

## *Participant Information Sheet*

# **Intragroup and Intrapersonal Conflict in a Professional Translation Workflow**

**Programme:** 2016 MTG Summer Translation Programme  
**Date / Duration:** 29<sup>th</sup> August 2016 to 3<sup>rd</sup> September 2016  
**Taken by:** Japanese Language Specialists  
**Learning Goals:** As stated in the advertisement for this course, after completing the course, you should have an understanding about:

- What a professional *translation workflow* (*translation quality process*) is—phases and objectives of each phase;
- Why teams of professional translators collaborate in *translation workflows*;
- How many team members to collaborate with in a *translation workflow* to be able to produce a translation that satisfies the needs/expectations of stakeholders (client, author, target audience);
- What qualities each team member should have;
- What role(s) each team member can perform;
- What role you are best suited to performing;
- How long it takes to complete a translation to professional standards;
- How much to charge a client for a translation produced to professional standards; and
- What measures to take to maximize the collective intelligence of a translation team—
  - Facilitate intragroup functional conflict while mitigating intragroup/intrapersonal dysfunctional conflict.

**Title of Project:** Intragroup and Intrapersonal Conflict in a Professional Translation Workflow  
**Researcher:** John McLean (Associate Professor)  
Department of English Language and Literature  
Faculty of Letters  
Yasuda Women's University

## 1. Introduction

I (John McLean) would like to invite you to participate in an action research project. Before you decide whether to participate in this project, it is important for you to understand why the research is being done and what it will involve. Please take time to read the following information carefully. Also, feel free to ask

- Me (John McLean: [mcleanmj@yasuda-u.ac.jp](mailto:mcleanmj@yasuda-u.ac.jp)) if you would like more information or if there is anything that you do not understand.

Please understand that my role as a researcher on this project is separate from my role as an instructor on the 2016 MTG Summer Translation Programme. Also, please understand that your participation in this research project is voluntary; you should only agree to take part if you want to.

## 2. What is the purpose of this research project?

This research project aims to provide information that can be used to further understanding about:

- Instances of intragroup and interpersonal conflict in translation teams' collaborating in a professional translation workflow (ref. ISO 17100);
- The impact intragroup and interpersonal conflict has on team functioning and performance;
- Conflict management strategies used by team members; and
- The impact of measures designed to encourage promotive interaction (ref. Social interdependence theory) on intragroup and interpersonal conflict.

Findings from this research project will be used to:

- Improve learning on future MTG (Millennium Translation Group) Summer Translation Programmes; and
- Improve learning on collaborative/team translator training courses at Yasuda Women's University and at other universities in Japan and abroad.

## 3. What will happen if you agree to participate in this research project?

If you agree to participate in this research project, please check the box on the course application form indicating that you have read this participant information sheet and are willing to participate in the project. If your application accepted, in the first week of June 2016 you will be sent an invitation to participate in the programme. Over the duration of the programme:

- 1) All of the assignments that you and your translation team complete/submit will be anonymized and used as sources of data for this project;
- 2) Interaction in your translation team will be observed/monitored and recorded by me (John McLean);

Also, after the last session of the programme on fourth day (1<sup>st</sup> September), you **will** be asked to complete two short online questionnaires (Note: These questionnaire surveys can be completed in private if required):

- 3) A 15-minute (approx.) questionnaire designed to assess levels and sources of conflict within and between your translation teams, and
- 4) An 8-minute (approx.) questionnaire designed to assess styles of handling conflict within and between your translation teams

Then, after completing this programme, on 3<sup>rd</sup> September you **will** be asked to complete:

- 5) Two short online questionnaires (Note: These questionnaire surveys can be completed in private if required):
  - a. A 15-minute (approx.) questionnaire designed to assess levels and sources of conflict within and between your translation teams (Note: This questionnaire is identical to the questionnaire used on 1<sup>st</sup> September, the fourth day of the course), and
  - b. An 8-minute (approx.) questionnaire designed to assess styles of handling conflict within and between your translation teams (Note: This questionnaire is also identical to the questionnaire used on 1<sup>st</sup> September, the fourth day of the course); and
- 6) A short (45-minute) online test assessing your learning against the programme learning goals (Note: This questionnaire survey can be completed in private if required).

Data from points 1 to 6, above will be used to generate hypotheses to improve teaching materials and methods on future:

- MTG (Millennium Translation Group) Summer Translation Programmes; and
- On collaborative/team translator training courses at Yasuda Women's University.

They may also be used in:

- I. An article submitted to an academic journal; and/or
- II. An academic presentation.

#### **4. Do you have to take part in this research project?**

Yes. Agreement to participate in this research project is necessary for registration on the 2016 MTG Summer Translation Programme. However, if at any point during the programme you wish to withdraw from the research project, please feel free to withdraw without explanation and without incurring a disadvantage.

#### **5. What will happen if you withdraw from this research project during the 2016 MTG Summer Translation Programme?**

- 1) You **will** continue to receive feedback on the assignments that you and your translation team submit throughout this programme, but your assignments **will not** be used as a source of data for this project;
- 2) Interaction in your translation team **will not** be observed/monitored for data collection purposes by me (John McLean);
- 3) You **will not** be asked to complete the two short online questionnaire surveys on the fourth day of this programme (1<sup>st</sup> September);
- 4) You **will not** be asked to complete the two short online questionnaire surveys after completing this course (3<sup>rd</sup> September); and
- 5) You **will not** be asked to complete the short (45-minute) online test assessing your learning against the course learning goals after completing this course (3<sup>rd</sup> September).

#### **6. Why were you invited to take part in this action research project?**

You were invited to take part in this action research project because you are a Japanese language specialist who is interested in applying for the 36-contact-hour 2016 MTG Summer Translation Programme, which will be held at Yasuda Women's University from 29<sup>th</sup> September 2016 to 3<sup>rd</sup> September 2016.

#### **7. Expenses and / or payments**

No.

- No payment will be made for your participation in this project.

#### **8. Are there any risks in taking part in this action research project?**

No.

- There are no perceived risks from taking part in this project. However, if you have any concerns please free to contact me (John McLean: [mcleanmj@yasuda-u.ac.jp](mailto:mcleanmj@yasuda-u.ac.jp)). Also, as stated above, if you wish to withdraw from this project any time during the programme, please feel free to withdraw.

## 9. Are there any benefits in taking part?

Yes. It is hoped that your participation in this project can lead to improvements in this programme, and in translator training programmes at Yasuda Women's University and other universities in Japan. Also, by participating in this project, you can expect to develop an understanding about the following, which are extremely beneficial if you plan to coordinate or participate in work-based/in-house translation projects:

- What a professional *translation workflow (translation quality process)* is— phases and objectives of each phase;
- Why teams of professional translators collaborate in *translation workflows*;
- How many team members to collaborate with in a *translation workflow* to be able to produce a translation that satisfies the needs/expectations of stakeholders (client, author, target audience);
- What qualities each team member should have;
- What role(s) each team member can perform;
- What role you are best suited to performing;
- How long it takes to complete a translation to professional standards;
- How much to charge a client for a translation produced to professional standards; and
- What measures to take to maximize the collective intelligence of a translation team—
  - Facilitate intragroup functional conflict while mitigating intragroup/intrapersonal dysfunctional conflict.

## 10. Will your participation be kept confidential?

Yes. The following measures will be taken to keep data confidential from your individual and translation team assignments, my (John McLean) observations/monitoring of your team throughout the course, your two online conflict assessment and style questionnaire surveys, and your online test assessing your learning against the course learning goals.

- Your name will be anonymized; it will be replaced by a randomly generated number.
- Your university's name will be anonymized; it will be replaced by a randomly generated letter.
- Your team's number will be anonymized; it will be replaced by a randomly generated number.
- All data will be recorded in a digital, password-protected word or excel file which will be stored on a password-protected external hard drive which will be kept in a locked drawer in my (John McLean) office, A610 for five years. In September 2021, the data will be erased by me (John McLean).

- All paper-based data will be kept in a locked drawer in my office, A610 for five years. In September 2021, the data will be shredded at Yasuda Women's University by me (John McLean).

### **11. What if I am unhappy or if there is a problem?**

- If you are unhappy, or if there is a problem, please feel free to let me know by contacting me (John McLean: 082-878-9940; [mcleanmj@yasuda-u.ac.jp](mailto:mcleanmj@yasuda-u.ac.jp)), and I will try to help.
- If you remain unhappy or have a complaint which you feel you cannot come to me with, then you should contact:
  - Dr Ken Nakagawa (Head of Faculty of Letters, Yasuda Women's University: [knakagaw@yasuda-u.ac.jp](mailto:knakagaw@yasuda-u.ac.jp)).

### **12. Who can I contact if I have further questions?**

John McLean: 082-878-9940; [mcleanmj@yasuda-u.ac.jp](mailto:mcleanmj@yasuda-u.ac.jp)

#### **My contact details are:**

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Faculty of Letters,  
Yasuda Women's University,  
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