ï»¿

2013 Summer/Fall Volume XXIII, No. 2 Washington, DC

I Want to Do Better Than Break Even. Do You?

By Maria Cristina de la Vega

It is the beginning of the year so let’s make a New Year’s resolution: that you will begin monitoring the performance of your interpreting business early enough in the year to make an impact on the goals you have set.

According to **Common Sense Advisory**’s Annual Report, in 2011, 24% of language service providers had only been in business for 1 or 2 years, and 69% had only 2.5 employees. Other business sources tell us that in the **service industry**, only 55% of startup companies are still operating after four years. They further state that among the major specific pitfalls that create this problem are: Emotional pricing, living too high for the business, nonpayment of taxes, no knowledge of pricing, lack of planning, no experience in record keeping, etc.

A common mistake I see with small interpreting businesses is that many are operating from hand to mouth. The owners are using the business to pay their living expenses and they will often do whatever it takes, perhaps competing on price only, to close a sale and get the money in the door, without considering whether the strategy is sustainable. This is all assuming that they have the language credentials to do the work they are engaged in, which is a different issue altogether.

One simple way to help solve this financial problem is to do what is known in business as a **breakeven analysis.** This consists of ***first*** determining your company’s *fixed costs*. In a small company this could include rent, utilities, insurance, vehicle expenses, phone service, collections costs, etc. In the example above, they could be stretched to include groceries, daycare, school expenses, and so on. This will vary per company, depending on how many expenses you expect to pay from the company and on whether there are alternate sources of income available to you to make those payments. Make sure your list of expenses is comprehensive by double checking with your accountant and remember that there are many **hidden costs** in running a business that do not spontaneously come to mind.

Second, you must determine your *variable costs*. These are the costs that will fluctuate depending on the volume of services rendered. At a very basic level, these could include the amount you pay any freelancers that help you to supply services. Then you will calculate your *unit contribution margin*, which represents how much money each unit/service sold brings in after recovering its own variable costs. It is calculated by subtracting a unit’s variable cost from its sales price. For example, if you charge $100 an hour and you pay a free lancer $50, your contribution margin is $50.

Third, you calculate your company’s *breakeven point* by carefully estimating your fixed costs and dividing them by your unit contribution margin. For example, if you have $4000 in fixed costs on a monthly basis and your contribution margin is $50, then 4000/50= 80. You must sell 80 one hour services to meet your financial commitments.

Many linguists overestimate how much interpreting work they can cover personally to avoid having to pay subcontractors. They may not realize that even in a small operation, there are many jobs to be done. If you are out covering an assignment, someone must answer the phone promptly, handle scheduling, billing, collections, payments, bank deposits, troubleshooting, etc.

After determining your breakeven point, you can also estimate expected profits knowing that any extra hours that you sell on a monthly basis will bring you an additional $50 each and any hours under that amount would generate a corresponding loss of $50 per unbilled hour.

If you are systematic and keep all of this information and your formulas on an Excel sheet, you will easily be able to adjust prices if you find that the actual numbers do not conform to your expectations and you can react to market fluctuations knowing what your bottom line is, rather than by making emotional decisions based on pressures at a given point in time.

[María Cristina de la Vega is a Spanish/English interpreter certified by USAOC, State of Florida and NAJIT. She is a former member of NAJIT's Board of Directors and is owner of Protranslating, Inc. in Florida, She frequently contributes to Proteus and to "Interpreters Forum" in ATA's "The Chronicle".]

The Practical Side of Being a One [Wo]Man Show

by Giovanna Lester

If you have transitioned into self-employment from a corporate environment you are probably glad you no longer have to deal with unrealistic demands on your time, routine tasks, too much work and not enough pay, the inability to choose what projects to take on and when you want to do so, among other things. But you may miss a few of the perks of sharing your daily activities with colleagues: having lunch together and at a pre-determined time, the water cooler breaks to get the latest gossip, someone to field your calls, a steady income, vacation and health benefits, for example. 

But don't despair. Not much has changed, really. Technology has seen to that, and businesses and professional organizations are here to supply whatever technology leaves out.

To stave off loneliness, you can be part of a virtual group of colleagues who are always at hand when you need an answer or want to "chat". Virtual offices provide secretary-like support to field your calls and give your clients the idea that you are a larger operation. Facebook, LinkedIn and similar online services allow for contact with the outside world and networking. You can also share an office with other independent professionals (coworking) and enjoy the pleasure of their company, while organizations such as the National Association for the Self-Employed (NASE) and Freelancers Union provide the type of support and opportunities that numbers can buy, such as affordable health care, special discounts for services (shipping, supplies), continuing education grants, scholarships, etc. And for specific professional needs, we can count on professional associations as our best resources.

Working at home affords me certain luxuries, such as having lunch with my husband most days, being home when my teenager gets back from school, getting certain chores done during the week so my weekend is free, etc. For the things I have less control over, I count on professional advice.

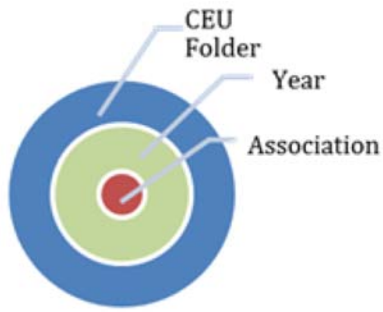
My greatest challenge as a self-employed professional is in handling the mundane aspects of work: organization, time management, and filing. My office right now is in need of a thorough cleaning and organization. Clutter is rampant because of an excess of projects, personal problems, and a strong predisposition to procrastination.
I am tackling things one at a time. I get office organization ideas from the Pendaflex site, raid the Container Store and the chains of office product stores for ideas and products that will help me. The heavy-duty portion of it I pass on to my friend Suzy, a professional organizer. Suzy helped me set up both my office space and my husband's before we started working from home. That was the smartest thing I did after going the S.E. (self-employed) route.

I have been very successful in other areas, such as my computer and professional papers. Since I have to account for my CEUs, for example, I developed an idiot-proof method of keeping track of them. Each certificate is scanned or photographed and filed in its proper folder(s) in my computer. When it is time to provide proof of continuing education, gathering my certificates is as easy as opening the right folder and copying the relevant information.

Here is how I keep track of my certificates and other CEU related data in my computer:

Here is how I keep track of my certificates and other CEU related data in my computer:

- Create a CEUs folder
- Sub-folder by year
- Subfolder by association
- Scan certificates and file appropriately (cross referencing is advised)



I have also downloaded Dropbox and Box.net to my phone so I can upload photos of documents, including receipts, directly to my computer from wherever I am.

Color coding my filing cabinet also helped a lot. That's a practice I started in the 80's and keep to this day. Visual stimulation is important to me, and my memory works best when simple things, such as colors, can be used as a reference. I have a desk-top filing system (in need of purging as we speak) that has helped me keep my working files and clients organized.
Now, if I could just apply that organizational principle to the office…

Helpful Links:

Virtual Receptionist:

http://home.evoice.com/s/r/eVoice_virtualassistant?source_id=31073&gkwid=virtual%20receptionist%20service&gclid=CLe2oJehurgCFUOi4AodP3MAwg

http://www.onebox.com/signup/lp/all-in-one?sourceid=27140&gkwid=virtual%20receptionist%20services&gclid=CI-z65ihurgCFYOe4AodHG0A9g

http://www.myreceptionist.com/

Coworking:
http://en.wikipedia.org/wiki/Coworking

NASE:
http://www.nase.org/BenefitsHome.aspx **https://twitter.com/nasetweets**

Frelancers Union:
https://www.freelancersunion.org/about/

Pendaflex:
http://www.pendaflex.com/enUS/Home/default.html

Dropbox:
http://dropbox.com

BoxNet:
http://box.net

[Giovanna "Gio" Lester has worked in the translation and interpreting fields since 1980. Originally from Bahia, Brazil, she has lived in the US since 1985. She is a regular contributor to the NAJIT Blog and is also a member of ATA, NBCMI, IMIA, IAPTI and the new ATA Florida Chapter, ATIF, which she co-founded and for which she served as its first elected president.]

Tips and Tricks for Certificate Translations

By Jennifer De La Cruz

Whether you call them official documents, vital records, transcripts, or diplomas, there are a lot of little complexities that we have to navigate when we work with clients who need personal records translated. For purposes of this article, I will refer to all these documents as certificates. I am an ATA-Certified Spanish to English translator, and my typical client for these certificate translations is a direct client who is usually a first-time buyer of translation services who needs the project for a personal endeavor. Most of the time, the translation is needed for immigration purposes or to validate studies abroad. My colleagues who work with other language pairs may have clients whose purposes are different, but some of the same concepts will apply.

Tips for working with clients

- ***Don't assume that the client is technologically savvy.*** This is important to remember when setting up processes for receiving source documents. If your process relies on the client sending you a document by email, be sure to have other options available. One option that seems pretty easy is for the client to take a photo with their smartphone; but as simple as that sounds to some people, it's quite a burden to others. Sometimes, your client will feel most comfortable doing most—if not all—transactions in person.
- ***Consistency and simplicity in pricing.*** It is very common to get new clients based on a recommendation from a former happy client, and they've probably talked about your pricing. Consistency and clarity of project quotes is key. Consider asking who referred your new client, and then check your records to see how projects compare.
- ***Offer several ways to pay.*** Like the technology issue discussed above, many clients are reluctant to try electronic payment methods. Be open to personal checks, but I suggest having your client get the check to you before you send the translation, in case you have to go to court for non-payment. Taking the time to walk your client through your preferred electronic payment method is always a great starting point, however.
- ***Request clear instructions.*** Because your client is going to be sending the translation to another entity, be familiar with what that entity is expecting. I often ask my clients to forward me any requirements in writing so that I know whether certain wording is expected in the certification page, the translation has to appear on letterhead, or any other requirements. Although the burden technically should fall upon the client, I find it easier to do it right from the beginning so that I don't have to make the time to backtrack unnecessarily.
- ***ASAP is negotiable.*** I've stopped asking when the client needs the project. Instead, I offer a timeline. Clients are usually very happy with a return in a couple of weeks. Nevertheless, it's always best to be sensitive to their needs. If there is truly an urgent need you can't fill, you can offer suggestions on how to reach a trusted colleague.
- ***Delivery.***Having a post office box near your home or work is ideal. For less than $100 per year, you can have documents and payment delivered without having to give out your home address. It only takes one client showing up at your doorstep late at night to realize that having a post office box is a must. Also, consider using the low-cost shipping methods online where you can print out postage and tracking. Finally, go to your office supply store and get some nice folders to send the translations in. I printed my company logo on some stickers and made my own folders, and I set up a stack of them with no-cost post office envelopes that I can pull out and use quickly and easily. Making the delivery look professional is your final chance to show how seriously you take your business and how much you care about protecting your client's documents, so do it right!

The mechanics of the document itself

My methodology is based on Word, but it can be applied or adapted for other publishing programs.

- ***Tables, tables, tables!* Because we are usually charging a per-page rate rather than a per-word rate, it's not about the word count but instead about formatting. Both text boxes and columns can be cumbersome and unstable. By envisioning the document as if it is a table with many columns and rows, you can usually replicate certificates pretty accurately. All you have to do is learn to merge cells and hide borders. The only problem is that you cannot use the TAB within a cell. If you use TAB to create lines, for example, just create them outside the cell where you need them and then move them into the cell. Works great!**
- ***Fonts.* Don't get too fancy. Your translation should generally reflect the form of the source document, but there is no rule that you must use the same font. Generally, a combination of Times New Roman, Arial, Arial Narrow, Calibri and Courier New do the trick. For clarity, consider using one for stamps/seals, perhaps another in italics for handwritten text, and another for wording on forms.**
- ***Fax vs. electronic vs. paper.* What works for me is definitely the electronic version for the simple reason that I can zoom in on features of the source document that are difficult to read. If I have a good electronic version, I don't have a need for a paper copy at all. Although it is more convenient for me, I do have to keep in mind that some clients may need me to be open to the other formats and/or to guiding them through the electronic process.**
- ***Seals and stamps in the document.*Sometimes, no matter how good you are with tables and formatting, wordy seals and stamps simply don't fit. One method I've found helpful, especially when there are many of them, is to add a final sheet to my translation where I write out all of the text with a description of the original location. In the formatted translation, I simply bracket a description and a number ([seal 1], [stamp 2], etc.)**
- ***Sizing.* Sometimes translations simply do not fit on the same number of pages as the source documents. Rather than using a miniscule font or bleeding margins, simply use brackets to indicate begin and end points on each page. On your certification or your seals/stamps page, you can clarify the difference in the number of pages quite easily through a translator's note.**
- ***Illegible signatures.* Some translators state that signatures are illegible, but I always wonder what they would do if the signature is legible. So, my solution is to simply indicate 'signature' or 'initials'. If I'm not sure what the mark is, I might write 'handwritten mark'. In any event, the user of these translations should have the original in hand, and can always reference it themselves. This works for my language pair, at least. There may be other standards for language pairs that do not share alphabet systems.**
- ***Electronic return*. If you email the translation, be sure to send it in PDF format. Although you may elect to send the entire final project back as a hard copy, any return to the client in electronic format should be reasonably protected from unauthorized changes. One method I have used to protect my translation is to place my initials on each page I return by hard copy.**

Certifying the translation

- **A separate statement of accuracy page.** What seems to work best is a combination translator statement of accuracy and notary page. The translator statement will depend on the needs of the institution it is intended for, but will generally include the translator's credentials, a description of the document and number of pages, dated and signed by the translator. This takes about half a page. The bottom half is where you can pre-print the notary wording for your state. You take that one piece of paper to a notary, sign it in their presence, and they simply complete their portion below. Ah, and be sure that your statement of accuracy is on your letterhead with any logos or seals.
- ***Apostilles.***Click **here** for information on this process. Be sure your client understands that this is not the translation process itself.
- ***Notarization.***Most clients forget to ask about notarization. I always offer to have translations of certificates notarized. There's nothing worse than thinking you've completed a project only to have a client call you back in urgent need of notarization. At least for me, getting to the notary takes a lot of time out of my day, so getting this taken care of from the get-go is important. Be sure to keep track of any costs associated with having documents notarized, and keep a clear record for tax purposes.

Miscellaneous

- ***Filing.*** Consider saving formats by document type, country, or region. That way, if you get future documents that are essentially formatted the same you don't have to reinvent the wheel. Although it doesn't happen too often in my language pair, when it does happen I'm overjoyed that I already have the formatting done.
- ***Replication of images.*** If my client sends an electronic version of the source document in PDF, I can often copy/paste images onto my translation. The alternative is to place a description in brackets.
- ***Translator's voice.*** Anything that is not on the source document is considered the translator's voice. As such, put it in brackets, not in parentheses.

Although this list is not considered all-inclusive, it's truly my best advice based on many hits and misses over the years. You will often have to adjust your practices based on a variety of factors, and the most important of these will always be your client's needs. Yes, certificate translations are usually cumbersome and time-consuming, but they are usually for a really good cause.

[Jennifer De La Cruz is certified as a Spanish/English interpreter for the California and Federal Courts, and as a translator by the American Translators Association (Span>Eng, Eng>Span.) She holds a Bachelor's degree in Spanish, and has taught interpreting and translation throughout her career. After spending nearly a decade as a medical interpreter, she joined the Superior Courts of California in 2006 as a staff interpreter while continuing to work as a freelance translator.]

NAJIT News

Message from the Chair

Dear Colleagues,

I hope that 2014 is off to a good start for you all and I would like to extend the Board of Directors' wishes for a healthy, happy and prosperous New Year. The start of a new year is always a wonderful opportunity to realign our compasses with the promise of all that can be accomplished in the next 12 months. One need only look at the world around us to recognize that each day and each calendar year is a gift, the gift of time and opportunity; a gift that many do not have. Unfortunately, many of us begin the process with the seemingly pre-requisite" resolutions".

I say "unfortunately" because all too often these "resolutions" are synonymous with wishes and hopes that end up as most wishes and hopes do, dashed at some point along the way. In fact, we readily accept failed resolutions and vow to be better next year or in fact, abandon the process all together.

According to the *University Of Scranton Journal Of Clinical Psychology* in research dated 1-1-14, 62 percent of Americans make New Year's resolution yet only 8 percent are successful at achieving them. In fact, only 46 percent of those resolutions are maintained past six months. Clearly there is value in making resolutions as the research indicates that, "People who explicitly make resolutions are 10 times more likely to attain their goals than people who don't explicitly make resolutions." The entire statistical breakdown can be found at: **http://www.statisticbrain.com/new-years-resolution-statistics/** .

However, it is hard to ignore the low rate of success and it is important to look at the underlying reasons why it seems so difficult to maintain these well-intentioned resolutions. At the risk of seeming to rely on semantics, I contend that the key to achievement is to set goals, rather than resolutions. If you have one resolution this year I hope that it is to set goals for those things that you resolve to achieve. In a previous capacity I was charged with delivering motivational seminars and meetings in the private sector. As a result, I have studied goal setting theory extensively. I will not bore you with dense material but I would like to offer a brief primer with apologies in advance as I surely will be preaching to some of the converted.

The roots of goal setting theory can be traced to Aristotle's concept of "final causality" or the idea that by having a purpose, action will follow. Edwin Locke is credited with pioneering the modern study of goal setting beginning in the 1960's. The field continues to evolve and in fact it is considered an open theory as new information becomes available that impacts the field of study. The acceptable method for goal setting is to set SMART goals (specific, measurable, achievable, realistic and time-targeted) and this presents the easiest jumping-off point for our purposes.

As we revisit the statistics from the above mentioned *University Of Scranton Journal Of Clinical Psychology* research, the top five New Year's resolutions are:

- Lose Weight
- Getting Organized
- Spend Less, Save More
- Enjoy Life to the Fullest
- Staying Fit and Healthy

It is rather obvious that these five resolutions lack the specificity required to make these actual goals. They never get past the "S". A speaker that I admire greatly and had an opportunity to meet was the late Zig Ziglar. In regards to goal setting, Ziglar spoke of the concept of "wandering generalities". In other words, most of us wander through life setting very general goals, thus invalidating these as true goals. Statements such as, "I want to make more money.", "I want to lose weight.", "I want to be succesful" or "I want to be more organized" lack both the specificity and the quantifiable nature of true goals. Ziglar went on to say that we should strive to be what he coined "meaningful specifics", a concept that I have fully embraced for the better part of three decades. When you evaluate the resolutions you have or plan to set, why not apply the SMART test? Turn these general resolutions into specific goals by adhering to those criteria.

As we apply that test, it is crucial that we not misunderstand the "T". A goal must be time-targeted but the problem oftentimes

lies in a too-distant time horizon. For goals to be effective, they must be measurable within a reasonable amount of time to serve as motivators. Setting the "payoff" in the distant future, "This time next year…" may be a root cause of failure. Modern goal setting theory accounts for this and borrows from Temporal Motivation Theory to explain the effectiveness of goal setting. What that suggests is that in order to honor the "T", it may be best to break the larger goal into smaller, more quickly attainable ones that lead towards the fulfillment of the overall goal. It reinforces successes and curtails the concept of diminishing returns. In fact, we may be familiar with many weight-loss plans and programs that incorporate this concept but we do not always apply that methodology to other parts of our goal setting (if we have other parts). It is always helpful to have sign posts along the way to encourage us or to get us to turn around. When we break our broad goals into smaller ones we give ourselves those sign posts. If we apply the SMART test to our resolutions and utilize these sign posts, our rate of success cannot help but rise.
My hope is that all of you achieve the things you envision in the coming year and that your successes are many. I speak for the entire Board of Directors when I say that we are very excited about the promise of 2014 for NAJIT and about the goals we have set for the organization. These goals are reflected in our "**Case Statement**", which can be found on our website. I am very grateful and humbled to embark on another calendar year as the Chairman of such a prestigious organization and representing such dedicated members. Thank you for that opportunity and I believe together we will make this year a great one.
All the best,
Rob

NAJIT reacts to Chicago case of alleged rape victim reportedly denied an interpreter

NAJIT Supports Hawai'i Interpreters Action Network (HIAN) on Training and Qualifications Concerns

National Association of Judiciary Interpreters & Translators
1901 Pennsylvania Ave. NW ◆ Suite 804 ◆ Washington, DC 20006
Tel: 202-293-0342 ◆ Fax: 202-293-0495 ◆ www.najit.org

December 20, 2013

The Honorable Mark Recktenwald
Chief Justice, Hawai'i Supreme Court
Ali'iolani Hale
417 South King Street
Honolulu, Hawai'i 9681693-29473

Re: Standards for trainers of court interpreters

Dear Mister Chief Justice:

I write as chair of the Advocacy Committee of NAJIT, the National Association of Judiciary Interpreters and Translators. NAJIT's mission is to promote quality services in the field of legal interpreting and translating. Our members play a critical role in ensuring due process, equal protection, and equal access for non-English or limited English proficient (LEP) individuals who interact with the judicial system.

NAJIT is the largest American organization of judiciary interpreters and translators. Our aims include: the promotion of professional standards of performance and integrity for court and legal interpreters and translators; wider recognition for the profession of judiciary interpreting and translating; and the enunciation of positions on matters affecting the advancement and interest of the profession of court and legal interpreting as a whole. NAJIT's advocacy committee is charged with monitoring developments relating to legal interpreting and translating and advocating for appropriate standards and procedures.

Our colleagues in the Aloha State have shared with us the letter recently sent to you from the Hawaii Interpreter Action Network (HIAN), expressing certain concerns, and have offered background information on events leading to that letter. (A copy of the letter is attached for your easy reference.)

We stand in firm support of the position taken by HIAN. We believe that it is critically important to the effective administration of justice that court interpreters be qualified for their essential service through a process of training and certification that assures their competence. The HIAN letter and associated materials point out three deficiencies that militate against effective training and certification:

- **Courts ought to be served by the best possible qualified interpreters. But we are advised that "most … in-court work is being done by people with no certification" (history provided by HIAN). "At least ten … have not even passed their Written English test." The test in question tests facility in English, basic court procedures, and interpreter ethics. By this measure, many interpreters practicing in Hawai'i courts do not have basic competence. Your Limited English Proficient (LEP) court participants deserve excellence, not incompetence.**
- **Interpreters, it would seem obvious, ought to be trained by competent practitioners. Yet most trainings held on Oahu, which even mainlanders understand to be Hawai'i's most populous island, are taught by personnel who are not themselves certified or experienced in the profession. But I understand that very well qualified people are available for the task. This seems perverse.**
- **HIAN points out that "[t]here is no certified, experienced spoken language court interpreter with the OEAC [Office on Equality and Access to the Courts] to advise the Judiciary and run the training program". We concur with HIAN that a Supervisory Interpreter is needed to manage the preparation of interpreters.**

We share HIAN's concern that the Hawaii Judiciary needs to improve its standards for interpreter training and supervision, and we hope these matters can be resolved through your good offices.

Very truly yours,

John M. Estill
Chair, NAJIT Advocacy Committee

For further information on this issue, please click on **background information** and **HIAN's letter**.

NAJIT's 35th Annual Conference

SAVE THE DATE!!

NAJIT's Thirty-Fifth Annual Conference will be held at the **Green Valley Ranch Resort** in Las Vegas, NV on May 16-18, 2014.

NAJIT welcomes members and friends to its 35th Annual Conference Celebration at the Green Valley Ranch Resort in Las Vegas, NV May 16-18, 2014. You don't want to miss this annual event geared specifically to professional interpreters and translators working in law enforcement and judicial settings.

- Pre-conference workshops: On Friday, May 16, 2014, we offer a variety of pre-conference workshops at a great rate. Pre-conference registration is separate from the main conference registration fee. Space is limited, so sign up now for valuable in-depth professional development opportunities.

- Cocktail Reception: Kick up your heels on Saturday evening at this social event. There will be great food, great music and the chance to meet and greet old and new friends alike. The price of this event is included in the regular registration fee. (Except for students.)

- Educational Program: Saturday and Sunday will be devoted to a slate of educational sessions geared specifically to judiciary interpreters and translators.

- Continuing Education Credits are pending. Updates on CE credits will be posted on the NAJIT website.

Book by April 22nd, 2014 for a special room rate
For reservations, call 1-800-233-1234 and mention NAJIT when you book your room

---

The Susan E. Castellanos-Bilodeau Scholarship

In March 2010, NAJIT established a scholarship in memory of Susan E. Castellanos-Bilodeau, a devoted member.

Susan worked as a freelance Spanish interpreter supporting the New Hampshire Court system, and served as an interpreter for humanitarian mission works in the Dominican Republic. Susan was the Nominations Committee Chair for several years. She was also a member of the ATA and NETA, a founding member of NHITO and a member of the Red Cross Disaster Services.

The Susan E. Castellanos-Bilodeau Conference Scholarship was created for those NAJIT members who would otherwise be unable to attend the NAJIT conference due to financial difficulties. This yearly scholarship will allow one Active NAJIT Member to attend the conference without paying the registration fee. The scholarship is valued at $350.

Candidates interested in applying for the scholarship must send a resume or CV and a letter of 700 words or less outlining their interest in the scholarship. Candidates may discuss their commitment to NAJIT, dedication to the profession, and reasons for attending the conference. Only Active NAJIT members are eligible to apply. The application should be submitted by March 1 and received by March 8, 2014. The selected candidate will be notified by March 25, 2014. Please send completed applications to **carrington@najit.org**.

2014 NAJIT SCHOLAR PROGRAM

POLICIES AND PROCEDURES

DEFINITIONS AND POLICIES

NAJIT Scholars Program: Under this program of the National Association of Judiciary Interpreters and Translators (NAJIT), up to five NAJIT Scholars will be selected from applicants currently enrolled in or who have graduated from translation and interpretation programs in North America in 2013 and 2014 to attend NAJIT’s 35th Annual Educational Conference in Las Vegas, NV. The Conference will be held from May 16-18, 2014 at the Green Valley Ranch Resort in Las Vegas, NV.

Eligible Applicants: Spoken Language or Visual Language (American Sign Language) Translating or Interpreting (T&I) students and 2013 graduates of a T&I program may apply for one of the 2014 NAJIT Scholars Awards. There is no limit to the number of applications any given T&I Program may submit for consideration. Previous recipients of this Scholarship are not eligible to reapply. Active members of NAJIT are not eligible to apply for this Award unless they can verify their T&I student status.

NAJIT Scholar: A successful Applicant under the NAJIT Scholar Program as selected by the 2014 NAJIT Scholars Program Panel of Judges. Up to five award winners will be selected for the 2014 NAJIT Scholarship Program. The Scholarships are not transferable.

NAJIT Scholars Award: Each successful applicant under this program, the 2014 “NAJIT Scholar Award,” shall receive the following:

- Complementary registration for NAJIT’s 35th Educational Conference;
- A stipend of $500 (in the form of a check to be presented at the conference) to help the NAJIT Scholars meet lodging or travel expenses, or to be used any way the Scholar deems fit;
- Complementary registration for one half-day preconference seminar, and

- Complimentary student membership in NAJIT for one full year, including a one-year subscription to NAJIT's publication, ***Proteus***

Note: Transportation and lodging arrangements and costs are the sole responsibility of the NAJIT Scholar. Scholars will need to cover two or three nights in the conference hotel. NAJIT will assist the Scholars in making roommate arrangements if possible, but cannot guarantee that a suitable roommate will be available. Also included in the NAJIT Scholars Award are the Friday evening Scholars' Reception, all continental breakfasts and the group luncheon for the Annual Business Meeting.

In the event a Scholar is unable to attend the conference and utilize NAJIT's Scholarship, the $500 stipend shall be forfeited. The registration fees waived under the scholarship have no cash value.

Scholarship applications will be available on the NAJIT website and must be submitted by March 1, 2014.

PROCEDURES

GENERAL INFORMATION

Questions regarding NAJIT 2014 Scholars Program shall be directed to Carrington Blake at **Carrington@najit.org**.

APPLICATIONS

- Applications for the 2014 NAJIT Scholars Program can be found by visiting NAJIT's website at **www.najit.org**.
- Applications must be submitted electronically in a Word-compatible document. Scanned applications will not be accepted.
- No mailed-in applications will be accepted.
- All applications must be received by **March 8, 2014**. Applications received after that date will be not considered.
- All application forms and written queries sent to NAJIT must be in English.
- Applications will not be considered by the judges if any section of the required information fields is left blank or incomplete.

SCHOLARS SELECTION PROCESS

- NAJIT Headquarters shall prepare the applications, assign each a number, and make copies for the Panel of Judges.
- Three Judges shall decide which Applicants will be offered the opportunity to become a NAJIT Scholar. The three Judges will be selected by the SSTI Student Outreach Committee, and ideally will represent three aspects of the T&I profession. The Judges Panel should include representatives with experience in (a) a T&I certificate program, (b) a four-year university translation program, and (c) as an independent freelancer. The Panel of Judges selected by the Student Outreach Committee will be reviewed by the NAJIT Scholarship Coordinator and by the NAJIT Executive Director.
- The Judges shall use a ranking system in determining the Applicants are to be offered the Scholarships. The successful NAJIT Scholars will be selected according to their ranking by the Panel of Judges. NAJIT/SSTI reserves the right to determine whether the full number of awards will be offered in any particular year.
- Judges shall reach their decision by **March 22, 2014.**
- A report with the list of Scholars will be prepared for the Chair of NAJIT Student Outreach Committee and for NAJIT's Executive Director.

- The Chair of NAJIT Student Outreach Committee will notify all Scholarship Recipients of the results immediately after the judges' decision on **March 22, 2014.**
- The judges' decision is final.
- In the event a Scholar so selected is unable to participate, s/he must inform the NAJIT immediately by emailing **carrington@najit.org**.
- The Chair of the Student Outreach Committee shall work with the NAJIT Scholarship Coordinator to notify the next qualifying Applicant in the ranking chart that s/he has been awarded the Scholarship. If no other candidate meets the criteria set by the judges, a replacement candidate will not be selected.
- The final list of Scholars shall be published on the NAJIT website no later than **March 25, 2014**.

SCHOLARS' RIGHTS AND RESPONSIBILITIES

RIGHTS

The Scholar may attend as many sessions during the Conference as is practicable for him or her. All Scholars must attend the Scholar Orientation and Scholar Reception with NAJIT Chair. These events will allow the Scholars to meet each other, the NAJIT Board Members, SSTI Board Members and the Executive Director. This will give the Scholars the opportunity to represent their school, learn about NAJIT, prepare for their duties during the conference, and express their opinions on matters of interest. The stipend check and a certificate will be presented to the Scholars in attendance during the Saturday luncheon.

NOTE: Only scholars who are also Active NAJIT members may cast ballots during pre-conference gatherings, during the conference or any of its meetings.

RESPONSIBILITIES

The Scholars will have some volunteer duties to perform at the conference but will be encouraged and expected to attend as many educational sessions as may be feasible.

Each Scholar will be expected to be on-call at particular times. During this on-call period, the Scholar shall perform duties as directed by the Conference Coordinator or any person so designated by the Scholar Liaison, Conference Coordinator, or Executive Director. If dismissed by the person in charge of that period, the Scholar is free to attend the remainder of that or any other conference session running concurrently. Duties of the Scholars include, but are not limited to, assisting check-in, photocopying, distributing hand-outs, collecting evaluations, cleaning up, and assisting the Conference Coordinator, Board Members, the Executive Director, or any other person so designated by the Scholar Liaison, Conference Coordinator, or the Executive Director.

The application can be downloaded here.

For further information, send an email to: carrington@najit.org

National Association of Judiciary Interpreters and Translators
1901 Pennsylvania Avenue, NW Suite 804, Washington, DC 20006
Tel: 202-293-0342 Fax: 202-293-0495
www.najit.org

ITEMS OF INTEREST

World Association of Sign Language Interpreters and World Federation for the Deaf joint statement on Mandela Memorial Sign language Interpreter

Links to Articles

FOR THE LANGUAGE PROFESSIONAL

Scam alert
http://www.paymentpractices.net/Scams.aspx

No Peanuts! is an organization that provides support and resources to professional translators and interpreters in demanding and receiving a fair and honest living from their work.
http://nopeanuts.wordpress.com
See also: **http://blog.transbunko.com/**

Leadership qualities
https://www.openforum.com/articles/the-4-traits-you-need-to-be-a-great-leader/

Risk management for translators and interpreters
http://wiki.proz.com/wiki/index.php/Risk_management_for_translators_and_interpreters

Email mistakes to avoid in marketing
http://freelancefolder.com/email-mistakes/

Conducting productive meetings
http://www.linkedin.com/today/post/article/20130701022638-22330283-a-simple-rule-to-eliminate-useless-meetings?ref=email

Fastest-growing profession
http://www.prweb.com/releases/news/granted/prweb11093125.htm

Form letters and why you shouldn't send them
http://www.linkedin.com/groups/Do-you-send-form-letters-138763.S.5793395017842180098?view&srchtype=discussedNews&gid=138763&item=5793395017842180098&type=member&trk=eml-anet_dig-b_pd-ttl-hdp&fromEmail&ut=1-LbdJo3JwKRY1

Getting paid
http://www.ehow.com/how_5923062_report-business-non-payment.html

Collective bargaining agreement for northern California court interpreters
http://www.interpreteraction.org/northern-california-court-interpreters-reach-deal-with-raises/

GENERAL INTEREST
Untranslatable words reflect different cultures
http://9gag.com/gag/ajrVP9p?ref=t

Cardiff Index to Legal Abbreviations (British Isles/Commonwealth and US)
http://www.legalabbrevs.cardiff.ac.uk

Interinstitutional Style Guide for the European Union
http://publications.europa.eu/code/en/en-000100.htm

FOR TRANSLATORS

The translation business
http://translationbiz.wordpress.com/2013/01/07/the-price-of-translation-why-is-it-like-buying-a-second-hand-car-xl8/

Tips for translators
http://atasavvynewcomer.org/2013/09/03/ten-tips-for-translators/
http://www.finverbus.com/en/asuccessfulapplication.html

How to calculate words on a webpage (Spanish)
http://blog-de-traduccion.trustedtranslations.com/como-calcular-las-palabras-de-un-sitio-web-2013-12-09.html

Advice for new freelance translators
http://atasavvynewcomer.org/2013/12/10/the-top-three-things-i-wish-somebody-told-me-when-i-first-started-as-a-freelance-translator/

Translation Services Procurement Research Report
http://www.prweb.com/releases/2013/12/prweb11443345.htm

Media Links

The importance of knowing languages
http://www.youtube.com/watch?v=tlzNGCBp1TE&feature=youtu.be

TED talk on culture and identity
http://www.ted.com/talks/hetain_patel_who_am_i_think_again.html?source=facebook#.UnmqaWvqml0.facebook

Translators are a waste of space. Listen and watch all the way through.
http://www.youtube.com/watch?v=UGYL5sUwr2Q

Perception - ASL Monologue
http://vimeo.com/23369950

The added value of a professional interpreter
http://aiic.net/page/6641/let-them-hear-you/lang/1

Google Translate vs. humans - and the winner is...
http://www.youtube.com/watch?v=M9FyZ13UGL4&feature=youtu.be&goback=.gde_145268_member_5816890506554146820#%21

REGULAR DEPARTMENTS

Noteable Quotables

"If you talk to a man in a language he understands, that goes to his head. If you talk to him in his language, that goes to his heart."

-Nelson Mandela

"A word is not a crystal, transparent and unchanged; it is the skin of a living thought and may vary greatly in color and content according to the circumstances and time in which it is used."

--Oliver Wendell Holmes, Jr.

"All of us have two educations - one which we receive from others; another, and the most valuable, which we give ourselves."

--John Randolph

"Simultaneous interpretation is like driving a car that has a steering wheel but no brakes and no reverse."

--Pyotr Avaliani, UN Russian interpreter

For Better of Verse

The Multi-tasking Interpreter

Specialists are for certain efficient,
But in one area they are deficient,
In getting <u>all</u> the work done
While they are on the run.
At that, a multi-tasker's proficient.

But just doing the work's not sufficient,
With the very least drag co-efficient,
Because their work is a ton,
And there's none they can shun
Multi-taskers must all be omniscient.

For Interpreters the talent's beneficent
About which they shouldn't be reticent,
Mumbled speech they convey
While taking notes 'long the way.
Observers must think they are prescient.

Though rewards are seldom munificent,
They interpret for the guilty and innocent
Employing mental acrobatics,
These multi-tasking addicts
Use creativity that's truly omnificent

---Douglas Hal Sillers

[Hall Sillers is a MN State and federally certified interpreter of Spanish and frequent contributor to this column.]

The Last Laugh

Yiddish words you may have heard
http://www.youtube.com/watch?v=BKgQv_Jyh2M

Animated history of the English language
http://io9.com/this-animated-history-of-the-english-language-is-wonder-1464423756

German language video courtesy of ATA via Translation Times
http://translationtimes.blogspot.com/2013/11/monday-humor-german-language-video.html

---

Return to the Winter 2014 issue of *Proteus*