



JOHNSON COUNTY
COMMUNITY COLLEGE



Spanish-English Legal Interpreting Program

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Information for Prospective Students

Spring 2019

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INFORMATION FOR PROSPECTIVE STUDENTS LEGAL INTERPRETING PROGRAM (ENGLISH-SPANISH)

Introduction

Thanks for your interest in the Legal Interpreting certificate program at JCCC. We hope that the following information will help answer your questions about becoming an interpreter and provide the information you need about our certificate program.

Legal Interpreting (LI) is designed to give bilingual (English and Spanish) students the awareness, knowledge and skills necessary to serve as entry-level interpreters and translators in legal settings including courts, law offices and similar environments. Program completers should be eligible for employment as salaried or on-call staff interpreters, or as self-employed freelance interpreters. Employment opportunities may also be available with professional interpreting and translating service companies. Although the emphasis of the program is legal interpreting, the skills gained could be applied to other interpreting and translating settings in the community, such as conference and business interpreting and translation of written documents.

The Need for Trained Interpreters

There is a serious need in Johnson County and the Kansas City metropolitan area for a Spanish-English legal interpreting training program. The Kansas City region experienced phenomenal growth in Spanish-speaking residents in the 1990s and the trend is expected to accelerate over the next 20 years. According to recent figures, at least 120,000 people of Hispanic/Latino ethnicity resided in the metropolitan area, approximately 40,000 of them living in Johnson County and Wyandotte County. Many of these residents do not speak English fluently. As a result, an unprecedented need exists for professionally trained Spanish-English interpreters, far outstripping the supply. The employment outlook for interpreters is strong, especially for part-time and on-call positions.
(<http://quickfacts.census.gov/gfd/states/20/2036000.html>).

Description of the Program

The Legal Interpreting program is a 20-credit-hour vocational program leading to a certificate of completion. It is designed to be completed in three semesters, although there is enough flexibility in the curriculum to extend the time period for several additional semesters, if the student prefers a slower pace. The program is organized in a progression of courses leading the student from general concepts to increasingly complex skills and knowledge, culminating in a comprehensive skills exam and a professional practicum. It includes five courses developed specifically for the program plus two other courses. **The latter two courses, LAW 121 - Introduction to Law and ADMJ 121 – Introduction to Administration of Justice, do not have prerequisites and could be taken at any time prior to completion of the program.**

Please note that you must be admitted into the Legal Interpreting Certificate program. Completion of LAW 121 and ADMJ 121 do not guarantee admission into the program.

The LI Program has its own unique course prefix (LI) and curriculum. Other courses in the Interpreter Training Program emphasize deaf communication and sign language, and Health Care Interpreting (HCI). LI students should enroll only in courses with the LI prefix, LAW 121 and ADMJ 121.

Students in the Legal Interpreting program will attain:

- A general understanding of cultural concepts, usage and expressions of the Spanish language being interpreted, including the language's varieties, dialects and accents.
- The ability to interpret and translate in a manner which reflects the educational level and understanding of the person whose primary language is other than English.
- A basic knowledge of legal rights for persons involved in law enforcement investigations, administrative matters, and court proceedings and procedures.
- Skills in written and oral communication between English and the Spanish language being translated, including the qualified interpreter's ability to translate complex questions, answers and concepts in a timely, coherent and accurate manner.

Requirements for Admission

Students must meet all admissions requirements established by Johnson County Community College. Prospective students should visit the Admissions page at jccc.edu for more information and an application. You may call the Admissions Office at 913-469-3803 if you have any questions.

In addition to being accepted by the college, students wishing to enroll in the LI program must demonstrate native or near-native fluency in both English and Spanish before enrolling in any of the program's courses. Students must demonstrate their academic good standing by providing an unofficial copy of their transcript. Students on academic probation or students who have holds on their accounts will not be considered as candidates for the LI program.

The supervisor of the Legal Interpreting program will evaluate candidates using the tests defined below. Candidates must demonstrate that they are able to use both English and Spanish with equal fluency.

Assessment Interview: Documentation of Fluency

Students must first speak to the LI supervisor in order to set up testing.

Fluency can be difficult to assess. Candidates will have three skills tested: reading, writing and speaking. The English and Spanish reading and writing tests take place in JCCC's Testing Center. This is scheduled by the LI supervisor. These skills will be evaluated during interviews with the program facilitator and perhaps the LI instructors. Testing of all three skills is required prior to enrollment in courses. An ACTFL OPIc test will be given as well in the student's non-dominant language. The top 10-12 students with the best combined reading, writing and speaking test scores will begin the LI program in the spring.

All placement testing will take place in the Testing Center at no cost to the student.

No testing will take place during finals week.

The oral proficiency exam will be conducted by the LI supervisor at no cost to the student.

An ACTFL OPIc exam will be given at cost to the student (approximately \$70).

Please visit <http://www.actfl.org> for details about ACTFL testing.

A 3-step testing process will measure English and Spanish skills.*

STEP 1 – All exams are to be taken in the JCCC Testing Center, 3rd floor of the Student Center building.

A candidate must have a JCCC student ID number in order to test in the Testing Center.

No testing during finals week.

ONLINE: Visit the Assessment Test Study Guides page at jccc.edu

ENGLISH TESTING

- Minimum qualifying COMPASS or ACCUPLACER** test scores, qualifying ACT scores or completion of Composition I with a grade of C or better.
- Short Essay – minimum score of 80%. Students will demonstrate their ability to communicate in English. A scoring grid created by the LI supervisor will be used.

SPANISH TESTING

- Spanish Placement – minimum test score of 500 and preferred score of 640 or higher on the reading exam AND
- Short Essay – minimum score of 80%. Students will demonstrate their ability to communicate in Spanish. A scoring grid created by the LI supervisor will be used.

The Spanish foreign language placement is the SCAPE test, part of the CAPE (Computer Adaptive Placement Exam). It was developed by Brigham Young University. It measures students' current skill levels in Spanish. If a student takes the placement exam more than once, the test scores will be averaged together.

The short essay exams are developed by the LI supervisor.

STEP 2 – An oral proficiency interview by appointment with the LI supervisor.

Candidates will meet with the LI supervisor for an oral proficiency interview if their reading and writing tests meet the minimum requirements as explained above.

Students will be ranked after completing Step 2 of the testing process. The top 10-12 students will be advised to take the ACTFL OPIc exam (estimated cost - \$70) in their non-dominant language. Students will take the OPIc in either English or Spanish. Once the OPIc has been scheduled with the supervisor, it must be completed within 10 days or the student will be required to pay the \$70 fee again.

STEP 3 – Students who receive an Advanced Mid or higher ranking from ACTFL and meet the requirements as outlined in steps 1 and 2 will be admitted into the program. Students who do not receive an Advanced Mid or better on the ACTFL OPIc but who have met requirements as outlined in steps 1 and 2 may be considered for the program.

- A second oral proficiency interview with the LI instructor(s) will decide whether or not to admit the student into the program.
- Students who do not receive the minimum COMPASS scores may be considered as candidates if they take English or English as a Second Language classes the first semester along with the LI courses. Those who receive a letter of recommendation from an English or an EAP professor at JCCC may also be considered for the LI program.

*Students who have completed the JCCC Health Care Interpreting (HCI) program will not need to participate in the 3-step testing process to measure English and Spanish skills. They may begin the program upon the recommendation of the HCI professor.

**Students will be asked to complete COMPASS or ACCUPLACER exams in the Testing Center. For more information, contact Christina Wolff.

Program Information

The seven required courses for the 20-hour Legal Interpreting certificate are as follows:

1. **LI 130 – Introduction to Legal Interpreting (3 credit hours)**

Prerequisite: Legal Interpreting supervisor approval
 Corequisite: LI 140 – Legal Interpreting Skills I
 (Recommended Corequisite): LAW 121 – Introduction to Law or ADMJ 121 – Introduction to Administration of Justice

The course provides a practical and theoretical introduction to the field of bilingual interpreting. Students study interpreter rules and skills, modes of interpreting and translating, ethical issues, professional standards of practices, cultural competence and applied linguistics. Upon completion, students should have a strong foundation regarding the profession of interpreting.

2. **LI 140 – Legal Interpreting Skills I (3 credit hours)**

Corequisite: LI 130 – Introduction to Legal Interpreting
 (Recommended Corequisite): LAW 121 – Introduction to Law or ADMJ 121 – Introduction to Administration of Justice

The course develops the knowledge, techniques and practices needed to function as a bilingual interpreter in a legal environment. Students are introduced to basic legal situations, procedures and order of events, with vocabulary and terminology in both English and Spanish. Upon completion, students should be able to apply legal interpreting techniques in a variety of legal settings. This course is taught in English and Spanish.

3. **LI 150 – Legal Interpreting Skills II (3 credit hours)**

Prerequisite: LI 130 – Introduction to Legal Interpreting
 Prerequisite: LI 140 – Legal Interpreting Skills I
 Corequisite: LI 160 – Spanish Legal Interpreting
 (Recommended Corequisite): LAW 121 – Introduction to Law or ADMJ 121 – Introduction to Administration of Justice

The course develops students' skills in simultaneous interpreting and advanced consecutive interpreting. In addition, through classroom, lab and field experiences, students practice the three interpretation modes they have learned in the program and improve all aspects of their interpreting while forming good professional habits. Self-assessment, professional growth and development of a personal philosophy of interpreting are stressed. This course is taught in English and Spanish.

4. **LI 160 – Spanish Legal Interpreting (3 credit hours)**

Prerequisite: LI 130 – Introduction to Legal Interpreting
 Prerequisite: LI 140 – Legal Interpreting Skills I
 Corequisite: LI 150 – Legal Interpreting Skills II
 (Recommended Corequisite): LAW 121 – Introduction to Law or ADMJ 121 – Introduction to Administration of Justice

This course develops the knowledge, techniques and practices needed to function as a bilingual interpreter in a legal environment. Upon completion, students should be able to apply legal interpreting techniques in a variety of legal settings.

5. **LAW 121 – Introduction to Law (3 credit hours)**

This course must be completed BEFORE enrolling in LI 180.

Students are able to explain the major substantive and procedural aspects of law. The course provides an overview of the legal system and knowledge of specific legal topics, including torts, criminal law, contracts, family law, business law, real estate law and wills, and trust and probate law.

6. **ADMJ 121– Introduction to Administration of Justice (3 credit hours)**

This course provides a detailed description of the components of the American criminal justice: police, courts and corrections. Students utilize critical thinking skills to discern the balance between individual rights and public order as it pertains to the criminal justice process. Students demonstrate knowledge of criminal justice processes through examinations, assigned papers and reports. Additionally, students are required to participate in field and classroom experiences designed to explore the various career opportunities within the criminal justice system

7. **LI 180 – Legal Interpreting Practicum (2 credit hours)**

LAW 121 must be taken prior to enrolling in LI 180. ADMJ 121 is the only course that may be taken with LI 180.

Prerequisite: LI 150 – Interpreting Skills II

Prerequisite: LI 160 – Spanish Legal Interpreting

Prerequisite: LAW 121– Introduction to Law

Prerequisite or corequisite: ADMJ 121– Introduction to Administration of Justice

Students observe and interpret at assigned legal facilities, participate in class discussions about their interpreting experiences, and develop a personal philosophy of interpreting. Classroom meetings and field work are required for class.

Although not required, the supervisor strongly recommends that students take ENGL 121 Composition I and/or RDG 127 College Reading Skills. The supervisor may also suggest that students enroll in a Spanish course for heritage speakers, FL 288, Spanish for Heritage and Advanced Speakers of Spanish.

Multiple Curricula: The Legal Interpreting certificate is a 20-credit-hour program. It is designed to be completed in three semesters, although there is enough flexibility in the curriculum to extend the time period for additional semesters, if the student prefers a slower pace.

The program is organized in a progression of courses leading the student from general concepts to increasingly complex skills and knowledge, culminating in a comprehensive skills exam and a professional practicum. **If a potential student’s oral and written Spanish skills do not meet the required standards for entrance, the student will be given the opportunity to take two stand-alone law classes, LAW 121 – Introduction to Law and ADMJ 121– Introduction to Administration of Justice.**

Please note that a student will be considered as an LI Certificate candidate after language skills in both English and Spanish are evaluated. Students are admitted into the LI Program based on all combined test scores (see page 3). Only the top 10-12 students whose combined scores meet the requirements will be admitted into the Legal Interpreting certificate program.

Course Sequence

See the examples below for what a typical three-semester sequence **might** look like:

<u>OPTION 1</u>	<u>OPTION 2</u>	
<p><u>Spring</u> LI 130 Introduction to Legal Interpreting LI 140 Legal Interpreting Skills I LAW 121 Introduction to Law or ADMJ 121 – Introduction to Administration of Justice</p> <p><u>Fall</u> LI 150 Legal Interpreting Skills II LI 160 Spanish Legal Interpreting LAW 121 Introduction to Law or ADMJ 121 – Introduction to Administration of Justice</p> <p><u>Spring</u> LI 180 Legal Interpreting Practicum Participation in Service Learning</p>	<p><u>Spring</u> LI 130 Introduction to Legal Interpreting LI 140 Legal Interpreting Skills I LAW 121 Introduction to Law</p> <p><u>Fall</u> LI 150 Legal Interpreting Skills II LI 160 Spanish Legal Interpreting</p> <p><u>Spring</u> LI 180 Legal Interpreting Practicum Participation in Service Learning ADMJ 121 Introduction to Administration of Justice</p>	<p><i>LI 130, 140 are <u>only</u> offered in the spring.</i></p> <p><i>LI 150, 160 are <u>only</u> offered in the fall.</i></p> <p><i>LAW 121 and ADMJ 121 are normally offered in the spring, summer and fall.</i></p>

ENGL 121 – Composition I and FL 288 – Spanish for Heritage and Advanced Speakers of Spanish are recommended courses for the program.

Note: LAW 121 – Introduction to Law and ADMJ 121 – Introduction to Administration of Justice can be taken before a student enters the LI program. This would reduce the student’s course load during the program. Students may enroll in ADMJ 121 along with LI 180.

Grades

Students must earn a grade of C or higher in each of the program’s courses to continue in the program. Students must demonstrate the ability to interpret and translate with at least 80% accuracy and successfully complete a required practicum class in order to earn the certificate of completion.

Certificate

Please note that this rigorous program requires that students dedicate time studying, attending class, learning new vocabulary daily and participating in class. Students who do not meet the criteria as outlined above will not be permitted to begin the practicum. Students must receive a recommendation from the LI instructor(s) before enrolling in LI 180.

Course Prerequisites and Corequisites

Courses will be taken in the order of their course numbers, with the following pre- and corequisites:

Course	Prerequisites	Corequisites
LI 130	LI Supervisor Approval	LI 140
LI 140		LI 130
LI 150	LI 130, LI 140	LI 160
LI 160	LI 130, LI 140	LI 150
LI 180	LI 150, LI 160, LAW 121	ADMJ 121
LAW 121	None	None
ADMJ 121	None	None

More information on the Legal Interpreting program can be found on the jccc.edu website, by searching for “legal interpreting” in the search box in the upper right hand corner.

Timeline for Legal Interpreting Program – Spring only

Immediately apply for admission to JCCC and generate a student ID number.

If you have questions or need help enrolling in a class, call Enrollment Assistance at 913-469-3803.

Enroll in LAW 121 or ADMJ 121 if you wish to enroll in a class and contact Christina Wolff. (Spring enrollment begins in October.)

February-October

- Advising, testing, face-to-face interviews.
- Send transcripts to JCCC.

October

- Enroll in LAW 121 or ADMJ 121

October-November

- Selected candidates will sit for the OPIc.

November

- Final candidates selected for the Legal Interpreting Program.
- Enroll in LI 130 and LI 140 once you receive a waiver to enroll.

November-January

- Additional candidates considered only if there is space available in the program.

January

- Begin the Legal Interpreting program.

Please note: There is no testing in the Testing Center during finals week.

**You may enroll in LAW 121 or ADMJ 121 before beginning the LI program.
You may enroll in ENGL 121 and/or FL 288.**

AM I READY Check-Off List

- Generate a JCCC student ID number
- Complete the Personal Admissions Plan orientation
(This is a requirement for first-time students.)
- Complete the International and Immigrant Student Services orientation if you are not a U.S. citizen
- Visit the Success Center page at jccc.edu
- Download the online booklet
- Contact Christina Wolff
- Meet with an advisor
- Talk to Financial Aid
- Submit a transcript to JCCC (Reading Readiness)
- Enroll in non-interpreting classes that do not have prerequisites (LAW 121 or ADMJ 121)
- Enroll in other courses that are not part of the LI program (FL 288 or ENGL 121)
- Print off a letter for the Testing Center (as outlined in step 1 of the testing process)
- Take the placement tests in the Testing Center
- Meet with Christina Wolff for a face-to-face interview
- Pay for the OPIc and sit for the OPIc if requested to do so
- Enroll in the program classes if requested to do so.
- Complete LI 130, LI 140, LI 150, LI 160, LAW 121 and ADMJ 121 with a “C” or better in all courses. NOTE: ADMJ 121 is the only course that may be taken with LI 180. You MUST take all courses with the LI prefix as well as LAW 121 prior to enrolling in LI 180.
- Enroll in LI 180 per instructor recommendation.
- Fill out an application for graduation after you enroll in LI 180.

Please direct questions about the program to:**Prof. Christina Wolff**

Foreign Language Department – Box 31
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299
913-469-8500, ext. 3513
cdecasqu@jccc.edu

or

Dr. Larry Reynolds, Dean

Communications – Box 31
Johnson County Community College
12345 College Blvd.
Overland Park, KS 66210-1299
913-469-8500, ext. 3765
lreynold@jccc.edu

Information about Johnson County Community College and applications for admission are available at:

Johnson County Community College
Admissions Office – Box 41
12345 College Blvd.
Overland Park, KS 66210-1299
913-469-3803
Web: www.jccc.edu

For advising questions contact:

Gloria Rosso
rgloria@jccc.edu



**Application to the Johnson County Community College
Legal Spanish-English Interpreting Program (Spring)**

Date: _____

Name: _____ Phone Number: _____

1. Steps for Admission to the Legal Interpreting Program – **Priority deadline October 1.**

- a. Complete the online JCCC application for admission if you are not a JCCC student and submit all required paperwork to JCCC.
- b. Demonstrate a 2.0 or better grade point average.
- c. Meet with Gloria Rosso or Patricia Donaldson for advising. Note that completion of LAW 121 and/or ADMJ 121 does not guarantee that you will be admitted into the program.
- d. Contact Christina Wolff at 913-469-8500, ext. 3513, and let her know that you are interested in the LI program. Students who demonstrate fluency in both English and Spanish will be emailed a letter to take to the testing center.
- e. Print off a letter and take it to the testing center to complete required tests. Visit Testing Services at www.jccc.edu.
- f. **Students must demonstrate fluency in both Spanish and English and are strongly urged to complete ENGL 121 Composition I and FL 288 Spanish for Heritage and Advanced Speakers of Spanish.**

2. Selective Admission Process for Legal Interpreting Program

- a. **STEP 1** – Complete testing in the testing center.
ENGLISH – Minimum qualifying ACCUPLACER or ACT scores or successful completion of Composition I with a C grade or better and a short essay.
SPANISH – Placement exam and a short essay.
- b. **STEP 2** – Meet with Christina Wolff if your scores rank you as one of the top 12 students for a face-to-face interview.
- c. **STEP 3** – Meet with Christina Wolff for the OPIc Test, \$70 fee for an oral proficiency exam offered by ACTFL. Visit www.actfl.org.

3. Acknowledgment of Acceptance

- a. Tell Christina Wolff that you will begin the program in the spring semester and enroll in the required LI 130 and 140 courses. (Enroll in LAW 121 as well for the spring semester.)
- b. Sign a document stating that you understand that you must receive a grade of C or better in all courses, that this is a rigorous program, that you must have access to a computer with a microphone and camera, and understand the sequencing of coursework.