*REEDLEY COLLEGE*

*HEALTH 14*

*INTERPRETING IN HEALTH CARE*

*5 UNITS*

**COURSE SYLLABUS**

**Fall 2013 (Schedule No. 50567)**

Tuesday:6:00P.M.- 7:50P.M. [Room Soc. 32]

Friday:1:00-1:50P.M. [Room Soc. 32]

Friday:2pm-4:15pm [Room Soc. 32]

Language Lab-Second and Fourth Friday of each month

Lead Instructor: Rosie Carrillo M.S. C.R.C.(Counselor)rosie.carrillo@reedleycollege.edu

 Home phone 638-3056

**COURSE DESCRIPTION**: Interpreting in Health Care Settings is designed for bilingual individuals who are interested in facilitating in linguistic and cultural communication between patients and health care providers. Minimal qualifications include the ability to speak fluently in his/her language-pair and are committed to the entire course. This introductory course is designed to develop awareness, knowledge and skills for language interpretation in health care settings. Students will develop a range of skills and qualities necessary for effective interpretation.

**COURSE OBJECTIVES**: At the completion of this course students will:

* Acquire a basic knowledge of common medical conditions, treatments and procedures
* Understand the roles and responsibilities of a health care interpreter
* Define the interpreter’s role in ensuring the patient’s rights to confidentiality and informed consent
* Demonstrate familiarity with health care terminology in English & language of service through role-play and group discussion

**COURSE MATERIALS:** Health 14 course materials that will be provided will include:

* Basic medical information knowledge
* Bilingual health related glossary
* Related handouts and articles

**REQUIRED TEXT:**

* Anatomy and Physiology-Springhouse Corp. 2002 Second Edition . ISBN. 1-58255-180-4
* Medical English/Spanish Dictionary/Diccionario Medico

Onyria Herrera McElroy, Lola L. Grabb, Second Edition

* + - Reader (Purchase at Reedley Bookstore)

**METHODOLOGY**: Students will be expected to read assigned materials, turn in assigned homework, and be prepared to interact in class as individuals and groups.

**EVALUATION:** Your final grade will be determined by the following breakdown:

25% Mid-term Exam October 8, 2013 (10% deduction if taken late)

30% Final Exam December 10, 2013 (10% deduction if taken late)

 5% Assignments (Homework) (50% deduction if late)

20% Class Attendance & Participation (both Lecture and Language Lab)

10% Quizzes (Points deducted as above if late)

10% Assignments (Points deducted as above if late)

A percentage of total points will be computed and a grade will be assigned according to the following breakdown:

 A: 90-100 B: 80-89 C: 70-79 D: 60-69 F. Less than 60%

**NO EXTRA CREDIT ASSIGNMENTS**

**PASSING GRADE IS 70% OR ABOVE:**

**INFORMATION REGARDING QUIZZES:**

* There will be quizzes given throughout the semester coverings readings, lecture materials and language labs. The quizzes will be multiple choice.
* There will be a Mid-Term and a Final Exam. Both will be comprehensive.

**ATTENDANCE & STUDENT RESPONSIBILITIES:**

* **Class attendance is mandatory**. If you wish to drop the class, please inform the instructor. This must be done before August 23rd. If an absence is unavoidable, inform the instructor of absence by voice mail or home number. An informed absence will allow for a make-up exam or quiz, non-informed absence will not.
* Take quizzes and the final examinations on scheduled dates. Makeup quizzes and exams must be taken within one week of scheduled test date. Quizzes and exams must be returned to the instructor on the day taken.
* Arrive to class on time. **Sign the Attendance Sheet**. No attendance points will be earned if you fail to sign the attendance sheet.
* Complete assigned readings prior to the next class meeting.
* Participate in class activities which include role playing and group projects.
* No adaptive tools, spellers checkers, calculators in English and Spanish during quiz or exam time.
* ***ABSENCES AND TARDINESS ARE STRONGLY DISCOURAGED, AND WILL BE DOCUMENTED.***

 ***Frequent tardiness is disrespectful and a disruption to the class.***

 ***Therefore, to reduce interruptions, every three (3) tardies will be***

 ***counted as one (1) absence.***

**Important School Policies:**

Please refer to your school catalog schedule (pages 43-44) for complete details, some of these policies include:

* + - Cheating and Plagiarism
		- Drug/Alcohol free campus
		- Student Conduct

**Authority and disciplinary Actions**

Instructions shall be in charge of their classes and students are under obligation to respect the authority of each instruction.

Reedley College seeks to develop responsible, democratic citizenship among the students enrolled. Students are responsible for their conduct. Failure to adhere to the college’s standards will result in disciplinary action. The college reserves the right to exclude at any time a student who violates student conduct standards and/or in not taking proper advantage of the opportunities offered.

Reedley College reserves the right to exclude any time a student who, in the judgment of the administration, is not taking proper advantage of the opportunities offered.

**Removal from class by instructor**

Reedley College’s Student Code of Conduct Policy (Based Policy 5520 and Educational Code 76032) authorizes an instructor to remove a disruptive student from his or her class for the day of removal and the next class meeting. The instructor shall immediately report the removal to the Vice-President of Student Services. During the period of removal, a student shall not be returned to the class from which he or she was removed without the concurrence of the instructor if the class.

**Academic Honesty:**

Students are expected to demonstrate academic integrity by completing their own assignments. Plagiarism is the academic equivalent of theft, and can occur in any type of course. If you use someone else’s words, ideas, facts or work in any way, you must identify them as a source. Duplicating someone else’s work and handling it in as your own is intentional plagiarism. Submission of work from another person whether printed sources or someone other than the student will result in a failing grade for that assignment. Anyone caught plagiarizing material will be required to meet with the Dean of Academic Affairs, and will be subject to immediate disciplinary action. Please refer to page 35 in the catalog.

**Plagiarism is grounds for dismissal from school. Instructors must immediately refer suspected cases of plagiarism to the Dean.**

**Accommodations for Students with Disabilities:**

If you have a verified need for an academic accommodation. The use of materials in alternate media (i.e. Braille, Large Print, Electronic Text, etc.) is available to students needs. Per the Americans with Disabilities Act (ADA) or section 504 of Rehabilitation Act authorizes students these tools. **Please contact me as soon as possible!**

**ABSOLUTELY NO WORK WILL BE ACCEPTED AFTER THE FINAL CLASS ENDS:**

**Due Dates and Make-up Exams**: All work is expected to be accomplished on time including assigned readings, exams and all writing assignments. Students will receive a zero (0) for assignments not submitted. Students are expected to take the midterm and final examinations at the regularly scheduled time. Failure to take any examination will result in a zero(0) for that item.

**HOMEWORK ASSIGNMENTS:**

 Any reports or papers due should be typed, use computers. Reports are to be double spaced, with standard font (12) and margins. Remember to include your name and date on assigned work.

**GROUP ASSIGNMENT**: Identify a group member responsible for submitting one report with all participants’ names on the front page. Every member has to do research their own. Visuals are important, adds to the completed project and grade. Every member has to present their own report 4-5 minutes, no notes

 PAPER 1 – Describe characteristics of your own culture based on your group

 presentation.

 DUE ON: September 16, 2013 (Friday) First Group

 September 23, 2013 (Friday) Second Group

**COURSE AGENDA**

August 12 (T) –Distribution and explanation of Course Syllabus. Discussion and use of

 Reader. Information sheet. Standards of Interpreting (CHIA) and

 Mexican Translator in class.

HH

August 16 (F) - U.S. Health Care System and related terminology

 Basic Medical Knowledge. Roles and Responsibilities of Interpreter’s

 ` **(Assign Culture Groups )**

August 20 (T) –HIPPA Information/Memory Development and Public Speaking

August 23 (F)- Effective Communication, Recognizing Barriers to Communication,

 Cross-Culture Communication, Assertiveness skills, Role-Playing

August 27 (T) Medical Terminology – Prefixes, Suffixes, Roots

 Modes of Interpretation

August. 30 (F) -Introduction to culture & its impact on interpreting

 Recognizing Diversity and Definition. Managing the Flow of the

 Session

 Sept. 3 (T) Respiratory System/ Asthma/Importance of Pediatrics Interpreting

 Sept. 6 (F) Cardiac/Circulatory System – Role-Playing

 Sept. 10 (T) LANGUAGE LAB –How to be an effective an Interpreter

 **Quiz #1 A,B,C**

Sept. 13 (F) Digestive & Gastrointestinal System – Overview – Teeth & Gums

**Sept. 16 (F) - Presentation of Cultural Groups-First Groups**

 Sept. 20 (T) – Nutrition, Food Pyramid, Common Problems

Sept. 23 (F) - **Presentation of Cultural Group-Second Groups**

Sept. 27 (T) -Allergy immunology **Quiz #2 D,E,F**

Sept. 30 (F) - Role Play- Professional conduct. Using small group

 discussion, present real situations of professional & unprofessional

 health behavior

October 1 (T) - Common Medical Procedures/Immunolgy

October 4 (F) - LANGUAGE LAB – Review for Mid-Term – Group Exercises

October 8 (T) - **Mid Term Exam**

October 11 (F) - Nervous System Anatomy – Medical Terminology relative to Nervous

 System

October 15 (T) - Eye, Ear Anatomy

October 18 (F) - LANGUAGE LAB – Medical Terminology of all systems covered-

 Role Play in interpretation encounters

 Quiz # 3 **G,H,I**

October 22 (T) - Integumentary(Dermatology)/***MEDLINE PLUS***

October 25 (F) - Confidentiality Forms

October 29 (T) - Urinary System – Common Problems

November 1 (F) –Medical Terminology, Urinary System/Quiz #4, **J,K,L**

November 5 (T)- Catch-Up

November 8 (F) –Pain Terms and Management

November 12 (T) –Endocrine Anatomy/

November 15 (F) – Endocrine Disorders/ Language Lab

November 19 (T) - Diabetes Information/ **Pain Quiz**

November 22 (F) **–**Basic Pharmacology

November 26 (T) - Catch Up Materials

**NOV. 28-29 (F) THANKSGIVING DAY HOLIDAY**

December 3 (T)- Reproductive Anatomy – Women’s & Men’s Health

 December 6 (F) STD’S Common Problems/ Interpreters Attitude

 REVIEW FOR FINAL EXAM

December 10 (T) FINAL COMPREHENSIVE EXAM!

**HAVE A WONDERFUL CHRISTMAS HOLIDAY!**

**SEE YOU NEXT YEAR!**