# FCM 590 – Medical Spanish

Spring Semester - 2022

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**Notice to Students:** Although Elective syllabi at MSUCOM have a consistent format; vitally important details differ by Elective. For this reason, you must read the syllabus thoroughly at the onset of each elective to understand what educational activities will be provided and what is expected of you.
Section 1 – Course Information

Elective Description
Medical Spanish is a 1-credit hour elective course that provides students with Spanish language skills needed to provide basic H&Ps, follow-up care, and provide prescription instructions to Spanish-speaking patients. The goal of the course is to help future health care providers better communicate with Spanish-speaking patients and provide culturally sensitive health care services to this growing population.

Course Goals
1. Improve medical Spanish fluency
2. Understand techniques to improve communication even in times of vocabulary deficit
3. Appreciate cultural and language challenges that come to patients that do not speak English

Course Coordinator
(Note - Preferred method of contact is shown in italics)
Name: Richard Bryce D.O.
Phone: 517-884-9600
Email: bryceri1@msu.edu
Address: 4707 Saint Antoine Street, Detroit, MI 48201-1427

Instructors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Bryce D.O.</td>
<td><a href="mailto:bryceri1@msu.edu">bryceri1@msu.edu</a></td>
<td>517-884-9600</td>
<td>DMC</td>
</tr>
</tbody>
</table>

Lines of Communication
▪ For administrative aspects of the Course: contact the course coordinator.
▪ For content questions relating to a specific lecture or topic: contact the faculty presenter for that specific portion of the course or your SE MI on-site instructor.
▪ For absences/missed exams (see excused absence information below)

Office Hours
Questions concerning the elective may be discussed individually by making an appointment with Richard Bryce, D.O., by email bryceri1@msu.edu.

Textbooks and Reference Materials

Required

Recommended
Optional
http://www.practicingspanish.com/anatomy.html - This site is presented as a free medical Spanish immersion, with anatomy vocabulary, translation, and audio samples. It is designed to be helpful for a variety of medical personnel. In addition to introducing Spanish medical terms, this site will hopefully improve fluency and even cultural competency.

Elective Schedule
This elective is presented over 9 weeks with one week off for Spring Break. General scheduling for the educational activities of this elective are as follows:

<table>
<thead>
<tr>
<th>Day/Date</th>
<th>Times (if Applicable)</th>
<th>Required Activities</th>
<th>Specific Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1, 2022</td>
<td>5pm</td>
<td>Lesson 1</td>
<td></td>
</tr>
<tr>
<td>February 8, 2022</td>
<td>5pm</td>
<td>Lesson 2</td>
<td></td>
</tr>
<tr>
<td>February 15, 2022</td>
<td>5pm</td>
<td>Lesson 3</td>
<td></td>
</tr>
<tr>
<td>February 22, 2022</td>
<td>5pm</td>
<td>Lesson 4</td>
<td></td>
</tr>
<tr>
<td>March 1, 2022</td>
<td>5pm</td>
<td>Lesson 5</td>
<td></td>
</tr>
<tr>
<td>March 8, 2022</td>
<td></td>
<td>No class- Spring Break</td>
<td></td>
</tr>
<tr>
<td>March 15, 2022</td>
<td>5pm</td>
<td>Lesson 6</td>
<td></td>
</tr>
<tr>
<td>March 22, 2022</td>
<td>5pm</td>
<td>Lesson 7 Review/Exam</td>
<td></td>
</tr>
</tbody>
</table>

Required Exams/Assessments
The activities required for successful completion of this elective are listed below.

<table>
<thead>
<tr>
<th>Required (if Applicable)</th>
<th>Projected Points</th>
<th>Specific Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Attendance/Participation</td>
<td>70</td>
<td>Class required, all students must participate. 10 points per class. Allowed to miss up to 2 classes.</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

Required Proctoring Arrangements
None applicable to this elective.

Elective Grades
A student’s course grade is determined by the following formula:

\[
\frac{(\text{Participation Points} + \text{Final Exam})}{100} \times 100\% = \text{Final Percent Score}
\]

- **P-Pass**—means that credit is granted and that the student achieved a level of performance judged to be satisfactory by the instructor. To obtain a “P” grade for this course, a student must obtain 70% or a total of 70 points.
- **N-No Grade**—means that no credit is granted and that the student did not achieve a level of performance judged to be satisfactory by the instructor. A student who accumulates less than 70 points or an accumulated score below 70% will receive an “N” grade.
- Remediation - Since elective courses in the MSUCOM preclerkship curriculum are optional, students are not required to remediate the elective if an “N” grade is received, and no remediation option is available.

**Student Evaluation of the Course**

We want your feedback on how to improve this course.
- Informal Feedback: Feel free to approach the Course Coordinator, Richard Bryce, or any of the other course faculty with your reactions and suggestions. Or write out your comments and email them to the Course Coordinator or Faculty. From time to time, we may also convene focus groups of students, as an additional way to elicit your opinions and suggestions.
Section 2 – Policies

Please refer to the MSUCOM Student Handbook for these and other policies.

Academic Honesty and Professionalism

Every student is responsible for their behavior and is expected to adhere to all MSU and MSUCOM policies of academic honesty and professionalism, as outlined in the MSUCOM Student Handbook and the MSU Medical Student Rights and Responsibilities. These documents may be found on the MSUCOM website. Additional guidance on academic integrity may be found on the MSU Ombudsperson’s website at https://ombud.msu.edu/sites/default/files/content/Academic-Integrity-at-MSU-updated-August-2017.pdf

Incidents of academic dishonesty or professional misconduct will be addressed by the faculty, administration, or staff; such action may include, but is not limited to: giving a failing grade, referring a student for judicial review, directing the student to the Associate Dean of Medical Education, evaluation by the Committee on Student Evaluation, and other actions outlined in the Medical Student Rights and Responsibilities document.

Types of Class Sessions

MSUCOM designates lectures and other class sessions by their delivery method. While additional terms may be used in a specific course, the following will provide general guidance to the type of session:

- Live or livestream lecture: broadcast at a designated time; intended to viewed synchronously
- Online Lecture: recorded content, may be viewed asynchronously
- Webinar: more interactive session where student participation is expected
- Lab: may refer to on-site clinical skills training or online lab session; see details

Changes to Course Schedule or Requirements

Due to external circumstances, the course requirements published in the course syllabus and/or course schedule may be subject to change. Timely notification Communication regarding changes will be provided to enrolled students via the course D2L site and/or email. Any changes made will consider the MSU Code of Teaching Responsibility and the MSU Medical Students Rights and Responsibilities.

Mandatory and Optional Class Sessions

All lectures and other class sessions are considered to be integral to the course, and students are expected to attend, view, or participate in each session. Some sessions are designated as “mandatory” in that attendance at the session on the scheduled date and time is required. Depending on the course, a student may earn points for attending or participating in a mandatory session or may lose points for failing to attend or participate. Availability of make-up points for missed sessions is at the discretion of the course coordinator. Optional class sessions are offered by faculty to assist students in learning or reviewing course content.

Absences from Mandatory and Examinations/Assessments

It is the responsibility of the student to know which class sessions are deemed as mandatory and comply with the MSUCOM policy regarding absences from mandatory sessions and examinations. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website. Requests for an excused absence must be submitted via the student portal.
Computer-Based Testing
It is the responsibility of each student to know and comply with the MSUCOM policy on computer-based testing. This policy may be found in the MSUCOM Student Handbook on the MSUCOM website.

Administration of quizzes, examinations, and other assessments may be self-proctored, virtual proctored, or classroom proctored. Regardless of the proctoring method, you are expected to take the exam in a quiet, private setting. Just like in a proctored exam, you are not to access notes, textbooks, references, your phone, or other materials, and you are not to interact with fellow students or others. Remember that integrity is defined as what you do when no one is looking.

You are also expected to not record, photograph, take screen shots, make notes of, or otherwise attempt to make a copy of any exam item for any purpose, including your personal use. A student who is discovered to have cheated or breached exam security will be subject to formal disciplinary action, up to and including dismissal from MSUCOM.

If you have concerns or evidence of an exam security breach on this or any exam, you may report that to an MSUCOM administrator or through the online concern form.

Medical Student Rights and Responsibilities
If problems arise between instructor and student, both should attempt to resolve them by informal, direct discussions. If the problems remain unsolved, the Associate Dean for Medical Education and/or the MSU Ombudsperson may be consulted. The MSU Medical Student Rights and Responsibilities (MSRR) document defines processes for additional steps, including submission of a formal grievance. The MSSR may be found in the MSUCOM Student Handbook and online at splife.studentlife.msu.edu.

Reef Polling (iClicker Cloud) Policy
It is your responsibility to know and comply with the Reef Polling (iClicker Cloud) Policy. This policy may be found in the MSUCOM Student Handbook. If you forget your device or if it does not work, for whatever reason, no make-up experiences will be provided, and no points will be given.

If Reef Polling is used to take attendance for an on-campus event, you will be expected to arrive to the physical location on time and to stay for the duration of the assigned activity. If Reef Polling is used to take attendance for an online event, you will be expected to start the session at the scheduled time and participate for the duration of the assigned activity.

As a matter of professionalism, please note that under no circumstances should you provide access to their iClicker Reef account to another student by sharing your device and/or account login, nor should a you accept another student’s device or login credentials to access Reef Polling on their behalf. Answering questions or checking in for attendance on behalf of another student by using their device or account is considered to be academic dishonesty and may result in disciplinary action up to and including dismissal from the college.

Remediation
The MSUCOM Policy for Retention, Promotion and Graduation requires successful completion of each required course to progress in the curriculum. Remediation is not available for preclerkship electives.
Student Safety and Well-being
The MSUCOM website and Student Handbook provide information on student safety, campus security, access to medical care and counseling services, and to policies on injuries and exposures. If you have an injury or acute illness on campus, an incident report should be completed. The form is available on the MSUCOM intranet or from Academic Programs.

Requests for Accommodations
Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or online at rcpd.msu.edu. Once eligibility for an accommodation has been determined, you may be issued a Verified Individualized Services and Accommodation (VISA) form. Each VISA includes an expiration date; to request an accommodation, you must have an active VISA. You may work with RCPD to renew a VISA.

During the preclerkship curriculum, the college will help to coordinate accommodations for additional testing time. Provide your VISA to Nancy Thoma, thoman@msu.edu, A333 East Fee Hall at the start of the term and/or at least two weeks prior to the assessment event (test, project, labs, etc.). Requests for accommodations received with less notice will be honored whenever possible. You may choose whether or not you wish to use accommodations for a particular event. For other accommodations, you may also review your VISA with the course coordinator and curriculum assistant assigned to that course.

Title IX Notifications
Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at titleix.msu.edu.

Limits to confidentiality. Essays, journals, and other materials submitted for this class are generally considered confidential pursuant to the University's student record policies. However, you should be aware that University employees, including instructors, may not be able to maintain confidentiality when it conflicts with their responsibility to report certain issues to protect the health and safety of MSU community members and others. Instructors must report the following information to other University offices (including the Department of Police and Public Safety):

- Suspected child abuse/neglect, even if this maltreatment happened when you were a child;
- Allegations of sexual assault, relationship violence, stalking, or sexual harassment; and
- Credible threats of harm to oneself or to others.

These reports may trigger contact from a campus official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like to talk about these events in a more confidential setting, you are encouraged to make an appointment with the MSU Counseling and Psychiatric Services.

Addendum: Course Schedule
The course schedule for the current semester will be posted to D2L. Changes to the course schedule will be noted on the class academic calendar (“Google calendar”) and communicated to students via D2L
and/or email. The schedule for the most recent offering of this course will be posted on the MSUCOM website under Current Students/Preclerkship Curriculum.