

students of Engl 499

Dear students,

Thanks for choosing to take the course with me. I look forward to start working with you and wish you a successful semester. Please find below some course guidelines. You will be notified if they are changed or added to. Please accept my regards.

Prof. Homiedan

## Some guidelines for Engl 499 (graduation project)

1. The course is designed to test your ability to translate a text using every thing you learned in the last four years. So my role is to evaluate your abilities and efforts, *not* to teach you how to translate.
2. Send me an original copy of the book; write the name(s) of student(s) who will co-translate with you and the pages they are translating on the cover.
3. Plan your work and try to develop a habit of translating certain number of pages every day. It might be difficult in the beginning but it should be easy, enjoyable and productive later.
4. I'll start working with the material as soon as I receive it, and send you a report with my comments. You are expected to go through the reports and make corrections accordingly.
5. You expected to send in at least 10 pages every week until the end of your assignment. The remainder of the semester is to be used for revisions, formatting, coordinating, and discussions.
6. You are required to attend translation sessions with your co-translator for at least 4 hours per week for the duration of the semester. Time and location of these sessions are to be submitted to me no later than the end of the first week of the semester. Attendance will be checked.
7. Session activities include discussion of comments on the translation, quality control, indexing, footnoting, TOC, formatting, terminology, correspondence for copyrights.
8. I'll be available for questions on phone 4657112 at any time (8:00 a.m.-2:00p.m. Sat thru Wed). Appointments can be arranged for other times.
9. A meeting can be arranged in the dept. at a later date to discuss difficulties that you might run through.

10. E-mail a typed (doc.) file. Name your file (your name 1,2,3,4...etc.). Always enter “project+#” for the subject. Your e-mails are automatically saved in certain directories according to those parameters.
11. Only typed files are accepted, scanned handwriting documents cannot be handled.
12. As you type your material, please mark key words as index, define headings and text levels, and always check for grammar mistakes and misspellings.
13. You can start sending in your assignment as soon as you sign up for the course. The time saved can be allocated for revisions and other activities to ensure good quality work.
14. You will be given a grade of (F to A+) at the end of the semester. “Incomplete” will *not* be used. So make sure you finish your assignments in the given times or earlier.
15. Grades are given according to quality, punctuality, style, terminology used.
16. You are welcome to ask, discuss any thing related to the project through e-mail or telephone at any time during working hours.

Prof. Homiedan, A.