

Washington State University

Department of Foreign Languages and Cultures
Thompson Hall 110
(509) 335-4135

Fulfillment of the Foreign Languages Translation Requirement for Graduate Students in Other Departments

*The translation requirement may be satisfied by passing
one of the following options with a B or better:*

- a) An undergraduate language course, 306 or higher;
- b) The graduate course Span 600; or
- c) The translation exam described in this document.

Directives to Prospective Students Taking the Translation Exam

- 1) The Department of Foreign Languages and Cultures offers graduate translation exams in the following languages: Chinese, French, German, Greek, Italian, Japanese, Latin, Portuguese, Russian, Spanish, and Swedish. Other languages, including Arabic, may be possible with special arrangements.
- 2) After consulting with your advisor, please contact the main office of the Department of Foreign Languages and request the names of the professors who are qualified to administer the Graduate Foreign Language Translation Exam in the language of your choice.
- 3) Make initial arrangements with one of these professors to administer the exam. ***The exam must take place by the end of your first semester of course work*** (for M.A. students), and ***by the end of your third semester*** (for Ph.D. students).
- 4) *When time and other circumstances permit*, a “dry run” practice session under conditions similar to those of the official exam may be useful. Inquire if the professor in charge of your translation exam is willing and able to offer such a practice session.
- 5) The professor in charge of your exam selects the text to be translated, and may consult with your major advisor on the type of text most useful for your area of research.

Common choices are passages from significant scholarly texts, from research articles, or, possibly, from works of literature.

- 6) The length of the excerpt to be translated and the time allotted for the task are outlined in the following table:

<i>Language Family</i>	<i>In Two (2) Hours</i>	<i>In Three (3) Hours</i>
Asian Languages		300-400 Words
Classical Languages		300-400 Words
Germanic Languages	500-600 Words	
Romance Languages	500-600 Words	
Slavic Languages		400-500 Words

- 7) Before the day of the exam, please fill out the Graduate Translation Form and pick up a Cash Deposit Report, both at the main office of the Department of Foreign Languages and Cultures. The fee is \$30.00, to be paid at the Cashier's window in the French Administration Building.
- 8) Immediately before the scheduled time of the exam, report to the main office of the Department of Foreign Languages and Cultures, and show the Cashier's receipt for the \$30.00 fee. A staff member will take you to the exam room and provide you with the text to be translated.
- 9) For the translation, you are able to use a dictionary. This may be either your own printed copy, or--*after special arrangements and depending on the location of the exam*--an online dictionary.
- 10) Graduate translation exams receive a grade of Pass or Fail, where "Pass" signifies a grade of B or better. While it is not important to translate every single word, the substance and major points of the foreign-language text must be clearly understood. In other words, the level of translation accuracy should be 85% or higher.
- 11) If your score is 75-84%, you will be able to retake the exam (with a different text). If you fail again, or if your first attempt scores at lower than 75%, you will be advised to complete language courses through the 204 level (fourth semester), and then to retake the exam, or to take and pass a language course numbered 306 or higher (with a B or better).
- 12) The professor in charge of your exam grades the translation, and you will receive an official letter with the result. One copy is also sent to your major advisor, and another is kept in the files of the Department of Foreign Languages and Cultures.

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Translation Exam for Graduate Students in Other Departments

APPLICATION FORM

Your name: _____

E-Mail Address: _____ Telephone: _____

Department: _____

Your Major Field: _____ M.A. / Ph.D. level

Your Area of Specialization: _____

Your Advisor: _____

E-Mail Address: _____ Telephone: _____

Target Language: _____

Professor in Charge of the Exam: _____

Scheduled Date of the Exam: _____

Fee Paid: _____ Date: _____

Checked By: _____

Grade: Pass / Fail Date: _____

Comments: _____

Professor's Signature: _____