

COURSE OUTLINE

THE CODE OF ETHICS

TOTAL = 5.5 hours = 5 hours of instruction + 30-minute break = 5 CIMCE/CEU ETHICS CREDITS

FIRST HALF (2.5 hours):

1.- CODE OF PROFESSIONAL CONDUCT:

Understanding it in real life

CANON 1.- PROFESSIONAL CONDUCT

- Codes of Professional Conduct in other industries
- Inside an Immigration Courtroom
- The oath and general protocol
- Why is the application of the Code of Ethics essential?
- Reasons for disqualification
- Common sense

CANON 2.- ACCURACY and COMPLETENESS

- What is “*verbatim*” interpretation?
- Maintaining accuracy, register and emotional emphasis
- Adversarial v. Collaborative settings
- The roles of the Interpreter:
Conduit, Clarifier, Cultural Broker and Advocate
- How to handle objections to your interpretation

CANON 3.- REPRESENTATION OF QUALIFICATIONS

- Voir dire of the Interpreter
- Registered, certified, provisionally approved or duly qualified?

CANON 4.-IMPARTIALITY and AVOIDANCE of CONFLICT OF INTEREST

- How to remain neutral at all times
- Professional detachment

CANON 5.-CONFIDENTIALITY and RESTRICTION OF PUBLIC COMMENT

- Attorney-client privilege
- Easy to say, difficult to do

COURSE OUTLINE

30 MINUTE BREAK

SECOND HALF (2.5 hours):

CANON 6.- PROFESSIONAL Demeanor

- Dress code
- Punctuality
- Protocol and common sense

CANON 7.- SCOPE of PRACTICE

- How to remain within your role at all times
- What to do or not to do, that is the question

CANON 8.- IMPEDIMENTS TO PERFORMANCE

- Main impediments to performance
- How to intervene with the proper phraseology when: you need a repetition, shorter segments, slower pace, having difficulty understanding the LEP, etc.
- 1st and 3rd person

CANON 9.- DUTY TO REPORT ETHICAL VIOLATIONS

- Demarcate your professional obligations
- Refuse any request that could violate the Code of Ethics
- Report it to the proper judicial authority

CANON 10.- PROFESSIONAL DEVELOPMENT

- Daily improvement, dictionaries and other resources
- Continuing Education
- **CERTIFICATION:** The final goal
- It's a beautiful thing when a career and a passion come together

QUESTIONS AND COMMENTS

