



**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>	<b>Calendar Description: This course will give students additional opportunities to explore the roles and responsibilities of the interpreter as a professional</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>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:	
	<input type="checkbox"/> Non-Credit	

<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>            Understand and use English and ASL            Bicultural knowledge            Personal limitations            Cross cultural communication            Critical thinking            Specialized interpreting knowledge            Commitment to professionalism            Ethical decision making            Accounting system(s)            Reimbursement for services            Business practices</li> <li>2. <b>Personal management</b>            Self-knowledge            Personal ethics            Diversity            Self-care            Boundaries            Relationships</li> <li>3. <b>Teamwork</b>            Decision-making            Roles and responsibilities            Leadership</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