory: serious problems with the transmission of the original message; over 20% of inaccurate language units in the target text are used in the wrong way relative to the semantic accuracy per number of words in the source text.

Language equivalence in interpreting

Excellent: All Language units are use correctly, the translation does not need to be improved from the lexical, grammatical and stylistic points of view, although there may be 1-2 stylistic errors.

Good: correct use of language units; a specialized language presents some problems with inappropriate equivalents (1-2 errors); there are 1-2 stylistic, terminology, grammar inconveniences that do not affect the overall content.

Satisfactory: use of language units creates noticeable gaps within the understanding of the information meaning; the translator failed to cope with specialized vocabulary (3-4 errors), with grammatical conventions (up to 3 errors) and style features (up to 3 errors).

Unsatisfactory: misuse of vocabulary (5 or more errors); the understanding of the original text is seriously hampered even within the use of grammar and stylistics of the general literary language (5 or more errors, respectively).

Socio-cultural and institutional adaptation of the text in interpreting

Excellent: All nuances of the meaning are specified, institutional / sociocultural registers are accurately and sensitively reflected and transferred; systemic understanding of the institutional / cultural context is verbally visible, 1-2 inaccuracies are permissible (neutral translation was used, failure to convey the specifics of the unit of the source language in the target language took place).

Good: 80% of the nuances of the meaning are specified; the institutional / socio-cultural registers are accurately and sensitively reflected and transferred; systemic understanding of the institutional / cultural context is verbally visible; 3-4 inaccuracies are permissible (neutral translation was used, failure to convey the specifics of the unit of the source language in the target language took place).

Satisfactory: there is no constant attention to the specificity of the concepts "institutional / sociocultural contexts", there is no systematic understanding of the institutional / cultural context, the translated text contains up to 3 errors or 5-6 inaccuracies, related to socio-cultural or institutional realties.

Unsatisfactory: the translation does not reflect the specific concepts of "institutional / sociocultural contexts".

The translated text contains 4-5 errors or 7-8 inaccuracies, related to socio-cultural or institutional realties.

Content completeness of information transfer in interpreting

Excellent: transmitted 90% of the information without losing the meaning and significant details.

Good: transferred up to 80% of information without loss of meaning.

Satisfactory: transferred up to 70% of the meaning.

Unsatisfactory: transferred to 60% of the meaning.

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