



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

**Certification Preparation
Special Topics
SLNG 1291 87**

Brooke Schumacher

NOTE: This is a 16-week Blended/Hybrid course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> on any changes to these guidelines.

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Course Description:

SLNG 1291 – Certification Preparation:

Certification Preparation: Course will cover and help prepare students for the Board of Evaluation of Interpreters (BEI) testing for which consists of a Test of English Proficiency (TEP), sight translation, interpreting (receptively and expressively) and transliterating (receptively and expressively).

Prerequisites and/or Corequisites:

Prerequisites: SLNG 2402 and SGNL 2302. Corequisites: SLNG 2331 and SLNG 2334.
Semester Hours 2 (1 lec/2 lab)

Course Notes and Instructor Recommendations:

This course is only offered in the Spring

DATES TO REMEMBER: Campus is closed Monday January 17 for MLK day and March 7 – 11 for Spring Break

Instructor Information:

Instructor Name: Brooke Schumacher
MCC E-mail: bschumacher@mclennan.edu
Office Phone Number: 254-299-8726
Office Location: C Business Technology BT 203 (Temp)
Office/Conference Hours: Posted on office door.
Other Instruction Information: please email any questions or requests for appointments

Required Text & Materials:

There is no required text for this course

[MCC Bookstore Website](#)

Methods of Teaching and Learning:

Instruction will consist of: This is a Hybrid-Blended Course that will include fundamental learning material, discussion, group activities, student written work, use of technology, Expressive, Receptive, Transliterating and Sight Translation practice.

Course Objectives and/or Competencies:

The overall objective of the class is to better prepare a student for all components of the Board of Evaluation of Interpreters (BEI) Basic Certification test by:

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Using appropriate level materials, student will gain practice and strengthen skills necessary for the Sight Translation portion of the BEI Basic Certification test.

Using appropriate level materials, student will gain practice and strengthen skills necessary for the Interpreting portion of the BEI Basic Certification test

Using appropriate level materials, student will gain practice and strengthen skills necessary for the transliterating portion of the BEI Basic Certification test.

Students will also demonstrate ability to analyze a peer's work and give appropriate feedback.

Students will also have a working understanding and be able to summarize the requirements to sit for the BEI exam by using the BEI study guide as a resource.

Students will become familiar with BEI website and member portal.

Students will be able to experience a mock BEI testing scenario as their final.

Students will also create a registry of local and state interpreting agencies and other businesses to have as a resource for employment after graduation.

Students will be able to identify specialized settings within the interpreting field, create a folder for each of those settings and will classify each specialization by researching and listing all competencies, training, and certifications needed to become specialized.

Course Outline - Special Topics

Week	Task
Week 1 Due Jan. 16 @ 11:59pm	Course Orientation <ul style="list-style-type: none">• Introductions - Discussion Board• Overview of Course - Orientation/Schedule/Syllabus/Materials<ul style="list-style-type: none">• Specialized Settings• Cert Prep
Week 2 Due Jan. 23 @ 11:59pm	Module 1 <ul style="list-style-type: none">• Medical
Week 3 Due Jan. 30 @ 11:59pm	Module 2 <ul style="list-style-type: none">• Education
Week 4 Due Feb. 6 @ 11:59pm	Module 3 <ul style="list-style-type: none">• VRI

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Week 5 Due Feb. 13 @ 11:59pm	Module 4 <ul style="list-style-type: none">• VRS
Week 6 Due Feb. 20 @ 11:59pm	Module 5 <ul style="list-style-type: none">• Mental Health
Week 7 Due Feb. 27 @ 11:59pm	Module 6 <ul style="list-style-type: none">• Deaf-Blind
Week 8 Due Mar. 6 @ 11:59pm	Module 7 <ul style="list-style-type: none">• Legal
March 7-11	Spring Break - Enjoy!
Week 9 Due Mar. 20 @ 11:59pm	Module 8 <ul style="list-style-type: none">• BEI Prep
Week 10 Due Mar. 27 @ 11:59pm	<ul style="list-style-type: none">• BEI Prep
Week 11 Due April 3	<ul style="list-style-type: none">• BEI Prep
Week 12 Due April 10	<ul style="list-style-type: none">• BEI Prep
Week 13 Due April 17	<ul style="list-style-type: none">• BEI Prep
Week 14 Due April 24	<ul style="list-style-type: none">• BEI Prep

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Week 15 Due May 1	<ul style="list-style-type: none">• Mock BEI
Week 16	YOU MADE IT! 😊
NOTE:	This outline is subject to changes as the class develops and the student needs to emerge.

Course Grading Information:

Grading Criteria - Special Topics - Hybrid/Blended

Category	Task	Points
Practice	<ul style="list-style-type: none">• Specialized Settings Module Assignments/Discussion board (7)• Workforce Registry (1)	700
		100
Application	<ul style="list-style-type: none">• BEI Preparation Assignments (6)	600
Evaluation	<ul style="list-style-type: none">• BEI Mock Evaluation (4 parts x 100)	400
		Total: 1800

Grade Scale

100-90	A
89-80	B
79-70	C
69-65	D
64-0	F

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Late Work, Attendance, and Make Up Work Policies:

I do not typically accept late work unless the student has permission. It is case by case. You must contact me within 24 hours of missed work.

Student Behavioral Expectations or Conduct Policy:

I certainly want students to enjoy class, and I welcome and encourage appropriate and pertinent questions, comments and discussion.

Side Conversations: Signed class discussion on pertinent course material is strongly encouraged, however, not when instruction is occurring. During language activities, or when the instructor is working with another student, discreet signing is allowed.

Students are expected to maintain classroom decorum that includes respect for other students and the instructor, prompt and regular attendance, and an attitude that seeks to take full advantage of the education opportunity.

Students should demonstrate courtesy and respect to all instructors, guests, and fellow learners. While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive, derogatory, or hostile behaviors (verbal or otherwise). The instructor reserves the right to act to protect the decorum of the learning environment and the image of MCC.

The Student is expected to:

Attend class and be on time

Ask questions when you do not understand

Adhere to Deaf Culture Norms

Participate fully in class activities

Complete all assignments on or before due date

Be patient

Have recorded materials completed by dates assigned

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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STUDENT LEARNING OUTCOMES for INTERPRETER TRAINING:

Student Learning Outcomes for the program and the courses in which they are primarily measured are indicated in this matrix:

	Student Learning Outcomes X = Assessed	SLNG 1317 Deaf Comm	SLNG 1321 Intro Interp	SLNG 1347 Deaf Culture	SLNG 2401 Interp I	SLNG 2402 Interp II	SLNG 2488 Intern- ship	Assessment Type
1	Explains/describes interpreters' role and responsibilities and the interpreting process		X					Exam
2	Demonstrates understanding of interpreter's role and functions appropriately in that role						X	Supv Eval
3	Identifies significant names, facts, acronyms related to Deaf Community, organizations, history	X						Exam
4	Identifies and explains environmental and logistical factors affecting the interpreting process, along with possible solutions		X					Exam
5	Recognizes and gives examples of cultural differences; identifies potential relevance to interpreting situations			X				Exam
6	Identifies health risks; explains and/or demonstrates methods for preventing RSI's and burnout		X					Exam
7	Explains/describes technology related to Deafness	X						Exam
8	Demonstrates an appropriate level of ASL Skills (Competence in vocabulary, grammar, sociolinguistics, pragmatics, and strategy)						X	Capstone Project
9	Demonstrates an appropriate Level of skills in							Mock Eval

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	Interpreting/Transliterating					X		(Perform Eval)
10	Implements a professional development plan; demonstrates commitment to ongoing personal and professional development						X	Capstone Project
11	Uses appropriate technology (camera, recorders, videophones, etc.)				X			
12	Evaluates own skills and suitability for assignments; demonstrates appropriate levels of self-confidence and poise							Mock Eval (Perform Eval)
13	Establishes appropriate professional relationships with supervisors, mentors, peers, and consumers							Supv Eval
14	Knows and follows recognized codes of ethics/conduct		X					Exam

Appendix B: Statement of Workplace and Foundation Competencies

McLennan Community College is determined to prepare you with the knowledge and skills you need to succeed in today's dynamic work environment. Towards this end, the following workplace competencies and foundation skills have been designed into the curriculum for the **Interpreter Training Program**.

COMMON WORKPLACE COMPETENCIES

Manage Resources: Time / Money / Materials / Space / Staff
Exhibit Interpersonal Skills: Work on teams/ Teach others / Serve customers / Lead work teams/Negotiate with others
Work with Information: Acquire & evaluate data / Interpret & communicate data
Apply Systems Knowledge: Work within social systems / Work within technological systems / Work within organizational systems / Monitor & correct system performance / Design & improve systems
Use Technology: Select equipment and tools

FOUNDATION SKILLS

Demonstrate Basic Skills: Arithmetic & Mathematics / Speaking / Listening

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Demonstrate Thinking Skills: Creative thinking / Decision making / Problem solving / Thinking logically

Exhibit Personal Qualities: Self-esteem / Self-management / Integrity

Course Number: <u>SGNL 1402</u> Course Name: <u>Beginning ASL II</u>	Relevant Competencies (Identify by Competency Number)
SCANS COMPETENCIES.	
1. Managing Resources: a. Manage time b. Manage money c. Manage materials d. Manage space e. Manage staff	a. 11 b. c. 11,12 d. e.
2. Exhibiting Interpersonal Skills: a. Work on teams b. Teach others c. Serve customers d. Lead work teams e. Negotiate with others f. Work with different cultures	a. 2,5,6,10,12 b. c. d. e. 3,6,12 f. all
3. Working with Information: a. Acquire/evaluate data b. Organize/maintain information c. Interpret/communicate data d. Process information with computers	a. 1,2,3,4,6 b. 2,4,5,6 c. 1,2,4,5,6,7,11,12 d.
4. Applying systems knowledge: a. Work within social systems b. Work within technological systems c. Work within organizational systems d. Monitor/correct system performance e. Design/improve systems	a. 5,6,7,8,10,12 b. 8,11 c. d. 10 e. 9,12
5. Using Technology: a. Select equipment and tools b. Apply technology to specific tasks c. Maintain/troubleshoot technologies	a. 8 b. 8,11,12 c. 11
SCANS FOUNDATIONS.	
6. Demonstrating Basic Skills: a. Reading b. Writing c. Arithmetic/Mathematics d. Speaking e. Listening	a. 1,2,4,6,8,11 b. 2,10 c. 4 d. 1,2,5,7,9,12 e. 1,2,4,5,6,7,9,12
7. Demonstrating Thinking Skills: a. Creative thinking b. Decision making c. Problem solving d. Thinking logically e. Seeing with the mind's eye	a. 5 b. 7,9 c. 2,4,7,8,9 d. 5,6,7,12 e. 6,9
8. Exhibiting Personal Qualities: a. Individual responsibility	a. 5,7,8,10,11,12

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b. Self-esteem	b. 5
c. Sociability	c. 8,10
d. Self-management	d. 7,10,11,12
e. Integrity	e.

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C O M M U N I T Y

COLLEGE

ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.