

Course Syllabus

Course Information

(course number, course title, term, any specific section title)

HUSL 7321.501 -- The Art and Craft of Translation -- FALL 2006

Thursday 7:00 - 9:45 p.m.

Professor Contact Information

(Professor's name, phone number, email, office location, office hours, other information)

Prof. Rainer Schulte, Tel. 972 883-2092 or Tel. 972-562-8121 (Home. You can leave messages 24 hours a day.) ---

OFFICE: JO 5.508 (5th floor, NW corner in the Center for Translation Studies) ---

OFFICE HOURS: Wed & Th. 4 - 5 p.m. & by appointment. ---

E-MAIL: schulte@utdallas.edu (**NOTE:** Students can e-mail their instructor only by using **their UTD e-mail accounts**. E-mail sent from other accounts will be rejected by the UTD e-mail system.)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

(including required prior knowledge or skills)

Working knowledge of a foreign language.

Course Description

Overall topic of the course: Translating Cultural Differences in a Global World.

The course will focus on translating cultural differences. What are the means by which cross-cultural communication can be facilitated?

The primary goal of the Translation Workshop is to introduce students to the practice and theory of literary translation and to show how texts travel across cultural borders. At the same time, methodologies derived from the art and craft of translation can be used to revitalize the dialogue with the literary text and provide students with new ways of interpreting literary and humanistic texts.

The focus is the actual process of translating--what the translator does, and why. Special attention is paid to the structural differences between English and the foreign language; the significance of tone and style; the author's "voice" and the translator's "ear"; the on-going problems of fidelity, literalness, freedom, imitation, analogy; and what, if anything, is "betrayed" in translation. How can a successful transfer of culture take place?

In addition, a major portion of the workshops will be dedicated to the discussion of the contemporary scene of international writing and the publishing of translations in the United States. Students are also encouraged to study the craft of reviewing translations.

Texts to be considered in the Workshop include poetic, dramatic, fictional, and essayistic works. In consultation with the instructor, students choose an appropriate text or texts to be

translated during the course of the semester. Emphasis will always be placed on producing the best possible final draft in English.

The Translation Workshop should be of particular interest to students in creative writing.

Requirements:

Students are expected to participate actively in the discussion of the assigned texts.

Students will be asked to present short oral reports on the reading material --including monographs on the theory and practice of translation-- or on assigned texts. Specified readings from one session to the next by the instructor will be adjusted to the specific needs of students. Also three or four students will be asked to execute assignments for special topics in the case of group assignments.

Students will prepare the various translation exercises, and a major portion of each Translation Workshop will be dedicated to the discussion of translations drafts prepared by students.

Students are encouraged to work on a review of a published translation and on a bibliographical assessment of the English translations of a foreign writer.

Students are expected to prepare a final translation project to be handed in at the end of the semester preferably of texts from a contemporary international author.

Student Learning Objectives/Outcomes

General Comment:

The Translation Workshop should be considered an introduction to the Art and Craft of Translation. Students will be introduced to the various techniques and scholarly resources that facilitate the transplantation of texts from one culture to another. At the same time, it is important to recognize that translation thinking and the methodologies derived from the art and craft of translation can greatly contribute to the revitalization of the interpretive act and the promotion of interdisciplinary studies in the Arts and Humanities.

Students will:

- 1) be trained in how translation methods can be applied to meaningful interpretation of texts in literature and the humanities.
- 2) learn the techniques of how cross-cultural communication and negotiation can successfully be implemented.
- 3) be introduced to the contemporary scene of international literature, and
- 4) be provided with techniques and research methods of reviewing works in translation.

Required Textbooks and Materials

Required Textbooks:

Schulte/Biguenet. *The Craft of Translation*. University of Chicago Press.
ISBN 0226048691 (pbk).

Schulte/Biguenet. *Theories of Translation: An Anthology of Essays from
Dryden to Derrida*. University of Chicago Press. ISBN 0226048713.

Felstiner, John. *Translating Neruda: The Way of Macchu Picchu*.
Stanford University Press. ISBN 08047132-8.

Landers, Clifford E. *Literary Translation: A Practical Guide*. Multilingual
Matters Limited (December 1, 2001). ISBN: 1853595195.

Steiner, George. *After Babel: Aspects of Language and Translation*.
Oxford University Press, 3rd edition (May 1, 1998). ISBN: 0192880934.

Raymond Cohen. *Negotiating Across Cultures*. Washington. United States Institute of
Peace Press. Third Printing. 2002. ISBN 1878379720

The World of Translation. With a new introduction by Gregory Rabassa. Published by the
PEN American Center.

Luis Cortes Bargallop, Editor. *Connecting Lines: New Poetry from Mexico*.
Louisville, KY. Sarabande Books. ISBN 978932511208 (paper)

Optional Textbooks:

Baker, Mona, ed. *The Routledge Encyclopedia of Translation Studies*.
London and New York. Routledge. ISBN: 0415255171.

Schulte, Rainer. *The Geography of Translation and Interpretation:
Traveling Between Languages*. The Edwin Mellen Press. ISBN: 0773472711

Suggested Course Materials

A translation database prepared by the instructor for articles about the craft and theory of translation, interviews with translators, reviews of translations, the publishing world of translation, cultural aspects of translation.

A major source for students' research projects and seminar assignments:

URL: <https://translation.utdallas.edu/handbook>

Assignments & Academic Calendar

(Topics, Reading Assignments, Due Dates, Exam Dates)

Instructional Material for Course:

URL: <http://translation.utdallas.edu/handbook>

Articles on “The Theory and Practice of Translation”
Schulte Essays
Interviews with Translators
Multiple Translations
Bibliographies
Dictionaries

Additional Information will be displayed on WebCT by the instructor.

Student Information Sheet

(To be distributed by instructor)

Preparation of manuscripts for Translation Workshop Sessions:

Instructions for Manuscript Presentation:

1. All manuscripts should be typed double-space. Use wide margins.
 2. Manuscript should have numbers in intervals of 5 either on the left or right side of page.
 3. Right hand corner: *Translator: Name of translator* (in italics).
Under translator: Date of submission and Draft I etc. or Revision I etc.
Upper left hand corner: Name of Author (caps and lower case)
Example: Günter Grass
Under Author: Title of text. Upper case
Example: THE RAT
 4. All poetry manuscripts are submitted with **TROT**. No trots for prose and drama pieces. A trot is a word-for-word correspondence.
 5. Students run photo copies or printouts of their translations for each member in the Workshop.
 6. The instructor gets a copy of the original source-language text.
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THEME FOR THE ART AND CRAFT OF TRANSLATION: Translating Cultural Differences

NOTE: *This is a tentative outline of the material to be covered in the Translation Workshop during the semester, subject to change according to student orientation, background, and needs.*

Session I —General Orientation

- Introduction to the theory and practice of literary translations
- Literal and Literary Translations
- Preparation of TROT
- Articles about the theory and practice of literary translation
- Interviews with Translators
- Reviewing Translations
- The translation of poetic, dramatic, fictional, and non-fictional texts
- Publications: *Translation Review* and *Annotated Books Received*
- ALTA Newsletter
- The Tools of Translation (Edie Grossman)
- Proofreader Marks
- Oxford English Dictionary*
- Writing a Proposal for an M.A. Thesis or Ph.D. Dissertation in Translation

General Comment Regarding Assignments.

Each session will include readings from the Translation Handbook, which students will find on the Translation Handbook Database;

<http://translation.utdallas.edu/handbook>

Book Assignment for next session:

Raymond Cohen. *Negotiating Across Cultures*. Washington. United States Institute of Peace Press. Third Printing. 2002.

Instructor will discuss how to prepare the reading of this study.

Session II —Translation and Interpretation

Raymond Cohen. *Negotiating Across Cultures*. Washington. United States Institute of Peace Press. Third Printing. 2002.

Discussion of Reading and Research

Essays:

Schulte, Rainer. "Translation and Reading."

Bacon, Francis. "Of Studies." (English-to-English translation)

Reference to Michel de Montaigne

Report by students

Session III —Problems of Translation

Continued Discussion of Articles:

Paz, Octavio. "Translation: Literature and Letters." (*Theories of*

Translation, p. 152)
Rabassa, Gregory. "No Two Snowflakes Are Alike: Translation as Metaphor." (*The Craft of Translation*, p. 1)

Interviews:

Barnstone, Willis.
Peden, Margaret Sayers.

Research Methods for the preparation of translation.

Oxford English Dictionary (O.E.D.)

Preparation of English to English translation

Continued discussion of: R. Cohen. *Negotiating Across Cultures*.

What research projects can be generated by this book to further our understanding of cross-cultural communication?

Assigned Reading:

Articles:

Barnstone, Willis. "The ABCs of Translation."
Bly, Robert. "The Eight Stages of Translation."
Frame, Donald. "Pleasures and Problems of Translation."

Jacobson, Roman. "On Linguistic Aspects of Translation."
(*Theories of Translation*, p. 144)

Interviews:

Rabassa, Gregory.
Middleton, Christopher.

In-class:

Discussion of assigned reading

Introduction of

Luis Cortes Bargallo, Editor. *Connecting Lines: New Poetry from Mexico*.
Louisville, KY. Sarabande Books.

Session IV —Translating and Interpreting Poetic Texts

Discussion of *Connecting Lines: New Poetry from Mexico*.

Discussion of translating Wordsworth's "To a Skylark."

Assigned Exercise:

Each student will also prepare a translation of a short poetic text, either a short poem or 5-15 lines of a longer poem.

Assigned Reading:

Articles:

- Berlind, Bruce. "A Conference Call on Translating Poetry." (CD-ROM)
- Blasing, Mutlu Konuk. "Translating Poetry: Texts and Contexts of Nazim Hikmet." (CD-ROM)
- Friar, Kimon. "How a Poem was Translated." (CD-ROM)
- Friebert, Stuart. "Translators on Literary Translation." (CD-ROM)
- Hargitai, Peter. "Problems of Translating Attila József." (CD-ROM)
- Hemschemeyer, Judith. "Translating Akhmatova." (CD-ROM)
- Middleton, Christopher. "On Translating Günter Eich's Poem 'Ryoanji.'" (*The Craft of Translation*, p.125)
- Peden, Margaret Sayers. "Building a Translation, the Reconstruction Business: Poem 145 of Sor Juana Inés de la Cruz." (*The Craft of Translation*, p. 13)
- Raffel, Burton. "The Subjective Element in Translation." (CD-ROM)
- Raffel, Burton. "Translating Medieval European Poetry." (*The Craft of Translation*, p. 28)

Interviews:

- Fowlie, Wallace.
- Watson, Ellen.

In-Class:

- Discussion of poetic texts prepared by students
- Discussion of assigned reading

Session V —The Translation Process

Topic: The Reconstruction of the Translation Process

Reading Orientation:

Articles:

- Berlind, Bruce. "A Conference Call on Translating Poetry." (CD-ROM)
- Blasing, Mutlu Konuk. "Translating Poetry: Texts and Contexts of Nazim Hikmet." (CD-ROM)
- Friar, Kimon. "How a Poem was Translated." (CD-ROM)
- Friebert, Stuart. "Translators on Literary Translation." (CD-ROM)
- Hargitai, Peter. "Problems of Translating Attila József." (CD-ROM)
- Hemschemeyer, Judith. "Translating Akhmatova." (CD-ROM)
- Middleton, Christopher. "On Translating Günter Eich's Poem 'Ryoanji.'" (*The Craft of Translation*, p.125)
- Peden, Margaret Sayers. "Building a Translation, the Reconstruction Business: Poem 145 of Sor Juana Inés de la Cruz." (*The Craft of Translation*, p. 13)
- Raffel, Burton. "The Subjective Element in Translation." (CD-ROM)

Raffel, Burton. "Translating Medieval European Poetry." (*The Craft of Translation*, p. 28)

Weaver, William. "The Process of Translation." (*The Craft of Translation*, p. 117)

Middleton, Christopher. "On Translating Günter Eich's Poem 'Ryoanji.'" (*The Craft of Translation*, p. 125)

Felstiner, John. "'Ziv, that light': Translation and Tradition in Paul Celan." (*The Craft of Translation*, p. 93)

Nossack, Hans Erich. "Translating and Being Translated."

Keeley, Edmund. "Collaboration, Revision, and Other Less Forgivable Sins in Translation." (*The Craft of Translation*, p. 54)

Miller, Elizabeth Gamble. "Retracing the Translation Process: Hugo Lindo's *Only The Voice*." (CD-ROM)

Miller, Elizabeth. Hugo Lindo Dissertation

Simpson, Michael. "Translating Horace."

Hambazaza, Terje. M. A. Thesis

Duke, Betty. Ph. D. Dissertation

Session VI—Problems of Translating Various Genres

Reconstruction of the Translation Process

Introduction of John Felstiner's book, *Translating Neruda: The Way of Macchu Picchu*.

Articles:

Benjamin, Walter. "The Task of the Translator."

Weaver, William. "The Process of Translation." (*The Craft of Translation*, p. 117)

José Ortega y Gasset: "The Misery and Splendor of Translation"

Interviews:

Di Piero, W.S.

Hays, H.R.

Session VII

Topic: The Translation of different genres. Poetry; Fiction, Drama, Essays

Boehm, Philip. "Some Pitfalls of Translating Drama."

Landers, Clifford. "Translating for the Theater." (*Landers: Literary Translation: A Practical Guide*, p. 104)

Zatlin, Phyllis. "From Vallecas to Hialeah: Translating Alonso de Santos's Spaniards into Cubans."

Session VIII —The Function of Multiple Translations and Interpretations
Assigned Reading:

Articles:

- Beard, Brian. "Another Perspective on Translating Rabelais' *Gargantua*."
- Craik, Roger. "The Pioneer Translators of Rabelais: Sir Thomas Urquhart and Pierre Motteux."
- Firenze, Paul J. "Time and Speech Mannerisms in Two English Translations of Albert Camus's *L'Etranger*."
- Garrison, David. "Translating Antonio Machado: Four Versions of 'En el Entierro de un Amigo.'"
- Grimbert, Joan Tasker. "Chrétien in Translation: The Inexpressible Effervescence of the Champagne Poet." (CD-ROM)
- Guenther, Charles. "The Limits of License: Translating Baudelaire." *Translation Review* 34/35 (1990/1991): 12-15.
- Herold, Christine. "Irony Lost in Translations of Sophocles: The *Symbolon* in *Œdipus Tyrannus*." (CD-ROM)
- May, Rachel. "Three Translations of *The Master and Margarita*." (CD-ROM)
- Peters, Kate. "Two Translations of *Trilce* by César Vallejo." (CD-ROM)
- Straile, Paula D. and Earl E. Fitz. "*Rebellion in the Backlands*, by Samuel Putnam, and *Os Sertões*, by Euclides da Cunha: A Comparative Translation Study."
- Vanderschelden, Isabelle. "Authority in Literary Translation: Collaborating with the Author."
- Webster, Daniel. "Insomnia and Homer: A Comparative Study of Translations into English of an Early Poem by Osip Mandelstam." (Handout)
- Ween, Lori. "The Missing Middle: Two Translations of Machado De Assis' *Dom Casmurro*."

Interviews:

- Mitchell, Breon and Uwe Timm. "Interview with Breon Mitchell and Uwe Timm: Collaboration Between Translator and Author." By Rainer Schulte. *Translation Review* 66 (2003): 1-7. (Handout)

In-Class:

- The concept of multiple translations
- Rilke: "The Panther"
- Baudelaire: "La Cloche Fêlée"
- Pablo Neruda: "Arte Poetica"
- Catullus: V
- Flaubert: Beginning of *Madame Bovary*
- Problems of translating fiction

Session IX

Topic: The Multiplicity of Interpretive Perspectives

In-Class:

The concept of multiple translations

Rilke: "The Panther"

Baudelaire: "La Cloche Fêlée"

Pablo Neruda: "Arte Poetica"

Catullus: V

Flaubert: Beginning of *Madame Bovary*

Problems of translating fiction

Session X — Translation Criticism: The Reviewing of Translations

Assigned Reading:

Essay:

Schulte. "Translation Criticism."

Articles:

Andrade, María Mercedes. "Latin America's Solitude: Gabriel García Márquez Reviewed in English." (Handout)

Coates, Carrol F. Review. "Charles Baudelaire: Selected Poems from *Le Fleurs du Mal*." (CD-ROM)

Deschner, Margareta N. Review. "The Bread of Those Early Years" by Heinrich Böll. (CD-ROM)

Fry, Donald K. Review. "Beowulf, A Dual-Language Edition" by Howell D. Chickering, Jr. (Handout)

Hale, Terry. Review. The Translator's Invisibility: A History of Translation by Lawrence Venuti. (CD-ROM)

Haydar, Paula. "So Many *Nights* . . ." (CD-ROM)

Irmischer, Michael Wolf. Review. "The Translator's Invisibility: A History of Translation" by Lawrence Venuti. (CD-ROM)

Kaplan, Steven. "Modern American Poets on Rilke's 'Things' and Robert Bly as a Translator of Rilke's Images and Objects." (CD-ROM)

Maier, Carol. "Reviewing Latin American Literature in Translation: Time to 'Proceed to the Larger Question.'" (CD-ROM)

Mayer, Sigrid. "The English Translations of Günter Grass." (CD-ROM)

Michot-Dietrich, Hela. Review. "The Massacre of Ionesco's *Jeux de massacre* or Pitfalls in Translation. (CD-ROM)

Pandiri, Thalia. Review. "The New Covenant," Vol. 1. Tr. Willis Barnstone. (Handout)

Peden, Margaret Sayers. Review. "Translating Neruda: The Way to Macchu Picchu" by John Felstiner. (CD-ROM)

Peden, Margaret Sayers. Review. "Seven Serpents and Seven Moons" by Aguilera Malta. (CD-ROM)

Sato, Hiroaki. Review. "Modern Japanese Poetry." Tr. James

Kirkup. (CD-ROM)
Satterlee, Thom. "A Case for *Smilla*." (CD-ROM)
Sloan, Sharon. Ph.D. Dissertation
Hung, Eva. "When They See Red: One Approach to Translation Criticism." (Handout)
Seiferle, Rebecca. "Vallejo's 'Book of Nature.'" (Handout)
Edwards, Thomas S. "Fools and Charlatans: Translating Thomas Bernhard." (Handout)

Interviews:

Lane, Helen. By Ronald Christ. (CD-ROM)
Lane, Helen. By Clifford Landers. (CD-ROM)
Sze, Arthur. By Tony Barnstone (CD-ROM)

In-Class:

Preparation for the writing of a review of a translated text.

Session XI —The Transfer of Cultures

Assigned Exercise:

Criticize a translation. Do an explanation of what the translator did and where he/she succeeded or failed. Use only a small portion of the translated text. Submit 3 or 4 pages (1,000-1,500 words) of criticism. Use either composition or outline form. Submit also the passage in the original text and the translation.

Assigned Reading:

Articles:

Gwiazda, Piotr. "Resistance to Translation: On Paul Celan's 'Weggebeizt'." (Handout)
Beard, Brian. "Another Perspective on Translating Rabelais' *Gargantua*." (CD-ROM)
Briere, Eloise. "In Search of Cultural Equivalencies: Translations of Camara Laye's *L'Enfant Noir*." (CD-ROM)
Straile, Paula D. and Earl E. Fitz. "*Rebellion in the Backlands*, by Samuel Putnam, and *Os Sertões*, by Euclides da Cunha: A Comparative Study." (CD-ROM)
Schleiermacher, Friedrich. "On The Different Methods of Translating."

Interviews:

Peden, Margaret Sayers. (CD-ROM)
Sato, Hiroaki. (CD-ROM)
Constantine, Peter. (CD-ROM)

In-Class:

Cultural Perceptions and Differences

Orientation in the contemporary literary scene of the foreign language

Multiple Translations Continued

Session XII —Practical Aspects of Translation**Assigned Exercises:**

Prepare Questions for an Interview of a Translator

Dissertation Abstracts: Locate three abstracts that deal with translation studies

Research one journal that regularly publishes translations

Assigned Reading:**Book:**

Landers, Clifford E. *Literary Translation: A Practical Guide*.

Interviews:

Weaver, William.

Shapiro, Norman.

In-Class:

Preparation of an abstract of an article or essay

How to research a text to be considered for translation

How to construct an interview with translators

Preparation for the writing of a review of a translated text

Reading of reviews, interviews, and essays

“Annotated Books Received”

Writing a Proposal for an M.A. Thesis or Ph.D. Dissertation in Translation

Session XIII —The Concept of the Foreign**Assigned Reading:****Essay:**

Schulte, Rainer. “The Challenge of the Foreign.”

Articles:

Seidensticker, Edward. “On Trying to Translate Japanese.” (*The Craft of Translation*, p. 142)

Danly, Robert Lyons. “Translating Local Color.”

Durrenberger, E. Paul and Dorothy Durrenberger. “Translating Gunnlaug’s Saga: An Anthropological Approach to Literary Styles and Cultural Structures.”

Parodi, Elena C. “Mexican Spanish: A Border Within Many

Borders? (Experiences of a Bicultural Translator).”
(CD-ROM)
Stavans, Ilan. “The Original Language.” (Handout)
Gwiazda, Piotr. “Resistance to Translation: On Paul Celan’s
‘Weggebeizt.’” (Handout)
McEwan, Angela. “Choices in Translation.”
Miller, Elizabeth Gamble. “Retracing the Translation Process:
Hugo Lindo’s *Only The Voice*.”
Mills, Christopher. “The Three Stages of Translation: Translating a
Poem by Umberto Saba.”
Patai, Daphne. “Translating Jorge De Sena.”
Raffel, Burton. “Some Basic Principles of Translation: A Structure
Erected on a Foundation.”
Six, Abigail Lee. “Translating *Tormento*: A Consideration of Some
of the Practical Difficulties.”

Session XIV —Library Orientation

This session might be introduced sometime at the beginning of the course to provide students with the necessary electronic and database research tools and the use of the UTD Library and its Interlibrary Loan Service.

Grading Policy

(including percentages for assignments, grade scale, etc.)

Students will be judged on their seminar participation, their reports and evaluations of the assigned reading materials, and the translation of various texts from poetry, fiction, drama, and essays prepared during the semester.

Course & Instructor Policies

(make-up exams, extra credit, late work, special assignments, class attendance, classroom citizenship, etc.)

Since the Art and Craft of Translation functions as a workshop, students must be present during all the sessions during the semester. If a violinist is not present during an orchestra rehearsal, the rehearsal cannot take place. The same applies to the translation workshops, since students will continuously discuss the work of their fellow students.

Field Trip Policies

N/A

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Board of Regents, The University of Texas System, Part I, Chapter VI, Section 3*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:

The University of Texas at Dallas, SU 22

PO Box 830688

Richardson, Texas 75083-0688

(972) 883-2098 (voice or TTY)

Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for

students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

These descriptions and timelines are subject to change at the discretion of the Professor.