

## **Syllabus for Ethics, Protocol, and the Consecutive Mode**

**Title:** Ethics, Protocol, and the Consecutive Mode

**Total Instructor-Led Hours:** 3 Hours (Included 1 Ethics Hour)

**Fee:** \$99

**Dates:** Available on-demand.

**Location:** Students complete the learning modules online.

**Description:** The course includes 6 videos and 6 quizzes.

### **General Objectives:**

- Become familiar with the basic concepts or language interpretation to dispel common misconceptions.
- Learn practical tools to behave ethically and professionally in judicial settings.
- Acquire techniques to hone their consecutive interpretation skills.

### **Lesson Plan:**

#### **Video 1: Fundamental Concepts of Court Interpretation.**

- A. What is interpretation?
- B. The difference between translation and interpretation.
- C. Source language and target language.
- D. The modes of interpretation: consecutive, simultaneous, sight, relay, and summarization.
- E. How to each mode of interpretation applies in court.
- F. Why summarization is not advisable for court interpreting.

#### **Video 2: Code of Ethics and Protocol for Court Interpreters.**

- A. NAJIT'S Code of Ethics and concrete examples of each canon.
- B. The detrimental effects of practicing court interpretation while ignoring the proper court protocol.
- C. Specific impediments to deliver a faithful interpretation and step-by-step suggestions to address them on the record.
- D. How to handle attorney objections.
- E. How and when to ask the Court for permission to approach the bench.
- F. How behave at sidebar.
- G. Practical tips to behave professionally, unobtrusively, and yet assertively in court.

#### **Video 3: Consecutive Interpretation 1**

- A. Note-Taking symbols.
- B. Rozan and Gillies' Note-Taking Techniques:
  - Verticality
  - Shifting
  - Connectors
  - Recall Line
  - Negatives/Opposites
  - Emphasis/Repetition

#### **Video 4: Consecutive Interpretation 2**

- A. Note-Taking symbols and how to avoid confusions.
- B. Indicating verb tenses.
- C. How to get the best out of your study sessions.

#### **Video 5: Consecutive Interpretation 3**

- A. Note-Taking symbols.
- B. The basic rules of abbreviation by Rozan and Gillies.

#### **Video 6: Consecutive Interpretation 4**

- A. How tone of voice can change the meaning of a message.
- B. How to handle mistakes made by the witness.
- C. What to do regarding the witnesses' emotional tone.
- D. How to handle hand and facial gestures made by the witness.
- E. The interpreter as a neutral bridge of communication.
- F. Active Listening and memory exercises.
- G. How to continue studying Note-Taking on your own: 43 symbols and the method to memorize them.

#### **Methodology:**

This course contains six modules, each one includes a pre-recorded video (with interactive questions) and a multiple-choice quiz. The video can be watched repeatedly until passing the quiz.

Students get a certificate of completion only when passing the six quizzes with a minimum grade of 80%.

#### **History:**

To enhance their professional performance, court interpreters must: 1. Clearly understand the fundamental concepts of language interpretation, 2. Accurately apply the modes of interpretations in legal cases, 3. Be fully familiar with their professional code of ethics, 4. Know the proper protocol to handle typical situations that come up in the courtroom, and 5. Develop critical skills to determine how to behave ethically and professionally in specific case-scenarios, 6. Continually develop their consecutive interpretation skills. This course covers these subjects.

**Instructor:** This training sessions are offered by Virginia Valencia, who:

- Is Certified/Approved by the:
  - \* Administrative Office of the US Courts (Federal Certification, 2008)
  - \* New York State Unified Court System (2006)
  - \* New Jersey Administrative Office of the Courts (2005)
  - \* Judicial Council of California (2012)
- Is a professional psychologist (Universidad del Valle, Colombia, 2001)
- Has more than 14 years' teaching experience.
- Has worked in the fields of legal, medical, educational, and conference interpretation since 2003.
- Holds a Combined Certificate In Translation and Interpretation Studies (Hunter College, New York, NY, 2004)
- Has been teaching/training interpreters since 2007