


Teacher(s)	Lefer Marie-Aude ;
Language :	French > English-friendly
Place of the course	Louvain-la-Neuve
Main themes	Overview of the various aspects of working as a freelance translator: administrative procedures, pricing, networking, professional conduct and ethics.
Learning outcomes	<p>At the end of this learning unit, the student is able to : <u>Contribution of teaching unit to learning outcomes assigned to programme</u> This unit contributes to the acquisition and development of the following learning outcomes, as assigned to the Master's degree in translation:</p> <ul style="list-style-type: none"> • use social media responsibly for professional purposes (24 – Personal and Interpersonal); • monitor and take account of new societal and language industry demands, new market requirements and emerging job profiles (27 – Service Provision); • approach existing clients and find new clients through prospecting and marketing strategies using the appropriate written and oral communication techniques (28 – Service Provision); • understand and implement the standards applicable to the provision of a language service (32 – Service Provision); • critically assess and work within the ethical principles (such as confidentiality, fair competition, impartiality) defined in codes of ethics and guides of good practice (34 – Service Provision); • network with other translators and language service providers, including via professional associations, events and social media so as to improve individual and collective professional visibility (35 – Service Provision). <p><u>Specific learning outcomes on completion of teaching unit</u> On completing this unit the student is able to:</p> <ul style="list-style-type: none"> • identify the steps necessary to establish themselves as a freelance translator; • design professional communication tools (CV, portfolio, website, online profiles) tailored to the translation industry; • use social media and professional networks effectively to develop their client base; • negotiate contracts and set the rates in a professional and ethical manner; • analyse and interpret codes of ethics, internal regulations and other internal provisions of the professional framework in which they operate; • apply the principles of professional ethics for freelance translators; • recognise current ethical issues, particularly in relation to machine translation, and propose appropriate responses.
Evaluation methods	Continuous assessment and certification of the student's work over the four-month period: review of texts, comparison of codes, case analysis. August/September session: work to be submitted. The work to be presented or submitted as part of the course is personal work that will reflect the student's skills and the quality of his or her ethical thinking. The use of artificial intelligence for editorial purposes is forbidden, but the question of its use will be examined from an ethical point of view. Appropriate reference will be made to the sources used. Any irregularities, such as the writing of work by third parties, plagiarism, etc., will be penalised in accordance with the General Study and Examination Regulations.
Teaching methods	In-class sessions.
Content	This teaching unit will present a contrastive analysis of the codes of ethics applicable in those countries where the translation sector generates a high volume of business (e.g. Belgium, France, Switzerland and Canada). It will also deal with the internal rules and regulations of some of the major translation agencies. This unit will also teach the students how to react when facing ethical issues (integrity, probity, loyalty, confidentiality, legislation, clients, translators, intellectual property, copyrights, etc.).
Inline resources	Deontology CBTI : https://www.cbti-bkvt.org/fr/publications/code-of-conduct Deontology SFT : https://www.sft.fr/code-de-deontologie-des-traducteurs-et-interpretes.html Deontology CGRA : https://www.cgra.be/sites/default/files/brochures/2011-02-11_brochure_deontologie-interpretation_fr_2.pdf

	Deontology UN : https://www.irmct.org/sites/default/files/documents/171102-mict-20-code-de-d%C3%A9ontologie-des-interpr%C3%A8tes-et-des-raducteurs.pdf
Bibliography	/
Faculty or entity in charge	LSTI

Programmes containing this learning unit (UE)				
Program title	Acronym	Credits	Prerequisite	Learning outcomes
Master [120] in French and Romance Languages and Literatures : French as a Foreign Language	FLE2M	5		
Master [120] in Translation	TRAD2M	5		