

Functional Statement University of Hawai'i
University of Hawai'i at Mānoa
COLLEGE OF LANGUAGES, LINGUISTICS AND LITERATURE

Mānoa Writing Program

The Mānoa Writing Program is intended to improve the writing component of the core and major programs at the Mānoa campus. It is responsible for testing incoming students, placing them in the appropriate courses, and overseeing the approval of courses to be designated in any given semester as writing intensive. The program is administered by a faculty director with the consultation and advice of an advisory board. The Director is responsible to the Dean of the College of Languages, Linguistics and Literature for implementation of the goals and programs of the overall Program.

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Center for Interpretation and Translation Studies

The primary function of the Center for Interpretation and Translation Studies is to provide an academic program in interpretation and/or translation, with the opportunity to earn BOR approved certificates in either or both. In addition, the Center provides certain services upon request, principally in the area of translation of written materials and various kinds of interpretation. The Center serves as a resource locus for students and faculty. Through the Director, the Center maintains close association with external agencies to assure complementarity. Acting on behalf of the Dean of the College, the Director of the Center has the responsibility for developing, formulating, administering, and overseeing all aspects of the academic and service operations in the Center.

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Center for Biographical Research

The Center for Biographical Research supports interdisciplinary study of all aspects of biography by defining the field, understanding biography as a literary genre, promoting historical inquiry through research, collecting archival materials, enhancing the writing of biography, and encouraging work leading to the integration of all disciplines contributing to biography. The Director of the Center has direct responsibility for developing all aspects of the program. He reports directly to the Dean of the College.

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Language Telecommunications, Resource and Learning Center

The Language Telecommunications, Resource and Learning Center is a high-tech unit which plays a vital role relative to the instructional, research, and service operations of the College, the University, the State, the region, the nation, and internationally. It has responsibility for satellite earth system, language telecommunications, language and language acquisition video studio, language audio-visual services, shortwave radio station, foreign language word processing facility, foreign language resource bank, media classroom design and management (languages), and special services. Acting on behalf of the Dean of the College, the Director has direct responsibility for developing, formulating, administering, and overseeing all policies and procedures relevant to its operation within the College and the University as a whole as well as externally (DOE and other State agencies, the State, the region, the nation, and internationally); negotiates contracts with appropriate agencies; ensures compliance with FCC, FAA, and other federal and state regulations.

STATE OF HAWAII
UNIVERSITY OF HAWAII
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**HAWAII ENGLISH LANGUAGE PROGRAM (HELP)
IN THE DEPARTMENT OF ENGLISH AS A SECOND LANGUAGE**

Under the general direction of the Dean and the Chair of the Department of English as a Second Language, HELP provides a noncredit intensive English language development program. This language development program will enable both immigrants and non-immigrants to improve their English abilities so that English can be used as the medium of learning at an American institution of higher learning or to enable those in the professional and business fields to improve their abilities to communicate effectively in a variety of situations.

A prime priority is to prepare students to successfully pass the Test of English as a Foreign language (TOEFL) which is necessary for entry into a US institution of higher education.