



AUK Template Syllabus

Basic Course Information:

Course Prefix/Number: COMM 380
Course Title: Media Translation
Elective Course
Class Meeting Times: MW 3:30 - 4:45 pm
Instructional Modality: *Online/Onsite*
Class Location: Section 01 - G202

Instructor: Mohammad Akbar PhD
Office Location: G-330
Office Phone: (00965)-99220840
Email: makbar@auk.edu.kw
Office Hours:
Mondays and Wednesday's
9:15-10:45
2:00-3:15 pm

AUK Mission Statement:

The American University of Kuwait is a liberal arts institution dedicated to teaching, learning, and scholarship. The University offers programs that provide students with the knowledge and skills necessary for lifelong learning and professional success. AUK enriches society by fostering an environment that encourages critical thinking, effective communication, personal growth, service, and leadership.

Department/College Mission Statement:

As a keystone of the liberal arts experience, the humanities and arts emphasize intelligent communication and logical analysis. Students examine, interpret and evaluate expressions of cultural achievement in world traditions. Through creative processes and critical inquiry, students gain a fuller appreciation of the values of mutual respect and diversity as they cultivate their moral judgment, aesthetic sensibilities and emotional maturity in preparation for becoming socially responsible members of their local, national and global communities

Catalog Course Description: A project-based capstone study of communication. The aim is to reflect on the knowledge and skills gained through previous coursework and experiences in the discipline.

Course Learning Outcomes: Upon successful completion of the course, students will be able to:

Course Learning Outcomes (CLOs)
CLO1: Create a comprehensive communication-related capstone project based on knowledge and skills acquired through education and experience as a communication student.
CLO2: Gain understanding of the complex media environment in which students graduating in communication will work through investigation of the web and convergence media.
CLO3: Students will superimpose subtitles on movies.

Evaluations and Grading:

The final grade will be based on: Special topic preparation and presentation (with colleague): together with projects, this will be discussed in class.

Capstone project

A “capstone” or senior project can take many forms, depending on the expectations of the instructor and abilities of the student. In general the text explains that it ought to apply knowledge and skills through work for an actual organization, community or industry. In communication this could mean a public relations plan, interpretive journalism project, photo documentary, video presentation, advertising campaign, commercial web site, or even a combination. This instructor also believes it could be a formal research investigation of a communication topic, written as scholarly research. A student who plans to continue her education at the graduate level might find this appealing. As the book describes, it also could be an undertaking designed to answer a question

or address a real problem in a workplace or community. This means students have quite a lot of flexibility in choosing an area that interests them. But they do have to consider constraints:

- A capstone must be related to communication studies and skills. In other words, if you like horses and BMX racing, that's fine, but comparing, say, accident rates among BMX races and horse riders would not be a capstone, because it has no clear communication aspect.
- A capstone must be an extended project that goes beyond your everyday experience. You may be writing articles for the Spectrum or your local newspaper, and that's great, but a capstone must take these skills to a larger project, such as a multimedia web site or interpretive journalism.
- A capstone is not a professional portfolio. It might be used as part of a portfolio, but a capstone is a new project designed to show what you can do, not what you've already done.
- A capstone is not an assigned project based on specific requirements made by an instructor. As an advanced student, you are expected to conceive and launch the project with an understanding of the requirements and problems you'll face as a communications professional. The instructor will review and advise, but not manage details.

These aspects should be included in a capstone project:

- cover page;
- table of contents;
- project title and overview;
- project objectives, that is, what you set out to accomplish;
- project design, that is, how you propose to accomplish your objectives;
- research, that is, background on what others have done in your area;
- risk management, that is, how you assessed roadblocks to completion of your project;
- project evaluation;
- appendices.

A brief description of each evaluation should be written either in the above table or in a separate section of the syllabus. Assignments should be submitted through Moodle rather than email or on another file-sharing server.

AUK Official Grading Scale:

Letter Grade	Percentage	University Points
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	0-59	0.0

AUK Attendance Policy:

Any student who misses more than 15% of class sessions of any course during a semester should expect to fail, unless she/he submits documented evidence to the course instructor of inpatient medical care, death of an immediate family member, academic instructional activities, or national athletic activities. If excused, students are required to satisfy all coursework due or assigned during their absence as determined by the course instructor. If a student does not submit documented evidence for her/his absence exceeding the limit, it is the student's responsibility to withdraw from the course by the specified deadline, as indicated on the academic calendar. Students who withdraw from a course receive a grade of "W". Students who do not withdraw from a course nor submit supporting documents for excessive absences will receive a grade of "FN" (failure for non-attendance).

Code of Academic Honesty and Integrity:

Upon admission to the American University of Kuwait, students agree to act responsibly in all areas of academic, personal and social conduct and to take full responsibility for their individual and collective action. Such regulations are found in the American University of Kuwait Catalogue, Student Handbook, and the AUK website at www.auk.edu.kw. Any question of interpretation regarding the code of academic honesty and Integrity shall be reported to the appropriate academic dean. The Code shall be reviewed annually at the discretion of the academic deans. Any student or student organization found to have committed the cited violations or misconduct, either on or off campus, is subject to the disciplinary sanctions outlined in adjudication procedures.

Faculty should add additional information about the consequences of violating academic honesty and integrity and what penalties will occur.

Faculty may choose to include additional sections from the Catalog regarding academic dishonesty such as the below **optional** sections on “Plagiarism” and “Cheating:”

Optional: Plagiarism:

The term “plagiarism” includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one’s own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person’s academic work as one’s own.

Optional: Cheating:

The term “cheating” includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when not approved by the instructor, looking at and/or copying text, notes or another person’s paper during an examination when not permitted to do so. Cheating also includes the giving of work information to another student to be copied and/or used as his or her own. This includes but is not limited to giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic semester; giving or selling a term paper, report, project or other restricted written materials to another student.

Academic Support:

Learning Support Services focuses on empowering students to become independent and successful learners by developing their literacy skills, enhancing their understanding, and helping them improve their academic and study skills. Learning Support Services is comprised of two centers: the Tutoring Center and the Writing Center. The Tutoring Center provides free academic support in various subjects to AUK student. Email: tutoringcenter@auk.edu.kw.

The Writing Center provides multilingual support (English, Arabic, French, and Spanish) through individual or small-group consultations. Email: writingcenter@auk.edu.kw

Disability Accommodations:

Disability services include identifying strategies to accommodate the learning requirements of students with disabilities. The Counseling Center at AUK offers services that include personal counseling and disability services. Their mission is to support students as they overcome what inhibits their success and prepare them for lifelong learning and development. For questions regarding accommodation services, please contact the Counseling Center at Counseling@auk.edu.kw.

Course Policies/Student Responsibilities: This should include a description of the general etiquette, and expectations of which students should be aware (for example, expectations about technology use in the classroom).

Communication Policy: Per instructor preference. Instructors may choose to modify the information below or create their own version.

Please be sure to use your official AUK email account, write your full name, and indicate which class and section you are taking (Class ###, DAY/TIME section) when you send me an email. If you have a question, please check the syllabus first and if your question is not answered there, then please feel free to send an email and I will be happy to clarify. I respond to questions via email or posted on the discussion forum within 24 hours of receiving them; if I do not respond within 24 hours, please re-send the email. Please note I normally respond during these working hours: TIME-TIME, DAYS. Emails sent on weekends will be responded to on Sunday.

Technology Issues: Per instructor preference. Instructors may choose to modify the information below or create their own version.

All assignments must be submitted through Moodle. However, you may experience trouble submitting an assignment due to technology or internet issues. If such a situation does arise and

you are unable to submit your assignment through Moodle, please send me an email at firstname.lastname@auk.edu.kw and include the **completed** assignment. Please make sure that you email me the assignment **before** the deadline as this documents that you did finish everything by the due date and time, but that you just had a technology issue. This will ensure that your assignment will be accepted, and you will not [receive a late penalty/get a 0, etc.]. Once the technology or internet issue is resolved, please upload the assignment to Moodle. In general, always be sure to frequently save your files and keep backups of your assignments.

DAILY SCHEDULE:

Be aware that a syllabus is occasionally subject to change due to time constraints, unexpected disruptions, or needs of the particular class. Therefore, pay attention to announcements of any changes in assignments or due dates.

- History of translation
- Schools of translations
- Modern translations in historical settings
- Script translations
- Audio translations
- News: Radio, TV and Print translations
- Dubbing
- Technical aspects of TV translation
- Simultaneous translation
- Subtitling techniques

Syllabus Changes: Instructors may choose to modify the wording below or create their own version.

There may be changes to the schedule and syllabus during the semester. When this happens, I will inform you in class and over email.

Please note that instructors may not change the evaluation scheme (types or number of assignments) nor the grading weights (allocated weights per evaluation). This statement is to indicate potential changes in the course schedule or course policies (for example, you did not have a policy about technology in the classroom and want to include one in the syllabus after the start of the semester).

Optional: Faculty can include additional sections in their syllabus pertaining to the course. For sections to include for online or hybrid learning please see the *Syllabus Clinic Handout* from CTE.

Recommended Sections:

Supplemental/Extended Readings: *If you need help finding suitable optional readings for students, please contact the AUK library for support.*

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Technology Issues:

In this class, all assignments need to be submitted through [folder name] on Moodle. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at firstname.lastname@auk.edu.kw and attach a copy of the **completed** assignment you are trying to submit. This lets me know you completed the assignment on time and are just having problems with the online submission feature in Moodle. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work. (Adapted from [Angelo State Template Syllabus](#))

Email Communication:

Please be sure to write your full name and indicate which class and section you are taking (**Class 100, DAY/TIME section**) when you send me an email. If you have a question, please check the syllabus first and if your question is not answered there, then please feel free to send an email and I will be happy to clarify. I respond to emails within 24 hours of receiving them; if I do not respond within 24 hours, please re-send the email. Please note I normally respond during these working hours: **TIME-TIME, DAYS**. Emails sent on weekends will be responded to on Sunday. (Adapted from [Angelo State](#) and [UWSP Template Syllabi](#))

Academic Support:

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The Writing Center provides multilingual support (English, Arabic, French, and Spanish) through individual or small-group consultations. Email: writingcenter@auk.edu.kw

Optional Sections for Online/Hybrid Learning

Taken from the Syllabus Clinic Handout document.

Pre-Requisite Skills:

- Communication using email
- Reading documents online
- Accessing internet websites
- Use of **Zoom/Webex**
- Viewing videos online
- Posting on the discussion board
- Uploading documents to Moodle
- Proficiency with Microsoft Word and/or PowerPoint (Adapted from [Angelo State](#) and [UWSP Template Syllabi](#))

Technology Requirements:

To participate in one of AUK's online courses, you need this technology:

- A computer/laptop capable of running Windows 10 or later, or MAC OS X
 - Please note: other electronic devices such as tablets or phones may function for attending **Zoom/Webex** sessions. However, they are not recommended for typing (assignments, discussion board, using chat feature etc.). In addition, during some **Zoom/Webex** sessions, you may be asked to collaborate on a Google doc, which would be easier to do when using a laptop or desktop computer.
- The latest version of Firefox, Chrome, Microsoft Edge, Internet Explorer, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader or other applicable PDF reader
- High speed internet access
- Webcam or other built-in camera on laptops, tablets, or phones
- Microphone or other built-in microphones on laptop, tablets, or phones (Adapted from [Angelo State](#) and [UWSP Template Syllabi](#))

Browser Compatibility Check:

It is the student's responsibility to ensure that the browser used to access course material on his/her computer/electronic device is compatible with AUK's learning management system, Moodle. Problems in this area need to be discussed with faculty at the time of occurrence. (Adapted from [Angelo State Template Syllabus](#))

Online Course Delivery/Methodology:

This is an online course which includes synchronous class sessions as well as **assignments/homework** to be done asynchronously. The course content will be delivered via the Moodle Learning Management System. The course site can be accessed at **[website]**. Classes will meet online **X days** per week using **Zoom/Webex**. The access link will be posted on Moodle. The material will be presented in **[lecture form/through discussions/videos]**. During the course, you will have the following evaluations: **[written work will be submitted through a plagiarism checker, there will be group work or discussions done via Zoom/Webex breakout rooms, final exams will be on campus, etc.]**. To complete this course successfully, you must participate in all course activities **[discussion boards, course projects, reflective logs, etc.]**. Students are expected to engage in course activities and submit work by due dates and times. (Adapted from [Angelo State Template Syllabus](#))

Netiquette

- Be on time to **Zoom/Webex** meetings and make sure you attend and participate regularly
- Check your AUK email regularly to receive all relevant announcements and communication
- Be professional and careful with your online interaction. Proper address for faculty is by formal title such as Professor or Dr. unless invited by faculty to use a less formal approach
- When writing, ensure to use formal, respectful, professional language and double-check spelling/grammar function before sending/posting. This applies to emails, typing on **Zoom/Webex** chat, posting on discussion boards, assignments, or any other form of writing you will complete within the context of this course
- Check the discussion board frequently and respond appropriately and on subject
- Cite all quotes, references, and sources
- Capitalize words only to highlight a point. Otherwise, capitalizing is generally viewed as SHOUTING!
- Do not dominate discussions and allow other students to post or join in
- It is not appropriate to forward someone else's messages or emails without their permission
- Be careful when using humor. The absence of face-to-face cues can cause humor to be misinterpreted as criticism or flaming (angry, antagonistic criticism)
- Recording **Zoom/Webex** sessions is prohibited (Adapted from [Angelo State](#), [UWSP](#), and [FSU- COVID Template Syllabi](#))