

**MORAVIAN COLLEGE
SYLLABUS SPANISH 190
SPANISH FOR MEDICAL PERSONNEL
SPRING 2011**

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I. REQUIRED TEXTS AND OTHER SUPPORTING MATERIALS:

Textbook required: Best Package includes textbook and access to the online learning center - Bundle: *Spanish for Medical Personnel: Basic Spanish Series, 2nd + iLrn™ Heinle Learning Center Printed Access Card for Spanish for Medical Personnel, 2nd Edition Jarvis/Lebrede*. Heinle Cengage Learning, 2011. **ISBN10:** 1-111-28701-5, **ISBN13:** 978-1-111-28701-6 (access card included). Everything is built into this online language-learning environment, including the Basic Spanish audio-enhanced eBook, integrated worktext activities, and an interactive voiceboard. **(To register and create an account on iLrnHeinle Learning Center, please see instructions on the last page of this syllabus)**

Book Companion Website www.cengage.com/spanish/basicspanish, unique to the Basic Spanish core text, this complimentary-access website features integrated, chapter-specific multimedia culture activities, web links, the in-text audio, and more.

IMPORTANT! All students **must keep a portfolio** which will be divided into four sections: **1)** tests/quizzes **2)** midterm project and oral evaluation, **3)** final project, and **4)** corrected practices, exercises and translations, including patient registration forms and other related medical forms, handouts, questionnaire/feedback forms, oral evaluations, pamphlets collected throughout the semester. Complete portfolio will be collected and graded (15% of final grade) the day of your final.

Other helpful resources:

Diccionario español-inglés/inglés-español
Diccionarios de sinónimos y antónimos

<http://www.wordreference.com/>

<http://tradu.scig.uniovi.es/sinon.cgi>

<http://www.elmundo.es/diccionarios>

II. COURSE DESCRIPTION AND OBJECTIVES:

This course **will introduce** essential medical vocabulary, practical reference information, and medical notes written from cross-cultural perspective. It **will provide** students with opportunities to apply, in a wide variety of practical contexts, the grammatical structure presented in the corresponding lessons of the main textbook. It **will present** everyday situations that medical students, pre-professionals, and professionals may encounter at work settings such as hospitals, emergency rooms, doctor's office, and clinics dealing with Spanish-speaking patients and personnel in the United States. This course **will include *notas culturales*** that give students up-to-date information that highlights Hispanic customs and traditions relevant to healthcare, as well as contemporary health issues and medical concerns affecting Hispanic in the United States. Prerequisite: at least one semester of Spanish.

This will be a demanding course. Expect to spend about two hours outside class for every session. The good news is that you have excellent resources and by doing the work conscientiously, you will be speaking Spanish competently at the low intermediate level in no time. Before coming to class, you are to prepare all assigned materials. Writing should be done neatly and kept in a loose-leaf notebook.

III. STUDENT LEARNING OUTCOMES:

By the end of the course, the student should be able to:

- Use essential medical vocabulary in Spanish and communicate comprehensively in certain everyday situations that medical personnel encounter at work
- fill out and translate (English-Spanish/Spanish-English) general medical forms, translate/interpret basic documents, healthcare pamphlets, applications and other relevant forms
- assist and provide basic information to non-English speaking Hispanic patients
- cultivate intellect and sensibility to Hispanic culture
- understand Hispanic customs and traditions relevant to healthcare
- get familiar with contemporary health issues and medical concerns affecting Hispanics in the United States

IV. STUDENT RESPONSIBILITIES:

The responsibilities of each student can be summed up in the following points:

- be prepared for each class period and test (includes reading, doing homework assignments)
- spend an average of two hours outside of class for every hour in class
- participate fully and actively in all classroom activities
- attend class on time!

All the class activities and presentations have to be done in Spanish

1. **Class attendance:** Faithful attendance is expected, since continuous practice is needed in order to learn a language. The learning of a language is a cumulative process, and it is not easy to make up for several missed classes.
- Every student will be allowed to miss up to **two (2) classes** without losing points off their final grade (*however, remember that your weekly class participation grade will suffer beginning with the first absence, regardless of the reason for it*).
 - Every absence beyond **two** will result in a **deduction of 1 point off the final grade**. It is the responsibility of the student to reserve his/her 2 absences for those circumstances when missing class is unavoidable (i.e. illnesses, field trips, participation in sporting events, etc.) and to inform the professor as soon as possible about the reason for the absence.
 - In case of extended absences the student should talk to Student Services or the Academic Dean who will contact the professor. **Only if the Dean justifies the absences, they will be excused (and points will not be taken off)**.
 - Remember:** Requests to excuse absences at the end of the semester will not be considered. Students have the responsibility of keeping track of their own absences. No reminders will be given.
 - Four (4) late arrivals** to class (10 minutes or more) will be the equivalent of one absence and students will lose 1 point off their final grade. Please, be respectful to other students and the professor, late arrivals are disrupting.
 - No late assignments will be accepted without official written documentation.
 - Arriving to class late or leaving early will be considered as tardiness or absence. Students who arrive 30 minutes late to an exam will not be given the opportunity to take the exam.
 - Don't forget** to turn off your cellular phone before coming to class. Only in case of an emergency, the professor will allow students to use them. **You will be asked to place all cell phones in a basket when entering the classroom. If you insist in using your cellular (talking, texting, etc.) you will be asked to leave the classroom.**
 - Note: Please make sure you read and understand the "Attendance Policy" and academic regulations. I will put into effect such regulations in my class.**
2. **Class participation (20%):** Students are expected to come to class having prepared ALL materials assigned by the professor. In class, students **must participate**

actively speaking in group activities and class discussions. Missing class lowers the participation grade.

Active Participation in class will be graded as follows:

A=95 or higher *Excellent participation* (the student answers questions and offers interesting comments without the need of the professor or the debate leader calling on him/her. The comments and answers show that the student prepared, completed and understood the assignment.

B= 85 *Good participation* (the student answers questions and offers interesting comments whenever the professor or debate leader calls on him/her. Sometimes, the student participates without being asked. The comments and answers show that the student has prepared and understood the assignment.

C=75 *Fair participation* (the student answers questions and offers comments only when the professor or debate leader calls on him/her. The comments and answers show that the student has prepared or attempted to complete the assignment, but doesn't seem to understand it.

D=65 *Poor participation* (the student answers questions and offers very brief comments only when the professor or debate leader calls on him/her. The comments and answers show lack of interest and/or a poor preparation.

F=55 *Lack of participation* (the student does not answer questions and does not offer any comments in the class or group discussion. The lack of comments and answers as well as incorrect answers, show that the student has not completed the assignment or, if he/she has done it, it has been in a careless or incomplete way).

3. **Tests/Quizzes (20%):** There will be a total of two written exams and four vocabulary quizzes. Unauthorized absence from the tests/quizzes will result in a grade of zero for that test or quiz. Make-ups will only be given if students inform the professor of the reason for the absence **before** the exam/quiz is given in class by calling (or having someone call) or sending an e-mail message. See section above "Class attendance policy" for cases of medical emergencies. The make-up will be given at the professor's discretion. Keep all corrected tests/quizzes in the portfolio – section "tests/quizzes"
4. **Midterm Project (15%):** All students must give a group oral presentation in class. Topics must be related to multicultural health issues in the Hispanic communities (in the USA, Spain or Latin America). Students will have to work in groups of 3-4 students. Together they will select a topic and notify their instructor at least a week before presenting in class. All members of a group must participate in the research part of the project and be ready to present their topic in class the date assigned (NOTE: one evaluation per group and one grade for all the members of the group). Duration of presentation 10-15 minutes. Guidelines and

grading criteria will be provided by instructor. All documents related to the midterm project (outlines, research, articles, instructor's oral evaluation, etc.) must be placed in portfolio, section "midterm project".

- 5. Portfolio - section "Medical Forms, pamphlets and other relevant documents."** This is section 4 of your portfolio and it is worth 10%. Students are required to do the following: collecting patient information, filling out general forms, checking into the hospital, giving basic instructions in situations of emergency, translating forms, medical and informational pamphlets. All items must be collected and placed in the portfolio – section "Medical Forms..."
- NOTE: start collecting these items the second week of class. We will work on these materials together during the semester. Example of items required:** patient registration forms and applications, insurance forms, pamphlets, short reports, schedules and all other required documents and forms. You can download or view free samples from the following links:

<http://www.freeprintablemedicalforms.com/>

<http://www.warrenclinic.com/patient/forms.aspx>

<http://www.plannedparenthood.org/greater-northern-nj/patient-forms-29283.htm>

NOTE: Portfolio sections 1) tests/quizzes (including evaluation for the oral test), 2) midterm project and oral evaluation, and 3) final project = 5%, and section 4) Medical forms, pamphlets, etc. = 10% . **Portfolio total = 15% of final grade**

- 6. Final Project (20%): OPTION I:** Students can complete the final project at real work settings such as hospitals, emergency rooms, doctor's office or clinics dealing with Spanish-speaking patients and personnel. Students can select the situation and setting they prefer. **OPTION 2:** Students can select a situation from lessons 11-20 – Students will have to select only one situation or setting from one of these lessons _ example: one student can select "nace un bebé" from lesson 11, another student can pick "En el centro médico" Lesson 12 and so on). Complete project must be placed in the portfolio – section "Final Project". Guidelines will be provided by your instructor.

NOTE: portfolios and final projects will be collected the day of the final exam. Presentation, information, grammar and mechanics, quality and completeness of task will be graded. Students can pick up their graded portfolio a week after the day of their final. All graded portfolios will be placed in a box outside of Comenius 408, the instructor's office.

- 7. Homework (10%):** Complete homework assignments and practices (graded/non-graded) and other selected assignments listed on **iLrn:Heinle Learning Center** – Basic Spanish for Medical Personnel – Worktext Activities. Students **MUST** register in iLrn:Heinle Learning Center, in order to access complete homework assignments. Instructions, due dates, page numbers and important announcements will be posted on iLrn:Heinle Learning Center. Absolutely **NO homework will**

be accepted late. DO NOT SEND HOMEWORK THROUGH EMAIL unless is specified as such.

8. **Progress Reports:** Students can check their progress by checking on **iLrn:Heinle Learning Center (homework and practices)** and by consulting with their instructor. Students' general progress report will be available on **Blackboard** and it will be updated at the end of each week (on Friday night). All students must register on Blackboard and enroll in my class: Spanish for Medical Personnel, in order to access their weekly report.

9. **“Otras cosas”:** You are encouraged to use every opportunity to hear and speak Spanish. Practice with each other outside class. Plan to spend 20 minutes or half an hour each day listening to Spanish radio or watching Spanish TV. You can also benefit from, doing optional quizzes, exercises online and “chatting” rooms in Spanish or pen pal activities. **iLrn:Heinle Learning Center** has many useful resources! Find a classmate in class or a partner whose native language is Spanish and practice what you learn. Such activities will enhance your performance in class and help you get more out of the course.

V. ACADEMIC HONESTY POLICY

Academic integrity: academic dishonesty, that is, **cheating** on tests and exams, and **plagiarism** (using another person's words and passing them off as your own) is a serious offense and will be handled according to the Moravian policy on Academic Honesty (please, see the *Student Handbook*). It is your responsibility to avoid dishonest behavior!

VI. DISABILITY STATEMENT

Disability: Students who wish to request accommodations in this class for disability should contact Mr. Joe Kempfer, Assistant Director of Learning Services for Disability Support, 1307 Main Street (extension 1510). Accommodations cannot be provided until authorization is received from the office of Learning Services.

VII. CLASSROOM CIVILITY:

Each Moravian student is encouraged to help create an environment during class that promotes learning, dignity, and **mutual respect** for everyone. Just a reminder that normal courtesies are practiced in the classroom!

VIII. EVALUATION AND GRADING SCALE:

Your final grade will be calculated as follows:

Class Participation	20%	
Test/quizzes	20%	
Midterm	15%	
Portfolio	15%	
Final Project	20%	
Homework	10%	
Total		100%

REMEMBER: Portfolio sections **1)** tests/quizzes, **2)** midterm project and oral evaluation, and **3)** final project = **5%**, and section **4)** Medical forms, pamphlets, etc. = **10%**.

Portfolio total = 15% of final grade

Note: Grades are not curved.

Letter grade will be assigned as follows:

94-100	A
93-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

Course Calendar

The professor reserves the right to modify this calendar. Further details will be provided on assignments. Any major changes to the calendar will be announced in class and posted on iLnr Heinle Learning Center. Instructions, announcements, specific pages for assignments, due dates will also be posted on your iLnr:Heinle Learning Center_ Student Workstation on <http://hlc.quia.com>

Enero

- 17 Introducción a la clase
 Lección preliminar I: Conversaciones breves
- 19 Lección preliminar I (study vocabulary “the human body” pp. xix-xxiii of your textbook)

- 24 Lección preliminar II: Conversaciones breves
- 26 Lección preliminar II

- 31 Lección 1: En el consultorio

Febrero

- 2 Lección 1: En el consultorio
 (bring patient registration forms, see under section “portfolio” –**Vocab. Quiz 1**)

- 7 Lección 2: En el hospital (I)
- 9 Lección 2: En el hospital
 (bring hospital forms and misc. pamphlets, cards, etc.)

- 14 Lección 3: En el consultorio del pediatra (I)
- 16 Lección 5: En el consultorio del pediatra (II)
 (bring forms related to this topic) - **Vocab. Quiz 2**

- 21 Lección 4: Con el ginecólogo
- 23 **Examen 1 (Lecciones 1-5)**

- 28 Lección 6: Con el dietista
 (bring forms related to this topic)

Marzo

- 2 Group presentations

Spring Recess Begins: Saturday, March 5, 12:00 Noon

Spring Recess Ends: Monday, March 14, 7:30am

- 14 Lección 7: En el centro de Planificación familiar
(bring pamphlets relevant to this topic)
- 16 Lección 8: Un examen físico
students must know the human body (in Spanish) by now

- 21 Lección 9: Con el dentista (bring forms related to this topic)
- 23 Lección 10: En la sala de emergencia – **Vocab. Quiz 3**

- 28 **Examen 2 (Lecciones 6-10).**
- 30 Lección 11: Nace un bebé

Abril

- 4 Lección 12: En el centro médico
- 6 Lección 13: En el hospital (II)

- 11 Lecciones 14 y 15
- 13 Lección 16: Problemas de la hipertensión
(bring pamphlets about this topic) – **Vocab. Quiz 4**

- 18 Lecciones 17 y 18
- 20 Lección 19: Consejos útiles

Easter Recess Begins: Thursday, April 21, 10:00 pm

Easter Recess Ends: Monday, April 25, 6:00 pm

- 27 Lección 20: En el consultorio del cardiólogo
Note: you should have an outline of your final project by this date

Portfolios and Final Projects are due on the day of your final: **Monday, May 2, 2011 @ 8:30AM:** Exams for courses which normally meet MW(F) 4th period.

Your instructor, Nilsa Lasso-von Lang, invites you to enroll in the following course.

Course: Spanish for Medical Personnel

Code: EJHK689

Books: Basic Spanish for Medical Personnel WorkText
Basic Spanish Grammar Textbook Activities

CREATING A HEINLE LEARNING CENTER ACCOUNT

If you do not have an account, you need to create one. To do so, follow these steps:

1. Go to <http://hlc.quia.com> and click **Create an account**.
2. Select a username and password and enter your information, then click Submit.

Note: Remember to write down your username and password and be sure to select the correct time zone. Also, please enter a valid e-mail address so we can send you your password if you forget it.

ENTERING THE BOOK KEY AND COURSE CODE

Enter the book key and course code to complete the enrollment process. You may need to purchase a book key, you may already have a book key that you purchased separately, or you may already have activated the book for a previous course. Depending on your situation, use one of the procedures below. The course code is listed at the top of this page.

Once you have completed this step, the system lists the course and book on the Student Workstation home page. To enter additional books, enter a book key in the **Enter** field and click **Go**.

Note: Book keys can only be used once. Your book key will become invalid after you use it.

I already have a book key

1. Go to <http://hlc.quia.com> and log in.
2. At the top of the page, enter your book key and click **Go**.
3. Click **Confirm** to confirm your registration information. Your book will appear under the **My books** heading.
4. Beside the book listing, enter the course code EJHK689 in the **Enter course code** field and click **Go**.
5. If necessary, select a class or section and click **Submit**.

I need to purchase a book key

1. Go to <http://hlc.quia.com> and log in.
2. At the top of the page, enter the course code EJHK689 and click **Go**.
3. If necessary, select a class or section and click **Submit**. The course and books will appear under the **My classes** heading.
4. Locate the book and click **buy**.
5. Proceed through the purchase process.

Note: If the buy link does not appear in Step 4, contact your instructor for information about obtaining a book key.

USING HEINLE LEARNING CENTER

To access your Student Workstation in the future, go to <http://hlc.quia.com> and log in. Here, you can open your book, submit activities, view your results, and view your instructor's feedback. If you have any questions, contact Quia Heinle Learning CenterSupport at <http://hlc.quia.com/support.html>

