

Certificate in

# Legal Interpretation (Vietnamese/English)

PROFESSIONAL DEVELOPMENT

## BECOME A LEGAL OR COURT INTERPRETER

If you are proficient in Vietnamese and English and would like to embark on a new career that utilizes your language skills, check out the Certificate in Legal Interpretation (Vietnamese/English). This program can help you take your language skills to the next level and prepare for a challenging and in-demand career.

The Certificate in Legal Interpretation (Vietnamese/English) addresses the continuing need for qualified Vietnamese-English interpreters and translators in the courts and related areas of law. Graduates will have the skills needed to succeed in this field, as well as preparation to take the state examination to become certified interpreter/translators. Classes in this program will help to develop interpreting skills through hands-on practice, develop a basic understanding of how the legal industry and courts function as well as understand the theory and practice of interpreting and translation.

## PROGRAM HIGHLIGHTS

- Program orientation where guest speakers talk about the interpretation profession
- Access to a language laboratory to practice interpreting skills
- Opportunity to participate in an internship program

## WHO SHOULD ATTEND

This program is designed for people who are bilingual in Vietnamese and English are:

- Interested in general interpreting
- Interested in court, legal or administrative hearings interpreting
- Working in law enforcement and government fields
- Freelance interpreters and translators seeking federal certification
- Interpreters seeking to pass the state exam to become certified for court interpretation or administrative hearings

## HOW DO I GET STARTED?

1. Register for the Program Orientation class. Get an overview of translation and interpretation careers and this certificate. A question and answer session is an opportunity to speak with professionals currently working in a variety of fields.
2. Register for the Introduction to Interpretation and Translation course. This gateway class is a requirement for enrollment in any of the other courses. A placement test will be administered at the end of this course.
3. Register for skill-based certificate courses when you have received a satisfactory score on the placement test. (If you do not meet the minimum language proficiency requirements you can take a Vietnamese/English grammar review course and based on an exit test, may then be admitted into the skill-based classes.)



Register today at [www.csufextension.org](http://www.csufextension.org) or 657.278.2611

For more information, contact Amanda Matthews: 657.278.5836, [amatthews@fullerton.edu](mailto:amatthews@fullerton.edu)

**Cal State Fullerton**  
university extended education  
[www.csufextension.org](http://www.csufextension.org)

## THE CLASSES

For detailed class descriptions please go to [www.csufextension.org/certificate](http://www.csufextension.org/certificate)

The certificate in Legal Interpretation (Vietnamese/English) has required courses totaling a minimum of 141 hours of lecture and discussion for certificate graduates. Completion of the elective Court/Legal Internship will bring the total to 204 hours. A minimum of 14.1 CEUs will be awarded to the certificate graduate.

### PROGRAM ORIENTATION (VIETNAMESE/ENGLISH)

**SHSS 6548**

*Prerequisite: none.* For individuals considering a career in legal interpretation, this orientation will provide a taste of the industry and employment opportunities available in the legal community for Vietnamese-English fluent speakers. Information on admission requirements including the placement test and classes in the Legal Interpretation (Vietnamese/English) certificate program will also be discussed.

### INTRODUCTION TO INTERPRETATION & TRANSLATION

**SHSS 6444 (1.8 CEUs/18 hours)**

*Prerequisite: Program Orientation, completion of or concurrent enrollment in Program Orientation or approval of the program manager.* This gateway class is a requirement for enrollment in any of the Interpretation and Translation classes because it presents the foundation for understanding and development of translation and interpretation skills. A placement test will be administered at the end of the class to determine your level of proficiency. Please Note: Students are notified of their results on the placement test within two to three weeks of taking the test. Students who receive a satisfactory score on the test are eligible to enroll in skill-based interpreting and translation classes.

### THE U.S. LEGAL & COURT SYSTEM

**SHSS 6451 (1.2 CEUs/12 hours)**

*Prerequisite: none.* To perform effectively in the courts or a legal setting, interpreters need to understand how the legal and court systems function. In this class, you will develop an overview of the U.S. judicial system with an emphasis on criminal and civil procedures. Professional conduct for court interpreters and ethical issues involving interpreters and translators working in the legal field will also be discussed.

### PRINCIPLES OF TRANSLATION (VIETNAMESE/ENGLISH)

**SHSS 6549 (2.1 CEUs/21 hours)**

*Prerequisite: Introduction to Interpretation and Translation, Introduction to Interpretation and Translation, passing score on the bilingual placement test or approval of the program manager.* The foundation of interpretation is translation; therefore, a solid base in translation is crucial in fully developing translation and interpreting skills. Class activities will enable you to identify the skills needed to translate a particular document, break it down for translation, conduct basic research, and demonstrate good business practices and ethics in doing so.

### CONSECUTIVE INTERPRETING (VIETNAMESE/ENGLISH)

**SHSS 6551 (2.4 CEUs/24 hours)**

*Prerequisite: Principles of Translation (Vietnamese/English), Principles of Translation or approval of the program manager.* You will continue the expansion, development, acquisition and use of Vietnamese-English legal terminology used in administrative hearings and criminal proceedings. The fundamentals of consecutive interpreting are learned and practiced using concentration techniques, memory enhancement, and interpreting skills in the consecutive mode. This class includes time in the CSUF language laboratory.

### MED-LEGAL SIGHT TRANSLATION (VIETNAMESE/ENGLISH)

**SHSS 6550 (1.8 CEUs/18 hours)**

*Prerequisite: Principles of Translation (Vietnamese/English), Principles of Translation or approval of the program manager.* Sight translation is a complex and unique technique requiring an interpreter to give an oral rendition of written text quickly and accurately. In this class, you will develop an overview of the concepts and techniques of sight translation.

### SIMULTANEOUS INTERPRETING (VIETNAMESE/ENGLISH)

**SHSS 6552 (2.4 CEUs/24 hours)**

*Prerequisite: Consecutive Interpreting (Vietnamese/English), Med-Legal Sight Translation (Vietnamese/English), Med-Legal Sight Translation and Consecutive Interpreting or approval of the program manager.* Simultaneous interpreting requires analytic skills to grasp ideas and decode large chunks of meaning and reformulate them as concisely as possible. In this class, you will be introduced to the practice of simultaneous interpretation. You will learn and practice a variety of techniques to develop skills in simultaneous interpretation of civil and legal proceedings. This is a language laboratory class.

### ADVANCED JUDICIARY INTERPRETING (VIETNAMESE/ENGLISH)

**SHSS 6553 (2.4 CEUs/24 hours)**

*Prerequisite: Simultaneous Interpreting (Vietnamese/English), Simultaneous Interpreting or approval of the program manager.* This capstone class conducted in the language laboratory will help you master the techniques of fluent and accurate interpreting. You will build on the skills developed in the Simultaneous Interpreting, Consecutive Interpreting and Med-Legal Sight Translation classes.

## ELECTIVES (Optional)

### VIETNAMESE/ENGLISH GRAMMAR REVIEW

**SHSS 6554 (1.8 CEUs/18 hours)**

*Prerequisite: none.* This class is designed for participants who have prior knowledge of the Vietnamese language. Emphasis will be placed on the more basic to intermediate-level aspects of Vietnamese and English grammar forms, meaning, and use. Note: Students who do not receive a satisfactory score on the bilingual placement test are required to take the Vietnamese/English Grammar Review class and based on an exit test, may then be admitted into the skill-based classes.

### COURT/LEGAL INTERPRETING INTERNSHIP

**SHSS 6555 (45 hours)**

*Prerequisite: Vietnamese-English bilingual proficiency and completion of The U.S. Legal and Court System, Consecutive Interpreting and Simultaneous Interpreting courses with a minimum grade of B.* This internship opportunity will help you strengthen and refine your interpreting skills in a court or legal setting. You will gain valuable experience acting as a pro bono interpreter in legal matters either in the courts, interpreting agencies or in the legal community. Note: To qualify for the internship, some students may be advised to complete the Advanced Judiciary Interpreting class.

## ELIGIBILITY REQUIREMENTS

The classes in Legal Interpretation are open to anyone who meets stated prerequisites for each class. To be eligible for the certificate, students should have completed one of the following:

- CSUF credit class Spanish 301 Advanced Grammar and Composition with a grade of C or better, attend the program orientation and receive a satisfactory score on the bilingual placement test **OR**
- 24 semester units or 36 quarter units of post-secondary education, attend the program orientation and receive a satisfactory score on the bilingual placement test **OR**
- Demonstrate bilingual competence in oral and written Spanish and English, attend the program orientation and receive a satisfactory score on the bilingual placement test

For more information [www.csufextension.org](http://www.csufextension.org) or contact Amanda Matthews: 657.278.5836, [amatthews@fullerton.edu](mailto:amatthews@fullerton.edu)