

I. Objective and Duration

60 hours of supervised observation and practice in Translation or Interpretation at a T&I agency or similar venue.

II. Activities

1. **Research:** The student should engage in research related to the specific activities involved and apply it to the internship experience. Research materials may include books, articles in T&I journals (*ATA Chronicle*, *Proteus* (NAJIT), *Meta*), as well as Internet searches and resources on the specific topics involved. Examples of topics include: Theories of Translation; Dubbing, Sub-Titling, Close-Captioning; Telephonic Interpretation; Depositions; Conference Interpreting; Administrative Hearings; T&I Project Management; Translation Software, etc.
2. **Observation and Practice:** For **translation**, observe and participate in all aspects of the process and related skills, including: assignment, translation, proofreading, copy editing, formatting, desktop publishing, and project management. Become familiar with programs such as MSWord, Excel, Power Point, Acrobat, CD ROM and online dictionaries and glossaries, Trados, and other translation software. If you work in mixed media, such as script translation for subtitling, dubbing, and close-captioning, be sure to observe the entire production phase of the process, through to the finished product, so that you can report on it. **For interpretation**, observe and participate, at the supervisor's discretion, in the full range of services of the agency (also see court interpreting activities in the SPT-4940 Guidelines), with particular attention to depositions in a variety of case types. **If you are already employed at an agency**, you may use any future 15 days of work as your internship experience (no credit is given for past work). Make sure that you follow the same guidelines just as though it was a regular internship. **If your work is not in a T&I agency with a full range of services**, but in a limited modality, such as Telephonic Interpretation or translating as a support activity for special projects or at an agency where translation is not the primary business, you may wish to supplement your experience by volunteering at least five (5) days at a full-service T&I agency. Although not obligatory, this is highly recommended. Keep in mind that internships are evaluated and graded on the basis of breadth of learning and experience gained. If your exposure is not diversified, your learning will be limited, and this will be reflected in the final grade. A non-diversified internship experience may expect grades in the B to C range, but may not attain an A.

3. Information Gathering: Conduct interviews or obtain information about the agency and the different positions within the agency, following as a model the SPT-4940 Information Questionnaire about the courts. In particular, gather information about: a) the software applications and other professional technologies used in the industry; and b) related marketable skills, such as desktop publishing, which the agency finds necessary or desirable in a candidate for employment.

4. Reporting: Keep an Activities Log and have it signed off by your supervisor. Obtain a Supervisor's Letter of Evaluation at the conclusion of the internship period. Write an analytic report on your research, information gathering, and internship experience, according to the following guidelines.

III. Guidelines: Internship Experience Analytical Report

The Internship Report should be 10 pp. long, double-spaced, with 1" margins and Times New Roman 12 pt. font, plus a Glossary. It should conform to this format:

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| 1. Daily Activity Log (initialed by supervisor) | (1 page) |
| 2. Supervisor's Letter of Evaluation | (1 page) |
| 3. Synopsis of research findings | (1 page) |
| 4. Report on Information Gathered | (3 pages) |
| 5. Journal of Observations, Practice, and Activities | (4 pages) |
| 6. Glossary of terms encountered during the Internship | (varies) |

The Journal of Observations should incorporate and make reference to relevant research findings.