Translation and Written Communication

Programs, Courses and University Regulations

2018-2019

This PDF excerpt of *Programs, Courses and University Regulations* is an archived snapshot of the web content on the date that appears in the footer of the PDF.
Archival copies are available at www.mcgill.ca/study.

This publication provides guidance to prospects, applicants, students, faculty and staff.

1. McGill University reserves the right to mak

Publication Information

Published by

Enrolment Services
McGill University
3415 McTavish Street
Montreal, Quebec, H3A 0C8
Canada

McGill University reserves the right to make changes to the information contained in this publication - including correcting errors, altering fees, schedules of admission and credit requirements, and revising or cancelling particular courses or programs - without prior notification.

Not all courses are offered every year and changes can be made after publication. Always check the Minerva Class Schedule link at https://horizon.mcgill.ca/pban1/bwckschd.p_disp_dyn_sched for the most up-to-date information on whether a course is offered.

1   About Translation and Written Communication

1.1   Translation and Written Communication at the School of Continuing Studies

Are you fluent in English, French, and/or Spanish? Do you have an affinity for languages and written e

Translation and Written Communication also offers a four-level Spanish language program leading to a *Certificate of Proficiency in Spanish* as well the *Graduate Certificate in Professional Communication – Spanish*.

3.1   Programs and Courses

NON-CREDIT PROGRAMS AND COURSES

Spanish Certificate of Proficiency

POST-CERTIFICATE COURSES

Advanced Spanish Conversation

Spanish for Business

Spanish Translation

CREDIT PROGRAMS

section 3.4.1: Certificate in Translation
(English to French, French to English, Spanish to French, Spanish to English, French/English to Spanish)

section 3.4.2: Graduate Certificate in Legal Translation

* These programs are currently closed for admission.
section 3.4.3: Graduate Diploma in Translation
(English to French, French to English, Spanish to French, Spanish to English)

section 3.3.4.7: Graduate Certificate (Gr. Cert.) Professional Communication: Spanish (18 credits)
See

scheduled time. Please bring a sharp HB pencil and eraser. For a limited time, the Spanish Classification Test is free. Please see *www.mcgill.ca/continuingstudies/area-of-study/languages* for more information. Classification Test results will be available at the time of registration. Students should schedule their registration appointments no less than two days after the date of their Classification Test.

3.3.1.1   Classification Test Dates – Spanish

For more information, see *www.mcgill.ca/continuingstudies/area-of-study/languages*.

3.3.2   Academic Regulations – Non-credit Language Programs and Courses

All non-credit language courses and programs are open to any person who is at least 18 years of age and fulfils the prerequisite requirements. A minimum grade of C is required in order to proceed from one language course level to the next. A maximum of three unsatisfactory grades is permitted in a certificate of proficiency program. Students who have more than three unsatisfactory grades on their record will be required to withdra

Note: All students must successfully pass the Entrance Examination. Otherwise they may be advised to take a qualifying course or program.

Required Courses (12 credits)

CSPN 541	(3)	Language and Culture for Professional Communication
CSPN 542	(3)	Written Communication Contexts
CSPN 543	(3)	Oral Communication Contexts
CSPN 544	(3)	Professional Discourse

Complementary Courses (6 credits)

CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 524	(3)	Differential History of Spanish
CSPN 540	(3)	Organizational Culture in the Hispanic World

Translation Pr

CCTR 360	(3)	Spanish Translation 2
CCTR 401**	(3)	Independent Studies: Translation
		Traduction Littéraire-Fran

CCTR 504	(3)	Professional Contexts

* Bilingual course

** Undergraduate degree and/or departmental approval required.

3.4.1.4   Certificate (Cert.) Translation: Spanish to French Option (30 credits)

The Certificate in Translation (Spanish to French Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 233	(3)	Techniques: Rédaction pour traducteurs
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 333	(3)	Spanish Translation to French
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts

** Undergraduate degree and/or departmental approval required.

3.4.1.5   Certificate (Cert.) Translation: Spanish to English Option (30 credits)

The Certificate in Translation (Spanish to English Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie

CCTR 234	(3)	Writing Techniques for Translators
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 334	(3)	Spanish Translation to English
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401**	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français
CCTR 442	(3)	Literary Translation-English
CCTR 500**	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts

** Undergraduate degree and/or departmental approval required.

3.4.1.6 Certificate (Cert.) Translation: French/English into Spanish Option (30 credits)

The Certificate in Translation (French/English into Spanish Option) requires the completion of 30 credits (ten courses). Non-credit preparatory courses must be completed by students who do not succeed in the Entrance Examination.

In the first stages of the program, equal time is devoted to translation in the languages of choice. In the final stage, students are divided according to the language of specialization they have chosen. The Comparative Stylistics course is designed to alert students to the uses of language and to the problems of translation; the translation courses provide practical experience in the actual translation of texts in a variety of fields.

Entrance Examination

Required Courses (27 credits)

CCTR 227	(3)	Spanish Translation 1
CCTR 232	(3)	Documentation and Terminology/Documentation et terminologie
CCTR 237	(3)	Writing Techniques (Spanish)
CCTR 317	(3)	Comparative Stylistics: Spanish/English/French
CCTR 331	(3)	Translation Theory/Practice
CCTR 340	(3)	Introduction to Spanish Text Revision
CCTR 360	(3)	Spanish Translation 2
CCTR 437	(3)	Spanish Translation 3
CCTR 438	(3)	Spanish Translation 4

Complementary Courses (3 credits)

3 credits from the following:

CCOM 205	(3)	Communication in Management 1
CCTR 230	(3)	Précis-Writing / Contraction: texte
CCTR 401*	(3)	Independent Studies: Translation
CCTR 441	(3)	Traduction Littéraire-Français

CCTR 442	(3)	Literary Translation-English
CCTR 500*	(3)	Translation Practicum
CCTR 504	(3)	Professional Contexts

* Undergraduate degree and/or departmental approval required.

3.4.2 Graduate Certificate in Legal Translation

Set yourself apart in the legal and business communities with specialized skills in legal translation.

The Graduate Certificate in Legal Translation is designed to equip learners and working professionals to draft, write, and translate documents in multilingual environments. With access to digital tools, modern techniques, and experienced instructors, you'll emerge with the knowledge and practical skills to make an immediate contribution to your organization of choice.

3.4.2.1 Graduate Certificate in Legal Translation: General Academic Requirements

The Graduate Certificate in Legal Translation consists of (2) required courses and three (3) complementary courses. The program is designed to equip students and working professionals in the legal and business communities to draft, write, and translate documents in multilingual office environments. With access to digital tools, modern techniques and experienced instructors, students will emerge with the knowledge and practical skills to make an immediate contribution to the organization of their choice.

3.4.2.1.1 Admission Requirements

To be admitted to the Graduate Certificate in Legal Translation:

1. Applicants must pass the *Entrance Examination* for the Graduate Certificate in Legal Translation.

2. Applicants must have an undergraduate degree from an approved university with a minimum cumulative grade point average (CGPA) of 3.0 out of 4.0*

   * If your CGPA is lower than the above requirement, please submit the following for consideration with your application and official transcript.

   a) Letter of Intent: A letter, one to two pages in length, single-spaced, written in English or French, which addresses the following:

   - basis for interest in the program;
   - your knowledge that would be pertinent to the program;
   - your interest in the field of study and the reasons for applying to our program;
   - plans for integrating the training into your current or future career;
   - a description of your professional experience and its relevance, if applicable, to the program;
   - awards received or other contributions;
   - any additional information relevant to your application.

   b) Curriculum Vitae

   c) Two Letters of Reference: At least one should be from a current or former employer.

   Supporting documents should be delivered to:

   > Client Services Office – Admissions & Convocation
   > School of Continuing Studies
   > 688 Sherbrooke Street West, Room 1125
   > Montreal QC H3A 3R1 Canada

3. If you have studied outside of Canada, you are strongly advised to request an evaluation of your degree called *Évaluation comparative des études effectuées hors du Québec*, from the *Ministère de l'Immigration, de la Diversité et de l'Inclusion*. For further details, you may contact their office at 514-864-9191 or visit them on the web at *www.immigration-quebec.gouv.qc.ca/en/working-quebec/comparative-evaluation/index.html*.

   If you have completed an undergraduate degree from a recognized university outside of Canada and are applying to this program for which a minimum CGPA is required, please visit *www.mcgill.ca/gradapplicants/international/apply/equivalency* for information about international degree equivalencies.

3.4.2.1.2 Admission Procedures

Please see *School of Continuing Studies > Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas*.

3.4.2.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least four (4) courses in the program at McGill University. Advanced Standing of one (1) course may be awarded for successfully completing equivalent study at another university within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions. An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing before completing the first year of the program.

3.4.2.1.4 Time Limits

The program must normally be completed within three (3) years of the date of admission. Students exceeding the time limit may request an extension, in

3.4.3   Graduate Diploma in Translation

Note: This program is currently closed for admission.

This Graduate Diploma in Translation provides academic training in translation at the professional level.

3.4.3.1   Graduate Diploma in Translation: General Academic Requirements

Note: This program is currently closed for admission. We are no longer accepting new students.

General Academic Requirements

The Diploma Program is divided into three (3) major constituent parts. The first part consists of the required courses; the second of the complementary courses; and the third of the comprehensive evaluation through the presentation of a student portfolio.

Students must successfully complete six (6) required courses. In addition to the required courses, Diploma candidates must choose four (4) complementary courses in the option of their specialization. Students in the Spanish option must take CCTR 523 *Text Revision in Spanish* from the required courses as well as a minimum of three (3) complementary courses from the Spanish language section. Students with proficient knowledge of a third language may take one (1) course (3 credits) from the list of third language courses in translation offered in the certificate program. However, students in the Spanish option of the diploma program do not qualify to take the Spanish courses in the Certificate in Translation program for credit.

Upon completion of the academic program, students will present a comprehensive portfolio of their accomplishments for evaluation. Under the guidance of an adviser, students will prepare for this purpose a "best work" portfolio of the courses taken throughout their program. Based on the information gathered over the duration of the program, students will explain their progress and place the relevance of each of their courses into perspective. The "best work" portfolio provides students with the opportunity to sho

4. Applicants must pass the Diploma Entrance Examination (see *www.mcgill.ca/continuingstudies/area-of-study/translation-studies*).

3.4.3.1.2 Admission Procedures

Please see *School of Continuing Studies* > *Getting Started > Admission Requirements > : Admission Procedures: Continuing Studies Undergraduate and Graduate Certificates and Diplomas*.

3.4.3.1.3 Residency Requirements and Advanced Standing

Students are required to complete at least 70% of the total program requirements at McGill University. Advanced Standing of up to 9 credits may be awarded for successfully completed equivalent courses done within the last five years.

Students who have been granted Advanced Standing and/or exemptions are not permitted to register for the courses for which they have been granted said Advanced Standing and/or exemptions.

An official description of the courses taken elsewhere and the marks obtained must be submitted along with a written application for Advanced Standing.

3.4.3.1.4 Time Limits

The program must normally be completed within four years of the date of admission. Students exceeding the time limit may request an extension, in writing, which may be granted under special circumstances, with the approval of the Director.

3.4.3.1.5 Academic Standing Requirements

1. Students are required to obtain a minimum grade of B- in each course in the program. This is in accordance with the grading system common to graduate-level programs in the University. For further details, see *University Regulations and Resources*;
2. Students may repeat the same course only once;
3. Students who have more than one unsatisfactory grade in the program will be required to withdraw from the program;
4. Students must attend at least 2/3 of all lectures;
5. After successful completion of all courses, students must complete a Comprehensive Evaluation.

3.4.3.1.6 Special Students

Members of the *Ordre des traducteurs, terminologues et interprètes agr*

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

3.4.3.3 Graduate Diploma (Gr. Dip.) Translation: French to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction
CCTR 529	(3)	Text Revision/Révision: Texte 02

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 512	(3)	Specialized Translation 1
CCTR 516	(3)	French Canon in Translation
CCTR 518	(3)	Differential History of English
CCTR 533	(3)	Specialized Translation (English/French)

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

3.4.3.4 Graduate Diploma (Gr. Dip.) Translation: Spanish to French Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)
CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

CCTR 500	(3)	Translation Practicum
CCTR 511	(3)	Traduction Spécialisée 1
CCTR 515	(3)	Les Classiques Anglais
CCTR 517	(3)	Histoire Différentielle: Français
CCTR 519	(3)	Guided Cultural Reading / Lectures culturelles dirigées
CCTR 528	(3)	Current Cultural Topics
CCTR 533	(3)	Specialized Translation (English/French)
CCTR 601	(3)	Independent Studies

Required Comprehensive Evaluation:

The final component of the program is the presentation of the student's portfolio of accomplishments.

CCTR 551	(0)	Comprehensive Evaluation/Évaluation globale

3.4.3.5 Graduate Diploma (Gr. Dip.) Translation: Spanish to English Option (30 credits)

The Graduate Diploma in Translation, when combined with the Certificate in Translation or equivalent, will give access to the professional designation delivered by the Ordre des traducteurs, terminologues, et interprètes agréés du Québec.

Entrance Examination

Required Courses (18 credits)

CCTR 503	(3)	Translation Studies (English/French/Spanish)

CCTR 510	(3)	Computer Assisted Translation / Informatique en traduction
CCTR 520	(3)	Applied Research: Lexicography/Recherche en lexicographie
CCTR 523	(3)	Text Revision in Spanish/Révision de textes en Espagnol
CCTR 526	(3)	Linguistics for Translation / La linguistique et la traduction
CCTR 527	(3)	History of Translation/Histoire de la traduction

Complementary Courses (12 credits)

12 credits selected as follows:

9 credits from the following courses:

CCTR 521	(3)	Advanced Comparative Stylistics
CCTR 522	(3)	Advanced Précis - Writing (Spanish)
CCTR 524	(3)	Differential History of Spanish
CCTR 525	(3)	Spanish Canon in Translation

3 credits from the following courses:

T