



**HEALTH 16 – HEALTHCARE INTERPRETING**  
**FIELD WORK EXPERIENCE - COURSE SYLLABUS**



SPRING 2024

**Course No. HLTH16-54009**

HLTHCARE INTRP FLD WRK

01/08/2024 - 05/17/2024

Thursdays: 6:00 p.m. - 7:50 p.m. Web-based (online)

HCIP Instructor:

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**COURSE DESCRIPTION:**

This course is taken simultaneously with Health 15 and provides practicing skills in the field and/or work site. A total of 80 interpreting hours are needed to fulfill the requirement of this course which 40 must be clinical (medical) and 40 interpreting in other settings including but not limited to: religious, social, legal, business, etc. However, a student must complete a total of 60 clinical hours in order to pass this course. Students must submit necessary paperwork to document time spent practicing their interpreting skills and must turn in documentation on a weekly basis.

**PREREQUISITES:** Student must pass Health 14 with a grade of C or higher and be enrolled in Health 15 class concurrently. To take Health 16, student must have completed Health 14 successfully within 2 years prior enrollment in Health 15 and 16.

**Recommended Textbooks:**

Please note, the following textbooks are recommended (not required) for this course.

The Interpreter's Rx : A training program for Spanish/English medical interpreting, Holly Mikkelson. Published by ACEBO - ISBN-13: 978-1880594117

**STUDENT LEARNING OBJECTIVES (SLO):**

- Discuss and demonstrate understanding of the interpreter roles and the scope of practice relative to other health care professionals in the assigned agency
- Demonstrate competence if professionalism e.g., time management, leadership skills, interpersonal skills, and communication skills
- Apply conflict management skills in the workplace
- Develop public speaking skills by doing presentations in class and seeking opportunities to educate community members. Students will gain confidence by doing mock interviews
- Develop written communication skills that would prepare students for the fieldwork. Students will learn to create a professional portfolio including but not limited to, cover letter, resume, reference letter, and email etiquette



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- Practice cross-cultural sensitivity and communication skills with colleagues/patients
- Acquire significant interpreting experience by conducting role plays, and personal encounters at clinics, hospitals, community-based organizations, and nonprofit organizations

### STUDENT LEARNING OUTCOMES:

Upon completion of this course, students will be able to: 1) fully understand the roles and responsibilities of a health care interpreter with application to actual situations, 2) being able to foster relationships with different healthcare professionals, 3) be sensitive and understanding and be able to have insight in linguistic and cultural nuances and communicate these to the health care provider, 4) Apply and implement other knowledge and skills in the art of interpretation. 5) Understand the importance of developing/sharpening their interpersonal skills as well as communication, leadership and problem-solving skills.

**COURSE MATERIALS and SUPPLIES:** The following items are recommended (not required) Computer and Internet access, 2” Binder, highlighters, pencils, headphone, voice recorder, & 2023 calendar.

**METHODOLOGY:** Students will be expected to be prepared to interact in class as individuals and as groups. Students will be expected to turn in proper documentation for field work experience and do assigned homework for class. Healthcare Interpreting Case Presentations are a vital factor in Health 16.

### ACCOMODATIONS FOR STUDENTS WITH DISABILITIES:

If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the American’s with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact your instructor as soon as possible.

### DROP POLICY:

18-week courses have a drop deadline in the 9th week. Short-term classes have a drop deadline of 4 1/2 weeks. However, the instructor may drop you at any time after 1) Not attending mandatory orientation, 2) The first quiz, and/or 3) Having three (3) consecutive unexcused absences or any absences in the first week of class.

### ATTENDANCE:

Student must attend at least 15 weeks of class in order to pass this course which means that a **student may only miss a total of 3 classes due to sickness** (doctor’s note required), family emergency or difficult circumstances.

### REMOVAL FROM CLASS:

Instructor(s) shall be in charge of their classes and students are under obligation to respect the authority of each 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



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the concurrence of the instructor of the class. 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.

### ACADEMIC DISHONESTY - CHEATING AND PLAGIARISM:

(Please see the Reedley College catalog for school policies)

“Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it includes any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating that consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work.” Penalties for cheating and plagiarism range from 0 to F on a particular assignment, through an F for the course.

### INTERNSHIP OBJECTIVES

- SKILL DEVELOPMENT - Apply what you learn in the classroom. Learn to work as part of an organization/team. Learn and improve specific skills (interpretation, writing, verbal, and computer).
- BROADER KNOWLEDGE - Gain self-confidence and interpersonal relationships. Develop a better understanding of the role of the interpreter in the medical room
- PERSONAL DEVELOPMENT - Develop values, ethics, assertiveness, and decisionmaking abilities. Know when not to take an assignment.

### FIELD WORK EXPERIENCE REQUIREMENTS:

The student is required to provide **at least 60 Clinical Hours of significant interpretation** within one semester in his/her assigned agency. In addition, he/she is required to complete classroom activities/consultation with the instructor/coach. Significant interpretation encounters involve providing medical related interpretations in person at a minimum of 10-15 minutes per encounter. However, students are encouraged to complete as many hours of interpretation as possible including other interpretation settings such as legal, religious, business, etc. The more familiar the student becomes with consecutive and simultaneous interpreting, the more comfortable and prepared the student will be to work as an interpreter.

### EVALUATE THE SUCCESS OF THE EXPERIENCE:

- Site supervisor does evaluation of student. The site supervisor determines if the student met the objectives and the quality of the intern's work. Assessment of work attitude is important along with suggestions for improvement.



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- Self-evaluation of student. It is important for students to reflect on the learning experience in a structured way and be able to identify areas of strengths and opportunities for improvements. ○ The INSTRUCTOR does the final Evaluation of student. The final evaluation and awarding of credit to the student will be based on the contacts the instructor has had during internship and on the final evaluation by the supervisor and the student. The student will keep a journal and document all health care related interpretation encounters as proof of internship. Instructor will meet with each student’s assigned site supervisor for a performance review.

GUIDELINES: At the end of the internship, each student’s file needs signatures for each evaluation form from the: 1) Site Supervisor, 2) Student, and 3) Instructor

**CLASS ASSIGNMENTS / RUBRIC:**

2 PowerPoint Presentations: (Lec) 2 Individual Presentations worth 40 points each, 1) The Patient Experience & 2) The provider Experience. Elements: Organization, Content, Grammar/Spelling, Use of Visual Aids, Audience Participation, Adherence to Time Limit (20 %) Both presentations will be conducted in the Target language	80
80 Interpreting Hours 40 Clinical & 40 other settings or 60 Clinical Hours Only	250
Mock Interview	50
Professional Portfolio	50
Participation	35
Attendance: 2 points for each day of attendance	35

**Total: 500 points**

PASSING GRADE IS 70% (350 points) OR ABOVE:

**A: 500-400    B: 399-300    C: 299-200    D: 199-100    F: 99 or less**

INTERNSHIP LEARNING OBJECTIVES: Achieve a rating of “3” or higher on skills outlined in the Medical Interpreting Standards of Practice Manual. Final performance evaluation will be based on experiences gained at internship site, as well as in-class simulations and exams.



Students will demonstrate the following competencies:

**Duty A: Interpretation**

- A-1 Introduce self and explain role
- A-2 Manage the spatial configuration of patient-provider interpreter to maximize ease and directness of communication
- A-3 Maintain the linguistic register and style of the speaker
- A-4 Address the “comfort needs” of the patient in relation to the interpreter with regard to factors such as age, gender, and other potential areas of discomfort
- A-5 Select appropriate mode of interpretations (consecutive, simultaneous; first or third person).
- A-6 Accurately transmit information between patient and provider
- A-7 Encourage direct communication between patient and provider
- A-8 Ensure that the listener understands the message
- A-9 Ensure that the interpreter understands the message to be transmitted
- A-10 Manage the flow of communication in order to preserve accuracy and completeness, and to build rapport between provider and patient
- A-11 Manage the dynamics of the triad
- A-12 Manage personal internal conflict
- A-13 Manage conflict between provider and patient
- A-14 Do a self-check on accuracy of interpretation and corrects own mistakes
- A-15 Assist the provider with interview closure activities
- A-16 Ensures that concerns raised during and/or after a session are addressed and referred to the appropriate individual/program
- A-17 Complete appropriate documentation of the interpreter’s work
- A-18 Follow up (outside the triadic encounter) as necessary

**Duty B: Cultural Interface**

- B-1 Uses culturally appropriate behavior/language.
- B-2 Recognize and address instances that require inter-cultural inquiry, to ensure accurate and complete understanding

**Duty C: Ethical Behavior**

- C-1 Maintain confidentiality: HIPAA compliance
- C-2 Interpret accurately and completely
- C-3 Maintain impartiality
- C-4 Respect patient’s privacy
- C-5 Maintain professional distance C-6  
Maintain professional integrity
- C-7 Deals with discrimination



## **COURSE SCHEDULE**

WEEK 1 - Thursday, Jan. 11 LEC- Class orientation, Distribution, and review of course syllabus. Goal Setting for Graduation #1

WEEK 2 - Thursday, Jan. 18 LEC- The Importance of Academic Preparation PPT - Video & Discussion | Review of Mandatory Paperwork for internship

WEEK 3 - Thursday, Jan. 25 LEC- Sharpening Written Communication Skills PPT - Email and phone etiquette | Preparation for Professional Portfolio.

WEEK 4 - , Thursday, Feb 1 Self-Confidence PPT & Guest Speaker

WEEK 5 - Thursday, Feb. 8 LEC- Ethics PPT & Activity | HIPAA Compliance

WEEK 6 - Thursday, Feb. 15 LEC- Building Interpersonal Relationships in the Workplace PPT

WEEK 7 - Thursday, Feb. 22 LEC- Problem-solving skills PPT & exercise

WEEK 8 - Thursday, Feb. 29 LEC- Becoming a Professional Interpreter PPT: Independent contractor vs Employee. Certifications, requirements & tips - Guest Speaker

WEEK 9 - Thursday Mar. 7 LEC- Leadership Skills PPT & Activity | Guest Speaker

WEEK 10 - Thursday Mar. 14 LEC- Assertiveness & Decision-Making  
Goal Setting for Graduation #2

WEEK 11 - Thursday, Mar. 21 LEC- Group 1 “The Patient” & “The Provider” PPT

WEEK 12 - Thursday, Mar. 28 LEC - - SPRING BREAK - NO CLASS

WEEK 13 - Thursday, Apr. 4 LEC- Group 2 “The Patient” & “The Provider” PPT

WEEK 13 - Thursday, Apr. 11 LEC- Group 3 “The Patient” & “The Provider” PPT

WEEK 14 - Thursday, Apr. 18 LEC- Job Interview Expectations & Dress for Success Guest Speaker

WEEK 15 - Thursday, Apr. 25 LEC- Compassion fatigue & Self-Care & Activity



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WEEK 16 - Thursday, May 2 LEC- Mock Interviews

WEEK 17 - Thursday, May 9 LEC- Mock Interviews

WEEK 18 - Thursday, May 16 LEC- Professional Portfolio Due: All Documentation pertaining to internship is Turned-In

WEEK 19 -Graduation Week

\*\*This syllabus and schedule are subject to change based upon class needs and at the instructor’s discretion.

**STUDENT RESPONSIBILITIES**

FORMS & EVALUATIONS		
Confidentiality Statement		
Student Evaluation by Site Supervisor		
Final Evaluation		
Internship Agreement		
Timesheets		
Student Self-Evaluation		
Current Vaccination Card		
Other Forms		

**CLASSROOM POLICIES**



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- Roll Call will be at the beginning of every class meeting. Please arrive to class on time. Tardiness will be documented.
- Class attendance is mandatory. If an absence is unavoidable, please inform the instructor of absence preferably by email. Absences will be documented, and it is the students' responsibility to find out what is covered in class. If you wish to drop the class, please inform the instructor.

You must also check Reedley College Schedule for last day to drop.

- Complete all assignments and reading prior to the next class meeting.
- Required to participate in class activities including role -playing and group projects.
- No adaptive tools, speller's checkers, or dictionaries will be allowed during quiz or exam. • If you bring food into the classroom, student must clean table before he/she leaves the classroom and disposed of any trash/recyclables.
- No private software or games are to be brought to class or loaded onto school computers. • NO cell phones, texting, headphones, laptops, or any other electronic device is to be used during class. Please turn your cell phones and all other electronic devices on silent or OFF.