Translation and Tutoring

TRANSLATION & TUTORING
Department of Romance Studies
Cornell University

Last updated September 2009

As a service to the institution and the community, the Department of Romance Studies has contacts for translation and tutoring in the languages taught in the Department. The function of these individuals is not to do translations or tutoring themselves, but to maintain a list of individuals in the local area who have offered to provide these services.

The availability of these services depends entirely on the availability of individuals who can render them. It is to be expected that a fee will always 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 for or paying for the service, in part or in full, under any circumstance. Nor is the Department accountable for the quality of the translation or tutoring service rendered except when notarization of a translation is handled through Cornell, in which case the Department member who signs for the notarization vouches for the accuracy of the translation.

Providing translations is earned income, separate from Cornell business. Do not include the departmental support staff in this process. 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, as this would become a conflict of interest for you. Contact the administrative manager, Colette Walls, if you have questions about potential conflict of interest.

A NOTE ON 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. For students in language classes it is not recommended in principle that additional help be sought outside of the regular office hours provided by the instructor. Language learners will always stand to gain more if they function autonomously. You should also be aware that availing yourself of outside help can lead to potential ethical problems (see Cornell’s Code of Academic Integrity: http://cuinfo.cornell.edu/Academic/AIC.html).