

# TRANSLATION AND TUTORING

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As a service to the institution and the community, the Department of Romance Studies maintains lists of individuals available for translation and tutoring in the languages taught in the Department. At the beginning of every semester, these translator and tutor lists are updated.

The availability of these services depends on the availability of individuals who can render them. It is to be expected that a fee will be associated with these services. The individual soliciting the service is expected to negotiate the fee with the individual providing the service.

The Department is not accountable for arranging or paying for the service. Nor is the Department accountable for the quality of the translation or tutoring service rendered. When notarization of a translation is handled through Cornell, the Department member who signs for the notarization vouches for the accuracy of the translation.

Providing translations is earned income, separate from Cornell business. Since this is a personal business unrelated to your Cornell appointment, please do not use the Romance Studies staff or main office to collect or return translations/money to customers. Contact the Department Administrative Manager if you have questions about potential conflict of interest.

## GUIDELINES FOR TUTORING

Students in courses conducted by the Department who are thinking of seeking tutoring support should consult with their current instructor and with the course coordinator.

Tutors cannot be current instructors or TAs in the department. Graduate students who are not currently TAs may serve as tutors, as can TAs in other departments.

Students should be aware that availing themselves of outside help could lead to potential ethical problems (see Cornell's Code of Academic Integrity: <http://cuinfo.cornell.edu/aic.cfm>).

University Policy on Tutoring – Cornell Faculty Handbook, chapter 5 (<http://theuniversityfaculty.cornell.edu/handbook/Chapter5.pdf>):

*“No member of the instructional staff, including assistants, may engage, for profit or gain, in tutoring a student in a University course taught by himself or herself or by colleagues in the same department. University buildings or equipment are not to be used by any member of the instructional staff for tutoring for profit.”*

## GUIDELINES FOR TRANSLATION

### FEES

Translation fees vary depending on the complexity of the document and the language. The translator may also waive fees.

Typical standard fees [this is just an observed norm, not a required one] per document or translated page (one page = 300 words):

- Driver's license / Birth certificate / Diploma / etc.: \$30
- Transcripts: \$60
- Other types of text: \$30 minimum [variable, based on complexity]

### FORMAT

THE TRANSLATION MAY NOT BE PRINTED ON DEPARTMENT LETTERHEAD. At the end of the document the translator writes:

*"This is a true and accurate translation of the original. This document was translated by: NAME OF THE TRANSLATOR, TITLE OF THE TRANSLATOR (lecturer, senior lecturer, TA, etc) of the (SPANISH, ITALIAN, FRENCH, ETC) Program, Department of Romance Studies, Cornell University, DATE. The Department of Romance Studies assumes no responsibility for the content of the translated document."*

### NOTARIZATION

The translation can be notarized, free of charge, by taking it to a public notary on campus (<https://www.dfa.cornell.edu/about-us/notaries>). Banks and credit unions also offer this service free of charge, if you are a member. The notary will ask the translator to provide a form of I.D. (the Cornell I.D. isn't sufficient; a driver's license is adequate) and then asks him/her to sign the document.