TRLM 8624: Translation Management Systems (TMS) Syllabus

Official course description: The course will cover general concepts behind TMS software. Using the SDL WorldServer web-based TMS, students will become familiar with the functions and features of a translation management system from the point of view of a translator, project manager and administrator.

This is only a small portion of what will be included in MIIS's TMS course and these details are subject to change. Please log in to iLearn/Moodle to view all updated course information including assignment details, software tutorial videos, sample files, lecture slides, quizzes, surveys, submissions, and much more.

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Office Hours:
Stick around after class
OR schedule a time during one of the following slots:

- Tues 10:00am-12:00pm
- Wed 2:15pm-4:00pm
- Thurs 2:00pm-4:00pm
- Other times also available by appointment

Contents

1 Course Information

1.1 Description

2.0 credit hours

1.1.1 Official Description

The course will cover general concepts behind TMS software. Using the SDL WorldServer web-based TMS, students will become familiar with the functions and features of a translation management system from the point of view of a translator, project manager and administrator.

1.1.2 Unofficial Description

Learning, using, and selecting translation management systems as a translation & localization manager.

1.2 Prerequisites

1.2.1 Official Prerequisites

((TIAG 8615 or TRLM 8615 or TRLM 8617 or TRLM 8615W or TIAG 8615W) and (IMGT 8655 or TIAG 8530 or MBAG 8655 or TRLM 8530)) or TI/TLM Advanced Entry Student Y

1.2.2 Unofficial Assumptions

Since this course is primarily for 2nd-year/AE students, it is assumed that students will also have already completed some kind of internship/work experience where they were required to use translation technology and that they will have an understanding of principles taught in the Advanced CAT course, TRLM 8616. This expectation will be an official prerequisite in future years.

1.3 Learning Outcomes

At the end of this course, students should know and understand the following.

1.3.1 Hands-on Use of a TMS

Know how to complete basic functions in a TMS including but not limited to user setup, asset management, workflow creation, project creation, and project completion.

1.3.2 Learning How to Learn a TMS

Understand the different components of a TMS well enough to learn a completely new TMS on one's own

1.3.3 Management Recommendations for a TMS

Understand the different types and components of TMSs well enough to recommend workflows and systems appropriate to different situations.

1.3.4 Bonus for 2015: Machine Translation Training

Understand best practices for training and using a customized statistical machine translation engine.

This additional learning outcome has been added because 2nd-year students did not complete training in machine translation during their Advanced CAT course.

1.4 iLearn/Moodle for Info & Grades

This syllabus contains only a fraction of course information. Check iLearn/Moodle frequently to view all course information including assignment details, software tutorial videos, sample files, lecture slides, quizzes, surveys, submissions, and much more. When students submit an assignment, check to see if the points get posted. Grades should usually be posted within a week.

1.5 Materials

1.5.1 Reading Materials

Free subscription to digital version of MultiLingual Magazine *(Subscribe at http://www.multilingual.com/toSubscribe.php using the code "DUBYU")*

1.5.2 Software & Hardware

- Laptop that runs Windows (required for all TLM courses) and a current version of Java
- WorldServer login (provided by MIIS, courtesy of Medialocate)
- Other installed software as may be announced during the course

1.6 Individual Tech Prep & Troubleshooting

Part of good Translation & Localization Management is knowing how to be prepared technically and how to troubleshoot problems. Problems will happen, but good preparation can help to limit those problems, and good troubleshooting skills will help to alleviate those problems when they do occur.

1.6.1 Technical Preparation

Students will often be required to perform some sort of technical preparation (such as software installation or program setup) before class. And all students are expected to already have a laptop that runs Windows (even if it runs on a Mac) as the localization industry is traditionally PC-centric, for better or for worse.

1.6.2 Technical Troubleshooting

Good translation & localization managers are good problem solvers. Students are expected to use online and human resources (not just the professor) to identify solutions to technical problems that they have not previously encountered. Additional good will is earned by sharing these solutions with the rest of the class.

1.7 Graded Participation & Professionalism

As participation and professionalism are important to a good workplace environment, they will also be important to our classroom environment. As shown in the Assignments & Grading Overview, 10% of grades will be based on participation and professionalism, so earning an A in the class requires that students complete all in-class exercises and be professional about attendance and other participation.

1.7.1 Participation in Exercises

Students must complete in-class exercises. While many of the in-class exercises will not be graded, it is extremely important that students complete them in order to complete the other projects and timed exercises that are graded. If at any point during the course, I discover a student working on something else (random internet browsing, working on assignments for other classes, Facebook, etc.) before completing the in-class exercise, that student will lose all 10% of his or her grade for participation and professionalism. If students complete all in-class exercises quickly, they should feel free to work on something else (or reward themselves with some Facebook time).

1.7.2 Attendance

Students must also handle attendance with professionalism. Students who can not attend a lecture should just send a quick email to notify the professor. When absent, students should not ask the professor if we covered anything important – we will always cover something important – but just assume it is important and they will need to get together with a classmate to discuss what was missed. While the professor does not take attendance, if at any point during a lecture he looks around and does not see a student there, without prior notification, that student will lose all 10% of the grade for participation and professionalism.

1.7.3 Professionalism in Discussions

Good managers and influencers must be able to discuss and debate rigorously but respectfully, and we will be expected to do the same in this course. There will be times when students disagree with fellow classmates or with the professor, and such disagreements should be expressed appropriately and respectfully (and sometimes privately). Rudeness and personal attacks have no place in the classroom and can result in a loss of all 10% or part of the grade for participation and professionalism.

1.7.4 Working for the Benefit of All

At the beginning, middle, and end of the course, students will have an opportunity to complete surveys and evaluations that will influence course direction and thereby make the course better for all. Some of the evaluations will be anonymous to encourage complete openness and honesty. Completion of these surveys and evaluations will make up a portion of this grade.

1.8 Exceptions

Some people say the only constant is change. There are exceptions to almost every rule, and students should feel free to talk with the professor any time they feel an exception applies.

2 General Schedule

Week	Topic(s) & Tools
Week 1	• Syllabus Review • Course Introduction • WorldServer Introduction & Setup
Week 2	• Linguistic Asset Management in a TMS (WorldServer) • Translation in a TMS (WorldServer) and Out
Week 3	• Basic TMS Production Workflows (WorldServer)
Week 4	• Quote Automation Workflows (WorldServer) • Client Portals (WorldServer) • Analytics & Reports in a TMS (WorldServer)
Week 5	• Filter Customization in a TMS (WorldServer) • Pseudo Localization Workflows (WorldServer)
Week 6	• Vendor Automation Workflows (WorldServer + ?)
Week 7	• Applying TMS knowledge to learning a new system: Part I (Memsource + XTRF)
Week 8	• Applying TMS knowledge to learning a new system: Part II (Memsource + XTRF)
Week 9	• Guest Lecture on Training Statistical Machine Translation Systems & TMSs (WorldServer + Microsoft Translator Hub)
Week 10	• TMS Group Project Presentations • SMT Training Continued (Microsoft Translator Hub)
Week 11	• TMS Integration with a CMS (Lingotek + Drupal) • APIs for a TMS
Week 12	• TMSs for Crowdsourcing (Lingotek)
Week 13	• Retail & Marketplace TMSs • TMS Selection & Adoption
Week 14	• SMT Training Group Project Presentations • TMS Trends
Week 15	• Final Portfolio

3 Assignments & Grading Overview

This is only a high-level overview. Assignment details will be posted on iLearn/Moodle.

3.1 Individual Participation & Professionalism

10%

As described in Course Information

3.2 Individual Tech Prep & Troubleshooting

10%

As described in Course Information

3.3 TMS Assignments (Timed & Untimed)

20%

Various assignments to be posted on iLearn/Moodle and completed both in class and out of class in timed and untimed situations.

3.4 Quizzes on Lectures & Reading

10%

5 or more quizzes to be administered at the start of class via iLearn/Moodle

3.5 TMS Workflow Design Project (Group)

10%

Group project to design, implement, and test a TMS workflow

- Project Proposal/SOW (2.5%)
- Project Deliverables (2.5%)
- Presentation: Demonstration & Lessons Learned (5.0%)

3.6 MT Training Project (Group)

10%

Group project to train a statistical machine translation engine

- Project Proposal/SOW (2.5%)
- Project Deliverables (2.5%)
- Presentation: Demonstration & Lessons Learned (5.0%)

3.7 TMS Recommendation to Management

10%

Written recommendation for adoption and implementation of a TMS solution to overcome a selected business problem.

3.8 Final Portfolio

20%

Web-based or file-based portfolio to include the following

- Executive Summary / Introduction
- Selected Individual TMS Assignments
- Group TMS Workflow Design Project Files
- Group MT Training Project Files
- Individual TMS Recommendation to Management

Total: 100%