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MORAVIAN COLLEGE
DEPARTMENT OF FOREIGN LANGUAGES
SYLLABUS SPANISH 111
SPANISH FOR MEDICAL PERSONNEL
SPRING 2013

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Office: Comenius 408

Classroom and time: Comenius 218, MW 11:45am – 12:55pm

Office Hours: Friday 11:00am to 1:00pm or by appointment

I. SUPPORTING MATERIALS:

No textbook is required. Your instructor will provide materials in biweekly packets. We will also use online resources, such as Centers for Disease Control and Prevention: <http://www.cdc.gov/spanish/>. In addition, we will use Blackboard <https://blackboard.moravian.edu/webapps/login/>, medical dictionaries and medical forms/applications online, videos, articles, and other online resources and supplementary materials.

IMPORTANT! All students **must keep a portfolio** which will be divided into four sections: **1)** pruebas (tests) **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 the day of your final (15% of final grade).

Other helpful resources:

Check out this FREE online medical dictionary:

http://www.123teachme.com/medical_dictionary

II. COURSE DESCRIPTION:

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. 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 the Hispanic population in the United States. **Prerequisite:** Spanish 105 or permission from instructor. ***This course will fulfill one semester of Spanish for nursing students and students in a related field.***

This will be a demanding course. Expect to spend about two or three 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 . COURSE OBJECTIVES:

- Provide students with useful and essential medical vocabulary in Spanish
- Help students deal with everyday situations that medical personnel encounter at work (clinics, hospitals, etc.)
- Help students understand and use medical translation text types (English-Spanish): Patient education brochures and general forms, medical instruction manuals, patient consent forms, etc.
- Provide students with the basic tools necessary to assist non-English speaking Hispanic patients
- Help students understand Hispanic customs and traditions relevant to healthcare
- Help students 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 or three 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 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 that 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. **If you insist in using your cellular (talking, texting, etc.), you will be asked to leave the classroom. This will result in one absence and a grade of zero for that day.**
 - **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. Remember: missing class lowers the participation grade! At this level, students are required to attend (at least once during the semester) events/activities organized by the Spanish Club. These activities represent 2% of the total participation.

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. **Pruebas (take-home tests) (20%):** There will be a total of four take-home tests (worth 25 pts. each). By the end of the second week of classes, all students **must** have a partner to work outside of class. The instructor will give situations and cases based on topics and materials covered in class. Students and their partners must select ONE situation and ONE case and write a dialogue OR an interview based on their selection. The instructor will grade the following: vocabulary, grammar and mechanics, content/information, completeness of task, and organization. This test must be typed! The due dates are indicated on this syllabus. **No late take-home exams will be accepted!** Be prepared to make corrections in class. Keep all corrected tests in the portfolio – section “Pruebas”. Guidelines will be provided by instructor.
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's 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>

Please note, some free samples of these forms have many problems because they are not translated correctly into Spanish or English. This will be a good practice because we will make corrections in and outside of class.

NOTE: Portfolio sections 1) Pruebas, 2) midterm project and oral evaluation, and 3) final project = 5%, and section 4) Medical forms, pamphlets, etc. = 10% . **Entire Portfolio represents 15% of final grade.**

- 6. Final Project (20%):** Students must 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. Guidelines will be provided by your instructor.
- New in 2013! For your final project, you can choose to participate in the following short abroad programs:**

Program in Honduras: this is a one-week program designed for medical personnel (see handout). It's organized by the nursing dept.

Program in Panama: This is a six-week program in partnership with the Universidad Tecnológica de Panamá (UTP). Students will have the opportunity to earn credits (transfer 2 full units) and complete a medical related assignment at a real work setting which will also count as a final project for this class (see flyer).

It doesn't get more real than this!

NOTE: portfolios and final projects will be collected the day of the final exam. Presentation, information/content, 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, practices and other selected assignments included in biweekly packets will be corrected and graded in class. Instructions, due dates, page numbers and important announcements will be posted on Blackboard. Absolutely **NO homework will be accepted late. DO NOT SEND HOMEWORK VIA EMAIL** unless is specified as such.
8. **Progress Reports:** Students' progress report will be available on **Blackboard** and it will be updated at the end of each week. All students must register on Blackboard and enroll in my class: **Spanish 111: 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. 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. You can also take advantage of our FREE tutoring services (ask your instructor about tutoring).

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

“Students who wish to request accommodations in this class for a disability should contact Elaine Mara, assistant director of learning services for academic and disability support at 1307 Main Street, or by calling 610-861-1510. Accommodations cannot be provided until authorization is received from the Academic Support Center.”

VII. CLASSROOM CIVILITY:

Each Moravian student is encouraged to help create an environment 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%	
Pruebas	20%	
Midterm	15%	
Portfolio	15%	
Final Project	20%	
Homework	10%	
Total		100%

REMEMBER: Portfolio sections 1) Pruebas, 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. A weekly student progress report will be available on Blackboard. Please register on Blackboard during the first week of classes.

Letter grade will be assigned as follows:

93-100	A
92-90	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. Any major changes to the calendar will be announced in class and posted on Blackboard. Instructions, outlines, guidelines, announcements, specific pages for assignments, and due dates will also be posted on Blackboard.

Enero

- 14 Introducción a la clase
 Diálogos breves
 Vocabulario básico
 Prácticas
- Estructuras: Presente indicativo
 Artículos, sujetos, adjetivos, pronombres
- 16 Diálogo
 El cuerpo humano (the human body)
 Vocabulario básico
 Prácticas
 Situaciones y casos: Una cita con el médico
- Estructuras: Presente indicativo
 La hora, días de la semana, meses del año
 Adjetivos, números
- 21 **MLK Day (No hay clase)**
- 23 Diálogo
 En el consultorio de mi médico de cabecera
 Información del paciente (formularios y seguro médico)
 Un examen físico anual.
 En el laboratorio y en la sala de rayos X
 Vocabulario básico
 Prácticas
 Situaciones y casos
- Estructuras: Reflexivo, “usted/ustedes” commands
 Adjetivos y pronombres demostrativos
 Pronombres de objeto directo e indirecto
 Más números
- ¡A informarse! Medicina preventiva

- 28 En el consultorio (continuación). El diagnóstico
 Vocabulario básico
 Prácticas
 Situaciones y casos: Resultados positivos y negativos
- 30 En el consultorio (continuación)
 Diálogo: En la farmacia (medicinas con recetas y sin recetas)
 Vocabulario básico
 Situaciones y casos

Entregar Prueba 1

Febrero

- 4 Diálogos breves. Consultas con los especialistas
 Vocabulario básico
 Prácticas
 Situaciones y casos
- Estructuras: expresiones con *tener*, and verbos *tener* y *venir*. Formas comparativas
- ¡A informarse! Salud de la mujer hispana y del hombre hispano
- 6 Diálogos breves
 Enfermedades: la hipertensión y la diabetes. Síntomas y tratamientos
 Vocabulario básico
 Prácticas
 Situaciones y casos
- Estructuras: Presente de subjuntivo
 Formas superlativas
- ¡A informarse! Problemas de hipertensión y diabetes en la comunidad hispana
 Lecturas y artículos breves
- 11 Prepare at home: Otras enfermedades - Cáncer, problemas respiratorios, problemas cardíacos y gastrointestinales. Síntomas y tratamientos
 Vocabulario básico
 Prácticas : Situaciones y casos
- 13 Diálogo: En el hospital
 Vocabulario básico
 Prácticas
 Situaciones y casos: Otras enfermedades y una hospitalización o un paciente ambulatorio

Estructuras: Pretérito vs. imperfecto de “*conocer, saber, querer*”

Uso de *hacer* to mean *ago*

Usos de *se*

Entregar Prueba 2

18 Diálogo: En la sala de emergencia (formularios y tarjeta de seguro médico)

En el laboratorio y en la sala de rayos X

Vocabulario básico

Prácticas

Situaciones y casos: los accidentes y otros casos de emergencia

Estructuras: pretérito vs. imperfecto.

Past participle, present perfect, and past perfect or pluperfect indicative

¡A informarse! Las comunidades hispanas y el sistema de salud en los Estados

Unidos

20 Presentaciones en grupo

25 Presentaciones en grupo

27 Diálogo: En el Centro de Planificación Familiar (folletos informativos)

Vocabulario básico

Prácticas

Situaciones y casos

Estructuras: *Por* and *para*. *Pero*, *sino* and *sino que*

Objeto de complemento indirecto (repaso)

¡A informarse! Los métodos contraceptivos

Marzo

2-10 Spring Recess

11 Diálogo: En el consultorio del pediatra (formularios)

Vocabulario básico

Prácticas

Situaciones y casos: Nace un bebe

Estructuras: *hacer* en expresiones de tiempo

Pretérito y verbos con cambio en el radical (stem-changing verbs)

“Tú” commands

¡A informarse! el asma infantil (video) y la gripe o influenza

- 13 El pediatra (continuación)
La vacunación de los niños
Vocabulario básico
Prácticas
Situaciones y casos

Estructuras: Presente de subjuntivo, “nosotros” commands

Entregar Prueba 3

- 18 Diálogo: Con el/la dietista.
Vocabulario básico
(folletos informativos)
Prácticas
Situaciones y casos

Estructuras: Verbos con cambio en el radical (present tense), Objeto de complemento directo (repaso)

¡A informarse! Una dieta balanceada

- 20 Consulta con el/la dentista (folletos)
Vocabulario básico
Prácticas
Situaciones y casos

Estructuras: Pronombres posesivos (formas largas y cortas)
Más reflexivos y “Ud.” / “Uds.” commands

- 25 Diálogo: En la clínica de drogadictos y centros de rehabilitación
Vocabulario básico
Prácticas
Situaciones y casos

Estructuras: Presente de subjuntivo

¡A informarse! Artículo: “El cerebro, las drogas y los genes”
<http://www.inprf-cd.org.mx/pdf/sm3306/sm3306535.pdf>

La legalización de la marihuana medicinal: ¿A favor o en contra?
(vídeos y opiniones)

- 27 Consejos para los pacientes
Vocabulario básico
Prácticas
Situaciones y casos

Estructuras: Presente de subjuntivo. Presente perfecto de subjuntivo

28 de marzo – 1 de abril: Easter Recess

Abril

- 3 Diálogos: Las enfermedades venéreas
Vocabulario básico
Presentación de Power Point

Estructuras: Futuro y condicional. Preposiciones *a, de, en*

Entregar Prueba 4

- 8 Las enfermedades venéreas (continuación)
Prácticas
Situaciones y casos

Estructuras: Imperfecto de subjuntivo

¡A informarse! El SIDA (artículos y video)

- 10 Las enfermedades venéreas (continuación)
Prácticas
Situaciones y casos

Estructuras: Imperfecto de subjuntivo. Cláusulas con *Si (if clauses)*

- 15 La importancia de los remedios caseros en el mundo hispano
Vocabulario básico
Situaciones y casos

¡A informarse! Los curanderos y los remedios caseros

- 17 Preparación del proyecto final
22 Preparación del proyecto final

24 Preparación del proyecto final

Portfolios and Final Projects are due on the day of your final: Monday, April 29 at 1:30pm, Comenius 408.