**Dates and Deadlines:**

* **First draft deadlines**:

**Part 1**:Sunday, February 9th , 2014.

**Part 2**: Sunday, March 2nd ,2014.

**Part 3**: Sunday, March 16th,2014.

* **Discussion deadline**: Tuesday, March 25th, 2014.
* **Second draft Deadline**: Tuesday, April 15th, 2014.
* **Final draft Deadline**: Sunday, May 4th,2014.
* **Final exam**: Tuesday, April 27th,2014.

**Distribution of Marks( Total of 100 points):**

* **First draft**: 20 points.
* 5 points on submission on time
* 15 points on the actual Translation, as follows:

5 Points on Part 1

5 Points on Part 2

5 Points on Part 3

* **Discussion** : 20 points.
* 5 points on attendance.
* 15 points on the actual discussion.
* **Second draft**: 20 points.
* 5 points on submission on time
* 15 points on Editing.
* **Final draft**: 25 points.
* 5 points on Submission on time.
* 5 points on the Translators introduction.
* 15 points on the final format.
* **Final exam**: 15 points (NO MAKEUP EXAM).

**Project Plan**

* **Books Review:** The books you have chosen, after being approved by Mrs. Dania Salamah, should be scanned and saved as a PDF file and emailed to [Nalfouzan@ksu.edu.sa](mailto:Nalfouzan@ksu.edu.sa). I will review them and make any necessary changes regarding the number of pages to be translated.
* **First Drafts:** after agreement on the books, you should divide the section(s)of the bookyou are translating into three parts. Each part should be translated and submitted before the deadlines assigned to you in the " **Dates and Deadlines**" page. Submission of each part translation along with a copy of this parts source text should be in paper unless announced otherwise.
* **Discussion:** a discussion with every student will take place on the assigned date. Each discussion will take no more than 15 to 20 minutes in which you will be asked a few questions about the techniques you used during translation, and how you handled the difficulties you encountered. You will also be given back your first drafts in order to start editing and preparing your second draft.
* **Second Drafts:** after receiving your graded first draft (the three parts), you are expected to start editing your errors and mistakes according to the instructor guidance. The second drafts are due on the date assigned in the " **Dates and Deadlines**" page.
* **Final Exam:** after grading your second drafts, you will receive them back and you will take an exam in which you will be asked to translate any random page of the book sections you translated. The date is specified in the " **Dates and Deadlines**" page.
* **Final Draft:** following the exam, you are expected to make any further changes required, and print your final draft and submit it on the due date assigned. More details about the final drafts' format will be emailed to you.

**How to Contact the instructor**

* In order to maintain an effective communication methods it is of an utmost significance to email your accurate and valid contact information to the instructor as soon as you receive these pages. This include:
* Your accurate and valid email address.
* Your accurate and valid mobile phone number.
* The instructor's contact information is as follows:
* Email address: [Nalfouzan@ksu.edu.sa](mailto:Nalfouzan@ksu.edu.sa).
* Webpage:[**http://fac.ksu.edu.sa/nalfouzan/home**](http://fac.ksu.edu.sa/nalfouzan/home). It is of highly important to check the webpage regularly as it contains all the announcements and materials you may need throughout the semester.
* Office:  4S12, building 4, Second floor. For meeting the instructor in person, please send an email specifying the date and time you wish to hold the meeting as the instructor may not be available in person for studying purposes.

**Grading Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mark out of 5 | Usefulness / transfer | Terminology / style | Idiomatic writing | Target mechanics |
| 5 | The translated text is fully usable for the purpose of the Translation.  The meaning and sense of the  source text have been fully and appropriately transferred to the  translated text. | Terminology is  appropriate in context.  Style and register are appropriate for the topic in the target language and for the specified audience. | Translated text reads  smoothly. Wording is  appropriate for the  topic in the target  language and for the  specified audience. | Translated text fully  follows the rules and  conventions of target  language mechanics  (spelling, grammar,  punctuation, etc.) |
| 5 to 4 | Translated text transfers  meaning in a manner fully  consistent with the Translation  purpose. Translation  contains few or no transfer  errors, and those present have  a minor effect on meaning. | Translated text  contains few or no  inappropriate term or  style/register choices.  Any errors have a  minor effect on  meaning | Translated text is  almost entirely  appropriate in context.  Any errors have a  minor effect on  meaning. | Translated text contains  few or no errors in target  language mechanics. |
| 4 to3 | Translated text transfers  meaning in a manner  sufficiently consistent with the Translation purpose.  Translation contains occasional  and/or minor transfer errors that  slightly obscure or change  meaning. | Translated text  contains occasional  and/or minor  inappropriate term or  style/register choices.  Such errors may  slightly obscure  meaning | Translated text  contains occasional  inappropriate wording.  Such errors may  slightly obscure  meaning | Translated text contains  occasional errors in  target language  mechanics. |
| 3 to 2 | Translated text transfers  meaning in a manner somewhat  consistent with the Translation  purpose. Translation  contains more than occasional  transfer errors that obscure or  change meaning. | Translated text  contains frequent  inappropriate and/or  incorrect terms or  style/register choices.  Such errors may  obscure or change  meaning. | Translated text  contains frequent  and/or obvious  inappropriate wording.  Such errors may  obscure or change  meaning. | Translated text contains  frequent and/or obvious  errors in target language  mechanics. |
| 2 to 1 | Translated text transfers  meaning in a manner  inconsistent with the Translation  purpose. Translation  contains frequent and/or  serious transfer errors that  obscure or change meaning. | Translated text  contains excessive  inappropriate and/or  incorrect terms or  style/register choices.  Such errors obscure or  change meaning. | Translated text  contains excessive  and/or disruptive  inappropriate wording.  Such errors obscure or  change meaning. | Translated text contains  excessive and/or  disruptive errors in  target language  mechanics. |

\*\*The above chart is a detailed assessment criteria according which your translations will be graded.