

# **INTERNSHIP**

## Translation

*Management and Supervision*

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## OVERVIEW

### A. New York Habitat

New York Habitat was established in 1989 under the auspices of Founder and President Marie-Reine Jézéquel.

Its French subsidiary company was opened with an Office in Paris in 1996 and further developed with the South of France in 2001 and a new subsidiary company in London, U.K., in 2002.

The idea for the company came after recognizing the lack of options available to travelers who desired more personal accommodations than those provided in hotels. This is how New York Habitat designed a way to give travelers the feeling of what it is like to live independently in [New York](#), [Paris](#), the [South of France](#) or [London](#), by arranging stays in quality furnished apartments. Our approach was and is unique, and has been embraced by the international travel community. Since its inception, the company has grown and expanded its services and clientele. Originally serving mostly French visitors to New York, New York Habitat now serves a vast international clientele.

New York Habitat is a full service real estate agency licensed in the United States by the State of New York. New York Habitat-Europe is its French subsidiary company approved by the Syndicat National des Professionnels Immobiliers (SNPI) and New York Habitat-London Ltd is its British subsidiary company. We are member of the [Better Business Bureau](#). Due to our relations with the world of travel, we are also endorsed by IATAN and members of [ASTA](#) (American Society of Travel Agents). We also have a relationship with Travelex Insurance Services.



## A few numbers about New York Habitat



MORE THAN  
**12 000**  
APARTMENTS  
IN OUR  
DATABASE



MORE THAN  
**40 000**  
CUSTOMER  
REVIEWS



MORE THAN  
**500**  
TRANSLATED  
APARTEMENT  
DESCRIPTIONS



MORE THAN  
**100**  
MULTILINGUAL  
VIDEOS  
ON YOUTUBE

## New York Habitat in the press

*“The best emergency short-term housing”*  
**New York Press**

*“The best sublet service in New York”*  
**New York Magazine**

*Voted “best” by customers*  
**New York Press**

## B. The goal of the internship

We strive to offer interns a unique and rewarding experience, allowing them to hone their skills and acquire real work experience. The purpose of the internship is to give students an accurate overview of a translator’s job from a professional standpoint, rather than an academic one.

We’re determined to offer students an internship experience that will help build and add value to their resume, as well as serve as a reference for future employers. Therefore at the end of the internship, we will award students a certificate of completion. We’ll prepare the certificate based on the weekly assessments performed by the intern supervisor. This certificate will serve as proof of the student’s competence and will include an average score as an indication of his /her progress throughout the course of the internship.

## C. Types of assignments given to interns

During their internship at New York Habitat, a student will be asked to complete different tasks related to translation. The 6 main assignments are translation of customer reviews, apartment descriptions, blog articles, social media posts and, finally, proofreading.

- ✓ Customer reviews include short comments left by tenants after their departure, as well as replies to these comments either by the owners of these apartments or by New York Habitat's customer service department. These will be the first translations assigned to the interns since they are the least technical ones, even though certain keywords are included.

Example of customer reviews: in [English](#).

- ✓ Apartment descriptions are comprised of several well-defined paragraphs, which include terms specific to the real estate industry. These descriptions, which also include keywords, outline the location and layout, as well as the surrounding neighborhoods and local attractions for New York, London, Paris, or the South of France.

Example of an apartment description in New York: in [English](#).

- ✓ Blog articles are regularly published on New York Habitat's multilingual blog ([English Version](#)). The posts cover a variety of topics such as neighborhoods worth visiting, restaurant recommendations, events / festivals that are not to be missed, etc.

When working on blog post translations, interns must be make an effort to maintain a certain writing style and do their research on the topic at hand so as to provide the best possible translation.

- ✓ YouTube videos are created by New York Habitat agents, and like blog posts, they introduce viewers to neighborhoods, apartments, and events. Interns must translate the scripts and must meet a certain criteria, such as specific time frames—the translation will be inserted into the video image and thus must fit into a certain time interval.

YouTube Channel of New York Habitat: <http://www.youtube.com/newyorkhabitat>

Video Blogs for [Paris](#) and [New York](#)

- ✓ Social Media posts are short messages that interns will translate, which will be posted by New York Habitat on Twitter, Facebook and Google+ each time we publish a new blog article on the website.
- ✓ Proofreading of content written in the interns' native language will include search for typos, spelling or grammatical mistakes, inaccuracies, mistranslations.
- ✓ Lastly, interns will also collaborate on the development and improvement of a multilingual glossary covering the real estate and tourism industries, among others.

## SEARCH ENGINE OPTIMIZATION

SEO (Search Engine Optimization) is a key element for any online business. It's a process that consists of optimizing content to improve its visibility throughout search engines, and as a result, making it easier to find.

New York Habitat has therefore decided to include various keywords in its web pages based on specific criteria. Interns will gain a better understanding about the importance of SEO and seamless keyword integration within the translations.

## TEAMWORK & SUPERVISION

Each intern will join a team of two or three people (depending on the language) consisting of the translation department manager, an internship supervisor, and the intern.

- ✓ **The department manager** will act as a link between the intern and the supervisor and assign the intern with different assignments.
- ✓ **The supervisor** will coach the intern on the use of keywords and oversee his /her work all throughout the internship. The supervisor will be the mentor from whom an intern should seek guidance and raise issues to. He will perform a weekly assessment based on an intern's work sample. Each evaluation will be recorded in order to monitor the intern's progress.

Interns will be asked to complete a weekly report, which will give them the opportunity to highlight their accomplishments and comment on any problems they encountered. They'll be reminded that this report isn't the only outlet through which they can express their thoughts. Moreover, they'll be encouraged to ask questions and voice their opinions freely. Translating is not a solitary role, but rather one that calls for interaction with others.

-After their first week, we will ask interns to fill out a "learning goals" form. The purpose of this form is for the interns to assess their individual expectations and goals from the internship.

-After a month, interns will review their initial goals; discuss why or why not these goals were achieved and what can be done to achieve them.

-At the conclusion of the internship, interns will review their initial goals and discuss why or why not the goals were achieved in an "Internship Questionnaire".

The following are short bios of our team members who will take part in supervising, and mentoring interns, as well as correcting their work:

## New York Habitat Staff



### **François Jaouen**

Head of the translation department at New York Habitat, he has a degree in Applied Foreign Languages from the Paris VII University. He has worked as a freelance translator for various clients.

François' role is to coordinate the translation work assigned by serving as a link between the intern and the supervisor. He also supervises French translation interns (mentors, corrects, and evaluates).



### **Jose Palaez**

Has worked in the translation field for over 12 years, managing translation and positioning projects for companies including Microsoft, Dell, Apple, Google, Walmart.

He's been a real estate agent at New York Habitat since 2009.

José oversees interns' Spanish and Italian translations, verifying the proper usage and inclusion of keywords.



### **Carlo Bottone**

Holds a BA and MA in Italian and Latin Languages and Literatures from the University of Milan. He is currently a PhD candidate at City University of New York and an adjunct instructor of Italian at Lehman College and Bronx Community College. Carlo has taught at various colleges in New York as well as at the Italian Cultural Institute (Chicago); he has also worked as a translator for international organizations.

His role is to check, correct, and assess interns' work with the purpose of helping them hone their translation skills.





### **Günther Berg**

Originally from Flensburg, Germany. Translator with his own company Berg Logistics Translation LLC, specializing in legal, financial and technical translations. Graduate from the DAV German Foreign Trade and Logistics Academy in Bremen with a “Betriebswirt” degree. His role is to check, correct and evaluate interns’ German translations and encourage improvements in style and grammar.

### **Human Resources**

In charge of recruitment and preliminary interviews with interns. Handles administrative tasks such as paperwork (employment contracts), certificates of completion, cover letters, etc.

## WORKING FROM HOME

Your internship will be conducted via email and phone, which means you will be telecommuting. Nevertheless, we will hold you to the same standards as if you were working on site. We'll ask you to provide us with your schedule pertaining to the hours per week that were agreed upon and specified in your internship contract, so that we know the best times to reach you.

You will have to meet deadlines and the translations you will be assigned each week will usually have to be submitted by that Friday.

Being irresponsible, such as failing to meet deadlines or the weekly quota of work hours may result in the termination of the internship contract.

## INTERNSHIP BENEFITS & EXPECTATIONS

### A. Internship benefits

Interning at New York Habitat will give you the opportunity to work within a multicultural environment for a company with an international customer base. You'll get to interact with co-workers who speak more than three languages and live in different places throughout the globe. There will always be someone to provide advice and help you with your translation work. You'll be encouraged to get involved, interact with, and ask your supervisor questions in order to produce the highest quality work possible. Your ability to do extensive research, come up with ideas, and even identify mistakes in the original text will demonstrate your level of involvement. Your ability to work in teams is one of the factors that will be taken into account during the final evaluation.

Working at New York Habitat will allow you to hone your translation skills and make steady progress as the difficulty level of the tasks you are assigned increases. You'll start out translating apartment descriptions and customer reviews and move on to work on blog posts and video scripts. Each type of translation requires a different approach and will teach you to tackle a specific set of issues.

Among others, these issues include: adapting to the language level of the original text and including keywords into the content as seamlessly as possible, all while keeping a natural writing style that's easily read and understood. You'll have to do research to be able to properly translate detailed information pertaining to various neighborhoods in New York, Paris, London, and the South of France, as well as tips regarding local attractions and festivals, cultural venues, historic landmarks, and must-see sporting and musical events.

Acquiring professional experience in the translation field will be a real asset as you make your way into the workforce. Your work will be featured on the company website for all to see ([English version](#)) Use this to your advantage when applying to future jobs, presenting it to employers as an example of your high-quality work.

At the end of your internship, we will award you with a certificate of completion, based on the results of your weekly assessments by professional translators.

## **B - What we expect from the schools**

Although most exchanges during the internship are between the student and the company, New York Habitat expects universities to be involved as well. We ask that academic advisors communicate their goals for the internship and what they hope the students gets out of it, so that we can do our best to meet their expectations.

Furthermore, we would like them to tell us what we can expect from their students, regarding the translation speed (number of words per hour) and quality according to their level (L2, L3, M1, etc.) We therefore ask the advisors to complete a short questionnaire, from which we gather certain information. This then allows us to tailor each intern's assignments in terms of difficulty level and workload, as well as assess his / her progress based on the university's criteria.

## **C - What we expect from interns**

We expect you to take the internship seriously and be motivated regarding the work you do. You will be expected to meet deadlines, be available for phone calls, and promptly reply to emails. Most importantly, never hesitate to ask for help because in the end this will surely improve your performance in general. Communication is a key element in the translation process. This is where your weekly reports come into play, as they give you the opportunity to mention any difficulties encountered during the past week and describe what you hope to accomplish during the next. This report will help your supervisor keep better track of your progress and determine ways to help and challenge you more.

You are required to follow the steps below during the translation process:

- Read the original text
- Do research about the topic at hand; become familiar with the terminology and wording
- Draft the translation
- If needed, discuss it with someone at New York Habitat to make sure you have a good understanding of the subject matter and its possible translations, so as to choose the one that more accurately conveys the original idea.
- Reread the translation
- Submit it in a timely manner, adhering to the deadline. Your translation will be published online every week.

The final translation must be free of spelling mistakes and include all required keywords according to the instructions. The text must read naturally to anyone who is unfamiliar with the original content, and it must not be obvious to him or her that it is a translation.

Certain expressions don't make sense when translated literally. You must therefore understand their meaning and translate the concept, rather than the words themselves in order to accurately get the message across. Furthermore, you'll be expected to translate content in the same voice as that of the writer. You'll have to grasp the original writing style, diction, and tone, carrying it over in your translation. Blog posts and video scripts are written differently and you must also take care to maintain the same style in your translations.

If, at some point, there are too many mistakes in the intern's translation, we might send it back to him for review and correction (before doing a proper correction ourselves). Here are the main reasons that could lead us to ask the intern to review his work:

- Too many typos
- Too many grammatical mistakes that could have easily been avoided with a diligent proofreading
- Same mistakes are repeated over and over despite the supervisor advice to correct them. If we have to ask the intern to review his work more than three times because of the reasons detailed hereabove, it might lead us to end the internship.

Please note that disciplinary actions might also be taken if the intern:

- Is not focused on the internship or clearly lacks of commitment
- Often miss the deadlines
- Is not working the amount of hours he signed for

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