Prerequisite

DHYG 1261 and DHYG 2331

Course Description

Practice settings for the dental hygienist including office management, employment considerations, resume preparation, and job interviewing. Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. (1 sem hrs; 1 lec)

Learning Outcomes

Explain the Dental Practice Act governing the dental and dental hygiene profession; discuss ethical and moral issues affecting dental hygiene practice; describe traditional and non-traditional dental hygiene practice settings; and generate a resume.

Course Meeting Days and Times

Lecture: Tuesday
(Course will be taught in a block format for 10 weeks in order to complete material before National Boards)
West Campus
Allied Health Building Room 170

Course Director

Donna Cleere, R.D.H, M.Ed.
Professor/Program Director
Office: AH Room 120
Phone: 354-6064
Campus E-Mail Address: cleere-dk@actx.edu
Web address: http://www.actx.edu/~dk/index.html

Office Hours As Posted on Office Door

Required Course Textbook

1. State Board of Dental Examiners Rules and Regulations and Occupations Code (Current Copy)
Instructor Objective for the Course

Chapter objectives will be distributed at the beginning of each class period. Chapter objectives will coordinate with the materials presented in lecture, handouts, reading assignments, and exams.

The student will know that these objectives have been successfully completed if he or she earns a final course grade of “C” or higher as evaluated by the instructor.

The standard for the objectives may be one or any combination of the following:

- as given in lecture
- as demonstrated, discussed in the clinic experience
- as given in handouts
- as stated in the course texts
- as given on exams

Course SCANS Competencies

During the course of this semester, the student will fulfill each of the following identified SCANS competencies by the designated means:

Reading: The student will complete all reading assignments, review all handouts and be able to understand and interpret the information as it relates to the course information that is presented.

Writing: The student will submit answers to questions given by the instructor on major examinations and assignments. The student will also be able to document information in a patient’s chart using correct spelling and professional terminology.

Speaking/Listening: The student will participate verbally in class discussions, and will answer questions to the best of his/her ability. The student will listen attentively to lecture and audio/visual presentations in order to take good notes and to assimilate enough information to ask questions when necessary. The student will listen attentively to any guest speakers in the classroom and in professional dental meetings in order to ask salient questions at the conclusion of the speaker’s presentation.

Critical Thinking: The student will utilize the information presented in this class, as well as in other courses in this program, and assimilate the information in order to correctly answer the various types of questions presented on examinations. The questions contained on the examination require the student to be able to reason, problem solve, make logical decisions based on the information supplied, and/or to describe further steps or actions necessary to derive reasonable conclusions. Students will also assimilate information in case histories to problem solve, treatment plan a difficult case, and answer questions related to case histories.
Personal Qualities: The student is expected to complete all assignments and examinations independently unless assigned to work in a group. The student is expected to work independently or in a collaborative fashion with a professional attitude and in cooperation with instructors and classmates. The student is encouraged to have the honesty and integrity to perform assignments as expected.

Workplace Competencies: The student will be able to identify, organize, and plan the utilization of time, work, materials, facilities, and human resources as they relate to the practice of dental hygiene.

Computer Usage: The student will utilize the computer to research information that is applicable to dental hygiene care of the patient and complete all computer assignments given in class.

Students with Disabilities

Any student in this course who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact Disability Services (SSC 119, Phone: 371-5436) As Soon As Possible.

The Amarillo College Catalog can be viewed at www.actx.edu/catalog/index/htm.

Attendance Policy

Regular attendance is necessary for satisfactory achievement. Therefore, it is the responsibility of the student to attend class. Due to the tremendous amount of information contained in this course, the student who plans to succeed should also plan to attend all course sessions regularly and promptly. Without question, the instructor expects each student to be present at each session. Unfortunately, no one has ever developed a short cut, which will replace hours of actual experience needed to master a new skill; therefore, you must be present to acquire the specific knowledge in this subject. You may have no more than 1 absence in this course without affecting your final grade. Beginning with the 2nd absence, 2 points will be deducted from your final grade for each absence. A student may receive 2 bonus points added to the final course grade for perfect attendance.

Required Examinations and Projects

The course will consist of quizzes, major examinations, and preparation of a professional resume, a one page summary as it relates to your expectations for employment, homework assignments, and a final examination. Major examinations will be announced approximately one week in advance. Refer to the course calendar for the schedule of materials to be covered in each class and the examination dates. Also, please note the provisions of the Make-up Policy in this syllabus for missed examinations. Major Examinations and the Comprehensive Final will be objective and subjective in nature.
Make-up Policy

If a student is absent on the day when a scored activity is given, the student may make-up the missed work as follows:

1. It is the responsibility of the student to make arrangements with the instructor within 24 hours of returning from the absence to reschedule the examination.
2. The missed work must be made up within TWO Amarillo College school days where the day ends at 4:00 p.m.
3. The make-up work may earn a maximum of 80% of the original point value.

Students with questions regarding examination results may review examinations, under the supervision of the course director, at any time. Students who feel that a question was scored improperly must submit the following to the course director in writing:

1. The exam question and the reason for requesting an instructor review of the course.
2. The page and paragraph number, in the student’s course textbook or lecture notes, which verify the answer, is correct.

The request must be submitted within 1 calendar week after the instructor notifies the student of the grade. The student will be notified within 1 calendar week if the points have/have not been awarded.

Note: A student may view his/her old examination by setting up an appointment with the course director. However; no examinations may be reviewed the week of finals.

Grading Criteria

Weekly Quizzes 30%
Major Examination 30%
Resume and Summary Paper 10%
Final Examination 30%

The final examination will cover all the material in the course and will be comprehensive in nature.

Resume and Summary Paper

a. Resume
   Each student will be required to complete a professional resume.

b. Each student will be required to prepare a one page typed summary of expectations that he/she has regarding employment in a dental office.
The following course grade scale applies throughout this course:

- A = 93-100
- B = 83-92
- C = 75-82
- F = below 75%

Note: A grade of “D” is not possible in this course.

Course Ethics

At Amarillo College, there are grave academic penalties for unethical conduct. The policy and penalty for such conduct is provided in the General Catalog as follows:

A high standard of conduct is expected of all students. It is assumed that obedience to the law, respect for properly constituted authority, personal honor, integrity and common sense will guide the actions of each member of the college community both in and out of the classroom. Any student who fails to perform according to expected standards may be disciplined.

It can be concluded from this statement that cheating and other forms of unethical course conduct are absolutely forbidden by Amarillo College policy. To be more specific, in this course, any unethical course conduct is cause for a final grade of “F” regardless of other grades earned to date in the course.

In summary, a student should not risk his or her final grade in this course and any future enrollment privileges at Amarillo College as the result of unethical conduct. This policy will be strictly enforced.

All students are considered mature enough to seek faculty assistance and to monitor their own progress in meeting course requirements. The following professionalism standards apply to this course:

1. Student is prompt for class.
2. Student is prepared for class sessions.
3. **Student assumes responsibility for his/her own learning.**
4. Student is concerned with excellence in learning rather than just meeting minimal criteria.
5. Student applies lecture material in the clinic setting.
6. Student maintains his/her composure, dealing with conflict in a constructive way.
7. Student exhibits an attitude of respect for classmates, faculty and staff.
8. Students will not be disruptive or talk to each other during lectures, slide presentations, guest lectures, etc. Should this occur, the student will be asked to leave the classroom immediately.

Electronic and Recording Devices

Cellular telephones and pagers are disruptive during class. All electronic devices such as cell phones or beepers/pagers are prohibited in this course. No tape recordings of the lecture during classroom or lab instruction will be allowed. Reading the assigned
chapters prior to class and taking notes during lecture will assure proper coverage of the chapters for examinations.

**Emergency Contacts**

Phone numbers that family members may use to reach a student only in case of an emergency are as follows:

- Clinic Office: 354-6050
- Amarillo College Police: 371-5163
- Allied Health Division Secretary: 354-6055

**Academic Grievances**

A student, who has a grievance concerning a course in which he or she is enrolled or a grade, should make an appeal in the following order to the:

1. Instructor
2. Department chair
3. Division chair
4. Vice President/Dean of Instruction
5. College President
DHYG 1123  
Dental Hygiene Practice  

**Verification of Course Policies**

I, _________________________, verify that faculty have reviewed the Dental Hygiene DHYG 1123 Course Syllabus with me and have also demonstrated to me how to access the course syllabus online at the following web address: www.actx.edu/~dental_hygiene. (dental underscore hygiene)

I also understand that I may download and print the course syllabus if I choose to do so. I understand the course and department policies contained in the syllabus as they have been explained to me. I agree to abide by the policies and course requirements documented in the syllabus.

______________________________ on ______________________________

Student Signature                                                                   Date

Received and filed in student file.

______________________________ on ______________________________

Instructor Signature      Date
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