

**Translator and Interpreter Corps**  
**Partnering Community-based Organization**  
**Agreement Form**

**Please print organization name:** \_\_\_\_\_ ("Organization")  
is interested in utilizing DePaul University's Department of Modern Language's Translator and Interpreter Corps for translation and/or interpretation services.

It is understood that:

Student translators enrolled in DePaul University will be performing this service under the supervision of DePaul employees; they are all advanced speakers of a language other than their native language. They will undergo an application and screening process based on minimum requirements (advanced language skills, professor recommendation, GPA requirements, in-person screening and an initial [and ongoing] assessment of translation work), and they will participate in an orientation and training sessions which will cover best practices, ethics, and how to utilize context and research to support their translations. Students will be assigned projects based on the degree of their advanced level and experience to ensure their capacity to accurately and effectively render the translation into their native language(s).

They are given examples of the work that will be performed, and they understand the sensitive and confidential nature of the work. Students are asked to keep information to which they are exposed confidential to the extent possible by law. All records of best practices, assessment materials and results, attendance and hour logs, as well as their preliminary agreements (of confidentiality, best ethics and practices, and their understanding of the amount and subject of work involved) will be maintained according to established procedures for reference and reflection.

Student volunteers are informed of their behavioral and performance expectations in writing and in orientation and training, with periodic reminders and evaluation throughout their participation in the Corps.

As students prepare translations, there is an editing system, whereby work must be reviewed by either a tutor or another student linguist who has editing responsibilities. The experiential learning aspect of this program is to provide students with real-world, productive experience to prepare them to enter the job market or continue their education after graduation, and they will participate in the various levels of translation and/or interpretation activities. As this is a pro bono service and volunteer program, the student linguists will not be compensated for their participation and the translations will not be paid for. Nonetheless, the experience and product is professionally valuable and will be held to high quality standards.

As the product will be used in professional settings, the student will be in regular communication with supervisors, staff and faculty on the progress of the student. There will be regular mandatory reflection sessions and assignments for all linguists. Editing feedback on each project will also provide the students with constant communication with reviewers and constant occasion to reflect on their work.

## **Translator and Interpreter Corps**

Other than providing language access facilitation services to parties exterior DePaul, another purpose of the Corps is to provide students with experiential learning opportunities. Organizations should be aware that the Corps does not displace professional translators or employees, but is a complimentary and supplementary service which facilitates and increases the capacity of the organization to offer its services to low-English proficient individuals.

DEPAUL UNIVERSITY MAKES NO WARRANTY OR OTHER REPRESENTATIONS REGARDING THE TRANSLATIONS AND INTERPRETATIONS PROVIDED. ORGANIZATION HEREBY RELEASES, WAIVES, DISCHARGES AND HOLDS HARMLESS DEPAUL, ITS AFFILIATES, PREDECESSORS, SUCCESSORS, TRUSTEES, OFFICERS, MEMBERS, FACULTY, EMPLOYEES, AGENTS, AND REPRESENTATIVES, PAST OR PRESENT (THE “RELEASED PARTIES”) FROM ANY AND ALL CLAIMS, SUITS, LOSSES, LIABILITIES, JUDGMENTS, COSTS, FEES (INCLUDING ATTORNEYS’ FEES) AND EXPENSES (“CLAIMS”) FOR ANY PERSONAL INJURY OR ILLNESS, EPIDEMICS AND DISEASE, DEATH, PROPERTY DAMAGE, LOSS AND/OR THEFT OR ANY OTHER OCCURRENCE THAT MAY ARISE DURING OR AS A RESULT OF ORGANIZATION’S USE OF CORPS SERVICES.

ORGANIZATION ALSO AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES FROM AND AGAINST ANY CLAIMS ARISING FROM OR RELATED TO ITS OWN ACTS OR OMISSIONS RELATED TO ITS USE OF CORPS SERVICES.

All services provided by the Corps will be provided as available. All final decisions about whether or not DePaul University will provide a particular requested service or participate in a particular project are at the discretion of DePaul. There is no minimum or maximum amount of translation/interpretation services that an organization may request. Translation and interpretation services will be provided remotely (by phone or video connection) or in professional settings when necessary. Students are unable to go to a clients’ residence.

The Translator and Interpreter Corps can only perform services within the scope of our available languages; we are unable to provide 24 hour services or same-day turnaround due to student schedules.

Organization should immediately report any concerns or issues that may arise to Corps supervisors.

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**Printed name of Organization’s authorized approving supervisor / Title / Email / Phone Number**

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**Signature of Organization’s authorized approving supervisor**

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**Date**

## **Translator and Interpreter Corps**

Please list below individuals from the Organization who will be authorized to send to and receive translations from DePaul's Translator and Interpretation Corps:

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**Name / Title / Email / Phone Number**

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**Name / Title / Email / Phone Number**

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**Name / Title / Email / Phone Number**

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**Name / Title / Email / Phone Number**

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