



**EFFECTIVE: JANUARY 2003**  
**CURRICULUM GUIDELINES**

**A.** Division: **Instruction** Effective Date: **01 January 2003**

**B.** Department / Program Area: **Faculty of Child, Family and Community Studies  
 Program of Sign Language Interpretation** Revision  New Course

If Revision, Section(s) Revised: **M,N,O,Q,R**

Date of Previous Revision: **30 October 1996**

Date of Current Revision: **24 July 2002**

**C: INTR 310** **D: Professional & Business Practices** **E: 3**

Subject & Course No.	Descriptive Title	Semester Credits						
<b>F:</b> Calendar Description: <b>This course will give students additional opportunities to explore the roles and responsibilities of the interpreter as a professional. Focus will be on employment preparation and business skills for the freelance interpreter.</b>								
<b>G:</b> Allocation of Contact Hours to Type of Instruction / Learning Settings  Primary Methods of Instructional Delivery and/or Learning Settings: <b>Lecture/Practice</b>  Number of Contact Hours: (per week / semester for each descriptor) <b>45 hours</b> <b>15 hours</b>  Number of Weeks per Semester:  <b>Flexible delivery ranging over 1 to 15 weeks</b>	<b>H:</b> Course Prerequisites:  <b>INTR 225 and ASLS 275</b> <b>B+ or better</b>							
	<b>I:</b> Course Corequisites: None							
	<b>J:</b> Course for which this Course is a Prerequisite							
	<b>K:</b> Maximum Class Size: <b>16</b>							
<b>L:</b> PLEASE INDICATE: <table style="margin-left: 20px; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>Non-Credit</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px; text-align: center;"><b>X</b></td> <td>College Credit Non-Transfer</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td>College Credit Transfer:</td> </tr> </table> <p style="margin-left: 20px;">SEE BC TRANSFER GUIDE FOR TRANSFER DETAILS (<a href="http://www.bccat.bc.ca">www.bccat.bc.ca</a>)</p>				Non-Credit	<b>X</b>	College Credit Non-Transfer		College Credit Transfer:
	Non-Credit							
<b>X</b>	College Credit Non-Transfer							
	College Credit Transfer:							

<p><b>M:</b> Course Objectives / Learning Outcomes Upon successful completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. <b>Generate professional relationships with colleagues and consumers of interpretation service.</b></li> <li>2. <b>Adhere to Association of Visual Language Interpreters of Canada's Code of Ethics when faced with ethical dilemmas.</b></li> <li>3. <b>Demonstrate the ability to negotiate working conditions and fees when accepting a job.</b></li> <li>4. <b>Demonstrate effective organizational, time and stress management skills.</b></li> <li>5. <b>Design effective and appropriate business cards, advertisements and a field appropriate resume.</b></li> <li>6. <b>Implement an effective record keeping system appropriate for a person in private practice.</b></li> </ol>		
<p><b>N:</b> Course Content: The following global ideas guide the design and delivery of this course:</p> <ol style="list-style-type: none"> <li>1. <b>Professional Skills</b> <ul style="list-style-type: none"> <li>• <b>Understand and use English and ASL</b></li> <li>• <b>Bicultural knowledge</b></li> <li>• <b>Personal limitations</b></li> <li>• <b>Cross cultural communication</b></li> <li>• <b>Critical thinking</b></li> <li>• <b>Specialized interpreting knowledge</b></li> <li>• <b>Commitment to professionalism</b></li> <li>• <b>Ethical decision making</b></li> <li>• <b>Accounting system(s)</b></li> <li>• <b>Reimbursement for services</b></li> <li>• <b>Business practices</b></li> </ul> </li> <li>2. <b>Personal management</b> <ul style="list-style-type: none"> <li>• <b>Self-knowledge</b></li> <li>• <b>Personal ethics</b></li> <li>• <b>Diversity</b></li> <li>• <b>Self-care</b></li> <li>• <b>Boundaries</b></li> <li>• <b>Relationships</b></li> </ul> </li> <li>3. <b>Teamwork</b> <ul style="list-style-type: none"> <li>• <b>Decision-making</b></li> <li>• <b>Roles and responsibilities</b></li> <li>• <b>Leadership</b></li> </ul> </li> </ol>		
<p><b>O:</b> Methods of Instruction <b>Lecture/discussion</b> <b>Demonstration</b></p>		
<p><b>P:</b> Textbooks and Materials to be Purchased by Students <b>T.B.A.</b></p>		
<p><b>Q:</b> Means of Assessment: This course will conform to Douglas College policy regarding the number and weighting of evaluations. <b>This will include but not be limited to: written assignments, group presentations, and analysis of skill development.</b></p>		
<p><b>R:</b> Prior Learning Assessment and Recognition: <b>This course is open for PLAR</b></p>		
Course Designer(s): <b>David Still</b>		Education Council / Curriculum Committee Representative
Dean: <b>Jan Lindsay</b>		Registrar