



Guías docentes UJA  
Horarios de tutorías  
Llamamientos PEvAU

## Syllabus 2024-25 - 76312002 - Translation and ICTs (Translation and ICTs)

### Caption

- Level 1: Tutorial support sessions, materials and exams in this language
- Level 2: Tutorial support sessions, materials, exams and seminars in this language
- Level 3: Tutorial support sessions, materials, exams, seminars and regular lectures in this language

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**DEGREE:** Máster Univ. en Online en English Studies (OMIES) / Estudios ingleses  
**FACULTY:** Centro de Estudios de Postgrado  
**ACADEMIC YEAR:** 2024-25  
**COURSE:** Translation and ICTs

### SYLLABUS

#### 1. COURSE BASIC INFORMATION

**NAME:** Translation and ICTs  
**CODE:** 76312002 **ACADEMIC YEAR:** 2024-25  
**LANGUAGE:** English **LEVEL:** 3  
**ECTS CREDITS:** 6.0 **YEAR:** 1 **SEMESTER:** PC

#### 2. LECTURER BASIC INFORMATION

**NAME:** DÍAZ PÉREZ, XAVIER  
**DEPARTMENT:** U115 - FILOLOGÍA INGLESA  
**FIELD OF STUDY:** 345 - FILOLOGÍA INGLESA  
**OFFICE NO.:** D2 - 214 **E-MAIL:** fjdzia@ujaen.es **P:** 953213562  
**WEBSITE:** <http://www10.ujaen.es/conocenos/departamentos/filing/3401>  
**ORCID:** <https://orcid.org/0000-0001-6772-0852>  
**LANGUAGE:** English **LEVEL:** 3  
**NAME:** Veroz González, Azahara  
**DEPARTMENT:** -  
**FIELD OF STUDY:** -  
**OFFICE NO.:** - **E-MAIL:** z92vegom@uco.es **P:** 957 21 88 07  
**WEBSITE:** [https://www.uco.es/ciencias\\_lenguaje/wp-cdl/index.php/veroz-gonzalez-maria-azahara/](https://www.uco.es/ciencias_lenguaje/wp-cdl/index.php/veroz-gonzalez-maria-azahara/)  
**LANGUAGE:** English **LEVEL:** 3

#### 3. CONTENT DESCRIPTION

- General resources for translation**
  - Searching for terminological and documentary information online. (infomining competence)
  - Search engines, *Google*, thematic directories, databases (Voice of the Shuttle, dmoz, IATE, EuroVoc, UNTERM, Unescoterm, etc.).
  - Websites relevant for the practice of translation: *ProZ.com*. (Basic characteristics of *ProZ.com*: overview, introduction to basic areas, forums, news, events, tools for translators, etc.)
  - Practice.
- Computer tools fro translators**
  - Memory translation software ( *Omega T* and *MateCat*).
  - Website localization and translation software (*CatsCradle*).
  - The use of corpora for translation (BNC, BLC, MiCase, PiE, OPUS, Sketch Engine, etc.).
  - Text edition with *Word* and *Acrobat* (Underused features of Microsoft Word and Adobe Acrobat: Table captions, automatization of item numbering, creation of a Table of contents, and a List of figures or tables).
  - Practice.
- Other topics on professional translation**
  - Translation agencies and freelance translating (tips for freelancers, working for official institutions, working *pro bono*).
  - Translation processes in the European Union (translation services, DGT-EC, tools and resources used by EU translators, translation-related programmes of the European Commission).

## 4. COURSE DESCRIPTION AND TEACHING METHODOLOGY

### ACTIVIDAD FORMATIVA / TRAINING ACTIVITIES

A2. Study of the course's content and solution of queries (student assistance period)

A3. Participation in the weekly debates in the virtual forum.

A5. Completion of a written assignment.

A6. Resolution of practical cases.

Students with special educational needs should contact the Student Attention Service (Servicio de Atención y Ayudas al Estudiante) in order to receive the appropriate academic support

## 5. ASSESSMENT METHODOLOGY

- Participation in virtual debate forum within the established dates (debate, practical cases, exercises) (Competencies involved: CG4, CT12). (20%)
- Submission of practical cases / problems using different translation resources and tools. (40%)
- Submission of a written assignment to show knowledge and competence of the main concepts, theoretical and practical, of the subject (Competencies involved: CB10, CE10, CE2, CE8, CE9, CELI4, CG1, CG11, CG2, CG5, CG6, CT11, CT2, CT3, CT4, CT8). (40%)

## 6. BOOKLIST

### MAIN BOOKLIST:

- Routledge Encyclopedia of Translation Studies. Edition: Repr.. Author: -. Publisher: London: Routledge, 2006 ([Library](#))
- The status of the Translation Profession in the European Union. Edition: -. Author: Pym, Anthony, François Grin, Claudio Sfreddo and Andy L. J. Chan. Publisher: Comisión Europea.
  - **Notes:** TST project site: <[http://isg.urv.es/publicity/isg/projects/2011\\_DGT/tst.html](http://isg.urv.es/publicity/isg/projects/2011_DGT/tst.html)> ([Library](#))

### ADDITIONAL BOOKLIST:

- A practical guide for translators [Recurso electrónico]. Edition: 4th ed. Author: Samuelsson-Brown, Geoffrey, 1940-. Publisher: Clevedon ; Buffalo : Multilingual Matters, c2004 ([Library](#))
- A practical guide for translators. Edition: 2nd. ed. Author: Samuelsson-Brown, Geoffrey. Publisher: Clevedon: Multilingual Matters, 1995 ([Library](#))

## 7. SUSTAINABLE DEVELOPMENT GOALS

Energía asequible y no contaminante

Industria, innovación e infraestructura

### DETAILED INFORMATION

- SDG 7: Affordable and Clean Energy: in Session 1, students will work with texts related to SDG 7. They will plan a translation project involving a text on renewable energy, energy efficiency, and sustainable energy policies. Additionally, they will complete the documentation phase, gathering the necessary reference materials to ensure accurate and high-quality translations. This exercise will help them develop project management and documentation skills essential for any professional translator.
- SDG 9: Industry, Innovation, and Infrastructure: in Session 2, students will focus on SDG 9. They will learn how to find information to translate, focusing on gathering and using reference materials to translate a text related to industrial innovation, sustainable infrastructure development, and technological advancements. This exercise will help them acquire competencies in information retrieval and translating complex technical documents.

## 8. VIRTUAL / CLASSROOM TEACHING SCENARIO

It does not apply, since the subject is taught entirely online.

## 9. VIRTUAL TEACHING SCENARIO

This subject is taught entirely online.

### DATA PROTECTION CLAUSE (on line exams)

**Institution in charge of data processing:** Universidad de Jaén, Campus Las Lagunillas, s/n, 23071 Jaén

**Data Protection Delegate:** [dpo@ujaen.es](mailto:dpo@ujaen.es)

**Purpose:** In accordance with the Universities Law and other national and regional regulations in force, carrying out exams and assessment tests corresponding to the courses students are registered in. In order to avoid frauds while sitting the exam, the exam will be answered using a videoconference system, being able the academic staff of the University of Jaén to compare and contrast the image of the person who is answering the exam with the student's photographic files. Likewise, in order to provide the exam with evidential content for revisions or claims, in accordance with current regulation frameworks, the exam will be recorded and stored.

**Legitimacy:** compliance with legal obligations (Universities Law) and other national and regional regulations currently in force.

**Addressees:** service providers who are the owners of the platforms where the exams are carried out and with whom the University of Jaén has signed the corresponding data access contracts.

**Storage periods:** those established in current in force regulations. In the specific case of exam videoconference recordings, not before the examination records and transcripts are closed or the exam can still be reviewed or challenged.

**Rights:** you can exercise your right of access, amendment, cancellation, opposition, suppression, limitation and portability by sending a letter to the postal or electronic address indicated above. In the event that you consider that your rights have been violated, you may submit a complaint to the Andalusian Council for Transparency and Data Protection [www.ctpdandalucia.es](http://www.ctpdandalucia.es)

## **CLASS RECORDING CLAUSE PERSONAL DATA PROTECTION**

**Person in charge:** Universidad de Jaén, Paraje Las Lagunillas, s/n; Tel.953 212121; [www.ujaen.es](http://www.ujaen.es)

**Data protection delegate (DPO):** TELEFÓNICA, S.A.U. ; Email: [dpo@ujaen.es](mailto:dpo@ujaen.es)

**Procedure aim:** To manage proper recordings of teaching sessions with the aim of facilitating learning process under a multimodal and/or online teaching

**Period for record storage:** Images will be kept during legal term according to regulations in force

**Legitimacy:** Data will be managed according to legal regulations (Organic Law 6/2001, December 21, on Universities) and given consent provided by selecting corresponding box in legal admission documents

**Data recipients (transfers or assignments):** Any person allowed to get access to every teaching modality

**Rights:** You may exercise your rights of access, rectification, cancellation, portability, limitation of processing, deletion or, where appropriate, opposition. To exercise these rights, you must submit a written request to the Information, Registration and Electronic Administration Service of the University of Jaen at the address above, or by e-mail to the address above. You must specify which of these rights you are requesting to be satisfied and, at the same time, you must attach a photocopy of your ID card or equivalent identification document. In case you act through a representative, legal or voluntary, you must also provide a document that proves this representation and identification. Likewise, if you consider that your right to personal data protection has been violated, you may file a complaint with the Andalusian Data Protection and Transparency Council [www.ctpdandalucia.es](http://www.ctpdandalucia.es)